National Institute of Corrections

16CS09

The National Institute of Corrections (NIC) is seeking applications for funding under the Fiscal Year (FY) 2016. **This program furthers NIC's mission by developing a curriculum for training staff within a local jurisdiction on responsivity issues for veterans that will build skills and improve outcomes for justice-involved veterans.**

NIC FY 2016 Curriculum Development for Veteran Informed Care Training Program

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 **May 21, 2016**.

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

Contact Information

For programmatic questions concerning this solicitation contact **Gregory Crawford** Correctional Program Specialist, National Institute of Corrections **gcrawford@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.

Release date: **Monday, March 21, 2016**

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NIC FY 2016 Curriculum Development for Veteran Informed Care Training Program (CFDA # 16.601)

A. Program Description

Overview
Since 9/11, more than 2.5 million Americans have served their country in uniform. Many have had multiple tours overseas; for example, in Iraq for Operations Iraqi Freedom and New Dawn and in Afghanistan for Operation Enduring Freedom. Veterans are coming home and struggling with not only the physical wounds of war, but also the “invisible” wounds of war: post-traumatic stress disorder and traumatic brain injury. They are also experiencing high rates of anxiety and depression. These veterans are not typically criminals prior to their military service. However, as a result of their experience in the military — particularly those who were deployed to a combat zone — some of them have difficulty adjusting to civilian life when they return home. Unfortunately, some of these men and women become involved in the criminal justice system.

In 2008, Judge Robert Russell of Buffalo, N.Y., started the first Veterans Treatment Court (VTC). What motivated Judge Russell was the realization that there were veterans in his courtroom who had lost their way and were struggling. He realized they had unique circumstances related to their military service and deserved an opportunity to get their lives back on track. Since the inception of the first VTC, there are now more than 260 of these courts across the country, with scores more in various stages of planning and implementation.

As a center of learning, innovation and leadership that shapes and advances correctional practice and public policy, the National Institute of Corrections (NIC) devotes a portion of its focus to the critical needs of justice-involved veterans. NIC would like to develop a training program on responsivity issues related to working with veterans in the local criminal justice system that will build skills for those who work directly with justice-involved veterans.

Program-Specific Information

Create a course architecture that incorporates veterans specific issues such as, but not limited to: military culture, service related trauma, and difficulties with transitioning from military to civilian life along with core skills training; such as active listening, effective use of reinforcement, effective use of disapproval (with and without punishment), and effective use of authority that targets criminal justice professionals who supervise and/or conduct case management/case planning activities with justice-involved veterans.

Develop and integrate into the course design a validated assessment instrument that will identify an end-user’s current level of proficiency in the identified course competencies. The instrument must be in a file format that is compatible with electronic delivery, scoring, and report generation.

Establish benchmarks and metrics for formative and summative evaluation for all levels of course evaluation based on the Kirkpatrick model.

Using the course architecture, develop lesson plans, course media, participant guide(s), and facilitator guide(s) for a blended modality course that includes optional virtual training modules so the course can be delivered virtually or in a classroom.

Produce a design document for the course that includes a narrative description of the project including the background, purpose, target population, project objectives, course objectives, the course architecture, design notes, delivery media, and resources / references used.

Identify potential pilot delivery sites for both the virtual and classroom design options of the curriculum.

Goals, Objectives, and Deliverables

The goal of this cooperative agreement will be to develop curriculum for a training program to train local jurisdictions on the responsivity issues of veterans and core skills training for those staff that supervise, conduct case management/case planning activities for justice-involved veterans. The successful applicant must be an expert in curriculum design who will work with a subject matter expert(s) identified by NIC on military culture, service-related trauma, and the difficulties for military service members transitioning from military to civilian life. The successful applicant will also work with an expert identified by NIC in core skills training, peer-to-peer training and technical assistance in local jurisdictions.

The program's objectives should include the following:

- Understand how military culture can suppress behavioral symptoms of PTSD and TBI
- Understand the difference between explicit vs. implicit military culture
- Understand the multitude of military organizations and agencies involved with the transition process for both active duty military and Guard and Reserve components
- Explain the core mental health issues facing veterans with potential of becoming justice-involved
- List common characteristics associated with PTSD and TBI
- List the cultural elements of military experience that might cause maladaptive civilian behaviors
- Demonstrate a higher level of efficacy with problem-solving skills and self-awareness to change

Core Skills Training-

- Understand the key research findings around risk, need, and responsivity
- Demonstrate the traits that lead to professional alliance
- Demonstrate active listening skills
- Understand how to apply the core correctional skills to your work (e.g., effective reinforcement, effective disapproval, and effective use of authority)

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.

At a minimum, the awardee will deliver the following products in complete and compliant form:

(1) A design document that includes narrative descriptions of all components of the project including:
  a. background;
  b. purpose;
  c. target population;
  d. project objectives;
  e. course objectives;
  f. course architecture;
  g. design notes;
  h. delivery media; and,
  i. all resources / references used for the development and design of the course.

(2) A blended modality supervisory leadership development curriculum that includes:
  a. lesson plans;
  b. course media;
  c. participant guide(s);
  d. facilitator guide(s);
  e. comprehensive evaluation plan;
  f. a classroom delivery option;
  g. a virtual delivery option; and,
  h. revisions to both design options as deemed necessary during pilot deliveries.

(3) A validated assessment instrument that identifies the end user's level of proficiency in identified course competencies to be used as a component of the course.

(4) Pilot delivery of the virtual delivery design.

(5) Pilot delivery of the classroom delivery design.

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 as much as **$70,000.00** for a 12-month project period, beginning on **July 15, 2016**. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of award. NIC expects to make an award from this solicitation in the form of a cooperative agreement which is a particular type of grant used when NIC expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant but does not involve day-to-day project management. See Administrative, National Policy, and Other Legal Requirements, under Section F. Federal Award Administration, for details regarding the federal involvement anticipated under an award from this solicitation.

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

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

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

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

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

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

Budget Information

Pre-Agreement Cost Approvals. NIC does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of NIC for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee’s approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant.

Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for NIC's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval.

Limitation on use of award funds for employee compensation; waiver. With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2015 salary table for SES employees is available at the Office of Personnel Management website. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

C. Eligibility Information

For additional eligibility information, see the title page.

Cost sharing or match requirement. For additional information on cost sharing or match requirement, see Section B. Federal Award Information.

Limit on number of application submissions. If an applicant submits multiple versions of the same application, NIC will review only the most recent system-validated version submitted. For more information on system-validated versions, see How To Apply.

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or that do not include the application elements that NIC has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, NIC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

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

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

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

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

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

2. Project Abstract

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

- written for a general public audience;
- submitted as a separate attachment with "Project Abstract" as part of its file name; and
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

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

3. Program Narrative

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

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

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

a. **Statement of the problem.** Applicants should briefly describe the nature and scope of the need for treatment-focused training and technical assistance for juvenile drug courts. The applicant should use data to provide evidence that the need exists, demonstrate the size and scope of the need, and document the effects of the need on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to implement training and technical assistance to juvenile drug courts.

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

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

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

   Program objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the training and technical assistance strategy identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide training services to 200 juveniles drug court staff, to offer onsite technical assistance services to 30 juvenile drug courts.)

   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
Understand how military culture can suppress behavioral symptoms of PTSD and TBI • Understand the difference between explicit vs. implicit military culture •	Decrease technical violations for justice-involved veterans; Reduce recidivism; Reduce returns to jail.	Developing curriculum that will teach criminal justice professionals who work with justice-involved veterans fundamental information about military culture.	Research materials used to develop curriculum.
• List common characteristics associated with PTSD and TBI • Explain the core mental health issues facing veterans with potential of becoming justice-involved	•Decrease resistance to treatment •Increase engagement/commitment to treatment	Developing curriculum that will increase awareness of service related trauma and the impact it has on the service member and their ability to comply and/or succeed with conditions in the criminal justice system.	Research materials used to develop curriculum.
• Understand the multitude of military organizations and agencies involved with the transition process for both active duty military and Guard and Reserve components	• List the cultural elements of military experience that might cause maladaptive civilian behaviors	Developing curriculum that will bring awareness to the unique issues facing military service members as they transition from the military back into civilian life.	Research materials used to develop curriculum.

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

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

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

Timeline. Applicants should submit a milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates.

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

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

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

- expression of support for the program and a statement of willingness to participate and collaborate with it;

- description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational; and

- estimate of the percentage of time that the partner will devote to the planning and operation of the project.

4. Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

a. **Budget Detail Worksheet.** Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

b. **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.

c. **Noncompetitive procurement contracts in excess of simplified acquisition threshold.** If an applicant proposes to make one or more non-competitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the Financial Guide.

d. **Preagreement cost approvals.** For information on pre-agreement costs, see Section B. Federal Award Information.

5. Indirect Cost Rate Agreement (if applicable)

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

6. Tribal Authorizing Resolution

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

7. Applicant Disclosure of High Risk Status

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

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

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

8. Additional Attachments

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

a. **Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

NIC seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency;
- the solicitation name/project name; and
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	**Solicitation Name/ Project Name**	**Name/Phone/E-mail for Point of Contact at Funding Agency**
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

SAMPLE

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.”).

b. Logic model (see examples here).

c. Timeline or milestone chart.

d. Résumés of all key personnel.

e. Job descriptions outlining roles and responsibilities for all key positions.

f. Letters of support/memoranda of understanding from partner organizations.

g. Evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal revenue Service, if applicable.

h. Evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with *2 CFR 200.205*, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this form.

10. Disclosure of Lobbying Activities

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

How To Apply

Applicants must register in and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application here. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606–545–5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. NIC encourages applicants to **register several weeks before** the application submission deadline. In addition, NIC urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

NIC strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

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

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore ( )	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)

Period (.)	**When using the ampersand (&) in XML, applicants must use the “&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.

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

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

   Applicants cannot successfully submit their applications until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take as long as 48 hours.** NIC recommends that the applicant register or renew registration with SAM as early as possible.

   Access information about SAM registration procedures here.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go here.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.585, titled "Juvenile Drug Courts Training and Technical Assistance Program" and the funding opportunity number is NIC**-16CS09** .

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

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

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

Experiencing Unforeseen Grants.gov Technical Issues

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

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time;
- failure to follow Grants.gov instructions on how to register and apply as posted on its website;
- failure to follow each instruction in the NIC solicitation; and
- technical issues with the applicant's computer or information technology environment, including firewalls.

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

E. Application Review Information

Selection Criteria

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

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

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

Review Process

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

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

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

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

Application and Submission Information.

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

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

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

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

F. Federal Award Administration Information

Federal Award Notices

NIC award notification will be sent from NIC's Office via FedEX or USPS within 45 days of the announcements close.

Administrative, National Policy, and Other Legal Requirements

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

As stated above, NIC anticipates that it will make 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.

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 2016 Curriculum Development for Veteran Informed Care Training Program

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 **$70,000**.

Eligibility Requirement:
_____Nonprofit or for-profit organization, including tribal nonprofit or for-profit organization.
_____Institution of higher education, including tribal institution of higher education.

What an Application Should Include:

_____Application for Federal Assistance (SF-424)
_____Project Abstract
_____Program Narrative
_____Budget Detail Worksheet and Narrative
    _____Employee Compensation Waiver request and justification
_____Disclosure of Lobbying Activities (SF-LLL)
_____Indirect Cost Rate Agreement (if applicable)
_____Tribal Authorizing Resolution (if applicable)
_____Applicant Disclosure of High Risk Status
_____Additional Attachments
    _____Applicant Disclosure of Pending Applications
    _____logic model
    _____timeline or milestone chart
    _____résumés of all key personnel
    _____job descriptions outlining roles and responsibilities for all key positions
    _____letters of support/memoranda of understanding from partner organizations
    _____evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
    _____evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.
_____Financial Management and System of Internal Controls

NIC Course Design Audit Checklist – March 2016

Course Level Audit Points

Audit Point	YES	NO	N/A	Auditor Notes
There is a course overview.				
The course overview contains the course background.				
The course overview contains the course purpose.				
The course overview describes the learning environments in which the course will be delivered.				
The course overview lists the learning methods used in the course i.e. independent learning, experiential learning, coaching				
The course overview describes the course structure i.e. there is a course outline that includes modules and lessons.				
The course overview describes the course target audience.				
The course overview lists any criteria and/or qualifications necessary for course participants.				
The course overview identifies the recommended number of participants.				
The course overview addresses course pre-requisites.				
The course overview contains course objectives.				
The course objectives contain condition, action, and criteria.				
The course objectives are at least at the application level of Bloom’s Taxonomy.				
The objective action verbs are appropriate to the domain of learning.				
The objective criteria facilitate measurement and evaluation.				
The course overview lists the total course length and the length of each course component.				
The course overview lists the necessary resources and materials to deliver the course successfully.				
The course overview lists criteria and/or necessary qualifications for the course facilitator.				
The course overview lists the instructional methods and strategies that will be used to meet the course and performance objectives i.e. practice, role play, lecture.				

Audit Point	YES	NO	N/A	Auditor Notes
The course overview contains an evaluation plan and/or assessment strategy for meeting course objectives.				
The course evaluation plan and/or assessment strategy includes specific information regarding Level 1 (Reaction) Evaluation.				
The course evaluation plan and/or assessment strategy includes specific information regarding Level 2 (Learning) Evaluation.				
The course evaluation plan and/or assessment strategy includes specific information regarding Level 3 (Transfer) Evaluation.				
The course evaluation plan and/or assessment strategy includes specific information regarding Level 4 (Impact) Evaluation.				
The course overview contains development, review, and revision information i.e. dates, titles, and signatures				
The course overview contains a glossary of terms related to the course.				
The course overview contains a reference and/or resource listing.				
The course overview contains information related to copyright issues i.e. graphics and content				
The course content appears logically sequenced.				
All course materials are 508 compliant.				
Module Level Audit Points				
Audit Point	**YES**	**NO**	**N/A**	**Auditor Notes**
There is a module overview.				
All modules materials are 508 compliant.				
The module overview describes the module structure i.e. there is a module outline.				
The module overview contains module objectives.				
The module objectives contain condition, action, and criteria.				
The module objectives are at least at the application level of Bloom’s taxonomy.				
The objective action verbs are appropriate to the domain of learning.				

Audit Point	YES	NO	N/A	Auditor Notes
The objective criteria facilitate measurement and evaluation.				
The module objectives clearly support course objectives.				
The module overview lists the total module length and the length of each lesson in the module.				
The module overview lists the necessary resources and materials to deliver the module successfully.				
The module overview lists the instructional methods and strategies that will be used to meet the module and performance objectives i.e. practice, role play, lecture.				
The module overview contains a references and/or resources section.				

Lesson Level Audit Points

Audit Point	YES	NO	N/A	Auditor Notes
There is a facilitator guide for the lesson.				
All lesson materials are 508 compliant.				
The facilitator guide contains a lesson overview.				
The lesson overview identifies the lesson as a component of a module and/or course.				
The lesson overview describes the lesson structure i.e. is there a lesson outline.				
The lesson overview identifies the target audience.				
The lesson overview identifies the recommended number of participants.				
The lesson overview lists information regarding pre-requisites.				
The lesson overview lists the necessary resources and materials to facilitate the session.				
The lesson overview describes the ideal room configuration for the session.				
The recommended room set up is congruent with the activities in the lesson.				
The lesson overview lists the total lesson delivery time.				
The lesson overview lists all references and/or resources used.				

Audit Point	**YES**	**NO**	**N/A**	**Auditor Notes**
The lesson overview contains performance objectives.				
The performance objectives clearly support the module and/or course objectives.				
The performance objectives contain condition, action, and criteria.				
The performance objectives are at least at the application level of Bloom's Taxonomy.				
The objective action verbs are appropriate to the domain of learning.				
The objective criteria facilitate measurement and evaluation.				
The lesson overview lists the instructional methods and strategies that will be used to meet the performance objectives i.e. practice, role play, lecture.				
The lesson overview lists the evaluation methods that will be used to evaluate performance objectives i.e. quizzes, checks for understanding, demonstration, tests				
Master copies of any evaluation forms to be used during delivery are included in the facilitator guide.				
Evaluation measures are both formative (knowledge checks) and summative (tests, demonstrations).				
There is congruence between the evaluation measures and the performance objectives.				
The facilitator guide contains scripts and or instructions for each learning component in the lesson.				
The instructional content begins with an anticipatory set.				
The anticipatory set previews the lesson content and establishes learner readiness for instructional input.				
The anticipatory set links old/existing information to the new information to be presented.				
The anticipatory set establishes the learning expectations for the lesson including the performance objectives.				
The lesson uses at least three different instructional methods to deliver content.				

NIC Course Design Audit Checklist – March 2016

Audit Point	YES	NO	N/A	Auditor Notes
Instructional methods are appropriately matched to performance objectives.				
Lecture(s) during the lesson is limited in duration to no more than 20 minutes at a time.				
There is practice incorporated for new knowledge or skill introduced in the lesson.				
There is feedback incorporated for each practice session.				
The amount of time allowed for the lesson is adequate to cover the content including all activities, practice, and feedback				
The content transitions smoothly from one topic to the next.				
The content clearly and adequately covers all performance objectives.				
The instructional content ends with a summary that reinforces learning points.				
Each component of the lesson has identified timeframes.				
There is an opportunity for participants to provide feedback to the facilitator regarding learning content.				
The facilitator guide correctly references supplemental materials such as the participant guide, handouts and presentation graphics.				
There is a participant guide.				
The participant guide clearly states purpose and effective use to the learner.				
All materials in the participant guide are copyright compliant.				
The participant guide offers the learner space to incorporate their own notes.				
The learning materials in the participant guide supplement the learning content from the lesson or directly reinforce it.				
Participant guide content flows in the same sequence as lesson content.				
Graphics in the participant guide are clearly labeled.				
Graphics are close to the text they illustrate.				

Audit Point	**YES**	**NO**	**N/A**	**Auditor Notes**
Graphics in the participant guide match graphics in the presentation visuals and other learning materials such as posters.				
Text in the participant guide is chunked, labeled, and sequenced.				
There are handouts.				
Handouts are copyright compliant.				
Handouts directly support the learning content and/or activities.				
Handouts clearly list the topic and purpose.				
Handouts clearly state whether they need to be returned or are for participants to keep.				
Text on handouts is chunked, labeled, and sequenced.				
Handouts have space for participants to add their own notes if applicable.				
Graphics on handouts are labeled.				
Graphics are close to the text they illustrate.				
A master copy of the handout is included in the facilitator guide.				
There are presentation visuals i.e. PowerPoint, Prezi, or posters.				
All graphics are copyright compliant.				
Graphics directly support learning content.				
“Decorative” graphics such as logos are limited to the opening slide of a slide show.				
Graphics are labeled.				
Text narration of graphics is limited,				
Labels for graphics are close to the relevant part of the graphic.				
Text on slides is limited.				
Text on slides is chunked and sequenced.				
Complexity of the graphic is congruent to the learning level of participants i.e. novice v. experienced learners.				
Transitions and other presentation software functions are basic and limited.				

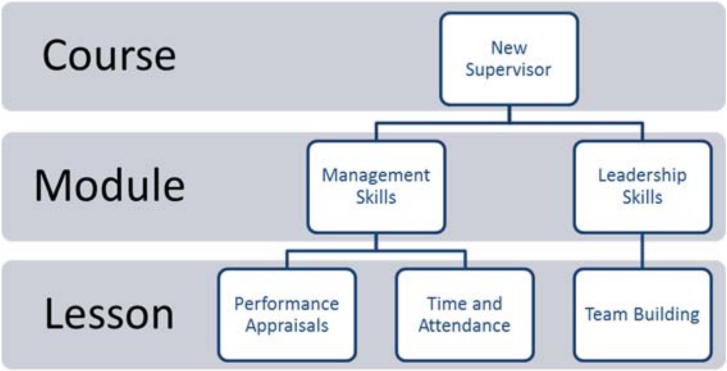
Glossary of Project Terms

Curriculum: aggregate of courses offered in NIC initiative (plural: curricula)

Course: learning unit of curriculum that focuses on a specific job or function of a job; consists of modules and/or lessons

Module: learning unit of a course associated with a core component of a job or function; consists of multiple lessons

Lesson: learning unit of a course or module that focuses on a specific task or ability



Course Overview: document that contains information that a course facilitator needs to successfully conduct a course

Module Overview: document that contains information regarding the content and objectives of a course module

Facilitator Guide: document that contains information and instructions for facilitating a lesson within a course; sometimes referred to as a lesson plan

Participant Guide: document that contains learning materials for a course participant; there can be one participant guide per course, one per module, or one per lesson

Learning Media: elements of the course used to communicate content to participants including visual, audio, and text; most common learning media in a course include presentation graphics and participant handouts (including job aids) but can include audio clips, video clips, and posters

Course Objective: states what the learner will be able to do upon completion of the entire course; is tied to the course evaluation which includes Kirkpatrick levels 1-4 measures.

Module Objective: states what the learner will be able to do upon completion of the module; is tied to the module evaluation which includes Kirkpatrick level 2 measures.

Performance Objective: states what the learner will be able to do upon completion of the lesson; is tied to the lesson evaluation which includes Kirkpatrick level 2 measures.

Distance delivery: a course where the instructor-led sessions are 100% virtual

Mixed delivery: a course where the instructor-led session are both virtual and face-to-face

Traditional delivery: a course where the instructor-led sessions are 100% face-to-face