

The [National Institute of Corrections](#) (NIC) is seeking applications for funding under the Fiscal Year (FY) 2020 for the Thinking for a Change Video Project. This Program furthers NIC's mission by building capacity of state and local correctional agencies to develop and establish effective inmate cognitive behavioral rehabilitation interventions and strategies.

NIC FY 2020 Thinking for a Change Video Project

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 April 21, 2020.

Late applications are neither reviewed nor considered.

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

Contact Information

For programmatic questions concerning this solicitation contact Archie Weatherspoon, Correctional Program Specialist, National Institute of Corrections aweatherspoon@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.

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NIC FY 2020 Thinking for a Change Video Project (CFDA # 16.601)

A. Program Description

Overview

Thinking for a Change (T4C) is an integrated cognitive behavioral change program authored by Jack Bush, Ph.D., Barry Glick, Ph.D., and Juliana Taymans, Ph.D., under a cooperative agreement with the National Institute of Corrections (NIC). T4C incorporates research from cognitive restructuring theory, social skills development, learning, and use of problem solving skills.

T4C is comprised of 25 lessons that build upon each other, and contains appendices that can be used to craft an aftercare program to meet ongoing cognitive behavioral needs of your group. Not all lessons can be completed in one session, so a typical delivery cycle may take 30 sessions. Sessions should last between one and two hours. Ideally, the curriculum is delivered two times per week, with a minimum recommended dosage of once per week and a maximum of three times per week. Participants must be granted time to complete mandatory homework between each lesson.

The program is designed to be provided to justice-involved adults and youth, males and females. It is intended for groups of eight to twelve and should be delivered only by trained facilitators. Due to its integrated structure, T4C is a closed group, meaning members need to start at the beginning of a cycle, and may not join the group mid-stream (lesson five is a logical cut-off point for new group members).

Read more about Thinking for a Change here <https://nicic.gov/thinking-change-40>

Thinking for a Change Video Examples: <https://info.nicic.gov/vid/?q=node/44>

Statutory Authority: Public Law 93-415

Program-Specific Information

The purpose of funding this initiative is to produce seventeen (17) stand-alone video vignettes that will be produced to support the content of NIC's Thinking for a Change 4.0 program curriculum and the Thinking for a Change Facilitator Training curriculum. One of the videos may be up to 30 minutes in length. All expenses and costs associated with the deliverables of this cooperative agreement are included with the award proposal of up to \$150,000.00.

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

- A total of 17 stand-alone video clips that model combined psycho-motor 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 (hereafter referred to as "NIC Lead"), dependent upon the skills and coaching demonstration needs and outcomes. The duration of the current videos are listed below;
- Ten (10) stand-alone videos will be a part of the video vignette clip series to support NIC's Thinking for a Change 4.0 cognitive behavioral program. Five (5) of the videos vignettes will be recorded in

English, and the other five (5) video vignettes will be recorded in Spanish by Spanish speaking actors. All video vignettes would be scripted and cast in collaboration with NIC Lead, and could be one – six minutes in duration, dependent upon curriculum needs. The current video clip durations are:

- o Clip one (In English) – 6 minutes,
 - o Clip two (In English) – 1 minute and 42 seconds,
 - o Clip three (In English) – 2 minutes and 45 seconds,
 - o Clip four (In English) – 2 minutes and 29 seconds,
 - o Clip five (In English) – 2 minutes and 10 seconds
 - o Clip six (In Spanish) – 6 minutes,
 - o Clip seven (In Spanish) – 1 minute and 42 seconds,
 - o Clip eight (In Spanish) – 2 minutes and 45 seconds,
 - o Clip nine (In Spanish) – 2 minutes and 29 seconds,
 - o Clip ten (In Spanish) – 2 minutes and 10 seconds;
- Six (6) videos will be for the video vignette clip series to support NIC’s Thinking for a Change facilitator training programs in English; vignettes would be scripted and cast in collaboration with NIC Lead, and could be 1 – 9 minutes in duration, dependent upon new curriculum needs. The current video clip durations are:
 - o Clip eleven (In English) – 51 seconds,
 - o Clip twelve (In English) – 2 minutes and 54 seconds,
 - o Clip thirteen (In English) – 3 minutes and 33 seconds,
 - o Clip fourteen (In English) – 6 minutes and 34 seconds,
 - o Clip fifteen (In English) – 3 minutes and 26 seconds,
 - o Clip sixteen (In English) – 8 minutes and 19 seconds;
- One (1) video will be for the video vignette clip series to support NIC’s Thinking for a Change facilitator training programs in English. This video vignette currently does not exist, would need to be scripted and cast in collaboration with NIC Lead, and could be up to 30 minutes in duration, dependent upon new curriculum needs. The estimated duration for this video clip is:
 - o Clip seventeen (In English) – up to 30 minutes;
- All video clips will support NIC’s Thinking for a Change facilitator training programs to demonstrate skills and / or complement curriculum delivery via virtual platform. The video clips must be in MP4 format at a minimum of 1080p resolution and provided to NIC in edited and “ready to play” format in NIC’s Virtual Instructor Led Training (VILT) platform;

Goals, Objectives and Deliverables

Goal The goal of this cooperative agreement is to create and produce updated versions of the video vignettes (see program-specific information on page 5, 6, and 7) utilized within the Thinking for a Change program to assist in the consistent running of the program for local, state, and federal corrections agencies and those agencies seeking training and support to staff from to implement the Thinking for a Change program in their organizations with fidelity.

Deliverables. In addition to the strategy 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. **Project Producer Consultation and Creative Services:** The producer (for this cooperative agreement the term “producer” refers to the awardee) for this project plays a key role in managing the project, but they 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. The producer will (1) collaborate with NIC Lead 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. A planning session will be held for this project as a whole, and additional micro planning sessions may be needed for some of the video vignettes dependent upon their scope and complexity.

Video Productions / Video Projects:

One face-to-face planning session will be held for the initial planning session. Planning sessions typically last 2.5 days on-site and are convened in NIC’s Academy Division office in Aurora, Colorado. The costs for the producer’s participation in this planning session is included in this cooperative agreement, and are the responsibility of the awardee.

Additional planning sessions for this project can be held via virtual meeting platform, currently WebEx Meeting Center, for additional microplanning needed due to scope and complexity of specific video vignettes. NIC will provide access to the virtual conference platform for all planning session participants, including the producer. Kickoff agenda will include: stated performance outcomes for 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 vignette.

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

Producer Scope of Work

Production schedules *will overlap* to fit all video productions and video projects within the award period. It is necessary, due to seventeen (17) video vignettes of varying lengths, scope and complexity to be planned, produced and delivered as part of this award by the end of this 12 month cooperative agreement, 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.*

NIC’s Content and Production Development Process for Video Productions

As with NIC’s training and curriculum supplemental videos, 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/ vignette 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 the NIC Lead is required.

STEP ONE: Convene a kickoff planning meeting for the video project at the direction of the NIC Lead 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.

The initial planning session for this project will be held face-to-face at NIC's Academy Division office in Aurora, Colorado. During days one and two of the 2.5 day on-site meeting, the kickoff agenda will include: stated performance outcomes from the overarching video project, video project parameters (for the project as a whole and each vignette), 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. Additional micro planning sessions will be conducted via virtual meeting platform, currently WebEx Meeting Center. NIC will provide access to the virtual conference platform for all planning session participants, including the producer.

NIC Lead will facilitate the planning meeting(s) with the video producer in attendance. As a result of the kickoff and other possible virtual planning meetings, the following will result: (1) discrete video vignette 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 / vignettes, and will assist in determining creative approaches through which content can be designed and delivered in the video project / vignettes; (3) create master project timeline with benchmark activities for each video project / vignettes; (4) develop a Master Content and Activity outline of key content and activities for each video vignette (skills demonstrations, role plays, etc.), using video vignette project learning objectives as a guideline, (5) generate a list of resources (existing videos, photos, interviews, contacts, potential shoot locations, etc. that could support each the video vignette project, (6) determine dates for each video project timeline / progress / vignette script / rundown review sessions and who should participate in each, (7) determine initial casting ideas for each video vignette , 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 vignette project team members and assigned roles with the scope of the video project at the conclusion of face to face and/or virtual planning meetings. The producer, and the NIC Lead will meet with appropriate NIC staff at the conclusion of the planning (day 3 of the 2.5 day on-site meeting) to finalize video project team members and their assigned roles within the scope of the video project for each video vignette.

Together, the meeting participants will (1) finalize a list of video project team members for each vignette and delineate their roles for each vignette project; for example, role of NIC Lead vs Producer vs Corrections Subject Matter Expert in the project; and (2) set deadlines for pre-interviewing and recruiting those available for video vignette project based on timeline and vignette project outcomes.

STEP THREE: Develop/ revise and/or extract scripts from existing videos for vignettes, develop and secure field locations and/or studio shoot list, determine and vet talent needed for vignettes, develop graphics for vignettes / video clips and other creative delivery strategies for the video project.

The producer will work in collaboration with the NIC Lead and video project team to create the vignettes rundown, including developing / revising/ and/or extracting vignette scripts from existing video vignettes, developing and securing taping locations for each vignette based upon the needs of the vignette in collaboration with NIC Lead, determine, vet and secure talent needed for vignettes in collaboration with NIC Lead, and develop consistent graphic treatments for the ten (10) vignettes for the T4C 4.0 curriculum package with NIC branding and seven (7) vignettes associated with the T4C

Facilitator Training curriculum package with NIC branding. All seventeen vignettes must utilize creative video strategies in the intro, outro, titles, and credits. For samples of past video work that meets this expectation see NIC video broadcast catalogue at this link <https://nicic.gov/view-broadcasts>.

Step Three work begins at the conclusion of in person and additional virtual planning, after the video project team members are finalized and online rundown review session dates are set. Primary vignette content and activity development review process occurs via online Rundown review sessions, of which the number needed are determined at initial face to face planning session.

The producer must work with each video vignette project team, which may be comprised of corrections subject matter experts, trainers and consultants and NIC staff members to develop content, activities, skills tests, demonstrations, and graphics and or other creative design and delivery strategies based upon the performance objectives for the video vignette.

This will require weekly communication via e-mail, telephone communication, and/or use of a virtual meeting platform provided by NIC, currently WebEx, between NIC Lead and project producer as well as regularly scheduled updates with key stakeholders on the video vignette project teams.

The producer will coordinate video vignette project rundowns and script development, graphic design, production elements, and rehearsals for each video vignette project and use their professional expertise in designing creative ways to deliver video vignette projects in collaboration with NIC Lead.

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

The producer (or a script writing expert) will develop/ revise and/ or extract scripts from existing videos for the seventeen video vignettes and have them approved by NIC Lead. Professional actors will play the parts designated by the script. The actors must be of multiple ethnicities to display a well diverse ensemble. The actors must also be bilingual in English and Spanish, and approximately between the ages of 18-40. The awardee producer will seek actor talent to meet the specific needs of each vignette. Actor fees and expenses are the responsibility of awardee.

STEP FOUR: Awardee develops video vignette project programming and schedules taping locations, schedule actors, any needed travel, and secures site permissions if applicable to the project.

The producer will work in collaboration with NIC Lead and video vignette project team members to develop video vignette projects by delineating in the vignette project Rundowns (1) content and activity specifics and detailed elements for each portion of the vignette projects; (2) revise rundowns; and other source materials if applicable to the video vignettes (3) work with NIC Lead and video project teams to identify graphic/visual needs and additional content and activities needs of the video vignettes, such as props, appropriate actor dress, specific location / studio dressing, etc.; (4) work with production staff to compile support materials (making direct contact with prisons, jails, or locations agreed upon with NIC Lead and Producer during the 2.5 day planning sessions) depending upon specific vignette project requirements as identified; (5) work with production staff to develop all graphics, set design and visuals for approval by NIC Lead; and (6) work with the NIC Lead to review

and approve all materials and program development, including standardized intro, outro, titles, credits, segments highlighting NIC and its graphic image. NIC Lead will have final review and approval.

All location permit costs and administrative tasks, production crew, equipment transport and travel costs, actor fees and expenses are the responsibility of the awardee.

STEP FIVE: Rehearse, film and prepare the video vignette projects.

At a minimum of two weeks out from video vignette project(s) filming dates, the full video vignette project team(s), including the NIC Lead and producer will participate in a video vignette project “walk and talk through” via virtual meeting platform of the most current video vignette project rundown(s) 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, and graphics to ensure that video vignette project timeframes will be met on rehearsal and taping day(s).

On video vignette project(s) rehearsal day, the producer, in collaboration with NIC Lead will conduct a complete technical run-through of the video vignette project(s), practicing timing, transitions, and tosses to pre-produced clips if any in the video vignette(s), graphics, activities (demonstrations, skills tests, etc.) between on camera actors in the vignettes. During this technical run through all final video clips (if any), graphics, vignette visuals, props and pre-production produced materials will be utilized. This rehearsal may be in the field location and/or in a studio location, dependent upon the vignette setup. Next, the NIC Lead, in concert with director, producer and shoot crew, will lead the video vignette project team in a blocking rehearsal live in the actual taping location, for a full run through for technical purposes.

On vignette project taping day(s), the NIC Lead, in concert with vignette director, producer and production crew, will lead the video vignette project team in taping the video vignette project live to tape in the taping location, stopping down as necessary for technical purposes, until taping of each video vignette project is complete. As each of the seventeen (17) video vignette projects is unique and durations vary, **the taping process will be shorter for some vignettes and be longer for others, dependent upon video vignette project outcomes.**

Production for Video Vignette Projects: The awardee’s production group will set up and maintain location shoot and / or studio lighting, adjust audio, and have a complete location shoot / production crew for the days and hours set by the NIC Lead for each rehearsal and video vignette project day(s) until work is complete. The producer will coordinate location shoot and / or studio art direction, location shoot / studio lighting, location shoot / studio set design, props, and location shoot / studio furniture and props for all video vignette project segments. Customized location shoot / studio set design will be required for each video vignette project. Each set should include signs, posters, props and/or other visuals that clearly relate to the content and activities of the video vignette 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, teleprompter operator, and makeup artist (at production time only), dependent upon the scope and complexity of the specific vignette.

2. **Post-Production for Video Projects:** The producer oversees the production, editing, and a final and approved cut by NIC Lead.

Video Projects

Within two weeks after vignette project taping concludes, the awardee will provide the NIC Lead a live and active link to the draft edit of the captioned version of each draft vignette with a time code. NIC Lead

then will review and give feedback to producer using time code as a reference. After review by NIC Lead and revisions are made to NIC's satisfaction, awardee will be given approval to finalize each vignette into final format. Finalized video vignettes will be delivered in a minimum of 1080p resolution to NIC in MP4 format to NIC Lead and/or NIC Information Center.

Within thirty (30) days of the conclusion of each video vignette project taping, the awardee will provide 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. 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 the NIC Lead.

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.

3. **Equipment for Video Projects:** Applicants must have a minimum of the following equipment to support in studio vignette taping and / or field locations: studio of approximately 1,500 square feet, 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; three-dimensional animation with computer graphics; Microsoft Media Player-Capture Closed Captioning and / or closed captioned software that meets / exceeds federal government 508 requirements; computer teleprompter for at least three studio cameras; interruptible fold back or in-ear monitor for all presenters / actors with individual control from the control room and the NIC Lead; a method for the NIC Lead to receive and send verbal communications to on-camera talent on the studio floor / location shoot during rehearsals and during the vignette taping; wireless microphones for each presenter/all talent during the vignette shoots; 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).
4. **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 video projects); closed caption operator (as needed during production).

FOR FURTHER INFORMATION: All technical or programmatic questions concerning this announcement should be directed to Archie Weatherspoon IV, Correctional Program Specialist, National Institute of Corrections who may be reached by email at aweatherspoon@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.

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.

B. Federal Award Information

NIC expects to make one award for as much as \$150,000.00 for a 12-month project period, beginning on May 13, 2020.

If the awardee demonstrates significant progress toward implementing project activities and achieving project goals, NIC may, in certain cases, provide supplemental funding for FY 2021 and FY 2022 to the awardee. With the supplemental funding, the project period can be extended up to two additional 12-month increments for an overall project period of 36 months. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

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

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

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

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

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

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

Budget Information

Cost Sharing or Matching Requirement

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

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 2020 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

Cost sharing/match is not required

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.

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

The SF-424 is a required standard form used as a cover sheet for submission of pre- applications, applications, and related information. This form can be found on [Grants.gov](#) and NIC’s website <https://nicic.gov/invitations-bid-and-requests-proposal>.

Intergovernmental review

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

Project Abstract

Applications 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.

Program Narrative

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

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

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

Statement of the problem.

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

Goals, objectives, and performance measures.

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

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

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

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 video shoot rundowns uploaded and shared 24 hours prior to scheduled online review sessions; Producer participation in planning sessions and activities; Quality of collaboration with video project teams and NIC Lead.	This encompasses the full scope and complexity of the awardee producer role for overlapping productions.	Draft Rundowns shared between NIC Lead and the Producer; custom graphic and graphic treatments for each broadcast and video project for approval by NIC Lead; Final rundowns, video, graphic set design, graphics and other materials produced or used in any broadcast and video project.
NIC's Content and Production Development Process for Video Productions Create comprehensive project plan for overlapping production schedule to plan, produce and deliver video projects based upon NIC's Thinking for a Change 4.0 curriculum and Thinking for a Change facilitator training video needs.	Number of video projects in overarching project plan; detail of project plan; number of productions completed within the 12 month period of the agreement period.	This would detail the overlapping production schedules that would support 17 video vignettes within a 12 month delivery period.	Detailed projects plans for overlapping production schedules that would support 17 video vignettes within a 12 month delivery period.
Post Production for Video Projects 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 a minimum of 1080p resolution in MP4 format to NIC Lead and/or NIC Information Center. 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,	Number of vignettes that awardee provides edited and captioned links within two weeks post production; number of vignettes that awardee provides edited and captioned master DVD to NIC Lead within 30 days post production; number of vignettes that awardee provides all media asset files within 60 days post production; number of videos created that meet Section 508 accessibility standard.	This details post production processes that occur post.	Edited and captioned link to each vignette within two weeks post production; edited and captioned master DVD to NIC Lead 30 days post production; all media asset files for each vignette to NIC Lead via portable hard drive within 60 days post each production; Post production internet connection report to NIC Lead within 30 days of each recording date detailing number of connections, state, type of connection, etc.

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. 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 Lead.			
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 1,500 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/ location shoot dressing for each vignette to NIC Lead 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 Lead to carry out scope of work.

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

Project design and implementation

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

Logic model

Applicants 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 as a separate attachment, as stipulated in Additional Attachments.

Timeline or Milestone Chart

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.

Capabilities and competencies, Résumés of all key personnel

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.

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

Budget Detail Worksheet

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

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

Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate, this requirement does not apply to units of local government. Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. Indirect costs may be charged to an award only if:

The recipient has a current (unexpired), federally approved indirect cost rate; or the recipient is eligible to use, and elects to use, the "de minimus" indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414

Tribal Authorizing Resolution

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

Applicant Disclosure of High Risk Status

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

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

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

Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form [Disclosure of Lobbying Activities \(SF-LLL\) Lobbying Form](#). 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”).

Additional Attachments

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.

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

Applicant disclosure of pending applications. Applicants are to disclose whether they have pending applications for federally funded grants or 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	jane.doe@usdoj.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.”).

How to Apply

Applicants must register in and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application [here](#). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, 24 hours a day, 7 days a week, except federal holidays.

Registering with Grants.gov

A one-time process; however, processing delays may occur, and it can take several weeks for first-time registrants to receive confirmation and a user password. NIC encourages applicants to register several weeks before the application submission deadline. In addition, NIC urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

NIC strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation <https://www.grants.gov/web/grants/manage-subscriptions.html>. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information

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

Attachments

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

File names and file types

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

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

All applicants are required to complete the following steps:

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

Registration and Submission Steps

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

Acquire or maintain 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](#).

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

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](#).

Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC). The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

Search for the funding opportunity on Grants.gov

Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.601 and the funding opportunity number is NIC – 20AC02.

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

Submit a valid application consistent with this solicitation by following the directions in Grants.gov. Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** NIC urges applicants to submit applications at least 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

Grants.gov applicants can apply online using Workspace

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

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

- **Create a Workspace:** Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- **Complete a Workspace:** Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

- **Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- **Track a Workspace Submission:** After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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

Applicant Support

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the National Institute of Corrections with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

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

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

Duplicate applications

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

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. The applicant must e-mail the Response Center at BOP-NIC/General@bop.gov within 24 hours after the application deadline and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's 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; (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- failure to follow Grants.gov instructions on how to register and apply as posted on its website;
- failure to follow each instruction in the NIC solicitation; and
- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted on [NIC](#)'s 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.

Programmatic Review (40)

- Project tasks adequately discussed?
- Clear statement of how each task will be accomplished?
- New approaches, techniques, or design aspects to enhance the project?

Organizational Review (35)

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

Management/Administrative Review (25)

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

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

Review Process

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

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

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements”.
- Applicants will be checked against the General Services Administration’s Excluded Parties List.

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

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

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

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

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

F. Federal Award Administration Information

Federal Award Notices

NIC award notification will be sent from NIC’s Office via FedEx or USPS within 45 days of the award decision.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and

other legal requirements, including but not limited to OMB or other federal regulations that will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. NIC strongly encourages prospective applicants to review the information pertaining to these requirements prior to submitting an application.

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

Responsibility for oversight and redirection of the project, if necessary, rests with NIC. NIC's role will include the following tasks:

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

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

Plain Language

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

Section 508

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

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

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

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

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

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

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

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

Paperwork Reduction Act

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

General Information about Post-Federal Award Reporting Requirements

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

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

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see the title page. For contact information for Grants.gov, see the title page.

H. Other Information

Provide Feedback to NIC

To assist NIC in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to BOP-NIC/General@bop.gov

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are not sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, you must directly contact the e-mail listed on the front of this solicitation document. These contacts are provided to help

ensure that you can directly reach an individual who can address your specific questions in a timely manner.

Application Checklist

NIC FY 2020 Thinking for a Change Video Project

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

Scope Requirement:

- _____ *The federal amount requested is within the allowable limit(s) of \$150,000.00.

Eligibility Requirement:

- _____ Nonprofit or for-profit organization, including tribal nonprofit or for-profit organization.
- _____ Institution of higher education, including tribal institution of higher education.

What an Application Should Include:

- _____ *Application for Federal Assistance (SF-424)
- _____ *Project Abstract
- _____ *Program Narrative
- _____ *Budget Detail Worksheet and Narrative 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.
- _____ Employee Compensation Waiver request

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