

National Institute of Corrections

Solicitation for a Cooperative Agreement - Veterans: Risk and  
Needs Assessment Tool and Protocol

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 a 36-month period to begin no later than September 15, 2014. Work under this cooperative agreement will involve developing a multi-disciplinary advisory committee to assist with reviewing and revising the veteran's needs screening tool and veteran's treatment court risk and needs assessment protocol, along with developing a comprehensive clinical needs screening tool containing factors which will identify combat veterans entering the criminal justice system and those clinical factors that may be most at risk. This tool will be specific to Veterans in the criminal justice system and designed to be a non-proprietary, open source document available to the field. This project will be a collaborative venture with the NIC Community Services

Division.

NIC OPPORTUNITY NUMBER: 14CS08. 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 from NIC and the Bureau of Justice Assistance under this solicitation is \$400,000.00. Funds awarded under this solicitation may only be used for activities directly related to the project as described herein unless otherwise amended in writing by NIC.

APPLICATIONS: All applications 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 Wednesday, July 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: NIC has worked closely with Federal, state and local jails, prisons, and community corrections on a broad range of projects intended to improve operational practices and performance outcomes within these systems. A proposal responsive to this solicitation should, at a minimum, include examination of existing criminal risk and criminogenic needs assessment tools, consideration of known criminal risk and criminogenic need factors that exist in the public domain, and development of a screening tool that will identify the criminal risk factors and clinical and criminogenic need factors of combat veterans entering the criminal justice system. We are seeking organizations, groups, or individuals to address this resource gap in the criminal justice system.

Scope of Work: The goal of this cooperative agreement is for the awardee to develop a protocol which will serve as an operational guide for multi-disciplinary teams within veteran's treatment courts working with combat veterans entering the criminal justice system. A proposal responsive to this solicitation should describe the process and activities involved in the planning, development and implementation of a veteran's treatment court protocol. The proposal should include the convening of a multi-disciplinary advisory group who will serve as field experts from varied stakeholder groups to provide

guidance on the development, review and revision of all components of the protocol.

At minimum the veteran's treatment court protocol should include screening tool(s) which will identify combat veteran's entering the criminal justice system, referral process, comprehensive clinical needs screening tool containing factors that combat veterans are at most risk to be used with a criminal risk assessment that identifies criminogenic needs. The protocol should include operational procedures for the implementation of a multi-disciplinary case planning system of combat veterans entering the veteran's treatment court, including use of a criminal risk assessment, the developed clinical needs screening tool, multi-disciplinary case plan, method of communicating and documenting supervision and clinical interventions and progress. The proposal should include the process of selecting 4 veteran's treatment courts to test the protocol, include the plan for training and implementation with identified multi-disciplinary team members within the selected veteran's treatment court. The applicant should include a research design protocol to be used in a future NIC sponsored project that will be used to evaluate the effectiveness of the individual and collective components of the veteran's court protocol, for example, supervision/court contacts, responses to behavior including sanctions and

incentives, referral for evaluation based on screening, coordination of intervention and services, (percentage of veteran's treatment court participants who did not advance in the criminal justice system) and final disposition of case outcome. Conduct evaluation, based on approved research design, to determine effectiveness of the identified components of the veteran's court protocol on the selected sites. Presentation of evaluation results and final veteran's court protocol to NIC project manager.

The awardee will demonstrate in the application the ability to complete all tasks outlined in the deliverables and project management and staffing plans commensurate with the project time frame. If consultants or partnerships are proposed, provide reasonable justification for inclusion. The proposed budget should be realistic and provide an adequate cost detail outline that represents accurate value in relation to the anticipated results. This protocol will potentially serve as the first of its kind for the veteran's treatment court, criminal justice, and VA Health Care community. Upon being awarded this solicitation, the awardee will meet with the project manager to discuss the expectations of the project and provide answers to any questions pertaining to the scope of work.

Deliverables: Project deliverables include 1) Develop a multi-disciplinary advisory committee to assist with reviewing and revising the veteran's needs screening tool and veteran's court risk and needs assessment protocol, 2) Develop a comprehensive clinical needs screening tool containing factors which will identify combat veterans entering the criminal justice system and those clinical factors they may be at most risk. This tool should be designed to be a screening tool with both a pretrial and post-conviction criminal risk assessment 3) Develop a protocol including operational procedures for the implementation of a multi-disciplinary case planning system of combat and possibly other veterans entering a veteran's treatment court, including use of a criminal risk assessment, clinical needs screening tool, multi-disciplinary case plan, method of communicating and documenting supervision and clinical interventions and progress, 4) Selection of four (4) veteran's treatment courts to the developed protocol, 5) Training and Implementation of the protocol with identified multi-disciplinary team members, 5) Research design protocol to be used in a future NIC sponsored project that will be used to evaluate the effectiveness of the components of the veteran's court protocol, for example, supervision/court contacts, responses to behavior including sanctions and incentives,

referral for evaluation based on screening, coordination of intervention and services, and final disposition of case outcome. 6) Presentation of research design protocol and final veteran's treatment court protocol to NIC project team.

FOR FURTHER INFORMATION: All technical or programmatic questions concerning this announcement should be directed to Gregory Crawford, Correctional Program Specialist, National Institute of Corrections who may be reached by email at [gcrawford@bop.gov](mailto:gcrawford@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" (14CS08) and title in this announcement, "Veterans: Risk and Needs Assessment". 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-frm.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 16.602, Research and Policy Formulation. 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