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The [National Institute of Corrections](#) (NIC) is seeking applications for funding under the Fiscal Year (FY) 2020 for the update and revision of the Deputy Director's Leadership Guide, and develop a companion orientation curriculum that can be used in a virtual setting or converted to an e-course.

## **NIC FY 2020 Deputy Director's Leadership Guide and Orientation Curriculum**

### **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 August 19, 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 Ronald F. Taylor, Chief, Prisons Division, National Institute of Corrections [rx4taylor@bop.gov](mailto:rx4taylor@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](mailto: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](mailto: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: 20PR06

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# **NIC FY 2020 Deputy Director's Leadership Guide and Orientation Curriculum (CFDA # 16.601)**

## **A. Program Description**

### **Overview**

The field of corrections is constantly evolving, requiring continuous learning and professional development for correctional administrators. With responsibility for leading correctional systems, Deputy Directors of Corrections are charged with managing the overall operations of the system, developing and implementing agency policy and procedure, engaging with internal and external stakeholders, and responsible for overseeing significant fiscal and human resources. They have a responsibility to provide leadership that is forward-looking, innovative, and responsive, and their position carries substantial managerial as well as leadership responsibilities. By providing direct supervision of department heads and others, as well as managing a multi-faceted system-wide tasks and projects, the deputy director provides critical leadership to the correctional department.

As such, it is imperative for new Deputy Directors to understand the critical issues facing the field and recommendations for effectively addressing areas of need. It is equally important for them to keep abreast of correctional best practices and emerging issues, as well as representing and supporting the director's initiatives in the legislature, the community, and throughout the correctional organization. Today, there is an increasing demand for leadership involvement in stakeholder interests, legislative, criminal justice and public safety arenas in which the new deputy director may have limited experience. Additionally, the deputy director must become more strategic in providing leadership and adapting the correctional organization to meet the challenges and opportunities that exists.

Statutory Authority: Public Law 93-415

### **Program-Specific Information**

The position of a Deputy Director continues to be difficult and is compounded responding to the rise of mass incarceration, an aging prison population, coupled with the intricate operational issues that face the nation's prisons, jails and community corrections facilities. Additionally, they are responsible for managing these facilities in a manner that ensures public safety, the safety of staff and inmates, and accountability with taxpayer dollars. Many are tasked leading workplaces whose missions have changed dramatically, and now include dealing with reduced budgets, limited resources, aging infrastructures, specialized populations, significant healthcare and mental health issues, overcrowding, understaffing, problems with recruitment and retention, and effectively meeting the needs of both internal and external stakeholders.

The original Deputy Director's Leadership Guide was developed in 2004, as an important resource for the new deputy director and provided an orientation on the emerging issues and persistent correctional challenges of the position. Also, it offered peer support, mentoring and networking opportunities for the new deputy director by their more experienced counterparts. However, since the initial product, the guide has not been updated to reflect current problems and issues that the incoming deputy director can be expected to encounter, and the topics that were covered may no longer be relevant or appropriate to the position.

## Goals

The goal of this project is to build upon the previous Leadership Guide, and provide a significant update that will orient the new deputy directors in their position. The new guide should focus on 10-12 topics on critical issues and/or persistent correctional challenges that have been identified by subject matter experts (SMEs) and a group of experienced deputy directors. Examples of topics to be considered may include organizational culture, engaging stakeholders, fiscal decision-making, population management, prison security and operations, healthcare and behavioral health, human resource management, media relations, communications, strategic planning, technology, information management, staff wellness and new trends in corrections.

Additionally, the awardee will work with the NIC Program Manager, SMEs and a group of experienced deputy directors to take 3-5 critical issues that were identified for the Leadership Guide, and develop an orientation curriculum that can be delivered in a virtual format and subsequently in an e-course format. The curriculum should utilize the Instructional Theory Into Practice (ITIP) format.

The awardee must have a minimum 5 years' experience developing and designing curriculum using the Instructional Theory into Practice ([ITIP](#)) format.

An additional requirement is demonstrated experience in designing training for correctional audiences. The program narrative should reflect how the applicant will accomplish these activities.

## Objectives

1. Update the previous Deputy Director's Leadership Guide to orient the new deputy directors in their position.
2. Identify and develop curriculum to include formal lesson plans, participant and facilitator manuals, complimentary PowerPoints, and supporting training resources for the program.
3. Conduct a review process of all current and proposed training materials for conversion of selected modules into a Virtual Instruction platform.
4. Revise and resubmit the final curriculum with formal lesson plans, facilitator and participant manuals, complimentary power points and training resources.
5. Use identified Subject Matter Experts (SMEs) and experienced deputy directors to assist in the assessment and update process identified in this proposal.

## Deliverables

Working with the current program design, the awardee will work closely with the NIC Program Manager to complete the following deliverables during the project period.

1. Participate in a virtual kickoff meeting with the NIC CPS Project Manager to discuss the work plan. Clarification of goals, objectives and deliverables will occur, including the setting of initial deadlines, and role clarification. Awardee will be responsible for providing minutes and recommendations to NIC and meeting participants.
2. Facilitate a virtual focus group and planning meeting with at least 3 Subject Matter Experts and the NIC program manager. SMEs will be chosen in collaboration with NIC and must have significant experience, knowledge and skills (e.g. five or more years) working as deputy director or the equivalent within department of corrections. The awardee will be responsible for all fees associated with the SMEs. Any work of SMEs beyond the focus group is also the responsibility of the awardee.

The purpose of the focus group is to:

- a. Review the previous Deputy Director's Leadership Guide and identify modifications and

- updates, based on research, established policies and evidence-based practices.
  - b. Incorporate changes identified for the Leadership Guide.
  - c. Identify the critical issues that should be designed into an orientation curriculum.
  - d. Integrate modifications into curriculum, including power points, and other adjunct materials that support the learning objectives.
3. Provide draft revisions and proposed curriculum to NIC, on an identified date, for review and response.
  4. Pilot the Deputy Director's Leadership Guide and Curriculum to assess the material, design and presentation content.
  5. Following the pilot, the awardee will make the necessary adjustments for the final draft.
  6. All final products delivered to the NIC Program Manager on USB provided by NIC and via email using Word 16 and PDF formats, and one printed copy. These products include:
    - a. Lesson plans.
    - b. Completed instructor's manual with cover and all lesson plans in one cohesive document.
    - c. Participant manual that follows the lesson plans.
    - d. PowerPoint slides.

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.

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 August 28, 2020. The specific award amount will commensurate with the experience of the proposed project team and the written approach to meeting project deliverables and milestones, and will be negotiated with the National Institute of Corrections prior to award and within available agency funds.

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                                                                              |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Participate in kick-off meeting hosted by NIC in Washington, DC.   | Attendance at the kick off meeting within 30 days of the date of award.                   | Meeting to focus on clarification of goals, objectives and deliverables, including setting of initial deadlines. | Meeting minutes to all participants, including any identified milestones and timelines agreed upon |
| Conduct Virtual Focus Group Meeting With SMEs and Deputy Directors | Attendance at the virtual focus group meeting                                             | Meeting to review and identify Leadership Guide topics, suggested updates that are needed.                       | Documented feedback of all recommendations.                                                        |
| Update the previous Deputy Director's Leadership Guide             | Provide draft of Leadership Guide                                                         | This represents the updates made with the suggestions and feedback of the SMEs and experienced deputy directors  | Draft material presented in editable format.                                                       |
| Develop orientation curriculum for virtual delivery                | Provide draft of proposed curriculum, lesson plan, instructor and participant manual etc. | Identify critical issues that should be designed into an orientation curriculum.                                 | Draft material presented in editable format.                                                       |
| Pilot Leadership Guide and Orientation Curriculum                  | Observe virtual training in action                                                        | Incorporate feedback and suggestions that are made for the final product                                         | Documented observations and feedback that informs any modifications that are required              |
| Revise curriculum upon completion of class                         | Provide final draft of curriculum, lesson plan, instructor and participant manual etc.    | This represents suggestions and feedback that occurred during the pilot of the virtual curriculum.               | Number and type of programs materials revised during the reporting period.                         |

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.

### **SAMPLE**

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

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

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or 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

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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 “&amp;” 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-20PR06

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](mailto: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](mailto: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.

### **Modification, Remedies for Noncompliance, Termination**

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

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

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

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

### **Rights in Data**

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

### **Payments**

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

### **Awardee/Recipient Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights**

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

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

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

### **Conflict of Interest**

The awardee must establish safeguards to prohibit its employees and Subrecipients from using their positions for purposes that constitute or present the appearance of a personal or organizational conflict of interest. The awardee is responsible for notifying the Awarding Officer in writing of any actual or potential

conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the awardee or its employees in a position of conflict, real or apparent, between their responsibilities under the agreement and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the awardee and/or awardee's employees and Subrecipients in the matter.

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

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

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB or other federal regulations that will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. NIC strongly encourages prospective applicants to review the information pertaining to these requirements prior to submitting an application.

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

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

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

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

### **Plain Language**

The successful applicant shall ensure that relevant deliverables (with information regarding a service,

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

### **Section 508**

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](mailto: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 Deputy Director's Leadership Guide and Orientation Curriculum

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 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.