National Institute of Corrections

25AC03

The National Institute of Corrections (NIC) is seeking applications for funding under the Fiscal Year (FY) 2025 to create a complete NIC-branded and formatted "hand-off"-level curriculum package (facilitator and participant guides, slide decks, video clips, and other required materials) using existing NIC curriculum materials.

NIC FY 2025 Leadership Development for Mid-Level Managers

Applicants to NIC for awards with expected issuance dates on or after October 1, 2024, should be aware of revisions to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) effective from that date. All NIC awards issued on or after October 1, 2024, will be subject to the revised regulations. You may incorporate these changes into your applications now.

Significant changes to 2 CFR Part 200 that may be most relevant for NIC's applicants and recipients include:

an increase in the de minimis indirect cost rate from 10% to 15% of Modified Total Direct Costs (2 CFR § 200.414 [f]),

an increase in the threshold for determining equipment from a per unit cost of $5,000 to $10,000 (2 CFR § 200.313),

an increase in the upper limit for computers as supplies from $5,000 to $10,000,

an increase in the threshold for reporting unused supplies from an aggregate value of greater than $5,000 to $10,000 (2 CFR § 200.314),

an increase in the threshold for excluding subaward costs from the modified total direct cost base from $25,000 to $50,000.

a requirement that recipients verify that subrecipients are not suspended, debarred, or otherwise excluded from receiving Federal funds (2 CFR § 200.332), and

an increase in the Single Audit Threshold from $750,000 to $1 million (2 CFR § 200.501).

Recipients of NIC awards issued prior to October 1, 2024, will not be subject to the new regulations, although supplements to these awards will.

NIC encourages applicants and recipients to read OMB's final rule, now entitled OMB Guidance for Federal Financial Assistance, at: https://www.federalregister.gov/documents/2024/04/22/2024-07496/guidance-for-federal-financial-assistance.

Eligibility

NIC invites applications from nonprofit organizations (including faith-based, community, and tribal organizations), for-profit organizations (including tribal for-profit organizations), and institutions of higher education (including tribal institutions of higher education). Recipients, including for-profit organizations, must agree to waive any profit or fee for services. Foreign governments, international organizations, and non-governmental international organizations/institutions are not eligible to apply. Proof of 501(c) (3) status as determined by the Internal Revenue Service or an authorizing tribal resolution is required.

NIC welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Only one (1) application will be accepted from a submitting organization.

NIC may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

For additional eligibility information, see Section C. Eligibility Information.

Deadline

Applicants must register with Grants.gov prior to submitting an application. NIC encourages applicants to register several weeks before the application submission deadline. In addition, NIC urges applicants to submit applications 72 hours prior to the application due date. 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 October 21, 2024.

Late applications are neither reviewed nor considered.

For additional information, see How To Apply in Section D Application and Submission Information.

Contact Information

For programmatic questions concerning this solicitation contact Elizabeth Kreger National Program Advisor, National Institute of Corrections at ekreger@bop.gov. Responses to programmatic questions will be posted on NIC's website for public review. The website will be updated regularly and postings will remain on the website until the closing date of this solicitation.

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the NIC at BOP-NIC/General@bop.gov 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.

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NIC FY 2025 Leadership Development for Mid-Level Managers
(Assistance Listing Number (CFDA) 16.61)

A. Program Description

Overview

The National Institute of Corrections (NIC) is the only federal agency with a legislative mandate (Public Law 93-415) to provide specialized services to corrections from a national perspective. NIC provides direct service as the primary means of carrying out its mission and responds directly to needs identified by practitioners working in state and local adult corrections, the Federal Bureau of Prisons, the Department of Justice, other federal agencies, and the United States Congress. As a center of learning, innovation, and leadership that shapes and advances effective correctional practice and public policy, NIC is a vital partner in planning, developing, delivering, and supporting capacity-building leadership training in the field of corrections.

NIC believes it takes skilled leadership at every level of a corrections organization to improve correctional practices and outcomes[1]. Current research into practice shows that leadership development is a process that requires dedicated effort through continuous learning and professional improvement[2]. Effective leadership development programs align with agency operational and strategic needs both with the agency delivering the programs, as well as the external agencies receiving the leadership development training.[3]

As a result, NIC is seeking to update its existing Leadership Development for Mid-Level Managers virtual instructor-led training (VILT) program targeted toward agencies that are interested in developing their mid-level manager staff. This curriculum is based upon the Manager Managerial Profile from NIC's *Correctional Leadership Competencies for the 21st Century: Manager and Supervisor Levels.* See this link (https://s3.amazonaws.com/static.nicic.gov/Library/020475.pdf) for sample job and responsibility areas that are appropriate for NIC's Leadership Development for Mid-Level Managers training program.

Statutory Authority: Public Law 93-415

Program-Specific Information

NIC is seeking an instructional design practitioner(s) to revise and refresh an in-house curriculum for the Leadership Development for Mid-Level Managers course (see https://nicic.gov/leadership-development-mid-level-managers-virtual-instructor-led-vilt-series), a multi-session virtual instructor-led series, into a comprehensive "hand-off"-level curriculum package. The body of work to be completed for this project includes comprehensive "hand-off"-level curriculum package development and attend and audit one pilot virtual delivery to a class of 25 mid-level managers who are representative of NIC's corrections customer base.

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[1] Campbell, Nancy M. **Correctional Leadership Competencies for the 21stCentury: Executives and Senior-Level Leaders,** July 2005, Retrieved from https://s3.amazonaws.com/static.nicic.gov/Library/020474.pdf

[2] Day, David V., John W. Fleenor, Leanna E. Atwater, Rachel E. Sturm, and Rob A. McKee. "Advances in Leader and Leadership Development: A Review of 25 Years of Research and Theory." *The Leadership Quarterly* 25, no. 1 (February 2014): 63-82.

[3] Zenger, Jack, and Joe Folkman. "Leadership Development 6.0: Connecting Leadership Development with Drivers of Business Results." *Zenger Folkman*, 2010. UT: Orem

A proposal responsive to this solicitation should provide substantiated documentation of proposed project team members (subject to approval by the NIC program manager) with (1) a minimum of 10 years of experience in learner-centered curriculum design and development, which should be supported with submission of "hand-off"-level curriculum package samples; (2) a minimum of 10 years of substantiated design, development and evaluation of "hand-off"-level curriculum packages for use with national participant groups; (3) 10 years of substantiated experience in designing virtual "hand-off"-level curriculum packages, including submitting virtual instructor-led (VILT) curriculum samples; (4) credentialed / certified virtual curriculum designers, producers and facilitators on proposed project team; (5) a minimum of 10 years of experience setting up, hosting, producing, designing, facilitating and evaluating virtual instructor training using a variety of industry standard virtual platforms; (6) proposed project team members must have 10 years minimum experience, credentials and qualifications to administer, interpret, and facilitate Everything DiSC® individual and 360 assessments; and (7) 10 years of experience facilitating virtual experiential leadership training activities and tying them through content and leadership competencies to on-the-job leadership correctional applications.

Respondents must demonstrate and document grounding in current learning and performance research, virtual instructor-led curriculum design, and its unique strengths and challenges in contrast to in-person training design, facilitation, and evaluation. Respondents should also demonstrate knowledge of evidence base of best practices of virtual learning design and facilitation for adult learners. A responsive proposal will include "hand-off"-level curriculum package samples to substantiate the applicant's experience and expertise. The applicant must have demonstrated experience and proposed project team member expertise in the ADDIE Model of Instructional Design, Bloom's Taxonomy of Performance Objectives, the Kirkpatrick Model of Evaluation, and demonstrated proposed project team member expertise in the specifics of developing virtual instructor-led "hand-off"-level curriculum packages. All curriculum materials will be developed using the ITIP model of instructional design (see https://nicic.gov/resources/nic-library/all-library-items/itip-toolkit-guide-working-curriculum-developers) and use NIC-branded curriculum templates for all curriculum materials.

Existing curriculum materials will be audited with NIC's Course Design Audit Checklist**,** which is attached to this solicitation as an appendix.

Goals

The goal of this cooperative agreement is to create a complete NIC-branded and formatted "hand-off"-level curriculum package (facilitator and participant guides, slide decks, video clips, and other required materials) using existing in-house curriculum materials.

Objectives

A proposal responsive to this solicitation should, at a minimum identify a plan to address the scope and timeframe of the project; determine the methodology and resources necessary to deliver the work products, identify a team with demonstrated subject matter expertise, experience in designing and developing VILT curricula and instructional materials for adult learners.

The objectives to be completed at a minimum are:

Participate in a kickoff project team meeting using NIC's virtual instructor-led platform and clarify the deliverables, work products, and time frames for this project.

Consult with the NIC program manager to gain an understanding of the history, purpose, and objectives of the Leadership Development for Mid-Level Managers course and formulate recommendations for the design, format, and layout of instructional materials for the course.

Submit draft course materials to the NIC program manager for review and approval.

Attend and audit a pilot to evaluate the effectiveness of the training curriculum based on the Instructional Theory Into Practice (ITIP) model.

Complete edits and/or revisions as a result of the pilot and submit the final draft of "hand-off"-level curriculum package for the course for NIC review and approval.

Deliverables

The successful applicant must complete the following deliverables during the project period. The program narrative should reflect how the applicant will accomplish these activities.

1. Participate in a scheduled virtual kickoff planning meeting with the NIC project manager and other designated staff to clarify project goals, objectives, and deliverables, including discussion of a timeline of activities and role clarification within 30 days of the award.

2. Course Development
   a. Develop plans that identify work to be completed in the design, format, and layout of the Leadership Development for Mid-Level Managers course.
   b. Provide a first draft of course materials for the Leadership Development for Mid-Level Managers VILT course that includes the following materials at a minimum:
      i. Course overview
      ii. Course evaluation plan
      iii. Module overview(s) (if modules are a component of the course)
      iv. Lesson plan(s), including all presentation visuals (slides), participant learning materials/guide, and facilitator guide
      v. Recommended trainer preparation strategies, any needed credentialing and/or certifications, e.g., certified virtual facilitation mastery

3. Course Pilot: Attend and audit pilot virtual delivery to a class of 25 mid-level managers who are representative of NIC's corrections customer base.

4. Final Drafts: Complete any additional edits and/or revisions to draft "hand-off"-level curriculum package materials as necessary from results of the pilot and submit final draft course materials package for the Leadership Development for Mid-Level Managers VILT course that includes the following materials:
   a. Course overview
   b. Course evaluation plan
   c. Module overview(s) (if modules are a component of the course)
   d. Lesson plan(s), including all presentation visuals (slides), participant learning materials/guide, and facilitator guide
   e. Recommended trainer qualifications and certifications

5. Project Narrative: Provide a comprehensive project summary report that includes a narrative description of the project, including background, purpose, objectives, results and sample delivery agenda for the Leadership Development for Mid-Level Managers VILT course.

Award Conditions.

The successful applicant will:

1. Provide documentation and a proposed project team with the capacity to manage this project and multiple deliverables within a one-year period.

2. Proposed project team members (subject to approval by the NIC program manager) with:

    a. A minimum of 10 years of documented instructional/curriculum design expertise and experience developing and designing curriculum materials using the Instructional Theory Into Practice (ITIP) format (see https://nicic.gov/itip-toolkit-guide-working-curriculum-developers)
    b. A minimum of 10 years of substantiated design, development, and evaluation of "hand-off"-level curriculum packages for use with national participant groups
    c. Ten years of substantiated experience in designing virtual "hand-off"-level curriculum packages as demonstrated by submitting VILT curriculum samples
    d. Credentials/certifications for virtual curriculum design, production, and facilitation
    e. A minimum of 10 years of setting up, hosting, producing, designing, facilitating, and evaluating virtual instructor training using a variety of industry-standard virtual platforms
    f. Ten minimum years of experience, credentials, and qualifications to administer, interpret, and facilitate Everything DiSC® individual and 360 assessments
    g. A minimum of 10 years of experience facilitating virtual experiential leadership training activities and tying them through content and leadership competencies to on-the-job leadership correctional applications
    h. A minimum of 10 years of documented experience in producing Section 508-compliant training materials (see https://www.section508.gov/)
    i. A minimum of 10 years of documented desktop publishing experience
    j. The demonstrated capacity and ability to assess and evaluate training program processes, content, delivery strategies, and materials
    k. The ability to write a report that details recommendations for revisions and edits in training program content, delivery strategies, and materials
    l. The ability to draft "hand-off"-level curriculum packages for NIC training programs using NIC-provided templates

Applications must include in Program Narrative and Budget Narrative the incorporation of products delivered meet Plain Language and Section 508 Standards.

NIC Staff Responsibilities

Cooperative Agreements require significant staff involvement excluding the basic monitoring of the project, progress, deliverables and reports. NIC Staff involvement will include:

- Serving as a subject matter expert for curriculum development and ongoing review of revisions at all phases of the project
- Serving as project manager for all phases of the project, including approvals in advance of all plans, designs, formats, and materials development

- Approving all revision ideas, recommendations, and development plans during each phase of the project
- Approving subject matter experts beyond the awardee-proposed project team to carry out project work
- Approving benchmark project dates, graphics ideas, video clips, etc. in advance
- Working collaboratively with the awardee project team on each phase of the project from kickoff to completion

In addition to the strategy and content of the program design, the successful applicant must complete the deliverables specified in the statement of work and program description during the project period. The program narrative should reflect how the applicant will accomplish these activities.

Before approving a deliverable, NIC reserves the right to test the deliverable against the applicant's Section 508 claims. If NIC determines that the applicant's claims were false and at higher level of conformance than what was actually received, NIC may, at its option, reject the deliverable and require the applicant to remediate the deliverable to align with the applicant's stated Section 508 conformance claims before its approval.

Additionally, before approving a deliverable, NIC reserves the right to review the applicant's deliverables for conformance to federal plain writing guidelines and NIC Guidelines for Preparing and Submitting Manuscripts for Publication. If NIC determines that the applicant's deliverables do not meet all applicable guidelines, NIC may, at its option, reject the deliverable and require the applicant to remediate the deliverable align with those guidelines.

Evidence-Based Programs or Practices.
NIC strongly emphasizes the use of data and evidence in policy making and program development.

- improving the quantity and quality of evidence NIC generates;
- integrating evidence into program, practice, and policy decisions within NIC and the field; and
- improving the translation of evidence into practice.

NIC considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which NIC considers a program or practice to be evidence-based.

Accessibility Requirements
Section 508 of the Rehabilitation Act, as amended by the Workforce Investment Act of 1998 (P.L. 105-220) requires that when federal agencies develop, buy, maintain, or use information and communication technology (ICT), it shall be accessible to people with disabilities. Federal employees and members of the public who have disabilities must have access to and use of information and data comparable to employees and members of the public without disabilities.

Deliverables submitted as part of this project must conform to the Revised Section 508 Standards (see 36 C.F.R. § 1194.1 & Apps. A, C & D), which are available online at https://www.govinfo.gov/content/pkg/CFR-2017-title36-vol3/xml/CFR-2017-title36-vol3-part1194.xml.

All functional performance criteria apply when the requirements outlined Chapters 4–6 of the Revised 508 Standards either (1) do not address one or more functions of ICT or (2) provide lower accessibility and usability for people with disabilities than would be provided by using alternative design or technology. All Web Content Accessibility Guidelines (WCAG) Level A and AA success criteria and 502 Interoperability with Assistive Technology and 503 Application of the Revised 508 Standards apply. All requirements for hardware features, components, and support services and documentation also apply. See https://www.section508.gov/

Plain Language Requirements
The Plain Writing Act of 2010 requires federal agencies to use plain writing in documents that are necessary for obtaining government funding, providing information about federal government benefits or services, or explaining to the public how to comply with a requirement that the federal government administers or enforces. The Act also requires agencies to use plain writing in every paper or electronic letter, publication, form, notice, or instruction. Its purpose is to improve the effectiveness and accountability of federal agencies. See http://www.nicic.gov/plainlanguage and https://plainlanguage.gov/law/

Deliverables submitted as part of this project must adhere to the federal plain writing guidelines, which are available at https://www.plainlanguage.gov/guidelines/, and the NIC Guidelines for Preparing and Submitting Manuscripts for Publication, which is available at https://www.nicic.gov/plainlanguage.

Additional resources
NIC training and technical assistance awardee standards. NIC has developed the TA Handbook] to promote among providers the consistency and quality of NIC-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training.

B. Federal Award Information

NIC expects to make one award for as much as $150,000.00 for a 12-month project period, beginning on December 1, 2024. Requests for amounts more than a total of $150,000.00, including direct and indirect costs will not be considered.

Type of award. NIC expects to make an award from this solicitation in the form of a cooperative agreement which is a particular type of grant used when NIC 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, additional information on the substantial involvement can be found in Section A. See Administrative, National Policy, and Other Legal Requirements, under Section F. Federal Award Administration, for details regarding the federal involvement anticipated under an award from this solicitation.

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

If the awardee demonstrates significant progress toward implementing project activities and achieving project goals, NIC may, in certain cases, provide supplemental non-competitive funding for FY 2026 and FY 2027 to the awardee. With the supplemental funding, the project period can be extended up to two

additional 12-month increments for an overall project period of 36 months. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the Award.

Performance measures capture outcomes of cooperative agreement activities, demonstrating if programs accomplish goals and objectives. Performance measures. NIC requires all applicants to submit quarterly progress reports demonstrating progress towards completion of the work proposed under this solicitation. The performance measures for this solicitation outlined on the following page:

Objective	**Performance Measure(s)**	**Description**	**Data Grantee Provides**
Participate in a kickoff project team meeting using NIC's virtual instructor-led platform and clarify the deliverables, work products, and time frames for this project.	Meeting with the NIC program manager within 30 days of award.	Meet with the program manager to outline roles and responsibilities.	Meeting minutes
Consult with the NIC program manager to gain understanding of the history, purpose, and objectives of the Leadership Development for Mid-Level Managers course and formulate recommendations for the design, format, and layout of instructional materials for the course.	Design plans submitted	Several areas in the VILT curriculum (see curriculum during the initial review) and course materials need to be refreshed/revised and will be compared to a list of research-based standards and practices for adult learning design in order to determine whether course design falls in line with research-based practices in instructional design for adult learners.	Provide course design plan
Submit draft course materials to the Academy team leader for review and approval.	Draft course material package submitted.	All work from the revision and refresh for The Leadership Development for Mid-Level Managers course will be completed, and revised materials will be submitted for approval.	Provide a first draft of course materials, including course overview, course evaluation plan, module overview, and lesson plans, all presentation visuals (slides), participant learning materials/guide, and facilitator guide. Recommend trainer preparation strategies, any needed credentialing and/or certifications, e.g., certified virtual facilitation mastery.

Attend and audit a pilot to evaluate the effectiveness of the training curriculum based on the Instructional Theory Into Practice (ITIP) model.	Participate in all pilot VILT's	A pilot VILT will be scheduled by the program manager. Awardee will attend the pilot and evaluate the revised curriculum.	Provide detailed notes for curriculum revision recommendations.
Complete edits and/or revisions as a result of the pilot and submit the final draft of the "hand-off"-level curriculum package for the course for NIC review and approval.	Final draft course material package submitted.	Complete any additional edits and/or revisions to draft materials as necessary	Final draft course material package that includes an overview, course evaluation plan, module overview if applicable, and lesson plans that include all presentation visuals, participant learning materials/guide, and a facilitator guide.
Project Narrative	Draft comprehensive project narrative	Awardee will draft a comprehensive project summary report after attending the pilot VILT and submitting the final "hand-off"-level curriculum package.	Provide a comprehensive project summary report that includes a narrative description of the project, including background, purpose, objectives, results and sample delivery agenda for the Leadership Development for Mid-Level Managers VILT course.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in Part 200 Uniform Requirements as sent out as set out at 2 C.F.R. 200.303:

Establish and maintain effective internal control over the federal award that provides reasonable assurance that the nonfederal entity 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).

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

Evaluate and monitor the nonfederal entity's compliance with statute, regulations, and the terms and conditions of federal awards.

Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

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 nonfederal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

Budget Information

Funding Restrictions
Foreign Travel is not allowed unless prior written approval is received from Awarding Agency (NIC). Equipment purchases are not allowed. Construction is not an allowable activity.

Incentives or Stipends
Unless specifically listed in Section A, NIC will not fund incentives or Stipends.

Pre-Agreement Cost Approvals
NIC does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of NIC 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 NIC'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.

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 percent 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 2024 salary 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 non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

C. Eligibility Information

NIC invites applications from nonprofit organizations (including faith-based, community, and tribal organizations), for-profit organizations (including tribal for-profit organizations), and institutions of higher education (including tribal institutions of higher education). Recipients, including for-profit organizations, must agree to waive any profit or fee for services. Foreign governments, international organizations, and non-governmental international organizations/institutions are not eligible to apply. Proof of 501(c) (3) status as determined by the Internal Revenue Service or an authorizing tribal resolution is required.

NIC welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Only one (1) application will be accepted from a submitting organization.

NIC may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Cost Sharing or Matching Requirement
This solicitation does not require cost sharing or match. However, if a successful application proposes a voluntary cost share or match amount, and NIC approves the budget, the total cost share or match amount shall be incorporated into the approved budget, and becomes mandatory and subject to audit. Cost sharing or match will not be used as a factor during the merit review of applications.

Limit on Number of Application Submissions
If an applicant submits multiple versions of the same application, NIC 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. See attached checklist.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or that do not include the application elements that NIC has designated to be critical, will neither proceed to peer review nor receive

further consideration. Under this solicitation, NIC has designated the following application elements as critical: Project Abstract, Program Narrative, Accessibility Conformance Report, Budget Detail Worksheet, Budget Narrative, Logic Model, Timeline or Milestone Chart and résumés of all key personnel.

Applicants should review the "Note on File Names and File Types" under How To Apply to be sure that they submit their applications in the permitted formats.

NIC strongly recommends that applicants use appropriately descriptive file names (e.g., "Accessibility Conformance Report", "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "*Résumés*") *for all attachments. Also, NIC recommends that applicants include* résumés *in a single file.*

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. This form can be found on Grants.gov and NIC's website https://nicic.gov/invitations-bid-and-requests-proposal.

Intergovernmental review
This funding opportunity 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.")

Project Abstract
Applications must 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; and
- 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.

The abstract should briefly describe the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals.

Program Narrative
Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, NIC may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

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

Statement of the problem.
Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While NIC expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

Goals, objectives, and performance measures.

Applicants should describe the goals of the proposed training and technical assistance program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that NIC will require successful applicants to provide.

Goals. Applicants should describe the program's intent to deliver training and technical assistance, as described in the previous section and outline the project's goals.

Program objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the training and technical assistance strategy identified in the preceding section and measurable.

NIC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that NIC 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.

Project Design and Implementation
Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 5. NIC encourages applicants to select evidence-based practices for their programs.

Logic Model
Applicants must include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments.

Timeline or Milestone Chart
Applicants must submit a milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or

quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates.

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 19. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that NIC will provide.

Capabilities and Competencies, Résumés of All Key Personnel
This section should describe the experience and capability of the applicant organization and any contractors or subawards that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Letters of Support/Memoranda of Understanding
If submitting a joint application, as described under Section C: Eligibility Information, page 1, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

> expression of support for the program and a statement of willingness to participate and collaborate with it;
>
> description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational; and
>
> estimate of the percentage of time that the partner will devote to the planning and operation of the project.

Accessibility Conformance Report
Applicants must provide an Accessibility Conformance Report (ACR) for each type of Information and Communication Technology (ICT) (e.g., electronic document, web-based content, web-based training, podcast, or video) offered through this Cooperative Agreement. Create the ACR using the Voluntary Product Accessibility Template (VPAT) Version 2.1 or later, located at https://www.itic.org/policy/accessibility/vpat. Complete each ACR in accordance with the instructions provided in the VPAT template.

Each ACR must address the applicable Section 508 requirements referenced in the statement of work and program description. Use the remarks/explanations column or additional narrative to explain how the ICT meets, fails to meet, or does not apply to the standards (e.g., user functionality, administrator functionality, and reporting). For ICT features that do not fully conform to Section 508 standards, describe your plan to remedy those features.

Finally, the applicant should describe the evaluation methods that were used to support Section 508 conformance claims. NIC reserves the right, prior to making an award decision, to perform testing on some or all of the applicant's proposed ICT items to validate Section 508 conformance claims made in the ACR.

Plain Writing Attestation Letter
For the deliverables offered with this Cooperative Agreement, applicants should provide a letter attesting to the adherence of requirements of the Plain Writing Act of 2010 and NIC Guidelines for Preparing and Submitting Manuscripts for Publication https://nicic.gov/plainlanguage. Include a section describing the evaluation methods that were used to support plain writing claims. NIC reserves the right, prior to making an award decision, to perform testing on some or all of the applicant's proposed deliverables to validate claims made in the plain writing attestation letter.

Budget Detail Worksheet and Budget Narrative
Applicants must provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period. Pre-agreement cost approvals: For information on pre-agreement costs, see Section B. Federal Award Information.

Budget and Budget Justification
Budget SF-424A
Prepare a master budget table using "SF-424A Budget Information for Non-Construction Programs" (aka SF-424A), available in the Grants.gov electronic application package. Only complete "Section B-Budget Categories". Provide the object class budget category (a. - k.) amounts for each budget year under the "Grant Program, Function or Activity" heading. Each column reflects a separate budget year. For example, Column (1) reflects budget year 1. The total budget will be automatically tabulated in column (5). The solicitation will specify if the award will fund multiple years, continuation awards will be made on a noncompetitive basis. Column 1 (budget year 1) is the only requirement.

Budget Justification Detail Worksheet
The Budget Detail Worksheet must provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, cost for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid with cooperative agreement funds. The Budget Detail worksheet must present a complete itemization of all proposed costs.

Identify the amount requested for each budget category and describe the basis for calculating the personnel, fringe benefits, travel, equipment (if authorized), supplies, contractual support and other costs identified in the SF-424A.

Budget information must be supported at the level of detail described below:

> (1) Personnel: List all staff positions by title. Give annual salary, percentage of time assigned to the project, total cost for the budget period, project role and specify any annual cost of living adjustments. Compensation paid for employees engaged in grant activities must be consistent with payments for similar work within the applicant organization. Note that for salaries to be allowable as a direct charge to the award, a justification of how that person will be directly involved in the project must be provided. General administrative duties such as answering telephones, filing, typing or accounting duties are not considered acceptable.
>
> Below is a sample computation for Personnel:

Position/Title	Annual Salary	% of Time Assigned to Project	Year 1	Year 2*	Year 3*	Total
Project Manager	$70,000	50%	$35,000	$36,050	$37,132	$108,182
Trainer	$60,000	100%	$60,000	$61,800	$63,654	$185,454
Specialist Design Tech	$45,000	100%	$45,000	$46,350	$47,741	$139,091
Total Personnel			**$140,000**	**$144,200**	**$148,527**	**$432,727**

***There is a 3% increase after Year 1 for all personnel for cost of living adjustments**

Note this budget category is limited to persons employed by the applicant organization ONLY. Those employed elsewhere are classified as subawardees, program participants, contractors or consultants. Contractors and consultants should be listed under the "Contractual" budget heading. Subawards made to eligible subrecipients are listed under the "Other" budget heading. Participant support costs such as travel assistance for trainees are listed under the "Other" budget heading.

(2) Fringe Benefits: Identify the percentage used and the basis for its computation. Fringe benefits are for the personnel listed in budget category (1) above and only for the percentage of time devoted to the project. Fringe benefits include but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans. The applicant should not combine the fringe benefit costs with direct salaries and wages in the personnel category.

Below is a sample computation for Fringe Benefits

Position/Title	Base Fringe % Rate	Costs
Project Manager	47.22%	$16,527
Trainer	50.83%	$30,498

3) Travel: In a table format, specify the estimated number of trips, purpose of each trip, number of travelers per trip, destinations and other costs for each type of travel for applicant employees. Travel costs for program participants if authorized, should be specified in the "Other" budget category. Explain the need for any travel, paying particular attention to travel outside the United States. Foreign travel includes trips to Mexico and Canada and but does not include trips to Puerto Rico, the U.S. territories, or possessions. **If NIC funds will be used for foreign travel, the budget justification must expressly state that the applicant will not use NIC funds for foreign travel without prior written approval by NIC.**

Below is a sample computation for Travel:

Purpose of Travel	Location	Item	Computation	Cost
State prison visit	Washington DC	Lodging	4 people x $100 per night x 2 nights	$800
		Airfare	4 people x $500 round trip	$2,000
		Per Diem	4 people x 50 per day x 2.5 days	$500
Total Travel				**$3,300**

(4) Equipment: If authorized, identify all tangible, non-expendable personal property to be purchased that has an acquisition cost of $5,000 or more per unit and a useful life of more than one year. Equipment also includes accessories and services included with the purchase price necessary for the equipment to be operational. It does not include: (1) equipment planned to be leased/rented; or (2) separate equipment service or maintenance contracts. Details such as the type of equipment, cost and a brief narrative on the intended use of the equipment for project objectives are required. Each item of equipment must be identified with the corresponding cost. Particular brands of equipment should not be identified. General-purpose equipment (office equipment, etc.) must be justified as to how it will be used on the project. (Property items with a unit cost of less than $5,000 are considered supplies).

(5) Supplies: "Supplies" are tangible property other than "equipment" with a per item acquisition cost of less than $5,000. Include a brief description of the supplies required to perform the work. Costs should be categorized by major supply categories (e.g. office supplies, computing devices, monitoring equipment) and include the estimated costs by category.

(6) Contractual: List the proposed contractual activities along with a brief description of the scope of work or services to be provided, the proposed duration of the contract/procurement, the estimated cost and the proposed procurement method (competitive or non-competitive). **Any procurement of services from individual consultants or commercial firms (including space for workshops) must comply with the competitive procurement requirements of 2 CFR Part 200.317-200.326.**

Examples of Contractual costs include:

- Consultants – Consultants are individuals with specialized skills who are paid at a daily or hourly rate. Participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors is limited to the maximum daily rate for a Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually.

- Speaker/Trainer Fees – Information on speakers should include the fee and a description of the services they are providing.

(7) Other: List each item in sufficient detail for NIC to determine the reasonableness of its cost relative to the program solicitation. "Other" items may include equipment rental, telephone service and utilities and photocopying costs. Note that subawards, such as those with other universities or nonprofit research institutions for members of

the research team, are included in this category. Provide the total costs proposed for subawards as a separate line item in the budget justification and brief description of the activities to be supported for each subaward or types of subawards if the subrecipients have not been identified. Subawards may not be used to acquire services from consultants or commercial firms.

Provide the total costs proposed for participant support costs if authorized as a separate line item in the budget justification and brief description of the costs. If NIC funds will be used for foreign travel by program participants, the budget justification must expressly state that the applicant will not use NIC funds for foreign travel without prior approval by NIC.

Indirect costs (IDC) may be budgeted and charged by recipients of Federal assistance agreements in accordance with 2 CFR Part 200. With the exception of "exempt" agencies and Institutions of Higher Education as noted below, all recipients must have one of the following current (not expired) IDC rates, including IDC rates that have been extended by the cognizant agency:

- Provisional;
- Final;
- Fixed rate with carry-forward;
- Predetermined;
- 15% de minimis rate authorized by 2 CFR 200.414(f) here
- "Exempt" state or local governmental departments or agencies are agencies that receive up to and including $35,000,000 in Federal funding per the department or agency's fiscal year, and must have an IDC rate application developed in accordance with 2 CFR 200 Appendix VII, with documentation maintained and available for audit.
- Institutions of Higher Education must use the IDC rate in place at the time of award for the life of the assistance agreement (unless the rate was provisional at time of award, in which case the rate will change once it becomes final). As provided by 2 CFR Part 200, Appendix III(C)(7), the term "life of the assistance agreement", means each competitive segment of the project.

IDCs incurred during any period of the assistance agreement that are not covered by the provisions above are not allowable costs, and must not be drawn down by the recipient. Recipients may budget for IDCs pending approval of their IDC rate by the cognizant Federal agency. However, recipients may not draw down IDCs until their rate is approved.

Budget Narrative

The budget narrative must thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. NIC 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 must 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.

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 $250,000, the application should address the considerations outlined in 2 C.F.R.200.317 - 200.316.

Indirect Cost Rate Agreement (if applicable)
Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate, this requirement does not apply to units of local government. 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. Indirect costs may be charged to an award only if: The recipient has a current (unexpired), federally approved indirect cost rate; or the recipient 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

Tribal Authorizing Resolution
Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

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 submit the following information to at the time of application submission:

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

NIC seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an NIC award. However, additional oversight may be included, if necessary, in award documentation.
Logic model

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) (SF-LLL form) 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").

Additional Attachments
Evidence of nonprofit status Proof of 501(c) (3) , e.g., a copy of the tax exemption letter from the Internal revenue Service, if applicable. Evidence of for-profit status, e.g., a copy of the articles of incorporation, if a pplicable.

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/ memoranda of understanding when assessing "capabilities / competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

Applicant disclosure of pending applications. Applicants are to disclose whether they have pending applications for federally funded grants or subawards (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. 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).

NIC 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; and
- the point of contact information at the applicable funding agency.

SAMPLE

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	John Doe 202-000-0000 John.doe@doj.gov
HHS/Substance Abuse	Drug Free Mentoring Program	Jane Doe 202-000-000 Jane.doe@doj.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application.

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 subawards (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.”).

How to Apply

Applicants must register in and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application here. 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

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. NIC encourages applicants to register several weeks before the application submission deadline. In addition, NIC 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.

NIC strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation https://www.grants.gov/connect/manage-subscriptions/. 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.

Attachments

Grants.gov has two categories of files for attachments: “mandatory” and “optional.” NIC receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other) and are labeled correctly. Do not embed “mandatory” attachments within another file.

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 “&” format.		

All applicants are required to complete the following steps:

NIC may not make a federal award to an applicant until the applicant has complied with all applicable SAM registration 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.

Acquire and maintain registration with the System for Award Management (SAM).
SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients.

Applicants must maintain an active SAM registration with current information, including information on a recipient's immediate and highest level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency; and provide its unique entity identifier in each application or plan it submits to the Federal awarding agency.

Applicants must be registered in SAM to successfully register in Grants.gov, failure to register with SAM will prevent your organization from applying through Grants.gov. Applicants must continue to maintain and active SAM registration with current information at all times in which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. Information regarding SAM registration and Federal awards can be found in the CFR (Title 2/SubtitleA/Chapter I/Part 25): https://www.ecfr.gov/on/2022-03-18/title-2/subtitle-A/chapter-I/part-25

Applicants cannot successfully submit their applications until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take as long as 48 hours. NIC recommends that the applicant register or renew registration with SAM as early as possible. NIC may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a Federal award, NIC may determine that the applicant is not qualified to receive a Federal award and may make an award to another applicant.

Unique Entity Identifier (UEI) Update:
https://www.gsa.gov/about-us/organization/federal-a cquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-identifier-update

Access information about SAM registration procedures here.

NOTE: As of April 4, 2022, it is no longer required to obtain or register a DUNS number.

Click here for further details SAM, and Grants.gov registration steps and timeframes.

Submission Dates and Times
All applications are due: 11:59pm, October 21, 2024.

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. For more information about the registration process, go here.

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. When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

Search for the funding opportunity on Grants.gov
Use the following identifying information when searching for the funding opportunity on Grants.gov. The Assistance Listing Number (formerly CFDA) number for this solicitation is 16.601 and the funding opportunity number is NIC-25AC03.

Access Funding Opportunity and Application package from Grants.gov. Select "Apply for Grants" under the "Applicants" column. Enter you email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.

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: NIC 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.

How to Submit an Application to the National Institute of Corrections via Grants.gov

Grants.gov applicants can apply online using Workspace
Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/applicants/workspace-overview

- Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

- *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process

as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

- *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader. NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/applicants/adobe-software-compatibility
- *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

- *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI (Unique Entity Identifier). Once it is completed, the information will transfer to the other forms.

- Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

- *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:
https://www.grants.gov/applicants/applicant-training

Applicant Support
Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for. If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the National Institute of Corrections with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission
Online Submission. All applications must be received by 11:59 pm Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When the National Institute of Corrections successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the

application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by the National Institute of Corrections. Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Duplicate applications
If an applicant submits multiple versions of the same application, NIC 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 to report the technical issue and receive a tracking number. The applicant must e-mail the Response Center at BOP-NIC/General@bop.gov within 24 hours after the application deadline and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's UEI number, and any Grants.gov Help Desk or SAM tracking number(s). Note: NIC does not automatically approve requests. After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, NIC will inform the applicant whether the request to submit a late application has been approved or denied. If NIC determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, NIC will deny the applicant's request to submit their application.

The following conditions are 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 NIC solicitation; and
- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted on NIC's website.

E. Application Review Information

Selection Criteria
The following three (3) selection review criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Programmatic Review, is worth 40 percent of the entire score in the application review process.

Programmatic Review (40)

- Project tasks adequately discussed?
- Clear statement of how each task will be accomplished?

Organizational Review (35)

- Skills of the proposed project members.
- Organizational capacity to complete all project tasks.
- Realistic and sufficient project and management plans to complete within the time frame.

Management/Administrative Review (25)

- Identification of reasonable objectives.
- Reasonable justification for inclusion of consultants or partnerships if used.
- Realistic budget proposed.

See section What an Application Should Include for the criteria that the peer reviewers will use to evaluate applications.

Review Process

NIC is committed to ensuring a fair and open process for awarding grants. NIC 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, NIC 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 NIC 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 General Services Administration's Excluded Parties List.

For a list of critical elements, see "What an Application Should Include" under Section D. Application and Submission Information.

NIC 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 NIC 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 NIC and NIC awards, and available funding.

NIC 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:

- Financial stability and fiscal integrity.
- Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.
- History of performance.
- Reports and findings from audits.
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
- 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 NIC Director, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior NIC awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices
NIC award notification will be sent from NIC's Office via E-mail, FedEX or USPS within 45 days of the award decision.

Modification, Remedies for Noncompliance, Termination
This Agreement may be modified only by a written instrument executed by the parties. Modifications will be in writing and approved by the Senior Deputy Director/Deputy Director and the authorized representative of the awardee/recipient.

Additional conditions may be imposed by NIC if it is determined that the awardee is non–compliant to the terms and conditions of this agreement. Remedies for Noncompliance can be found in 2 CFR § 200.338.

This Agreement may be terminated consistent with applicable termination provisions for Agreements found in 2 CFR §§ 200.339 through 200.342.

If a termination is due to the awardee's material failure to comply with applicable Federal statutes, regulations, or the terms and conditions of this Federal award, the NIC will issue a written notification to the awardee of NIC's intent to terminate the agreement for material noncompliance in accordance with 2 C.F.R. § 200.340. A notice of NIC's intent to terminate the award for material noncompliance may be appealed to the NIC Director of the NIC within 30 calendar days of receiving the notice. The awardee may provide information and documentation challenging the termination action. The filing of an appeal with the NIC Director shall not stay any determination or action taken by NIC which is the subject of the appeal. Consistent with its obligation to protect the interests of the Federal Government, NIC may take such authorized actions as may be necessary to preserve the status quo pending decision by the NIC Director, or to preserve its ability to provide relief in the event the NIC Director decides in favor of the appellant. The decision of the NIC Director shall be the final decision of the NIC.

Rights in Data
The awardee must grant the Federal Bureau of Prisons, including the NIC, a royalty–free, non–exclusive and irrevocable license to publish, reproduce and use, and dispose of in any manner and for any purpose without limitation, and to authorize or ratify publication, reproduction or use by others, of all copyrightable material, or any subsequently trademarked titles, phrases, words, or symbols first produced or composed under this Agreement by the awardee, its employees or any individual or concern specifically employed or assigned to originate and prepare such material.

Payments
Under this agreement payments will be made in accordance with 2 C.F.R. § 200.305. Pursuant to 2 C.F.R. § 200.305(b)(6), NIC may withhold payments for allowable costs as a remedy for noncompliance in accordance with 2 C.F.R. § 200.338, or if one or more of the circumstances in 2 C.F.R. § 200.305(b)(6)(i) through (iv) apply, which includes the awardee's failure to comply with the project objectives, Federal statutes, regulations, or the terms and conditions of this agreement.

Awardee/Recipient Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights
This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112–239).

The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712.

The Award Recipient shall insert the substance of this clause in all subawards or subcontracts over the simplified acquisition threshold.

Conflict of Interest
The awardee must establish safeguards to prohibit its employees and Subrecipients from using their positions for purposes that constitute or present the appearance of a personal or organizational conflict of interest. The awardee is responsible for notifying the Awarding Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the awardee or its employees in a position of conflict, real or apparent, between their responsibilities under the agreement and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision–making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the awardee and/or awardee's employees and Subrecipients in the matter.

The Awarding Officer and the servicing Ethics Counselor will determine if a conflict of interest exists. If a conflict of interest exists, the Awarding Officer will determine whether a mitigation plan is feasible. Mitigation plans must be approved by the Awarding Officer in writing.

Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR § 200.338, Remedies/or Noncompliance, including suspension or debarment (see also 2 CFR Part 180).

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 or other federal regulations that will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. NIC strongly encourages prospective applicants to review the information pertaining to these requirements prior to submitting an application.

As stated above, NIC 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 NIC. NIC's role will include the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations;
- reviewing and approving major project-generated documents and materials used in the provision of project services; and
- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.

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

Plain Language
The successful applicant shall ensure that relevant deliverables (with information regarding a service, benefit, or requirement provided by the government) conform to the Plain Writing Act of 2010, meaning that it should contain only writing that is clear and that outlines information in manner that is easy to use. (See http://www.nicic.gov/plainlanguage and https://plainlanguage.gov/law/ for details.) Relevant deliverables covered by this award will be determined in collaboration with the National Institute of Corrections.

Section 508 Accessibility
The successful applicant shall ensure that all information and communication technologies (ICT) (e.g., Word or PDF documents, video, audio, mobile technologies, or apps) fully conform to all applicable revised Section 508 standards prior to delivery and before final acceptance. See https://www.section508.gov/

The successful applicant shall test and validate all ICT in accordance with the required testing methods. For Microsoft Office and PDF documents, WCAG Level A and AA Conformance test results must be based on the Harmonized Testing Guidance from the AED ACOP (see http://www.nicic.gov/section508 and Test for Accessibility | Section508.gov for details).

Electronic and Information Technology: All electronic and information technology acquired or created through this cooperative agreement must satisfy the accessibility requirements of Section 508 of the Rehabilitation Act https://www.section508.gov/

Create Accessible Documents
https://www.section508.gov/create/documents

Create Accessible PDF's
https://www.section508.gov/create/pdfs

WCAG: Web Content Accessibility Guidelines
http://www.w3.org/WAI/WCAG21/quickref/?versions=2.0

ICT: Information and Communication Technology Standards and Guidelines
https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule

Checklist of Requirements for Federal Websites and Digital Services
https://digital.gov/resources/checklist-of-requirements-for-federal-digital-services/

Paperwork Reduction Act
In accordance with the Paperwork Reduction Act (PRA), Cooperative Agreement awardee shall not proceed with collecting information from surveys, questionnaires, or interviews until Project Monitor obtains approval from Office of Management and Budget clearance. For any Cooperative Agreement award involving a requirement to collect or record information calling either for answers to identical questions from 10 or more persons other than Federal employees, or information from Federal employees which is outside the scope of their employment, for use by the Federal Government or disclosure to third parties, the Cooperative Agreement awardee must comply with the PRA of 1995 (44 U.S.C. 3501et seq.).

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by NIC 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 the title page. For contact information for Grants.gov, see the title page.

H. Other Information

Provide Feedback to NIC
To assist NIC 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 BOP-NIC/General@bop.gov

IMPORTANT: This e-mail 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 e-mail 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.

Application Checklist

NIC FY 2025 Leadership Development for Mid-Level Managers

This application checklist has been created to assist in developing an application.
What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____Acquire or renew registration with SAM
***To Register with Grants.gov*:**
_____Acquire AOR and Grants.gov username/password
_____Acquire AOR confirmation from the E-Biz POC
To Find Funding Opportunity:
_____Search for the Funding Opportunity on Grants.gov
_____Download Funding Opportunity and Application Package
_____Sign up for Grants.gov email notifications (optional)
After application submission, receive Grants.gov email notifications that:
_____(1) application has been received,
_____(2) application has either been validated or rejected
If no Grants.gov receipt, and validation or error notifications are received: contact NIC regarding experiencing technical difficulties

Scope Requirement:
_____*The federal amount requested is within the allowable limit(s) of $150,000.00.
Eligibility Requirement:
_____Nonprofit or for-profit organization, including tribal nonprofit or for-profit organization.
_____Institution of higher education, including tribal institution of higher education.
What an Application Must Include:
_____*Application for Federal Assistance (SF-424)
_____*Project Abstract
_____*Program Narrative
_____*Budget Detail Worksheet
_____*Budget Narrative justification
_____*Disclosure of Lobbying Activities (SF-LLL)
_____*logic model
_____*Indirect Cost Rate Agreement (if applicable)
_____Tribal Authorizing Resolution (if applicable)
_____Applicant Disclosure of High Risk Status

Additional Attachments:
_____Applicant Disclosure of Pending Applications
_____*VPAT (Voluntary Product Accessibility Template)
_____*timeline or milestone chart
_____*résumés of all key personnel
_____job descriptions outlining roles and responsibilities for all key positions
_____letters of support/memoranda of understanding from partner organizations
_____evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
_____evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.
_____Employee Compensation Waiver request

*Note: These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by the National Institute of Corrections.