

The [National Institute of Corrections](#) (NIC) is seeking applications for funding under the Fiscal Year (FY) 2018 for the development and production of various live and taped video productions (up to 54 Hours) over a three year period (funds permitting). This furthers NIC's mission by building the capacity of federal, state, local, and tribal correctional agencies to innovative training and information dissemination regardless of their geographic location.

NIC FY 2018 Production of Various Live Internet Broadcasts, Taped Video Productions and Training (up to 54 Hours) Over a Three Year Period

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.

NIC welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as sub-recipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program.

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 **February 20, 2018**.

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

Contact Information

For programmatic questions concerning this solicitation contact **Leslie S. LeMaster**, Correctional Program Specialist (CPS), National Institute of Corrections llemaster@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 606-545-5035, 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.

Grants.gov number assigned to this announcement: **18AC01**

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NIC FY 2018 Production of Various Live Internet Broadcasts and Taped Video Productions and Training (up to 54 Hours) Over a Three Year Period

(CFDA 16.601)

A. Program Description

Overview

Live Internet broadcasting is training/education between trainers/facilitators at one location and participants as they receive instruction at other locations via technology. NIC uses internet broadcasting economically to reach audiences from federal, state, tribal, and local corrections and criminal justice agencies, as well as partners and vested stakeholders who have a common interest in and/or contact with offender populations. The typical consumer of our broadcast is participating via a laptop, tablet, mobile device, or desktop computer system in their office or a remote location. They may also be participating as a group at a site that is projecting the broadcast via a larger screen in a training room at a facility site.

NIC is expanding its use of video into the micro video learning realm with the use of live to tape productions of information dissemination and training, in easily consumable “bites” of learning of 5, 10, 15, 20, or 30 minutes or up to 1 hour in length, depending upon the defined performance outcome. Micro video learning as NIC is defining it is learning that is short term, chunked to follow the science of learning and performance into practice¹, and is easily accessed by the learner when they need it “just in time”.

NIC, as a leader in correctional learning, continually seeks to use and integrate various forms of visual media to support and enhance learning within its full continuum of technology leveraged delivery strategies.

Program-Specific Information

The purpose of funding this initiative is to produce various live internet broadcasts and taped video productions and training (up to 54 Hours) over a three year period, *with up to eighteen hours (18) of product being produced each year* of a three year agreement, pending funding availability each year and NIC's yearly video production needs. ***NIC will accept proposals for the creative use of up to 18 production hours each year.***

¹NIC White Paper:
Corrections Learning and Performance:
A Vision for the 21st Century <https://nicic.gov/library/026506>

Proposed video productions should include, but may not be limited to

- Live internet training programs which are 3-hour information dissemination in nature, and feature a talk show format, including hosted and moderated interactive live chat, live polling, and other interactive strategies, with the ultimate outcome of disseminating information to the correctional and criminal justice community;
- Live internet training programs which are 2-day, 6-hour (3 hours each day) interactive training broadcast, featuring on and off-air activities, interactive hosted live chat, live polling, with the ultimate outcome of providing training on current and emergent information to the correctional and criminal justice community;
- Micro video learning “bites” that are 5, 10, 15, 20, or 30 minutes in duration, are interactive, feature activities and skills tests, and focus on discrete corrections subject matter;
- Video clip series focusing on an NIC initiative area, including a 1 minute introduction clip, 2 minute “What is the _____ initiative and why is NIC doing it?”, 5 minute “Current Activities in the _____ initiative” clip and 2 minute “How does our agency get involved in the _____ initiative?” clip, designed to reside on the NIC website on initiative project page; delivered to NIC in an edited, ready to post format, compatible with NIC website format;
- Video vignette clip series (3 – 5 clips or more) to support existing NIC training programs; vignettes would be scripted and cast in collaboration with NIC Correctional Program Specialist (CPS) Project Lead, and could be 2 – 10 minutes in duration, dependent upon curriculum needs;
- Video vignette clip series (3 – 5 clips or more) to support new NIC training programs; vignettes would be scripted and cast in collaboration with NIC Correctional Program Specialist (CPS) Project Lead and/or other NIC staff, and could be 2 – 10 minutes in duration, dependent upon new curriculum needs;
- Video clips to support NIC webinars developed as a result of current and / or emergent correctional topics; clips would be 1 – 5 minutes in duration, MP4 format and/or format that is compatible with NIC’s current webinar platform; and provided to NIC in edited and “ready to play” format in webinars;
- Video clips to support NIC Virtual Instructor Led Training (VILT) programs to demonstrate skills and / or complement curriculum delivery via virtual platform; clips would be 1 – 5 minutes in duration, MP4 format and/or format that is compatible with NIC’s current VILT platform; and provided to NIC in edited and “ready to play” format in VILTs;

- Video clips to support NIC's annual Virtual Conference (<https://info.nicic.gov/virt/>) including welcome video by current NIC Director supporting theme; brief interviews at conferences with past participants to use on current conference web page on NIC website; clips would be 1 – 2 minutes in duration, and delivered to NIC edited and ready to post to Virtual Conference web page;
- Stand-alone video clips (2 – 10 minutes in duration) that model combined psychomotor and cognitive based correctional skills, that are interactive, feature coaching and skills based check lists, and demonstrate effective use of coaching and skills demonstrations in various correctional and criminal justice settings. Clips would be scripted and cast in collaboration with NIC Correctional Program Specialist (CPS) Project Lead and/or other NIC staff, dependent upon the skills and coaching demonstration needs and outcomes.

Goals, Objectives, and Deliverables

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

To address the scope of work for this project, the following will be needed:

1. **Producer Consultation and Creative Services:** The producer(s) for this project play(s) a key role in managing the project, but he/she must also possess a wide range of technical experience, including script writing, project management and collaboration and coordination in the development and delivery of video productions of various types, including internet broadcasts and other projects. The producer(s) will (1) collaborate with NIC on video and program design, program coordination, design and field segments, and content development and (2) participate in all planning meetings and planning activities that support each video production and / or broadcast. A planning session will be held for each video production.

Internet Broadcasts:

One face-to-face planning session will be held for each internet broadcast. Planning sessions typically last 2.5 days and are convened in NIC's Aurora offices or Washington, D.C. headquarters. Planning sessions for 2-day training broadcasts are 3.5 days in duration. The costs for the producer's participation in these planning sessions are the responsibility of the awardee.

Other Video Productions / Video Projects:

Planning sessions for these projects will be held via virtual meeting platform, currently Webex Meeting Center, for an initial 2 hour kickoff planning session. NIC will provide access to the virtual conference platform for all planning session participants, including

the producer. Kickoff agenda will include: stated performance outcomes from the video project, video project parameters, roles of NIC staff and producer from awardee during project duration, and determining initial project timelines. More planning sessions via virtual planning platform can and will be scheduled as needed, dependent upon the scope and performance outcomes of each video production / project.

The producer (s) will participate in broadcast / video production planning activities through telephone and virtual online platforms which NIC provides and consult and collaborate with NIC in the selection of talent for each broadcast, video vignette and video clip.

Producer Scope of Work

Production schedules *will overlap* to fit all broadcasts, video productions and video projects within the award period. It is necessary, due to the 12- to 14 week broadcast planning and development process and a minimum of up to 18 hours of video product to be delivered as part of this award each year, that the awardee prepare to provide ample time for one producer to be able to handle multiple projects at once and/or be staffed to provide multiple producers to achieve the scope of work for this agreement. *A definitive plan to accomplish this role and function must be included in the proposal.*

2. **Field Shoots at Correctional Conferences:** The producer, in collaboration with NIC, will supervise camera and audio crews assigned to capture testimonial footage from leaders in the correctional and criminal justice field, who answer questions and provide general comment on an array of correctional topics. There will be a minimum of four of these sessions during each year of this agreement. Each shoot will entail 1- to 2-day video shoots at national correctional conferences where appropriate talent/audiences will be convening. The producer will work in concert with the NIC broadcast and video project / program coordinator(s) in creating testimonial questions for each upcoming broadcast topic / project to be captured at scheduled conferences/events. The film crew, including personnel, lights, camera, audio equipment, green screen, digital recording, digital storage and travel costs associated with the crew participating is the responsibility of awardee.

3. **NIC's Broadcast Content and Production Development Process**

Quality content development and innovative, engaging content delivery methods are critical components of successful live broadcasts and interactive distance training via the Internet. The following process outlines the necessary steps the producer must take to ensure that the content of each broadcast is informative, innovative, and engaging. While each broadcast must be treated as a unique product, it is expected that the following processes will be followed. If adjustments or modifications need to be made to the process to meet the unique needs or circumstances of any of the broadcasts, approval of NIC is required.

STEP ONE: Convene a 2.5-day planning meeting (or longer depending upon broadcast type) at the direction of NIC, with an NIC representative/program manager(s) with content knowledge of the broadcast, and 4 to 8 other stakeholders vested in the topic being developed. (Attendees fees, travel, and per diem for the planning meeting and the rehearsal/broadcast days are paid for by NIC and are not part of this award.) Attendees are told they are helping develop ideas for a broadcast on a specific topic. Participation in the planning meeting does not necessarily mean that participants will be used as talent during the live broadcast. Note: The exception may be if some of the attendees have been specifically determined by NIC to be critical to the broadcast because of their specific expertise or background.

NIC will facilitate meetings with the broadcast Moderator and video producer in attendance. (Costs associated with the producer's participation in the planning meetings and the rehearsal / broadcast days for each broadcast are to be included within this award.) The meeting will (1) set learning objectives, (2) develop a theme, metaphor, or other creative hook that will set a context for the broadcast. The hook will support the content of the broadcast and will assist in determining the creative approaches through which that content can be delivered in a live broadcast.), (3) develop a Master Content outline of key content for each broadcast segment, using content learning objectives as a guideline, (4) generate a list of resources (videos, photos, interviews, etc.) that could support segments, (5) determine dates for online rundown review sessions, (6) discretely determine which experts might be good on camera and involved in the future development process, and (7) determine segment team assignments and segment team leads for further content development if casting for an in-studio team is deemed appropriate.

STEP TWO: Finalize Segment Team members for the Program after the Planning Meeting is complete. The producer, Moderator will meet with appropriate NIC staff after the planning meeting—the next day is preferred. Together, the meeting participants will (1) finalize a list of presenters for the program, (2) determine the fields that the presenters should come from and what corrections disciplines are needed in each segment (if needed), (3) create a Segment Team list, (4) set deadlines for pre-interviewing and recruiting those available on the scheduled dates for the rehearsal and broadcast (Note: Selected talent must be available for both the rehearsal day and the broadcast day in order to participate.), and (5) work with appropriate NIC staff named as on-camera presenters and assign them to specific program segments, if this was not finalized during the planning meeting. This group will also create the initial marketing flier for the broadcast during this meeting, using NIC's format.

STEP THREE: Develop content, graphics, vignettes, video clips and other creative delivery strategies for the broadcast.

The producer will work in collaboration with the broadcast Moderator, designated broadcast materials developer (if applicable), NIC and Segment Teams to create the broadcast content rundown, including eliciting content, graphic , vignette ideas, create

video clips and develop creative delivery strategies from each designated Segment Team. This work begins just after the conclusion of the Planning Meeting, after the Segment Team members are finalized, and online rundown review session dates are set. The primary content development review process occurs via online Rundown review sessions, of which three at a minimum occur prior to the broadcast. An online file share storage tool, provided by NIC, will be used as the repository of all pre-production materials for use by the broadcast team, including the producer.

The producer must work with each Segment Team, comprised of subject matter experts, trainers and consultants to develop content, graphics and vignettes for delivery using the broadcast format. This will entail regular e-mail, telephone communication, and use of a web-based file share platform provided by NIC as well as regularly scheduled updates with key stakeholders on the broadcast team.

The producer will coordinate rundown and script development, graphic design, production elements, and rehearsals for each broadcast and use his/her professional expertise in designing creative ways to deliver broadcasts.

The producer will develop detailed rundowns which will be revised as the broadcast evolves for each broadcast. Significant contributions to rundown development comes from Segment Teams, designated content experts, and NIC. NIC maintains final approval of all rundowns, video, graphic set design, graphics and other materials produced or used in any broadcast. Revised rundowns are due to all broadcast team members 48 hours prior to each online rundown review session.

STEP FOUR: Develop the broadcast programming and recruit studio audience, if applicable.

The producer will work in collaboration with the broadcast Moderator, designated broadcast materials developer (if applicable), NIC and Segment Teams to develop broadcast programming by delineating in the Broadcast Rundown (1) Segment specifics and detailed elements, including content questions (Segments of each program will be designed so that a Moderator will facilitate each segment); (2) revise rundowns and make initial testimonial selections, working from transcripts, acquired clips, and other source materials; (3) work with NIC and Segment Teams to identify graphic/visual needs and additional content; (4) work with studio production staff to compile support materials (making direct contact with prisons, jails, etc.); (5) work with studio production staff to develop all graphics, set design and visuals for approval by NIC; work collaboratively with training materials developer to share graphics developed for broadcast for use in custom participant materials developed for each broadcast; (6) work with NIC to review and approve all materials and program development, including standardized intro and outro segments highlighting NIC and its graphic image. If the broadcast is a 2-day interactive training broadcast, the producer will work directly with Segment teams on the above items, in concert with NIC and a designated broadcast curriculum materials developer. For two day interactive training broadcasts, the

producer will recruit a local in studio audience, typically 12 – 16 participants, appropriate for the broadcast subject matter. The audience serves as a model for the viewing audience for interactive activities during the broadcast. NIC will make final decisions on audience appropriateness.

STEP FIVE: Prepare the broadcast.

The awardee/producer will participate in all online Rundown sessions, of which the final one will serve as a full Broadcast “Walk-Through” for timing purposes. This online review session occurs two weeks out from live broadcast date(s). During this session, final cuts are made of content, graphics and video clips to ensure that broadcast timeframes will be met on broadcast day

On rehearsal day (typically, Tuesday morning of a week), the producer will show all broadcast staff and Segment Teams final video clips, graphics, and show visuals, and complete a technical run-through of the broadcast, practicing timing, transitions, and tosses to clips, graphics and between presenters and the Moderator. The Moderator, producer and NIC will lead staff through the broadcast rundown. In the afternoon, NIC, in concert with studio director, producer and moderator, and full studio crew, will lead the broadcast team in a blocking rehearsal live in the studio, for a full run through for technical purposes.

Broadcast Pre-Production Video: The producer will supervise the production of vignettes to be used in each of the broadcasts. There will be 20 – 25 of these vignettes per year. Content experts (typically, correctional professionals) will draft conceptual outlines of the scripts for each vignette. From these outlines, the producer (or a script writing expert) will develop scripts and have them approved by NIC. These scripts will be developed and approved in advance of the shoot and will generally use 2 to 4 speaking parts per scene (and additional extras). As topics are determined, the producer will work with NIC to apportion the shooting days and/or to use those days to produce other equivalent creative elements for each broadcast.

The producer will budget for at least four 10-hour days of vignette shooting per agreement year, which will include: (1) professional actors playing the parts designated by the script, (2) a professional video crew, (3) professional quality scenery, props, and wardrobe elements, and (4) broadcast quality lighting and high definition camera gear. It is expected that each shooting day will include 3 to 6 scenes, each resulting in 1 to 4 minutes of screen time. Video clips will be edited, completed and posted to a website to be pre-viewed by Segment Teams prior to broadcast week.

Broadcast Video Production: Video production for each of the broadcasts will include videotaping content-related events in the field, editing existing video, and videotaping experts for testimonial presentations. It will also include voiceover, audio, and music, if necessary, for each broadcast or vignette.

NIC will also tape testimonial footage to be included in broadcasts at its National Corrections Academy Studio in Aurora, Colorado, and would expect the awardee to edit footage produced for inclusion in relevant broadcasts.

Innovative and thought-provoking opening sequences must be produced for each broadcast show open with graphics, video, and music. Show opens will be approximately 45 seconds in length at a minimum. In addition, broadcasts will use graphics to enhance viewer learning. Graphic design will be used as packaging for all video roll-ins and carried out through all PowerPoint slides and onscreen graphics. The producer will coordinate art direction, lighting, set design, props, and furniture for all broadcast segments.

Customized set design will be required for each broadcast and must be approved by the NIC in advance. The producer will budget for a creative treatment that is unique to each broadcast, which will include simple on-set design elements (e.g., a freestanding door that opens, large scale graphics printed on foam core, lighting effects with customized gobos, thematic prop elements, etc). Each set will include signage, posters, props, and/or other visuals that clearly relate to the content of the broadcast. The producer will organize and supervise the complete production crew on rehearsal and production days.

Live Broadcast Transmission: The producer will acquire (1) Internet streaming capacity for up to 15,000+ simultaneous downloads for delivery in a variety of formats including Mac, Windows, laptops, and mobile/tablet devices for each program, (2) schedule and run a minimum of five Internet streaming tests for viewing audience compatibility tests in advance of each scheduled program, including troubleshooting assistance for individuals and agencies during test times, beginning two weeks prior to show date; and (3) be able to provide closed captioning on the final edited native files of each production. For each broadcast, the awardee will test the Internet link and streaming. The test should verify connectivity to the site, as well as audio and video quality. The test must occur at least 72 hours prior to the start of the live broadcast, and at the beginning of live stream tests. The signal for each broadcast shall begin one hour prior to show time to allow audience participants to begin to access the broadcast via a static "Coming Next" screen to troubleshoot internet connectivity issues. The awardee will provide real-time, live, toll-free telephone support to participant sites or individual participants to address access, connectivity, and quality issues on the day of the live broadcast beginning at least 1 hour in advance of the broadcast and continuing through the broadcast.

4. NIC's Content and Production Development Process for Other Video Projects

As with NIC's internet broadcasts, quality content, graphics, skills demonstrations, scripting, casting and innovative and engaging delivery methods are essential elements of effective video and / or micro video learning. The following process outlines the necessary steps the producer must take to ensure that the content of each

video project is informative, innovative, and engaging. While each video project must be treated as a unique product, it is expected that the following processes will be followed. If adjustments or modifications need to be made to the process to meet the unique needs or circumstances of any of the projects, approval of NIC is required.

STEP ONE: Convene a kickoff virtual planning meeting for the video project at the direction of NIC, in collaboration with an NIC CPS program manager(s) with content knowledge of the project. Others may be involved in this initial planning meeting, including corrections stakeholders with subject matter knowledge pertinent to the project.

Planning sessions for these projects will be held via virtual meeting platform, currently Webex Meeting Center, for an initial 2 hour kickoff planning session. NIC will provide access to the virtual conference platform for all planning session participants, including the producer. Kickoff agenda will include: stated performance outcomes from the video project, video project parameters, roles of NIC staff and producer from awardee during project duration, and determining initial project timelines. More planning sessions via virtual planning platform can and will be scheduled as needed, dependent upon the scope and performance outcomes of each video production / project.

NIC will facilitate virtual planning meetings with the video producer in attendance. As a result of the kickoff and other virtual planning meetings, the following will result: (1) video project learning objectives, (2) develop a theme, metaphor, or other creative hook that will set a context / help to set graphic design and /or look of the video project, and will assist in determining creative approaches through which content can be designed and delivered in the video project; (3) create master project timeline with benchmark activities for video project; (4) develop a Master Content and Activity outline of key content and activities for each video project (skills demonstrations, role plays, etc.), using video project learning objectives as a guideline, (5) generate a list of resources (existing videos, photos, interviews, contacts, potential shoot locations if needed for the project, etc.) that could support the video project, (6) determine dates for video project timeline / progress / rundown review sessions and who should participate, (7) determine initial casting ideas for video projects, including which correctional subject matter experts must be involved in the video project development process, and (8) determine video project individual and team assignments and video project leads for further content and activity development.

STEP TWO: Finalize video project team members and assigned roles with the scope of the video project at the conclusion of virtual planning meetings. The producer, CPS Project Lead(s) will meet with appropriate NIC staff at the conclusion of virtual planning to finalize video project team members and their assigned roles with the scope of the video project.

Together, the meeting participants will (1) finalize a list of video project team members

and delineate their roles for the project; for example, role of CPS Project Lead vs Producer vs. Corrections Subject Matter Expert in the project; and (2) set deadlines for pre-interviewing and recruiting those available for video project work based on timeline and project outcomes.

STEP THREE: Develop content, activities, demonstrations, graphics, vignettes, video clips and other creative delivery strategies for the video project.

The producer will work in collaboration with the CPS Project Lead(s), NIC staff and video project team to create the video project content and activities rundown, including eliciting content, graphic, vignette ideas, create video clips and develop creative delivery strategies from each project team member, per planning meetings. This work begins just after the conclusion of the virtual planning, after the video project team members are finalized and online rundown review session dates are set. The primary content and activity development review process occurs via online Rundown review sessions, of which four at a minimum during work on the video project. More may be scheduled as needed due to the specific needs and/or performance parameters of a video project. An online file share storage tool, provided by NIC, will be used as the repository of all video project pre-production materials for use by the video project team, including the producer.

The producer must work with each video project team, comprised of corrections subject matter experts, trainers and consultants and NIC staff members to develop content, activities, skills tests, demonstrations, graphics and vignettes and or other creative design and delivery strategies based upon the performance objectives for the video project. This will entail regular e-mail, telephone communication, and use of a web-based file share platform provided by NIC as well as regularly scheduled updates with key stakeholders on the video project team.

The producer will coordinate video project rundown and script development, graphic design, production elements, and rehearsals for each video project and use his/her professional expertise in designing creative ways to deliver projects.

The producer will develop detailed video project rundowns which will be revised as the project evolves. Significant contributions to video project rundown development comes from project team members, designated content experts, and NIC. NIC maintains final approval of all rundowns, video, graphic set design, graphics and other materials produced or used in any video project. Revised video project rundowns are due to all project broadcast team members 24 hours prior to each online rundown review session.

STEP FOUR: Develop video project programming and recruit studio audience, if applicable to the project.

The producer will work in collaboration with NIC and video project team members to develop video project by delineating in the project Rundown (1) content and activity

specifics and detailed elements for each portion of the project; (2) revise rundowns and make initial testimonial selections, working from transcripts, acquired clips, and other source materials if applicable to the video project; (3) work with NIC and video project team to identify graphic/visual needs and additional content and activities needs of the project; (4) work with studio production staff to compile support materials (making direct contact with prisons, jails, etc.) depending upon project requirements as identified; (5) work with studio production staff to develop all graphics, set design and visuals for approval by NIC; (6) work with the NIC to review and approve all materials and program development, including standardized intro and outro segments highlighting NIC and its graphic image; (7) recruit a local in studio audience for use in the video project if identified per video project parameters. NIC will make final decisions on audience appropriateness for use in the video project.

STEP FIVE: Rehearse, film and prepare the video project.

At a minimum of two weeks out from video project filming date, the full video project team, including NIC and producer will participate in a video project “walk and talk through” via virtual meeting platform of the most current video project rundown for timing, content and activity flow, on-camera talent understanding of their role during taping (what to do, say, how to move, what to wear, etc.). During this session, final cuts are made of content, activities, graphics and video clips to ensure that video project timeframes will be met on rehearsal and taping day(s).

On video project rehearsal day (typically, Tuesday morning of a week), the producer, in collaboration with NIC will conduct a complete technical run-through of the video project, practicing timing, transitions, and tosses to pre-produced clips, graphics, activities (demonstrations, skills tests, etc.) and between on camera presenters. During this technical run through all final video clips, graphics, show visuals, and pre-production produced materials will be utilized. In the afternoon, NIC, in concert with studio director, producer and full crew, will lead the video project team in a blocking rehearsal live in the studio, for a full run through for technical purposes. For some projects, the rehearsal process may take more than a day dependent upon video project outcomes.

On video project taping day, typically Wednesday of a week, NIC, in concert with studio director, producer and full crew, will lead the video project team in taping the video project live in the studio, stopping down as necessary for technical purposes, until taping of the project is complete. For some projects, the taping process may take more than a day dependent upon video project outcomes.

Video Project Pre-Production Video: The producer will supervise the production of short video clips (30 seconds up to 4 minutes in duration) to be used in each of video projects, based on project outcomes. There will be 20 – 25 of these short video clips per year. Content experts (typically, correctional professionals) will draft conceptual outlines and/or ideas of the scripts and/or conceptual ideas for each video clip. From

these outlines, the producer (or a script writing expert or graphic artist) will develop scripts or graphic ideas and have them approved by NIC. If a scripted vignette, these scripts will be developed and approved in advance of the shoot and will generally use 2 to 4 speaking parts per scene (and additional extras). As topics are determined, the producer will work with NIC to apportion the shooting days and/or to use those days to produce other equivalent creative elements for each broadcast.

The producer will budget for at least four 10-hour days of video clip shooting per agreement year, which will include: (1) professional actors playing the parts designated by the script, (2) a professional video crew, (3) professional quality scenery, props, and wardrobe elements, and (4) broadcast quality lighting and high definition camera gear. It is expected that each shooting day will include 3 to 6 scenes, each resulting in 1 to 4 minutes of screen time. Video clips will be edited, completed and posted to a website to be pre-viewed by video project teams prior to video project shoots.

Video Project Video Production: Video production for each of the video projects may include videotaping content-related events in the field, editing existing video, creating new video clips and videotaping experts for testimonial presentations. It will also include voiceover, audio, and music, if necessary, for each video project and video clip.

NIC will also tape testimonial footage that may be included in video projects at its National Corrections Academy Studio in Aurora, Colorado, and would expect the awardee to edit footage produced for inclusion in relevant projects.

Innovative and thought-provoking opening sequences must be produced for each video project, with graphics, video, and music. In addition, video projects will use graphics to enhance viewer learning. Graphic design will be used as packaging for all video roll-ins and carried out through all PowerPoint slides and onscreen graphics. The producer will coordinate art direction, lighting, set design, props, and furniture for all video projects based upon project outcomes.

Customized set design will be required for each video project, and must be approved by NIC in advance. The producer will budget for a creative treatment that is unique to each project, which will include simple on-set design elements (e.g., desk for an office meeting, large scale graphics printed on foam core, lighting effects with customized gobos, thematic prop elements, etc). Each set will include signage, posters, props, and/or other visuals that clearly relate to the content and activities of the project.

Production for Video Projects: The awardee's production group will set up and maintain studio lighting, adjust audio, and have a complete production crew for the days and hours set by NIC for each rehearsal and video project day(s) until work is complete. The producer will coordinate art direction, lighting, set design, props, and

furniture for all video project segments. Customized set design will be required for each video project. Each set should include signs, posters, props and/or other visuals that clearly relate to the content and activities of the video project. The producer will organize and supervise the complete production crew on rehearsal and production days. A production crew shall include the following: director, audio operator, video operator, character generator operator, floor director, up to four camera operators (more may be needed for interactive video projects), teleprompter operator, and makeup artist (at production time only).

- 5. Post-Production for Broadcasts and / or Video Projects:** The producer oversees the production and editing of a DVD and provided link of edited stream of each broadcast and / or video project for a final and approved cut by NIC.

Broadcasts

Within two weeks after each broadcast, the awardee will provide NIC a live and active link to the edited, captioned and archived version of the broadcast. Within sixty (60) days after each broadcast, the awardee will provide the NIC all edited and approved broadcast files in native format, all media asset files in native format (graphics, vignettes, etc), on a portable hard drive in PC accessible format. Final file formats produced, so they can be accessed by NIC constituents, should be accessible for Mac, Windows, and mobile/tablet devices (e.g., .mov, .mp4, .wmv). The broadcast footage will need to be edited to include a splash page that provides an outline/menu of the content of the broadcast by modules, and/or other appropriate categories to assist users in finding specific content in which they may have an interest. All edits must be approved by NIC.

Other Video Projects

Within two weeks after video project taping concludes, the awardee will provide NIC a live and active link to the draft edit of the captioned and archived version of the video project. After review by NIC and revisions are made, awardee can finalize the video project into final format. Finalized video projects will be delivered to NIC in several formats: DVD, mp4 or compatible format for use on the NIC website and/or NIC Learning Center (NIC's learning management system), or another format as requested that will be compatible with NIC's current web conferencing service, currently Cisco Webex.

Within thirty (30) days of the conclusion of each video project taping, the awardee will provide the NIC all edited and approved video project files in native format, all media asset files in native format (graphics, vignettes, etc), on a portable hard drive in PC accessible format. Final file formats produced, so they can be accessed by NIC constituents, should be accessible for Mac, Windows, and mobile/tablet devices (e.g., .mov, .mp4, .wmv). The Depending upon project type (micro video learning and/or demonstration video, etc.) video project footage may need to be edited to include a splash page that provides an outline/menu of the content of the video by modules,

and/or other appropriate categories to assist users in finding specific content and activities in which they may have an interest. All edits must be approved by NIC.

All final documents and other materials submitted under this project must meet the federal government's requirement for Section 508 accessibility, including those provisions outlined in 1194 Subpart B, Technical Provisions; Subpart C, Functional Performance Criteria; and Subpart D, Documentation and Support. NIC's voluntary product accessibility template (available at www.nicic.gov/GPAT) outlines the agency's minimum criteria for meeting this requirement.

6. Equipment for Live Broadcasts and Video Projects: Applicants must have a minimum of the following equipment: broadcast studio of approximately 2,000 square feet, with an area for a studio audience of 12 to 16 people; four or more digital studio cameras (one of which must be an overhead camera with robotic control); chroma key: at least one wall with chroma key capability, along with a digital ultimate keying system, a tape operation facility providing playback/record in various formats, and state-of-the-art editing bay that will be compatible with all platforms used in broadcast; three-dimensional animation with computer graphics; Internet streaming capacity for 15,000+ simultaneous downloads in a variety of formats, and Microsoft Media Player-Capture Closed Captioning; archive ability for all Internet broadcasts from this agreement; computer teleprompter for at least three studio cameras; interruptible fold back or in-ear monitor for all presenters and the Moderator during each live broadcast and/or video project with individual control from the control room and NIC; a method for NIC to receive and send verbal communications from on-camera talent on the studio floor during rehearsals and during the broadcasts and video projects; wireless microphones for each presenter/all talent during the live broadcasts; and microphones for the studio audience at each roundtable (they should be able to pick up audio) during the training program (It is expected that studio audiences will be used in at least four of the live broadcasts.); Web/Internet equipment for Internet link during live broadcasts with enough capacity to support the broadcasts' expected audience; and portable field equipment (digital video cameras with recording decks, portable lighting kits, microphones [both hand-held and lapel], field monitors, audio mixers, and camera tripods).

7. Personnel: Applicants must have a minimum of the following qualified personnel: producer/director; script writer; set designer; lighting designer; audio operator; graphics operator; graphic artist and designer; tape operator; location camera operator; teleprompter operator; clerical/administrative support; makeup artist (as needed during live productions and video projects); closed caption operator (as needed during production).

FOR FURTHER INFORMATION: All technical or programmatic questions concerning this announcement should be directed to Leslie LeMaster, Correctional Program Specialist, National Institute of Corrections who may be reached by email at

llemaster@bop.gov. In addition to the direct reply, all questions and responses will be posted on NIC's website at www.nicic.gov for public review (the names or affiliations of those submitting questions will not be posted). The website will be updated regularly and postings will remain on the website until the closing date of this cooperative agreement solicitation.

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.

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 a 12-month project period, beginning on **March 20, 2018**.

If the awardee demonstrates significant progress toward implementing project activities and achieving project goals, NIC may, in certain cases, provide supplemental funding for FY 2019 and FY 2020 to the awardee. With the supplemental funding, the project period will be extended for two additional 12-month increments for an overall project period of three years. 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.

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

Type of 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. 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.

Financial management and system of internal controls. If selected for funding, the award recipient must:

- (a) 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).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the nonfederal entity's compliance with statute, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the nonfederal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

Budget Information

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 2015 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

For additional eligibility information, see the title page.

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

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.

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: Program Narrative, Budget Detail Worksheet or Budget Narrative.

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., “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.

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. This form can be found on Grants.gov and NIC’s website www.nicic.gov.

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

2. Project Abstract

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

- written for a general public audience;
- submitted as a separate attachment with “Project Abstract” as part of its file name; 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.

3. 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:

a. 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.

b. 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.

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 are:

Objective	Performance Measure(s)	Description	Data Grantee Provides
Producer Consultation and Creative Services Provide comprehensive Creative Producer services as described to achieve the scope of work.	Number of broadcast rundowns uploaded to File Share 48 hours prior to scheduled online review sessions; Producer participation in planning sessions and activities; Quality of collaboration with broadcast / video project teams and NIC.	This encompasses the full scope and complexity of the awardee producer role for overlapping productions.	Draft Rundowns uploaded to NIC File Share; custom graphic and graphic treatments for each broadcast and video project for approval by NIC; Final rundowns, video, graphic set design, graphics and other materials produced or used in any broadcast and video project.
Field Shoots at Correctional Conferences Capture testimonial footage <i>at a minimum of 4</i> correctional and/or criminal justice conferences per year as targeted by NIC for each year of this agreement; edit footage taped at the NCA Studio as needed for inclusion in relevant broadcasts and video projects for each year of this agreement.	Number of field shoots at correctional conferences per year; amount testimonial footage edited and included in broadcasts and video projects originally shot at NCA Studio.	This details the field shooting that occurs at a minimum of 4 correctional conferences per year of the agreement, at the direction of NIC.	Transcripts of testimonial interviews captured at correctional conference field shoots; digital footage of testimonial interviews captured at correctional conference field shoots;
Broadcast and Other Video Project Content Development / Project Planning Create comprehensive project plan for overlapping production schedule to plan, produce and deliver 5 live internet broadcasts for each year of a three year agreement period; and other video projects based upon NIC's video needs per year of this agreement.	Number of broadcast projects in overarching project plan; detail of project plan; number of productions completed within a 12 month period for each year of a three year agreement period.	This would detail the overlapping 15 week production schedules that would support 5 live internet broadcasts within a 12 month delivery period, for each year of a three year agreement period; this would also detail overlapping production schedules for other video projects for a 12 month delivery period.	Detailed projects plans for overlapping production schedules to support 5 live internet broadcasts and other video projects within a 12 month period, based upon NIC's yearly video production needs, of a three year agreement period.

Pre-Production Video for Broadcasts and Other Video Projects Develop, produce, edit and deliver 20 – 25 video vignettes in support of broadcasts and an additional 20 – 25 short video clips for other NIC video projects for each year of a three year agreement period.	Number and quality of video vignettes and short video clips delivered per agreement year.	These 20 – 25 video vignettes per year of the three year agreement would support the specific content of internet broadcasts and the additional 20 – 25 short video clips would support the specific content and activities of other NIC video projects.	Master files of 20 – 25 vignettes and 20 – 25 short video clips per year to NIC; include 20 – 25 vignettes in the broadcasts and 20 – 25 short video clips in other NIC video projects that they were created to be a part.
Video Production for Broadcasts and Other Video Projects Provide videotaping of content-related events in the field, editing existing video, and capture testimonial interviews at conferences; Create custom show openings, transitions, closings, and credits, including voiceover, audio, graphics, and music for each broadcast and vignette; Create custom show graphic design for all video roll-ins, PowerPoint slides and onscreen graphics for each broadcast; create and coordinate customized set design, including art direction, lighting, set design, props, and furniture for all broadcasts.	Number of content-related events, existing video and testimonials captured and edited; Custom open, transitions, closings, and credits are created for 5 broadcasts / vignettes for per year of agreement; Custom show graphic design is created for 5 broadcasts per year for each year of agreement; Custom set design created and coordinated for 5 broadcasts for each year of agreement.	This details the scope and complexity of video production needed for each broadcast and vignette produced each year of agreement.	Transcripts and digital footage of content-related events taped in the field, edited existing video and testimonials captured at conferences; Master edited versions of the items listed above as utilized in broadcasts and other video projects; preview and final versions of show opens, transitions, closings and credits for each broadcast and vignettes; preview and finals of custom graphic design of each broadcast as reviewed and approved by NIC; preview and finals of custom set design as reviewed and approved by NIC.
Production for Broadcasts and Other Video Projects Awardee's production group will set up and maintain studio lighting, set, props, training materials / aids, adjust audio, and have a complete production crew for the days and hours set by the NIC for each rehearsal and	Studio production group meets production schedule / needs regarding days and hours of rehearsal and broadcast and video project day (s) as set by NIC for 5 broadcasts and other video projects per year during agreement, based	This details the scope of production crew, staffing and studio setup needed for rehearsal, broadcast and other video project day(s) for 5 broadcasts for each year of the agreement.	Plan submitted to NIC for meeting production capacity for 5 broadcasts and other video productions per year of agreement.

broadcast and video project day until work is complete; Producer will organize and supervise the complete production crew on rehearsal and production days.	upon NIC's video production needs; Studio production group provides comprehensive production crew on rehearsal and broadcast day(s) as detailed in deliverables for 5 broadcasts per year of agreement; Producer effectively organized and supervised production crew on rehearsal and broadcast day(s) for 5 broadcasts per year of agreement.		
Post Production for Broadcasts and Other Video Projects Provide edited and captioned link to each broadcast two weeks post broadcast; Provide edited and captioned master DVD to NIC with final graphics, video clips and edited broadcast files 30 days post broadcast; Provide sixty (60) days after each broadcast all media asset files in native format (graphics, vignettes, etc), on a portable hard drive in PC accessible format; Create all materials and documents to meet the federal government's requirement for Section 508 accessibility. Provide live and active link to draft edit of captioned version of the video project; revise draft edit; finalize the video project into final format. Deliver in several formats: DVD, mp4 or compatible format for	Number of broadcasts that awardee provides edited and captioned links within two weeks post broadcast; number of broadcasts that awardee provides edited and captioned master DVD to NIC within 30 days post broadcast; number of broadcasts that awardee provides all media asset files within 60 days post broadcast; number of broadcasts created that meet Section 508 accessibility standard.	This details post production processes that occur post broadcast for 5 broadcasts per year of agreement.	Edited and captioned link to each broadcast within two weeks post broadcast; edited and captioned master DVD to NIC 30 days post broadcasts; all media asset files for each broadcast to NIC via portable hard drive within 60 days post each broadcast; Post broadcast internet connection report to NIC within 30 days of each broadcast date detailing number of connections, state, type of connection, etc.

use on the NIC website and/or NIC Learning Center (NIC's learning management system), or another format as requested that will be compatible with NIC's current web conferencing service, currently Cisco Webex. Within thirty (30) days of the conclusion of each video project taping, provide all edited and approved video project files in native format, all media asset files in native format (graphics, vignettes, etc), on a portable hard drive in PC accessible format. Final file formats produced, so they can be accessed by NIC constituents, should be accessible for Mac, Windows, and mobile/tablet devices (e.g., .mov, .mp4, .wmv). Depending upon project type (micro video learning and/or demonstration video, etc.) video project footage may need to be edited to include a splash page that provides an outline/menu of the content of the video by modules, and/or other appropriate categories to assist users in finding specific content and activities in which they may have an interest. All edits must be approved by NIC's.			
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Transmission Provide / acquire live internet streaming capacity for up to 15,000+ simultaneous downloads for delivery in a variety of formats for 5 broadcasts per year in agreement; Schedule and run a minimum of five internet streaming tests for viewing audience compatibility readiness in advance of each scheduled broadcast; Provide closed captioning on the final edited native files of each production; Test internet stream link 72 hours prior to the start of the live broadcast, and at the beginning of live stream tests; Begin live broadcasts one hour prior to show time to allow troubleshooting for internet connectivity issues; Provide real-time, live, toll-free telephone support to participant sites or individual participants to address access, connectivity, and quality issues on the day of the live broadcast beginning at least 1 hour in advance of the broadcast and continuing through the broadcast.	Capacity of internet connections provided by awardee; Variety of delivery formats participants utilize to participate in broadcasts; number of scheduled stream tests in advance of each of 5 broadcasts per year; number of broadcasts that are closed captioned in final, edited format; number of broadcasts that awardee testes internet stream link a minimum of 72 hours prior to each broadcast and at the beginning of each live stream test; number of broadcast that awardee began live stream one hour prior to show start time; number of participants that received assistance from awardee via live assistance via email, telephone on the day of each broadcast.	This details the scope of transmission capacity, streaming tests, and live support needed leading up and on each broadcast day for each of 5 broadcasts per year of agreement.	Capacity plan submitted to NIC for provision of 15,000+ internet connections during live broadcast days; schedules for live internet stream tests submitted to NIC for inclusion in readiness emails to registered sites / participants and/or posts to NIC's website at least one month in advance of broadcast date(s); Master DVD and edited and captioned stream links submitted to NIC.

Equipment Awardee must have a studio, field shooting equipment, editing capacity, and production capacity as detailed in this solicitation to carry out the scope of deliverables in this agreement.	Studio with 2,000 square foot minimum with room for moveable sets and training audience for broadcasts; Detailed listing / description of production crew to meet deliverables; equipment listing of studio / production group for studio, field shoots, and editing capacity.	This details the specifics of studio equipment, space, and field equipment required to fulfill the deliverables of this agreement.	Floor plan for studio sets for each broadcast to NIC for approval.
Personnel Awardee must provide personnel as detailed in the solicitation to carry out the scope of deliverables in this agreement.	Detailed listing of personnel and specific task / deliverable they will deliver.	This details specific personnel needed to carry out the deliverables for this agreement.	Overarching personnel staffing plan submitted to NIC to carry out scope of work each year.

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.

- c. 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 should 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 (sample here) as a separate attachment, as stipulated in Additional Attachments.

Timeline. Applicants should 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.

- d. Capabilities and competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees 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.

4. Budget Detail Worksheet and Budget Narrative

Applicants should 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.

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

- Noncompetitive procurement contracts in excess of simplified acquisition threshold.** If an applicant proposes to make one or more non-competitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the Financial Guide.
- Preagreement cost approvals.** For information on pre-agreement costs, see Section [B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only 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.

6. 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 grant. 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.

7. 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.

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.

8. Additional Attachments

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.

- a. Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in

the budget narrative and worksheet in the application 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.

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	Jane Doe, 202/000-0000;
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, 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 subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

- Logic model (see examples [here](#)).
- 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.

9. Disclosure of Lobbying Activities

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

How to Apply

Applicants must register in and submit applications through Grants.gov, a “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 is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. 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. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

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

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

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and validating address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply [online](#). A DUNS number is usually received within 1-2 business days. For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. NIC requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov, failure to register with SAM will prevent your organization from applying through Grants.gov, . Applicants must **update or renew their SAM registration annually** to maintain an active status.

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.

Access information about SAM registration procedures [here](#).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go [here](#).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. 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.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.601, and the funding opportunity number is 18AC01.
6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the

receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** 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/web/grants/applicants/apply-for-grants.html>

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

2. Complete a Workspace: Add participants to the workspace, complete all the required forms, and check for errors before submission.

- a. Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or National Institute of Corrections forms. 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/web/grants/applicants/adobe-software-compatibility.html>

- b. 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.

- c. 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 DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

3. 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.

4. Track a Workspace: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

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

5. Timely Receipt Requirements and Proof of Timely Submission: Online Submission. 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 AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs 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. 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. 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.

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

Note: Duplicate applications. If an applicant submits multiple versions of the same application, 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 DUNS 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;
- 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](#) web page

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.

1. Programmatic Review (40)
 - a. Project tasks adequately discussed?
 - b. Clear statement of how each task will be accomplished?
 - c. New approaches, techniques, or design aspects to enhance the project?
2. Organizational Review (35)
 - a. Skills of the proposed project members.
 - b. Organizational capacity to complete all project tasks.
 - c. Realistic and sufficient project and management plans to complete within the time frame.
3. Management/Administrative Review (25)
 - a. Identification of reasonable objectives.
 - b. Reasonable justification for inclusion of consultants or partnerships if used.
 - c. 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:

1. Financial stability and fiscal integrity.
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.
3. History of performance.
4. Reports and findings from audits.
5. The applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the 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 FedEx or USPS within 45 days of the announcements close.

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 an 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.

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 2018 Production of Various Live Internet Broadcasts and Taped Video Productions and Training (up to 54 Hours) Over a Three Year Period

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- ☐ Acquire a DUNS Number
- ☐ 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

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 Should Include:

- ☐ Application for Federal Assistance (SF-424)
- ☐ Project Abstract
- ☐ Program Narrative
- ☐ Budget Detail Worksheet and Narrative
- ☐ Employee Compensation Waiver request and justification
- ☐ Disclosure of Lobbying Activities (SF-LLL)
- ☐ Indirect Cost Rate Agreement (if applicable)
- ☐ Tribal Authorizing Resolution (if applicable)
- ☐ Applicant Disclosure of High Risk Status
- ☐ Additional Attachments
 - ☐ Applicant Disclosure of Pending Applications
 - ☐ logic model
 - ☐ 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.