

National Institute of Corrections

Solicitation for a Cooperative Agreement - Victims and Reentry:

A Handbook for Probation and Parole Officers

AGENCY: National Institute of Corrections, U.S. Department of  
Justice

ACTION: Solicitation for a Cooperative Agreement

SUMMARY: The National Institute of Corrections (NIC) is soliciting proposals from organizations, groups, or individuals to enter into a cooperative agreement for an 18-month period to begin no later than August 15, 2014. Work under this cooperative agreement will involve the development of a handbook for use by probation and parole officers to enhance their knowledge, communication and effectiveness in working with victims during the reentry process. This project will be a collaborative venture with the NIC Community Services Division.

NIC OPPORTUNITY NUMBER: 14CS11. This number should appear in the reference line in your cover letter, on Standard Form 424 in section 11 with the title of your proposal, and in the right justified header of your proposal.

NUMBER OF AWARDS AND FUNDS AVAILABLE: Under this solicitation, one (1) award will be made. The total amount of funds available under this solicitation is \$60,000.00. Funds awarded under this

solicitation may be used only for activities directly related to the project as described herein unless otherwise amended in writing by NIC.

APPLICATIONS: All applicants must be submitted electronically via <http://www.grants.gov>. Hand delivered, mailed, faxed, or emailed applications will not be accepted.

DATE: Application must be submitted before midnight on Monday, June 30, 2014.

AUTHORITY: Public Law 93-415

ELIGIBILITY OF APPLICANTS: An eligible applicant is any public or private agency, educational institution, organization, individual or team with expertise in the described areas.

SUPPLEMENTARY INFORMATION:

Background: An estimated 98% of offenders are eventually released to the community, and this requires consideration for both successful offender reentry and the returning community. When released offenders are under supervision during reentry, there is an opportunity to monitor their behavior and address the accountability they have to the community and to victims.

Probation and parole officers use a variety of strategies to supervise individuals on their caseloads, but it is not always common practice to communicate with victims. Officers are often

unprepared and may be uncomfortable with victim contact or not know or understand victims' concerns. Officers may also be unclear about what victims' rights are under federal and state laws, what other stakeholders may be responsible for communicating with victims, and what information they can appropriately share with them. Interaction between an officer and a victim, however, present opportunities for the officer to hold an offender accountable more effectively. This may be as simple as an officer contacting victims to provide them with the officer's telephone number in the event that the offender behaves inappropriately toward the victims. It is important for the officer to know and understand the dynamics that may exist in the lives of the offenders they supervise and how that intersects with victims' experience. Depending on the crime and the relationship between the victim and offender, the officer may want to use different strategies to interact with the victim. For example, the victim and offender may have a close familial relationship, such as having children in common or other circumstances that bring them into contact regularly. This type of interaction is different for crimes in which the offender and victim are strangers.

A proposal in response to this solicitation should, at a minimum, include a review of available literature regarding

victims and the reentry process, a work plan regarding the development of handbook materials, a description of the proposed finished product, a work plan for reviewing handbook drafts, and suggested ideas and strategies for engaging probation and parole officers in using the handbook.

Scope of Work: The cooperative agreement awardee will design and develop a handbook to assist probation and parole officers in understanding the rights statutorily granted to victims of crime, the importance of considering the needs of victims, and the potential benefits of engaging them in the offender reentry process. The handbook should also provide strategies for communicating with victims in a safe, productive manner that promotes understanding and collaboration. The handbook is not intended to be an extensive, all-encompassing document, but a practical guide to promote effective communication between officers and victims.

Deliverables: Tasks to be performed through this cooperative agreement include: (1) an annotated bibliography as a result of a review of current literature to identify relevant material that will inform the handbook content; (2) development of a list of frequently asked questions for probation and parole officers for inclusion in the handbook and on NIC's website; (3)

development of the handbook, including a content review process; and (4) a final report that summarizes the project and provides recommendations for follow-up work on this topic.

FOR FURTHER INFORMATION: All technical or programmatic questions concerning this announcement should be directed to Lorie Brisbin, Correctional Program Specialist, National Institute of Corrections who may be reached by email at [lbrisbin@bop.gov](mailto:lbrisbin@bop.gov).

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

APPLICATION REQUIREMENTS: Application Requirements: Applications should be typed, double spaced, in 12-point font, and reference the project by the "NIC Opportunity Number" 14CS11 in this announcement, "Victims and Reentry: A Handbook for Probation and Parole Officers". The package must include: a cover letter that identifies the audit agency responsible for the applicant's financial accounts as well as the audit period or fiscal year that the applicant operates under (e.g., July 1 through June 30); a concisely written program narrative, not to exceed 30 numbered pages, in response to the statement of work, and a

detailed budget with a budget narrative explaining projected costs. Applicants may submit a description of the project teams' qualifications and expertise relevant to the project, but should not attach lengthy resumes. Attachments to the proposal describing your organization or examples of other past work beyond those specifically requested above are discouraged. These attachments should not exceed 5MB.

The following forms must also be included: OMB Standard Form 424, Application for Federal Assistance; OMB Standard Form 424A, Budget information - Non-Construction Programs; OMB Standard Form 424B, Assurances - Non-Construction Programs (these forms are available at <http://www.grants.gov>) and DOJ/NIC Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and the Drug-Free Workplace Requirements (available at <http://nicic.gov/Downloads/General/certif-fm.pdf>)

Failure to supply all required forms with the application package may result in disqualification of the application from consideration.

Note: NIC will NOT award a cooperative agreement to an applicant who does not have a Dun and Bradstreet Database Universal Number (DUNS) and is not registered in the Central Contractor Registry (CCR).

A DUNS number can be received at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505 (if you are a sole proprietor, you would dial 1-866-705-5711 and select option 1).

Registration in the CRR can be done online at the CCR web site: <http://www.bpn.gov/ccr>. A CCR Handbook and worksheet can also be reviewed at the web site.

REVIEW CONSIDERATIONS: Applications received under this announcement will be subject to the NIC Review Process. Proposals which fail to provide sufficient information to allow evaluation under the criteria below may be judged non-responsive and disqualified.

The criteria for the evaluation of each application will be as follows:

Programmatic (40%)

Are all of the project tasks adequately discussed? Is there a clear statement of how each task will be accomplished, to include the overall project goal(s), major tasks to achieve the goal(s), the strategies to be employed in completing the tasks, required staffing, and other required resources? Are there any approaches, techniques, or design aspects proposed that are new to NIC and will enhance the project?

Organizational (35%)

Do the proposed project staff members possess the skills, knowledge, and expertise necessary to complete the tasks listed under the scope of work? Does the applicant organization, group, or individual have the organizational capacity to complete all project tasks? Does the proposal contain project management and staffing plans that are realistic and sufficient to complete the project within the project time frame?

Project Management/Administration (25%)

Does the applicant identify reasonable objectives and/or milestones that reflect the key tasks, and measures to track progress? If consultants and/or partnerships are proposed, is there a reasonable justification for their inclusion in the project, and a clear structure to ensure effective coordination? Is the proposed budget realistic, does it provide a sufficient cost detail/narrative, and does it represent good value relative to the anticipated results?

**SPECIFIC REQUIREMENTS:** Documents or other media that are produced under this award must follow these guidelines: Prior to the preparation of the final draft of any document or other media, the awardee must consult with NIC's Writer/Editor concerning the acceptable formats for manuscript submissions and the technical specifications for electronic media. For all awards in which a document will be a deliverable, the awardee

must follow the guidelines listed herein, as well as follow the Guidelines for Preparing and Submitting Manuscripts for Publication as found in the "General Guidelines for Cooperative Agreements," which can be found on our website at [www.nicic.gov/cooperativeagreements](http://www.nicic.gov/cooperativeagreements).

All final documents and other materials submitted under this project must meet the federal government's requirement for Section 508 accessibility, including those provisions outlined in 1194 Subpart B, Technical Provisions, Subpart C, Functional Performance Criteria; and Subpart D, Documentation and Support, NIC's government product accessibility template (see [www.nicic.gov/section508](http://www.nicic.gov/section508)) outlines the agency's minimum criteria for meeting this requirement; a completed form attesting to the accessibility of project deliverables should accompany all submissions.

The Catalog of Federal Domestic Assistance (CFDA) should be entered into box 10 of the SF 424. The CFDA number for this solicitation is 16.601; Training and Staff Development You are not subject to Executive Order 12372 and should check box b under section 16.

Robert Brown, Jr.  
Acting Director, National Institute of Corrections