

of women.” As the criminal justice system becomes more responsive to the issues of managing women offenders, it will be more effective in targeting the pathways to offending that propel women into, and return them to, the criminal justice system.

Taken from Gender Responsive Strategies: Research, Practice and Guiding Principles for Women Offenders, NIC 2002)

Purpose: The National Institute of Corrections is seeking applications for a cooperative agreement that will take over management of an existing program, develop and produce a curriculum with a corresponding participant and trainer’s manual. In addition, the awardee will deliver subsequent offerings of the 5 day interactive program. The product should be “user-friendly” so that will be effective and useful to state departments of corrections. The pilot program will be modified, if necessary, based on the final program review and evaluation.

Scope of Work: 1. Review the current NIC training program; design a curriculum that incorporates the most up-to-date research on women offenders with the objective to prepare correctional managers to work effectively with women offenders; describe the methodology for identifying any recommended or significant change.

2. Produce a program curriculum, participant manual and trainer’s guide that is user-friendly and designed for interactive, adult learning. All overheads slides, presentations and other audio-visual materials, with copyright permission, are to be included.

3. Conduct a program planning session and train staff/trainers for program delivery;

4. “Pilot” “Operational Practices for Women Offenders” training program in May 2004 to an audience of 25 to 30 correctional practitioners;

5. Develop, disseminate, and compile results of participant program evaluation, with results to the NIC Project Monitor, within 30 days of the May 2004 program completion.

6. Design and pilot test an impact evaluation instrument to be completed by participants 9–12 months after attending the training.

Specific Requirements: 1. Significant changes to the existing curriculum must be justified with research-based documentation.

2. Attendance of at least one primary team member is required for the duration of the May 2003 program. There must be included in the proposal a statement that this primary team

member will attend the training program May 19–23, 2003, with the costs reflected in the budget narrative.

3. The applicant must demonstrate that the project team is comprised of persons with expertise in correctional administration/management with women offenders as well as project staff who specifically have experience in correctional management and gender-specific responsive programming.

4. All identified trainers for the training program must have recent (within five years) experience in working with women offenders, as either staff or consultant. This experiences should be clearly identified in the resume or narrative.

5. The person designated as project director is required to be the person who will manage the 5 day on-site program presentation (2004) and who has full decision-making authority to work with the NIC project manager. This person must have sufficient time dedicated to the project to assure availability for collaboration with the NIC project manager.

6. Applicants should identify in the proposal specific strategies for assuring a collaborative effort between their project team and NIC. This will include the planning session, manual materials, and the selection of trainers for the program. The applicant should demonstrate ability to work collaboratively with NIC from previous work, if applicable.

7. The awardee must follow all of NIC’s procedures and time frames for the provision of training and this must be stated in the proposal. Dates for the training program will be determined by NIC in consultation with the awardee.

8. Location for the training program will be recommended by the awardee but the final decision for a site will remain with NIC.

Application Requirements: Applications must be submitted using OMB Standard Form 424, Federal Assistance, and attachments. (Copies can be downloaded from the NIC web page at www.nicic.org/service/coop/default.htm.) The applications should be concisely written, typed double-spaced and refer to the project by the “NIC Application Number” and Title is this announcement.

Submit an original and two copies. The original should have the applicant’s signature in blue ink. A cover letter must identify the responsible audit agency for the applicant’s financial accounts.

The narrative portion of this cooperative agreement application should include, at a minimum:

1. A brief paragraph indicating the applicant’s understanding of this cooperative agreement;

2. One or more paragraphs detailing the applicants understanding of the historical and current views of working with women offenders, and the response for effectively working with women offenders;

3. A brief paragraph summarizing the project goals and objectives;

4. A clear description of the methodology for project completion and achievement of its goals;

5. A clearly developed Project Plan which demonstrates how and when the various goals and objectives of the project will be achieved through its various activities so as to produce the required results;

6. A chart of measurable project milestones and time lines for the completion of each milestone;

7. A description of the qualifications of the applicant organization and each project staff;

8. A description of the staffing plan for the project, including the role of each project staff, the percentage of the time commitment for each (in days), the relationship among the staff (who reports to whom), and a statement from individual staff that they will be available to work on this project and meet the required level of experience.

9. A budget detailing all costs for the project, costs for trainer services and travel, shows consideration for all contingencies for this project, and notes a commitment to work within the budget proposed. Budget should be divided into object class categories as shown on application Standard Form 424A. A budget narrative must be included which explains how all costs were determined.

Authority: Public Law 93–415.

Funds Available: The award will be limited to a maximum of \$120,000 (direct and indirect costs). Participant travel for the program delivery will be paid by NIC and is not included in the funding for this project. Funds may only be used for the activities that are linked to the desired outcome of the project. No funds are transferred to State or local governments. This project will be a collaborative venture with the NIC Prisons Division. NIC retains the right to select the applicants for participation. \$20,000 will be allocated for fiscal year 2003, and \$100,000 will be allocated for fiscal year 2004.

Antideficiency Act

Nothing contained herein shall be construed to obligate the parties to any expenditure or obligation of funds in