U.S. Department of Justice
National Institute of Corrections

NOTICE OF FUNDING OPPORTUNITY (NOFO)

Funding Opportunity Title: Facilitating Behavior Change Training for Trainers

Announcement Type: Initial

Funding Opportunity Number: 27CS30

Assistance Listing Number: 16.601 - Corrections Training and Staff Development

Due Date for Applications: January 19, 2027
Applications must be submitted, and a successful validation message received from Grants.gov, by 11:59 p.m. Eastern Time on January 19, 2027.

Late applications are neither reviewed nor considered.

Purpose: The National Institute of Corrections (NIC) is seeking applications for fiscal year (FY) 2027 funding to update the Facilitating Behavior Change (FBC) Training for Trainers curriculum and make the curriculum available to community supervision agencies in order to incorporate the training into their existing professional development training programs.

SPECIAL NOTE: Applications must be 'VALIDATED' by Grants.gov by the application deadline. This can take up to 48 hours after successful submission. See Section 5, Timely Receipt Requirements and Proof of Timely Submission, for more information. It is strongly recommended that applications be submitted at least 2 business days ahead of the application deadline.

NIC
National Institute of Corrections

CONTENTS

1. Basic Information ---------- 3

2. Eligibility---------- 4

3. Program Description ---------- 6

4. Application Contents and Format ----------11

5. Submission Requirements and Deadlines ----------21

6. Application Review Information----------26

7. Award Notices ----------29

8. Post-Award Requirements and Administration ----------29

9. Other Information ----------32

1. Basic Information

Federal Agency Name: National Institute of Corrections (NIC)

Funding Opportunity Title: Facilitating Behavior Change Training for Trainers

Announcement Type: Initial

Funding Opportunity Number: 27CS30

Assistance Listing Number:
16.601 - Corrections Training and Staff Development

Funding Details: NIC expects to make one award for a 12-month project period. Requests for amounts greater than the award amount, including direct and indirect costs, will not be considered.

Total Funding Available: $150,000.00
Award Amount: $150,000.00
Number of Awards: 1

Key Dates:

Announcement Date: November 20, 2026

Application Due Date: January 19, 2027, at 11:59 p.m. Eastern Time. Applications must be received electronically, and a successful validation message must be received from Grants.gov.

Anticipated Award Date: February 18, 2027

Executive Summary: Community supervision professionals have utilized both risk management and behavioral change strategies to manage their probation and parole populations. However, recent correctional research favors the use of core correctional interventions as they consistently show reductions in recidivism when applied correctly.

Based on social learning theory, Core Correctional Practices (CCPs) are behavioral change strategies designed to improve the outcomes of interventions for people under community supervision. Andrews and Kiessling (1980) introduced CCPs as five distinct practices: (1) effective use of authority, (2) prosocial modeling and reinforcement, (3) problem solving, (4) use of community resources, and (5) quality of interpersonal relationships between staff and people under community supervision.[1] Studies have shown that staff who use CCPs while interacting with individuals under their supervision produce positive outcomes. CCPs help staff specifically

[1] Andrews, D.A., & Kiessling, J.J (1980) *Program Structure and effective correctional practices: A summary of the CaVIC research.*

target both cognitive and behavioral aspects of antisocial behaviors.

NIC's Facilitating Behavior Change (FBC) training curriculum is designed to introduce staff to both the philosophy behind the CCPs skills, building their understanding of and confidence in using CCPs, and supporting their initial implementation in the field. The training is immersive, interactive, and focused on building skills that can be used in everyday probation and parole work.

In response to the demand for this training, NIC will create a robust Train-the-Trainer program to ensure that community supervision organizations can deliver the FBC training with fidelity to the original curriculum. The scope of work to accomplish this will include developing strategies to identify potential trainers that will include developing an application and selection process; facilitating two pilot training sessions, developing a training evaluation process, and using feedback to inform curriculum revisions.

Agency Contact Information:
Application Submission and Form Information:
Chris Smith
BOP-NIC-CooperativeAgreements-S@bop.gov

Program Specific Information:
Kathryn Green, National Programs Advisor
k2green@bop.gov

2. Eligibility

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

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

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

Entity Types Eligible to Apply:
- Nonprofit organizations (including faith-based, community, and tribal organizations)

- For-profit organizations (including tribal for-profit organizations)
- Institutions of higher education (including tribal institutions of higher education)

Additional Restrictions on Eligibility:

- Recipients, including for-profit organizations, must agree to waive any profit or fee for services.
- Foreign governments, international organizations, and non-governmental international organizations/institutions are not eligible to apply.
- Proof of 501(c)(3) status as determined by the Internal Revenue Service or an authorizing tribal resolution is required.
- The applicant must be the entity with primary responsibility for administering the funding and managing the entire program.
- Applications from federal agencies or employees of federal agencies will not be considered. However, federal agencies or employees may serve as unfunded collaborative project partners under the Cooperative Agreement award.
- Government organizations, including state, county, city or township, and special district governments, are not eligible.

Application limits:

- Only one (1) application will be accepted from a submitting organization.

Criteria that would make any particular projects ineligible:

- For-profit entities cannot use program funds to conduct private business, promote private self-interests, supplement the costs of normal sales activities, or promote their own products or services beyond specific uses approved by NIC.
- Funding is limited to a maximum of $150,000. Applications that request more than $150,000 in total funding, including indirect costs, will not be considered.
- To be deemed eligible, applications must substantially comply with the application submission instructions and requirements set forth in Section 4, Application Contents and Format, of this solicitation. Also see the Application Checklist.
- 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 Duplicate Applications in Section 5.

Cost Sharing

- This announcement does not require cost sharing or match. See 2 CFR 200.306 for additional information.
- Calculation for required cost sharing: NONE
- Cost sharing restrictions: NONE
- If a successful application proposes a voluntary cost share or match amount, and NIC approves the budget, the total cost share or match amount shall be incorporated into the approved budget and will become mandatory and subject to audit. Cost sharing or match will not be used as a factor during the merit review of applications.

3. Program Description

General Purpose: NIC recognizes that training serves as a key function in ensuring that agencies have the capacity to keep pace with research and employ evidence-based practices. Community supervision agencies need to give the staff responsible for training the resources to replicate the training and deliver it with fidelity to all agency staff who need it. NIC's Training for Trainers programming will make the FBC training curriculum available at no cost, to community supervision agencies to incorporate into their existing professional development training programs.

NIC Funding Priorities / Focus Areas: The National Institute of Corrections (NIC) supports public safety by providing specialized corrections training, information services, and technical assistance to federal, state, local, and tribal justice agencies. The outcomes of NIC's activities contribute significantly to the achievement of the following correctional goals and priorities:

Effectively managed prisons, jails, and community corrections programs and facilities: NIC provides services related to effective planning, management, and operational practice leading to safe and secure prisons, jails, and community services.

Enhanced organizational and professional performance in corrections: NIC provides education and training in management, leadership, and corrections operations that enhance organizational and professional performance.

Community, staff, and offender safety: NIC promotes correctional practices and procedures that maximize the safety of the community, staff, and offenders; holds detainees, inmates, and parolees/probationers accountable; and seeks to reduce recidivism.

Improved correctional practices through the exploration of trends and public policy issues: NIC promotes the exploration of critical issues and the shaping of public policies that strengthen and improve the effectiveness and efficiency of corrections.

Enhanced services through improved organizational and staff effectiveness: NIC provides opportunities for organizational and professional growth that enhance the field of corrections.

Program Goals, Objectives, and Deliverables

GOALS

The goal of this project is to expand access to the Facilitating Behavior Change (FBC) curriculum by developing and piloting an FBC Training for Trainers program within the 12-month project period. The awardee will revise the curriculum using the ADDIE model, establish a trainer application and selection process, and deliver two pilot Training for Trainers sessions so that community supervision agencies can incorporate FBC training into their existing professional development programs, helping staff promote behavior change among people under supervision, reduce recidivism, and improve public safety.

OBJECTIVES

1. Within 30 days of award, the awardee will conduct an initial kickoff meeting with the NIC project manager to clarify project goals, objectives, deliverables, timeline of activities, and roles, as documented in meeting minutes and an approved project timeline.
2. Before the first pilot training, the awardee will develop training evaluation tools, including tools to determine participant and facilitator selection, that assess participants' readiness to implement the training curriculum, determine training impact, and gather participant feedback, as approved by NIC.
3. Before the first pilot training, the awardee will develop an application process, including eligibility criteria and a method for evaluating applications, for individuals to apply for consideration to receive the Facilitating Behavior Change Training for Trainers, as approved by NIC.
4. By the end of the project period, the awardee will edit and/or revise the curriculum and any ancillary materials needed to support the training, using the ADDIE model, and submit final drafts that NIC reviews and approves.
5. Within the project period, the awardee will deliver two (2) pilot training courses and evaluate the effectiveness of the training curriculum, as measured by pre- and post-training participant evaluations.

DELIVERABLES:

The successful applicant must complete all required deliverables within the project period. Applicants must clearly describe in the Program Narrative how each requirement will be met. All products developed under this award must comply with Plain Language requirements and Section 508 accessibility standards, and applicants must reflect these expectations in both the Program Narrative and Budget Narrative.

1. Conduct an initial kickoff meeting with NIC program manager to clarify project goals, objectives, and deliverables, including discussion of timeline of activities and role clarification within 30 days of award.
2. The awardee will have a monthly virtual meeting with the NIC program manager to update their progress in completing the requirements of this cooperative agreement. The awardee should plan to use their provided schedule as a guide, which should be outlined in the awardee's application documents.
3. The awardee will provide quarterly progress report memos via email to the NIC program manager, demonstrating their adherence to the requirements of this cooperative agreement and as prescribed in their provided schedule, which should be outlined in the awardee's application documents. The progress report format and requirements are also listed in the cooperative agreement instructions and award notification.
4. Develop training evaluation tools (including tools to determine participant and facilitator selection and other tools program participants will need to complete the training) to assess participants' readiness to implement training curriculum, determine training impact, and gather participant feedback.
5. Awardees will meet with NIC's NPA and Social Science Research Analysts (SSRA) in order to develop evaluation protocol and plans; including developing pre and post training participant evaluation tools to determine training impact. The awardee will also be required

to ensure that participants take the pre- and post-training participant evaluation. These participant evaluations will be used to inform edits or revisions to training curriculum and ancillary materials.

6. Work with NIC Program Manager to develop training application processes to include developing applicant criteria, developing the application submission and selection process.
7. Edit and/or revise curriculum and any ancillary materials needed to support the training and submit final drafts to NIC for review and approval. All instructional materials must conform to NIC branding and templates, as verified with the NIC Instructional Systems Specialist, and all content and instructional materials must correlate with the structured content outline and all measurement devices.
8. Work with NIC Program Manager to deliver and facilitate two Facilitating Behavior Change Trainings for Trainers pilot trainings to include scheduling training dates and locations.

All training materials for this project must be developed using the ADDIE (Analysis, Design, Development, Implementation, and Evaluation) instructional systems design process model. The project plan and deliverables must align with the five ADDIE phases. Electronic and information technology (EIT) (e.g., e-courses, videos, audio, and virtual instructor-led training [VILT]) must comply with federal Section 508 and WCAG accessibility requirements and with the agency agreement (e.g., contracts and cooperative agreements), ensuring that all visual and audio elements are accessible. Consistent with the statement of work, the recipient must provide text alternatives for images, captions for videos, and transcripts for audio; allow keyboard navigation; and use the NIC-prescribed authoring tools that support accessibility, editing, and maintenance of the EIT. Use sufficient color contrast and clear language and incorporate user and evaluation testing throughout development where applicable. All EIT content created or distributed under this award must be usable by individuals with visual, auditory, motor, and cognitive impairments.

Objective	Performance Measure(s)	Description	Data Grantee Provides
Early Coordination & Project Planning	Kickoff meeting conducted within 30 days	Conduct kickoff meeting; clarify project goals, objectives, and deliverables, including discussion of timeline of activities and role clarification	Minutes of meeting, and timeline
Monthly Progress Meetings	• Monthly meetings completed • Updates aligned with project plan	Hold monthly virtual progress updates with NIC project manager.	Meeting agendas, notes, progress summaries.
Quarterly Progress Reports	• Quarterly memos submitted • Demonstrated schedule adherence	Submit quarterly emailed progress memos summarizing progress, issues, and upcoming actions.	Quarterly memos, updated project milestones.
Program Training Evaluation Tools	Develop evaluation processes and tools.	• Develop evaluation tools and processes to assess participant readiness, determine training impact and submit to NIC for review and approval	Evaluation tools and processes
Evaluation Protocol & SSRA Collaboration	Evaluation protocols developed	• Collaborate with SSRA to develop evaluation tools • Administer evaluations for all training phases	Evaluation Plan, data collection tools, and evaluation data
Application process for individuals	Develop application process to include documents and process for evaluating applications	The awardee will develop application content, establish criteria for participation eligibility, and process for evaluating applications and submit for NIC review and approval	Finalized application content, eligibility criteria and application evaluation process
Final Submission Package	• Edit and/or revise curriculum and ancillary materials • Submit final documents	The awardee will edit and/or revise curriculum and ancillary materials informed by training evaluation and participant feedback	Final revised/edited curriculum and ancillary materials
Pilot Trainings	Deliver two FBC T4T Pilot trainings	Facilitate two FBC T4T training courses for participants, including assessing participant readiness, evaluating training impact and participant feedback	Delivers training for two pilot training sessions

Award instrument: Cooperative Agreement. Cooperative agreements involve substantial NIC staff involvement beyond basic monitoring of project progress, deliverables, and reports.

NIC National Programs Advisor (NPA) Staff Involvement:

The NPA will provide oversight and coordination throughout the project period. NPA responsibilities will include:

- Serve as a subject matter expert
- Approves of any materials needed in cooperative agreement
- Approves the creation of the application process for agency selection
- Final approval of training dates, participants and agency teams

Funding Restrictions: Foreign travel is not allowed without prior written approval from the awarding agency (NIC). Equipment purchases are not allowed. Construction is not an allowable activity. See 2 CFR Part 200 Subpart E—Cost Principles for information on Cost Principles.

For information on direct and indirect costs, see: https://www.ecfr.gov/current/title-2/section-200.412

Incentives or Stipends: Unless specifically listed in Section 3, Program Description, NIC will not fund incentives or stipends.

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

Generally, no applicant should incur project costs before submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for NIC's consideration as pre-agreement costs, the applicant should contact the point of contact listed in Section 1 of this announcement.

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 2026 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.)

Eligibility Criteria for Program Participants (Other than Federal Award Recipients)

Overall Goal: The overall goal of the project is to enhance the engagement of people on community supervision, to mitigate the risk of re-offending and to improve their supervision outcomes. Community supervision agencies benefit directly from this project as it improves their case management models and provides agency staff with the needed skills to promote behavioral change. Individuals on community supervision will also directly benefit from the project, as the model helps to increase pro-social behaviors and decrease the desire to re-offend. Finally, the public benefits from the increase in public safety, due to the reduction of criminal activities committed by individuals on community supervision.

Authorizing Statutes and Regulations
Statutory Authority: Public Law 93-415

4. Application Contents and Format

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

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

SF-424: Application for Federal Assistance
SF-424A: Budget Information for Non-construction Programs
SF-424B: Assurances for Non-construction Programs
SF-LLL: Disclosure of Lobbying Activities
Project Abstract
Program Narrative
Budget Detail Worksheet
Budget Narrative
Logic Model
Timeline or Milestone Chart
Capabilities and Competencies AND Résumés of all key personnel.
Accessibility Conformance Report

A complete, NIC standard Federal Financial Assistance application package should be submitted, as described below. Each proposal must include the following federal application

forms. The Standard Form (SF)-424 family and form instructions are available in the Grants.gov application package and may also be downloaded from https://www.grants.gov/forms/forms-repository/sf-424-family.

- SF-424: Application for Federal Assistance
- SF-424A: Budget Information for Non-construction Programs
- SF-424B: Assurances for Non-construction Programs
- SF-LLL: Disclosure of Lobbying Activities

Pre-application letters of intent, or white papers are not required or encouraged.
Budget SF-424A: Prepare a master budget table using "SF-424A Budget Information for Non-Construction Programs" (aka SF-424A), available in the Grants.gov electronic application package. Only complete "Section B-Budget Categories". Provide the object class budget category (a. - k.) amounts for each budget year under the "Grant Program, Function or Activity" heading. Each column reflects a separate budget year. For example, Column (1) reflects budget year 1. The total budget will be automatically tabulated in column (5). The solicitation will specify whether the award will be funded multiple years; continuation awards will be made on a noncompetitive basis. Column 1 (budget year 1) is the only requirement.

In addition to the four forms (SF-424, SF-424A, SF-424B, and SF-LLL), the application must include the following components: Project Abstract, Program Narrative, Budget Detail Worksheet, Budget Narrative, Logic Model, Timeline or Milestone Chart, Capabilities and Competencies and Résumés of All Key Personnel, and Accessibility Conformance Report.

Project Abstract (1 Page): Applications must include a high-quality project abstract that summarizes the proposed project in 400 words or fewer. 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 (30 Pages - The cover page does not count toward the 30-page limit): 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. Tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, NIC may consider such noncompliance in peer review and in final award decisions.

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

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

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

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

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

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

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

If applicable, applicants should identify any proprietary information. Applicants should generally refrain from including the details of proprietary information in applications. In cases where, in the applicant's judgment, the inclusion of proprietary information is essential to application review and scoring, the applicant should clearly indicate information it wishes to designate as proprietary.

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

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

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

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

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

   Below is a sample computation for Personnel:

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

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

Note this budget category is limited to people employed by the applicant organization ONLY.

Those employed elsewhere are classified as subrecipients, program participants, contractors or consultants. Contractors and consultants should be listed under the "Contractual" budget heading. Subawards made to eligible subrecipients are listed under the "Other" budget heading. Participant support costs such as travel assistance for trainees are listed under the "Other" budget heading.

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

   Below is a sample computation for Fringe Benefits:

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

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

   Below is a sample computation for Travel:

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

d. **Equipment**: If authorized, identify all tangible, non-expendable personal property to be purchased that has an acquisition cost of $5,000 or more per unit and a useful life of more than one year. Equipment also includes accessories and services included with the purchase price necessary for the equipment to be operational. It does not include: (1)

equipment planned to be leased/rented; or (2) separate equipment service or maintenance contracts. Details such as the type of equipment, cost and a brief narrative on the intended use of the equipment for project objectives are required. Each item of equipment must be identified with the corresponding cost. Particular brands of equipment should not be identified. General-purpose equipment (office equipment, etc.) must be justified as to how it will be used on the project. (Property items with a unit cost of less than $5,000 are considered supplies).

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

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

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

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

g. **Construction:** Not Authorized.

h. **Other**: List each item in sufficient detail for NIC to determine the reasonableness of its cost relative to the program solicitation. "Other" items may include equipment rental, telephone service and utilities and photocopying costs. Note that subawards, such as those with other universities or nonprofit research institutions for members of the research team, are included in this category. Provide the total costs proposed for subawards as a separate line item in the budget justification and brief description of the activities to be supported for each subaward or types of subawards if the subrecipients have not been identified. Subawards may not be used to acquire services from consultants or commercial firms.

   Provide the total costs proposed for participant support costs if authorized as a separate line item in the budget justification and brief description of the costs. If NIC funds will be used for foreign travel by program participants, the budget justification must expressly

state that the applicant will not use NIC funds for foreign travel without prior approval by NIC.

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

   Provisional
   Final
   Fixed rate with carry-forward
   Predetermined

   15% de minimis rate authorized by 2 CFR 200.414(f) here
   "Exempt" state or local governmental departments or agencies are agencies that receive up to and including $35,000,000 in Federal funding per the department or agency's fiscal year and must have an IDC rate application developed in accordance with 2 CFR 200 Appendix VII, with documentation maintained and available for audit.

   Institutions of Higher Education must use the IDC rate in place at the time of award for the life of the assistance agreement (unless the rate was provisional at time of award, in which case the rate will change once it becomes final). As provided by 2 CFR Part 200, Appendix III, the term "life of the assistance agreement", means each competitive segment of the project.

   Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate; this requirement does not apply to units of local government. Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. Indirect costs may be charged to an award only if the recipient has a current (unexpired), federally approved indirect cost rate; or the recipient is eligible to use, and elects to use, the "de minimis" indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 CFR 200.414(f).

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

Budget Narrative: The budget narrative must thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. NIC expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of cooperative agreement expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

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

Noncompetitive procurement contracts in excess of simplified acquisition threshold. If an applicant proposes making 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 $350,000, the application should address the considerations outlined in 2 CFR 200.317.

Logic Model: Applicants must include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design.

Timeline or Milestone Chart: Applicants must submit a milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that NIC will provide.

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

Accessibility Conformance Report: Applicants must provide an Accessibility Conformance Report (ACR) for each type of Information and Communication Technology (ICT) (e.g., electronic document, web-based content, web-based training, podcast, or video) offered through

this Cooperative Agreement. Create the ACR using the Voluntary Product Accessibility Template (VPAT) Version 2.1 or later, located at https://www.itic.org/policy/accessibility/vpat. Complete each ACR in accordance with the instructions provided in the VPAT template. Many electronic products (e.g., Adobe PDF, Microsoft Word, Excel, and PowerPoint) already have completed ACRs, which can be found on the manufacturers' websites.

Each ACR must address the applicable Section 508 requirements referenced in the statement of work and program description. Use the remarks/explanations column or additional narrative to explain how the ICT meets, fails to meet, or does not apply to the standards (e.g., user functionality, administrator functionality, and reporting). For ICT features that do not fully conform to Section 508 standards, describe your plan to remedy those features.
Finally, the applicant should describe the evaluation methods that were used to support Section 508 conformance claims. NIC reserves the right, prior to making an award decision, to perform testing on some or all of the applicant's proposed ICT items to validate Section 508 conformance claims made in the ACR.

Additional Attachments
Evidence of nonprofit status: Proof of 501(c)(3) 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 a pplicable.

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

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

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

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

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

SAMPLE

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

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

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subawards (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

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, the applicant must submit the following information 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.

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 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").

Letters of Support/Memoranda of Understanding: If submitting a joint application, as described under Section 2, Eligibility, 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.

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.")

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

5. Submission Requirements and Deadlines

Address to Request Application Package: This Notice of Funding Opportunity contains all information required to submit a complete application package.

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 at least 2 business days before the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

Attachments: Grants.gov has two categories of files for attachments: "mandatory" and "Other Attachments Form / Attachments." NIC receives all files attached in both categories. Applicants should label each attachment to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other). Do not embed "mandatory" attachments within another file.

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

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

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

All applicants are required to complete the following steps. NIC may not make a federal award to an applicant until the applicant has complied with all applicable SAM registration requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

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

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

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

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

Access information about SAM registration procedures here.

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

Submission Dates and Times

All applications are due: 11:59 p.m. Eastern Time, January 19, 2027.

Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password: Complete the AOR profile on Grants.gov and create a username and password. For more information about the registration process, go here.

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

Search for the funding opportunity on Grants.gov: Use the following identifying information when searching for the funding opportunity on Grants.gov. The Assistance Listing Number for

this solicitation is 16.601, and the funding opportunity number is NIC-27CS30.

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 2 business days before 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:
How to Apply for Grants | Grants.gov

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

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

- Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.
- *Adobe Reader*: If you decide not to apply by filling out webforms, you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

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

- *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be

completed to successfully submit your application.

- *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant's name, address, and UEI (Unique Entity Identifier). Once the SF-424 is completed, the information will be transferred 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. NIC recommends submitting the application package at least 2 business days before the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

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

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

Timely Receipt Requirements and Proof of Timely Submission: *Online Submission.* All applications must be received by 11:59 p.m. 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.

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

The following conditions are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time; (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website;
- Failure to follow each instruction in the NIC solicitation; and
- Technical issues with the applicant's computer or information technology environment, including firewalls.

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

6. Application Review Information

Selection Criteria: The following three (3) selection review criteria will be used to evaluate each application, with each criterion weighted according to the percentage listed after it. For

example, the first criterion, Programmatic Review, is worth 40 percent of the entire score in the application review process.

Programmatic Review (40)
- Adequate discussion of project tasks.
- Clear statement of how each task will be accomplished.

Organizational Review (35)
- Skills of the proposed project members.
- Organizational capacity to complete all project tasks.
- Realistic and sufficient project and management plans to complete within the time frame.

Management/Administrative Review (25)
- Identification of reasonable objectives.
- Reasonable justification for inclusion of consultants or partnerships if used.
- Realistic budget proposed.

See Section 4, Application Contents and Format, 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 Section 4, Application Contents and Format.

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 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.

Risk Review: Prior to making a Federal award, the Federal awarding agency is required by 2 CFR 200.206 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal awards; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Prior to making a federal award with a total amount of Federal share greater than the simplified acquisition threshold, currently $350,000, the federal agency must review and consider any information about the applicant that is in the responsibility/qualification records available in SAM.gov.

- An applicant can review and comment on any information in the responsibility/qualification records available in SAM.gov.
- Before making decisions in the risk review required by 2 CFR 200.206, the Federal awarding agency will consider any comments by the applicant along with information available in the responsibility/qualification records in SAM.gov.

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.

7. Award Notices

This section describes what a successful applicant can expect to receive following selection.

Federal Award Notices: NIC award notification will be made by the NIC Director or designated official and sent from NIC via email, FedEx, or USPS within 45 days of the award decision. The award is the official document that obligates funds.

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 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 with 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 CFR § 200.340. A notice of NIC's intent to terminate the award for material noncompliance may be appealed to the NIC Director 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.

8. Post-Award Requirements and Administration

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 CFR 200.305. Pursuant to 2 CFR § 200.305(b)(6), NIC may withhold payments for allowable costs as a remedy for noncompliance in accordance with 2 CFR 200.338, or if one or more of the circumstances in 2 CFR 200.305 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 FY 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 200.339, Remedies for 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 and serving as a subject matter expert.

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, symposia, 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 they should contain only writing that is clear and that outlines information in a manner that is easy to use. (See http://www.nicic.gov/plainlanguage and https://plainlanguage.gov/law/ for details.) Relevant deliverables covered by this award will be determined in collaboration with the National Institute of Corrections.

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

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

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

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

Create Accessible PDFs: 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 awardees shall not proceed with collecting information from surveys, questionnaires, or interviews until the project monitor obtains Office of Management and Budget (OMB) 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. 3501 et 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.

9. 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-CooperativeAgreements-S@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 2027 – 27CS30: Facilitating Behavior Change Training for Trainers

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

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

Scope Requirement:
_____*The federal amount requested is within the allowable limit of $150,000.00
Eligibility Requirement:
_____Nonprofit or for-profit organization, including tribal nonprofit or for-profit organization.
_____Institution of higher education, including tribal institution of higher education.
What an Application Must Include:
_____*Application for Federal Assistance (SF-424)
_____*Project Abstract
_____*Program Narrative
_____*Budget Detail Worksheet
_____*Budget Narrative
_____*Disclosure of Lobbying Activities (SF-LLL)
_____*Logic model
_____*Indirect Cost Rate Agreement (if applicable)
_____*Timeline or milestone chart
_____*Résumés of all key personnel
_____*VPAT (Voluntary Product Accessibility Template)
_____*Tribal Authorizing Resolution (if applicable)

Additional Attachments:
_____Applicant Disclosure of Pending Applications
_____Applicant Disclosure of High-Risk Status
_____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.