

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding under the fiscal year (FY) 2018 Mentoring Opportunities for Youth Initiative. This program furthers the Department's mission by supporting mentoring programs to reduce juvenile delinquency, drug abuse (specifically opioid abuse), truancy, and other problem and high-risk behaviors.

OJJDP FY 2018 Mentoring Opportunities for Youth Initiative

Applications Due: June 28, 2018

Eligibility

Category 1—National Mentoring Programs. Eligible applicants are limited to national organizations, defined as organizations that have active chapters or subawardees in at least 45 states. Applicants must include a list of active chapters or subawardees and the states where they are located as an attachment to their application. For the purposes of this solicitation, 2 or more independent organizations that form a collaborative to meet the 45-state requirement do not satisfy OJJDP's definition of a national organization. The organization's national headquarters must submit the application. OJJDP encourages applicants to minimize their administrative costs in an effort to subaward at least 90 percent of this award to active chapters or subrecipients, located in at least 38 states, while at the same time allowing for effective subrecipient oversight.

Category 2—Multistate Mentoring Programs. Eligible applicants are limited to multistate organizations, defined as organizations that have operated an established mentoring program for at least 3 years and have active chapters or subawardees in at least 5 states but fewer than 45 states. Applicants must include a list of active chapters or subawardees and the states where they are located as an attachment to their application. For the purposes of this solicitation, two or more independent organizations that form a collaborative to meet the five-state requirement do not satisfy OJJDP's definition of a multistate organization. The organization's headquarters must submit the application.

Category 3—Mentoring Programs for Youth Involved in the Juvenile Justice System.¹ Eligible applicants are limited to private organizations (nonprofit organizations² and for-profit

¹ For the purposes of this solicitation, "youth involved in the juvenile justice system" refers to those youth younger than age 18 who have been arrested or referred for intake to a public agency (state, tribal, city, or county) legally responsible for handling juvenile crime, delinquency, and youth in need of guidance, treatment, or rehabilitation due to problematic behavior (i.e., truancy, running away, ungovernable, etc.).

² See <https://ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm> for additional information on demonstrating nonprofit status.

organizations, including tribal nonprofit and for-profit organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as coapplicants.

To be eligible in Category 3, applicants must at the time of application:

- Have operated an established mentoring program for at least 1 year.
- Have a demonstrated partnership (via a memorandum of understanding) with a public agency legally responsible for handling juvenile crime and delinquency in a state, tribe, city, or county (hereafter referred to as juvenile justice agency).

Category 4—Mentoring Strategies for Youth Impacted by Opioids (Project Sites). Eligible applicants are limited to private organizations (nonprofit organizations³ and for-profit organizations, including tribal nonprofit and for-profit organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as coapplicants.

To be eligible in Category 4, applicants must at the time of application:

- Have operated an established mentoring program for at least 1 year.
- Have a demonstrated partnership (via a memorandum of understanding) with a public or private substance abuse treatment agency.

Category 5—Statewide and Regional Mentoring Initiative for Youth Impacted by Opioids. Eligible applicants are limited to national organizations (as defined in Category 1), states (including territories), and federally recognized tribal governments as determined by the Secretary of the Interior.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Eligible applicants must provide mentoring services to youth who are 17 years old or younger at the time of admission to the program.

An organization that applies for funding in Category 1 may also be eligible to apply for Category 5, but is ineligible to apply for funds in Categories 2, 3, and 4. An organization that applies for funding in Category 2 may also apply to receive funds in Categories 3 and 4. See the following chart.

³ See <https://ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm> for additional information on demonstrating nonprofit status.

OJJDP FY 2018 Mentoring Opportunities for Youth Initiative

Category 1	National Mentoring Programs	Funding limited to national organizations*
Category 2	Multistate Mentoring Programs	Funding limited to multistate organizations*
Category 3	Mentoring Programs for Youth Involved in the Juvenile Justice System	Funding limited to multistate and private organizations
Category 4	Mentoring Strategies for Youth Impacted by Opioids (Project Sites)	Funding limited to multistate and private organizations
Category 5	Statewide and Regional Mentoring Initiative for Youth Impacted by Opioids	Funding limited to national organizations, states, and federally recognized tribes

*See above for full eligibility criteria.

OJJDP may elect to fund applications submitted under this FY 2018 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Deadline

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time (ET) on June 28, 2018.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#). For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the

deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How To Apply](#) section.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>. Answers to frequently asked questions that may assist applicants are posted at <https://www.ojjdp.gov/grants/solicitations/FY2018/FAQ/MentOpps.pdf>.

Grants.gov number assigned to this solicitation: OJJDP-2018-13523

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OJJDP FY 2018 Mentoring Opportunities for Youth Initiative

CFDA # 16.726

A. Program Description

Overview

This solicitation supports applicant organizations as they strengthen and/or expand their existing mentoring activities with active chapters or subawardees and/or other mentoring organizations. Mentoring activities include direct one-on-one, group, peer, or a combination of these types of mentoring services for at-risk and high-risk youth populations. Successful mentoring programs include matches between a mentor and one or more youth. Mentoring can take place in multiple and informal settings and in a school or program context.

Mentoring promotes positive behaviors, attitudes, and outcomes for youth and reduces risk factors associated with delinquency and juvenile justice system involvement, such as poor school attendance, school failure, and alcohol and drug abuse. It has been shown to improve academic performance and/or social or job skills, support behavioral or other personal development, and reduce consumption of alcohol and other drugs.⁴ However, one survey estimates that more than one in three young people never had an adult mentor of any kind while they were growing up.⁵ OJJDP supports the expansion of high-quality mentoring services for targeted youth across the country to help close this gap.

Statutory Authority: Funding for this program is authorized pursuant to the Department of Justice Appropriations Act, Pub. L. No. 115–141; 132 Stat. 348, 423 (March 23, 2018).

Program-Specific Information

This program supports the implementation and delivery of one-on-one, group, peer, or a combination of these types of mentoring services to youth populations that are at risk and high risk for juvenile delinquency and juvenile justice system involvement through applicant mentoring organizations and their active chapters or subawardees. This program also supports one or more enhancements to both improve access to and the impact of mentoring services. For the purposes of this solicitation, mentoring programs should support a structured relationship between an adult or trained peer and one or more youth. Successful applicants should implement programs that will recognize and address the factors that can lead to or serve as a catalyst for delinquency or other problem behaviors in targeted youth, with a special emphasis on youth impacted by opioids. Expansion of mentoring activities should create new opportunities for mentees' achievement.

⁴ Office of Justice Programs. Mentoring Practice Profile. Available at CrimeSolutions.gov, <https://www.crimesolutions.gov/PracticeDetails.aspx?ID=15>.

⁵ Bruce, M., and Bridgeland, J. 2014. *The Mentoring Effect: Young People's Perspectives on the Outcomes and Availability of Mentoring*. Washington, DC: Civic Enterprises with Hart Research Associates for MENTOR: The National Mentoring Partnership. Available at <http://www.mentoring.org/mentoringeffect>.

This solicitation offers five program categories and applicants must designate the category for which they are applying. An organization that applies for funding in Category 1 may also be eligible to apply for Category 5, but is ineligible to apply for funds in Categories 2, 3, and 4. An organization that applies for funding in Category 2 may also apply to receive funds in Categories 3 and 4. For-profit organizations must agree to forgo any profit or management fee. Applicants in all categories must initiate mentoring services to youth who are 17 years old or younger at the time of admission to the program.

Category 1—National Mentoring Programs. This category supports organizations with the widest reach and capacity to provide youth mentoring services across the country. Only national organizations are eligible to apply in this category. (For the definition of a national mentoring program, see the eligibility information above.) OJJDP encourages applicants to minimize their administrative costs in an effort to subaward at least 90 percent of this award to active chapters or subrecipients, located in at least 38 states, while at the same time allowing for effective subrecipient oversight.

Priority considerations for Category 1 include the following (applicants must describe how they will respond to these considerations in their application):

- **Target populations.** The target population should include those youth who are identified as being at risk or high risk for involvement in the juvenile justice system. OJJDP **requires** applicants to develop and implement a plan to serve American Indian and Alaska Native (AI/AN) youth, both on and off reservations, with these grant funds. OJJDP strongly encourages applicants to target mentoring services that incorporate opportunities for youth and law enforcement engagement.

OJJDP also encourages applicants to include services for the following populations: children of parents on active military duty, children of incarcerated parents, youth with disabilities, youth with opioid/substance abuse problems, and youth in rural communities. Mentoring programs targeting these populations should highlight how the anticipated services would best support the unique needs of these populations, such as key partnerships or specialized curricula.

- **At-risk and high-risk youth.** For the purposes of this solicitation, OJJDP defines at-risk and high-risk youth as those youth who are most likely to become involved in the juvenile justice system because they possess certain predictive/correlative characteristics, are already involved in the juvenile justice system, and/or reside in environments that have high rates of parental incarceration, community violence, drug markets, gang concentration, and failing schools. Risk factors for juvenile delinquency are multidimensional across individual, family, community, peer, and school factors. (For additional background on risk factors for juvenile delinquency, see the [OJJDP Model Programs Guide Literature Review on Risk Factors](#).) Applicants should fully address how the behaviors, characteristics, factors, etc. identified for at-risk youth relate to involvement in the juvenile justice system

Category 2—Multistate Mentoring Programs. This category supports youth mentoring services provided by organizations in at least 5 states but fewer than 45 states. Only multistate organizations are eligible to apply in this category. For a definition of a multistate mentoring organization, see the eligibility information above.

Priority considerations for Category 2 include the following (applicants must describe how they will respond to these considerations in their application):

- **Broadest reach.** Applicants should address how the proposed mentoring approach will reach a diverse and broad population of youth. OJJDP will consider the following factors in this determination: number of states where the applicant organization can show a history of providing mentoring services through subawards, number of states where the applicant organization proposes to use the awarded grant funds to provide mentoring services, number of program sites where the applicant organization can demonstrate a history of providing mentoring services through subawards, number of program sites where the applicant organization proposes to use the awarded grant funds to provide mentoring services, number of youth served, number of mentors recruited, and diversity in the youth being served.
- **Target populations.** The target population should include those youth who are identified as being at risk or high risk for involvement in the juvenile justice system (see above for definition of at-risk and high-risk youth). In addition, OJJDP strongly encourages applicants to target mentoring services that incorporate opportunities for youth and law enforcement engagement.

OJJDP also encourages applicants to include services for the following populations: AI/AN youth, both on and off reservations; children of parents on active military duty; children of incarcerated parents; youth with disabilities; youth with opioid/substance abuse problems; and youth in rural communities. Mentoring programs targeting these populations should highlight how the anticipated services would best support the unique needs of these populations, such as key partnerships or specialized curricula.

Category 3—Mentoring Programs for Youth Involved in the Juvenile Justice System. This category seeks to support youth mentoring organizations that have a demonstrated partnership (via a memorandum of understanding) with a juvenile justice agency. See the eligibility section above for more information. The focus of this category is to provide mentoring services to those youth screened as being low risk to public safety by a juvenile justice agency as a part of an overall diversion approach with a goal of rehabilitation and accountability. The program is intended to be a resource for juvenile justice agency staff (i.e., probation officers) to make available to those youth on their caseload who are in need of and most appropriate for community-based supervision and/or diversion services.

Priority considerations for Category 3 include the following (applicants must describe how they will respond to these considerations in their application):

- **Target population.** The priority target population includes those youth who are screened as being low risk to public safety by a juvenile justice agency. Services may also be provided to youth post-adjudication as part of an alternative to detention approach authorized by the court and supportive service while on probation or community supervision. Youth returning from residential placement are not eligible for these services. OJJDP also encourages applicants to consider youth with opioid/substance abuse problems and youth in rural communities as a part of the target population.

- **Demonstrated partnership.** Applicant mentoring organizations must have established a formal relationship with a juvenile justice agency to be eligible for Category 3. Evidence of this formal relationship must be a fully executed memorandum of understanding between the agencies, and can be established specifically in response to this funding opportunity. However, agencies demonstrating existing relationships with a juvenile justice agency will receive priority consideration.
- **Youth and law enforcement engagement.** OJJDP encourages applicant organizations to provide opportunities for youth and law enforcement engagement as a part of their program model or approach. This can include using law enforcement personnel as mentors or creating activities where targeted youth have positive interactions with law enforcement personnel.

Applicants will develop and implement mentoring programs and strategies designed for youth referred to a juvenile justice agency. Applicants are expected to incorporate best practices in mentoring derived from research and related literature. Applicants are encouraged to consider a variety of mentoring approaches, such as one-on-one, group, student/peer, team, educational, and sports mentoring; professional development coaching; and other approaches best suited to meet the needs of the target population.

Category 4—Mentoring Strategies for Youth Impacted by Opioids (Project Sites). This category supports youth mentoring organizations that have a demonstrated partnership (via a memorandum of understanding) with a public or private substance abuse treatment agency. See the eligibility section above for more information. The focus of this category is to provide mentoring services as part of a prevention, treatment, and supportive approach for those youth impacted by opioids. It is expected that mentoring organizations will develop and implement innovative mentoring approaches for this target population of youth. This may include a variety of practices, including but not limited to those informed by research on cognitive behavioral, contingency management, or any 12-step facilitation interventions and techniques. In addition, while funding may be used to support activities as part of the proposed mentoring model (i.e., recreational activities, skill-building activities for the youth focused on relapse prevention, drug prevention education, transportation, incidental costs for the mentor), it may not be used to fund direct service delivery as part of the model (i.e., mental health/substance abuse counselor, residential placement services).

According to the National Institute on Drug Abuse, the estimated relapse rate for drug abuse treatment programs is between 40 and 60 percent. The increased stress of leaving treatment and returning to a home or community with multiple risk factors without adequate supports can contribute to relapse and additional criminal behavior.⁶ This category will use the impact of high-quality mentoring services to help prevent relapse and will provide training to mentors to understand the signs and symptoms of opioid abuse for those at risk of using opioids.

Priority considerations for Category 4 include the following (applicants must describe how they will respond to these considerations in their application):

- **Target population.** The priority target population must include those youth impacted by opioids. This includes youth who are currently using or have used opioids, youth at high risk for using opioids (i.e., presence of individual, family, and community risk factors for

⁶ <https://www.drugabuse.gov/news-events/nida-notes/2018/02/stressful-experiences-affect-likelihood-remission-drug-dependence-continued-drug-use-relapse>.

substance abuse), and youth with family members who are currently using or have used opioids. The goal of the mentoring and supportive services is to help prevent the youth from using opioids in the first place, ensure that youth who have used opioids are successful in their recovery efforts, and provide support and guidance to youth with family members who are currently using or have used opioids. To demonstrate how they are serving communities with highest need and targeting not only youth who are using or at high risk for using opioids but also those youth who are seriously impacted by parents or family members who are addicted to opioids, applicants could discuss how they will target those communities that have high per capita levels of primary treatment admissions for opioids

- **Demonstrated partnership.** Applicant mentoring organizations must have established a formal relationship with a public or private substance abuse treatment agency. Evidence of this formal relationship must be a fully executed memorandum of understanding between the agencies, and can be established specifically in response to this funding opportunity. However, agencies demonstrating existing relationships with a substance abuse treatment agency will receive priority consideration.
- **Rural communities.** OJJDP is interested in expanding the presence of mentoring services in rural communities. For this category, priority will be given to those applicants that target services to youth in rural communities across the country as defined by the Office of Management and Budget (OMB) on the basis of the “Standards for Delineating Metropolitan and Micropolitan Statistical Areas.”

Category 5—Statewide and Regional Mentoring Initiative for Youth Impacted by Opioids.

This category will support a more broad-based approach to building mentoring program capacity in targeted regions throughout the country to help youth impacted by opioids. Only states, federally recognized tribes, and national organizations (as defined in Category 1) are eligible to apply for this category. Through this category, OJJDP is interested in supporting statewide or regional approaches to expanding mentoring services for these targeted youth. This may include states providing subgrants to mentoring organizations in particular regions (especially rural communities), tribes supporting various mentoring programs operating throughout a reservation, and national organizations funding active chapters or subrecipients in specific regions across the country (especially rural communities) with demonstrated high levels of opioid abuse. It is expected that mentoring organizations will develop and implement innovative mentoring approaches for this target population of youth. This may include a variety of practices, including but not limited to those informed by research on cognitive behavioral, contingency management, or any 12-step facilitation interventions and techniques. In addition, while funding may be used to support activities as part of the proposed mentoring model (i.e., recreational activities, skill-building activities for the youth focused on relapse prevention, drug prevention education, transportation, incidental costs for the mentor), it may not be used to fund direct service delivery as part of the model (i.e., mental health/substance abuse counselor, residential placement services).

Priority considerations for Category 5 include the following (applicants must describe how they will respond to these considerations in their application):

- **Target population.** The priority target population must include those youth impacted by opioids. This includes youth who are currently using or have used opioids, youth at high risk for using opioids (i.e., presence of individual, family, and community risk factors for

substance abuse), and youth with family members who are currently using or have used opioids. The goal of the mentoring and supportive services is to help prevent the youth from using opioids in the first place, ensure that youth who have used opioids are successful in their recovery efforts, and provide support and guidance to youth with family members who are currently using or have used opioids. To demonstrate how they are serving communities with highest need and targeting not only youth who are using or at high risk for using opioids but also those youth who are seriously impacted by parents or family members who are addicted to opioids, applicants could discuss how they will target those communities that have high per capita levels of primary treatment admissions for opioids

- **Rural communities.** OJJDP is interested in expanding the presence of mentoring services in rural communities. For this category, priority will be given to those applicants that target services to youth in rural communities across the country as defined by OMB on the basis of the “Standards for Delineating Metropolitan and Micropolitan Statistical Areas.”⁷

Goals, Objectives, and Deliverables

The program’s goal is to improve outcomes, such as improved academic performance and reduced school dropout rates, for at-risk and high-risk youth, and reduce negative outcomes (including juvenile delinquency, substance use, and gang participation) through mentoring. To achieve this goal, objectives focus on supporting eligible programs to (1) provide quality mentoring services tailored to the needs of the identified at-risk and high-risk youth target population and (2) align grantees’ mentoring programs with research and evidence on effective mentoring practices.

OJJDP has identified the following program objectives:

- 1. Provide mentoring services tailored to the needs of the identified at-risk and high-risk youth target populations.** Applicants under all categories should describe the proposed target population(s) and how they are at risk and high risk. Successful applicants should implement programs that recognize and address the factors that can lead to or serve as a catalyst for delinquency or other problem behaviors in at-risk youth (e.g., lack of education or employment opportunities, high-crime neighborhoods, lack of parental supervision). Applicants should:
 - a. Clearly define the target population(s).
 - b. Identify the risk factors and service needs associated with the target population(s).
 - c. Explain how the proposed mentoring approach will appropriately respond to the unique needs of the target population(s) in a way that is likely to promote positive outcomes.
- 2. Develop and implement program design enhancements that further align with research and evidence on effective mentoring approaches.** Applicants should be responsive to the following areas:

⁷ <https://www.gpo.gov/fdsys/pkg/FR-2010-06-28/pdf/2010-15605.pdf>.

- a. Address each of the six core standards of practice areas listed in *Elements of Effective Practice for Mentoring*,⁸ as highlighted on [OJJDP's National Mentoring Resource Center website](#), to explain the current mentoring approach being used by the mentoring organizations. These six core standards of practice are:
- Recruitment.
 - Screening.
 - Training.
 - Matching and initiation.
 - Monitoring and support.
 - Closure.
- b. Identify and implement program design enhancements in **one or more** of the six core standards of practice to integrate additional evidence-based practices. This may include implementing changes to better align with the benchmarks identified in *Elements of Effective Practice for Mentoring*; integrating findings from the programs, practices, and resources highlighted on the "[What Works in Mentoring](#)" section of [the OJJDP National Mentoring Resource Center](#); or applying other similar types of research. Applicants should clearly identify the source of the research evidence they are using as the basis for the enhancement.
- c. Address how the applicant will further promote **family engagement** as part of the program design or approach. Research indicates that mechanisms that support and involve parents in mentoring programs increase the chances for positive outcomes in the mentoring relationship.⁹ This includes but is not limited to discussing how families will be engaged in an orientation process, receiving program information, understanding expectations, assisting with any substance abuse treatment recommendations, and participating in specific activities that the mentoring organization hosts or that provide additional outreach to parents. Parents include both official and unofficial caretakers.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

⁸ Mentor. *Elements of Effective Practice for Mentoring*, 4th edition. Available at http://www.mentoring.org/images/uploads/Final_Elements_Publication_Fourth.pdf.

⁹ Dubois, D.L., Holloway, B.E., Valentine, J.C., and Cooper, H. 2002. "Effectiveness of Mentoring Programs for Youth: A Meta-Analytic Review." *American Journal of Community Psychology* 30(2):157–197.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

The [OJP CrimeSolutions.gov](https://www.ojp.gov/crimesolutions) website and the [OJJDP Model Programs Guide](https://www.ojjdp.gov/model-programs-guide) website are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Information Regarding Potential Evaluation of Programs and Activities

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

B. Federal Award Information

Under Category 1, an application may be for a period of performance of as long as 3 years. The requested award amount should cover the entire proposed period of performance and be based on the allowable costs associated with the program, including but not limited to the costs of planning and implementing the proposed program. OJJDP encourages applicants to minimize their administrative costs in an effort to subaward at least 90 percent of this award to active chapters or subrecipients, located in at least 38 states, while at the same time allowing for effective subrecipient oversight. Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget. OJJDP plans to make up to five awards in this category.

Under Category 2, an application may be for a period of performance of as long as 3 years. Applicants that meet the minimum requirement of having active chapters or subawardees in at least five states may request as much as \$2 million, and those applicants that demonstrate the broadest reach (as detailed above) may request as much as \$4 million. See the priority considerations for Category 2 listed on pages 7–8. The requested award amount should cover the entire proposed period of performance and be based on the cost of implementing the proposed program. Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget. OJJDP plans to make up to twelve awards in this category.

Under Category 3, an applicant may request as much as \$500,000 for a period of performance of as long as 3 years. The requested award amount should cover the entire proposed period of performance and be based on the cost of implementing the proposed program. Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget. OJJDP plans to make up to nine awards in this category.

Under Category 4, an applicant may request as much as \$500,000 for a period of performance of as long as 3 years. The requested award amount should cover the entire proposed period of performance and be based on the cost of implementing the proposed program. Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget. OJJDP plans to make up to nine awards in this category.

Under Category 5, an applicant may request as much as \$1,250,000 for a period of performance of as long as 3 years. The requested award amount should cover the entire proposed period of performance and be based on the cost of implementing the proposed program. Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget. OJJDP plans to make up to six awards in this category.

When making final award decisions, OJJDP will consider geographic coverage; providing services to specific populations, including rural and tribal communities; and the peer review process. OJJDP expects to award grant funds under this solicitation no later than September 30, 2018.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

OJJDP expects to make any award under this solicitation in the form of a grant. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities¹⁰) must, as described in the Part 200 Uniform Requirements¹¹ as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls

¹⁰ For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section D of this solicitation.

¹¹ The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://ojpfgm.webfirst.com/>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information), which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire – the [OJP Financial Management and System of Internal Controls Questionnaire](#) – that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

Budget Information

Cost Sharing or Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>.

Preagreement Costs (also known as Preaward Costs)

Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those

costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving preagreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for preagreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the 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.¹² The 2018 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/exec/html/ES.aspx>. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Nonfederal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at <https://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

¹² OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, including the funding limit, or that OJP determines does not include the application elements that OJJDP has designated to be critical, will neither proceed to peer review nor receive further consideration. For this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative; a memorandum of understanding (or analogous documents) demonstrating a formal partnership for Category 3; and the Executive Summary chart (see required format below in Additional Attachments section).

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See "Budget Information and Associated Documentation" below for more information about the Budget Detail Worksheet and where it can be accessed.

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

Please review the "Note on File Names and File Types" under [How To Apply](#) to be sure applications are submitted in permitted formats.

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

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for "Legal Name" (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP's financial system). Also, current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice (GAN) updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How to Apply](#) section for more information on SAM and DUNS numbers.

Intergovernmental Review: This solicitation ("funding opportunity") is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf. If the state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: "Program is subject to E.O. 12372 but has not been selected by the state for review.")

2. Project Abstract

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

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.

- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

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. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in Note on Project Evaluations on page 21. As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

Category 1 applicants must detail in their abstract how they will include AI/AN youth.

3. Program Narrative

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

The program narrative should address the following selection criteria: (1) description of the issue; (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:¹³

- a. Description of the Issue.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, school performance, at-risk behavior, etc.). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population and any previous or current attempts to address the problem.

¹³ For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

For Categories 4 and 5, applicants must provide data that document the extent of the opioid problem present in the state, region, or tribal community that will be served by the grant funds.

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

- b. Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Target Population. Applicants should describe their target population. For Category 1 applicants, this must include AI/AN youth.

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 problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide training on substance abuse to 40 mentors, to increase the percentage of youth who successfully complete their current academic grade, or to expand family-based activities to cover an additional 50 at-risk youth.)

Performance Measures. OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "[General Information About Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the [Data Reporting Tool](#).

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

Research, for purposes of human subjects protection for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the [“Requirements related to Research”](#) webpage of the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards,”](#) available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

- c. Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on pages 11–12:

- 1. Provide mentoring services that are tailored to the needs of the identified at-risk and high-risk youth target population.**

Applicants should:

- a. Clearly define the target population(s).
- b. Identify the risk factors and service needs associated with the target population(s).
- c. Explain how the proposed mentoring approach will appropriately respond to the unique needs of the target population(s) in a way that is likely to promote positive outcomes.

2. Develop and implement program design enhancements that further align with research and evidence on effective mentoring approaches.

Applicants should:

- a. Address each of the six core standards of practice listed in *Elements of Effective Practice for Mentoring*, as highlighted on OJJDP's [National Mentoring Resource Center website](#),¹⁴ to explain the current mentoring approach. These six core standards of practice are:
 - Recruitment.
 - Screening.
 - Training.
 - Matching and initiation.
 - Monitoring and support.
 - Closure.
- b. Identify and implement program design enhancements in one or more of the six core standards of practice to integrate additional evidence-based practices.
- c. Address how family engagement will be further promoted as a part of the program design or approach.
- d. For Category 1, applicants should include in this section their detailed plan to serve AI/AN youth, both on and off reservations, with these grant funds.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. See sample logic models [here](#). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 29.

Timeline. Applicants should submit a realistic timeline or 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 (see "Sample Project Timelines" [here](#)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 29. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- d. **Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the

¹⁴ Mentor. *Elements of Effective Practice for Mentoring*, 4th edition. Available at http://www.mentoring.org/images/uploads/Final_Elements_Publication_Fourth.pdf.

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.

Applicants should describe:

- How they meet each of the qualifications outlined under the Eligibility section on pages 1–2 for the category under which they are applying.
- Their experience providing mentoring practices (informed by the research) of a similar scope and scale.
- Their ability to implement the stated program and enhancements.
- Category 1 applicants should include a detailed description of their experience in serving AI/AN youth through mentoring services.

Letters of Support/Memoranda of Understanding. For Categories 3 and 4, the lead applicant organization (if a joint application is submitted) must include a signed and dated memorandum of understanding (or analogous document) with a juvenile justice agency (Category 3) or substance abuse treatment agency (Category 4) that includes 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.
- Estimate of the percentage of time that the partner will devote to the planning and operation of the project.

Applicants may also include letters of support from involved agencies, but they are not required.

Letters of support may be addressed to the OJJDP Administrator. Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

4. Budget and Associated Documentation

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

Applicants should budget funds to support as many as two staff to travel once each year of the project to participate in a 2-day national training/meeting, as OJJDP directs. This includes an in-person new grantee orientation meeting during the first year of the project period. Applicants should budget approximately \$2,000 per person to attend the meetings and record this as part of the travel line item in the budget. The Office of the Chief Financial Officer requires cost calculations for all line items in your budget, including this required travel. The cost breakdown should include airfare, per diem rate, lodging, number of travelers, number of days, etc. (for example, 2 people x airline ticket (\$400) = \$800, 2 people x 2 days per diem (\$71/day) = \$284, 2 people x lodging (\$207) x 2 nights = \$828). Use U.S. General Services Administration per diem rates.

a. Budget Detail Worksheet

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

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

b. Budget Narrative

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

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award 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 budget narrative should be mathematically sound and correspond clearly 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 those costs are necessary 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 describe costs by year.

c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction, as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other nonfederal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given

greater consideration than the form of agreement between the recipient and the outside entity.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317–200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement "contracts" under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently, \$150,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$150,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source GAN. Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

d. Preagreement Costs

For information on preagreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired) federally approved indirect cost rate; or
- (b) 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 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant's accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, contact the Office of the Chief Financial Officer Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the *de minimis* indirect cost rate. An applicant that is eligible to use the *de minimis* rate and that wishes to use the *de minimis* rate should attach written documentation to the application that advises OJP of both (1) the applicant's eligibility to use the *de minimis* rate and (2) its election to do so. If an eligible applicant elects the *de minimis* rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The *de minimis* rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the *de minimis* rate.) For the "de minimis" rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

6. Tribal Authorizing Resolution (if applicable)

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award 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.

An applicant unable to submit an application that includes a fully-executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully-executed legal documentation.

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the preaward risk assessment process.

The questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the questionnaire directly impact the preaward risk assessment and should accurately reflect the applicant's financial management and internal controls system at the time of the application. The preaward risk assessment is only one of multiple factors and criteria used in determining funding. However, a preaward risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk.
- The date the applicant was designated high risk.
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address).
- The reasons for the high-risk status, as set out by the federal awarding agency.

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

9. Additional Attachments

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

a. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid 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.

Each applicant that has one or more pending applications as described above is 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.
- The point of contact information at the applicable federal or state funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant’s legal name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

b. Executive Summary Chart

The following chart is considered to be a critical application element, and is required to be submitted as part of the original application.

Executive Summary Chart					
All 5 Categories			Categories 1 and 2 only		Category 4 and 5 only
Number of youth served (include number of AIAN youth for Category 1).	Number of mentors to be recruited.	Type of mentoring (individual, group, peer, or combination).	Number and name of states where the applicant currently has subawardees.	Number and name of states where the mentoring services will take place under this grant.	Number of youth served who are impacted by opioids. This includes those youth who are currently using or have used opioids, youth at high risk for using opioids (i.e., presence of individual, family, and community risk factors for substance abuse), and youth with family members who are currently using or have used opioids.

- c. Logic model (see page 22).
- d. Timeline or milestone chart (see page 22).
- e. Résumés of all key personnel.
- f. Job descriptions outlining roles and responsibilities for all key positions.
- g. Letters of support/memoranda of understanding from partner organizations (see page 23).

How To Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Important Grants.gov update. Grants.gov has updated its application tool. The legacy PDF application package was retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. OJP applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

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

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome or another browser, contact Grants.gov Customer Support.

Note on Attachments: Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other, etc.). Applicants should ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters

shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

Characters
Upper case (A – Z)
Lower case (a – z)
Underscore (_)
Hyphen (-)
Space
Period (.)

Special Characters		
Parenthesis ()	Curly braces { }	Square brackets []
Ampersand (&)*	Tilde (~)	Exclamation point (!)
Comma (,)	Semicolon (;)	Apostrophe (‘)
At sign (@)	Number sign (#)	Dollar sign (\$)
Percent sign (%)	Plus sign (+)	Equal sign (=)

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

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

Unique Entity Identifier (DUNS Number) and System for Award Management

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

Registration and Submission Steps

- 1. Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.

- 2. Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a **new** entity registration in SAM.gov must provide an original, signed notarized letter stating

that the applicant is the authorized Entity Administrator before the registration will be activated. To learn more about this process change, read the FAQs at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>. Information about the notarized letter is posted at https://www.fsd.gov/fsd.gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183.

All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an EIN. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete (2 more weeks to acquire an EIN).

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours**. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to www.grants.gov/web/grants/applicants/organization-registration.html
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.726, titled "Juvenile Mentoring Program," and the funding opportunity number is OJJDP-2018-13523.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Category 1—National Mentoring Programs. Competition ID: OJJDP-2018-13524. An organization that has active chapters or subawardees in 45 or more states.

Category 2—Multistate Mentoring Programs. Competition ID: OJJDP-2018-13525. An organization that has active chapters or subawardees in at least 5 states but fewer than 45 states.

Category 3—Mentoring Programs for Youth Involved in the Juvenile Justice System.

Competition ID: OJJDP-2018-13527. A private organization that has a formal partnership with a juvenile justice agency.

Category 4—Mentoring Strategies for Youth Impacted by Opioids (Project Sites).

Competition ID: OJJDP-2018-14606. A private organization that has a formal partnership with a substance abuse treatment agency.

Category 5—Statewide and Regional Mentoring Initiative for Youth Impacted by

Opioids. Competition ID: OJJDP-2018-14607. An organization that has active chapters or subawardees in 45 or more states, states (including territories), and federally recognized tribal governments as determined by the Secretary of the Interior.

7. **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.
8. **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. The second will state whether the application has been validated and successfully submitted, or whether it has been 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 an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date, to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. Applications must be successfully submitted through Grants.gov by 11:59 p.m. ET on June 28, 2018.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

Note: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desk to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally 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 OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Description of the Issue (15%)
2. Goals, Objectives, and Performance Measures (10%)
3. Project Design and Implementation (35%)
4. Capabilities and Competencies (35%)
5. Budget (5%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.¹⁵

See What an Application Should Include, page 17, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

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

¹⁵ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as critical elements.
- The applicant must not be identified in SAM as excluded from receiving federal awards.

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review 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 DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OJJDP include geographic diversity, strategic priorities, and available funding, as well as the extent to which the budget detail worksheet and budget narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System (FAPIS)).

Important note on FAPIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIS, in its assessment of the risk posed by the applicant.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity.

2. Quality of the applicant's management systems, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide.
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies.
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements.
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2018. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9 p.m. ET on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning and submission of the fully executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)," available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Certified Standard Assurances](#)

The webpages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)” are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at <https://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103–62, and the GPRA Modernization Act of 2010, Public Law 111–352, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP. Performance measures for this program are listed as [Appendix A](#).

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement-sensitive information.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, email your résumé to ojppeerreview@l-secb.com. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Description	Data Recipient Provides
To provide direct one-on-one, group, or peer mentoring services to at-risk and high-risk youth populations.	Percent increase in youth enrolled since the beginning of the grant program.	Increase in the number of youth enrolled (being mentored) since the beginning of the grant program.	<p>A. Number of youth enrolled at the beginning of the reporting period.</p> <p>B. Number of new youth added during the reporting period.</p>
	Percent of program youth matched with a mentor during the reporting period.	<p>Number and percent of program youth who were matched with a mentor during the reporting period. The number of youth enrolled includes the number of youth carried over from the previous reporting period, plus new admissions who were matched with a mentor during the reporting period.</p> <p>Program records are the preferred data source.</p>	<p>A. Number of program youth matched with a mentor during the reporting period.</p> <p>B. Total number of youth enrolled in the program during the reporting period.</p> <p>C. Percent of program youth matched with a mentor during the reporting period (A/B).</p>
	Percent of program youth in matches meeting mentoring program requirements.	<p>Number of youth in matches with mentors who meet the program requirements during the reporting period. Enter the intended minimum length of the match and the intended minimum hours per month for mentee/mentor meetings according to program requirements.</p> <p>Program records are the preferred data source.</p>	<p>A. Intended minimum length of the match in months.</p> <p>B. Number of youth whose match met the intended minimum match length during the reporting period.</p> <p>C. Number of youth whose match exceeded the intended minimum match length during the reporting period.</p> <p>D. Number of youth who had matches that closed early during the reporting period.</p> <p>E. Intended minimum hours per month that mentors and mentees were expected to meet (match meetings).</p>

			<p>F. Number of youth whose mentor/mentee match meetings met for the minimum number of hours during the reporting period.</p> <p>G. Number of youth whose mentor/mentee match meetings exceeded the minimum number of hours during the reporting period.</p> <p>H. Number of youth whose mentor/mentee match meetings did not meet the minimum number of hours during the reporting period.</p>
	Percent increase in number of program mentors recruited.	<p>Number of new mentors recruited during the reporting period. "Recruited" mentors are those who have completed requirements to be ready for training.</p> <p>Program records are the preferred data source.</p>	The increase in number of program mentors recruited (ready for training) during the reporting period.
	Percent of program mentors successfully completing training.	<p>Number and percent of program mentors successfully completing training during the reporting period.</p> <p>Program records are the preferred data source</p>	<p>A. Number of program mentors who successfully completed training during the reporting period.</p> <p>B. Total number of program mentors who began a training program during the reporting period.</p> <p>C. Percent (A/B).</p>
	Percent of trained program mentors with increased knowledge of the program area.	<p>Number of trained program mentors demonstrating increased knowledge of the program during the reporting period.</p> <p>Program records are the preferred data source.</p>	<p>A. Number of trained program mentors demonstrating increased knowledge of the program during the reporting period.</p> <p>B. Number of trained program mentors.</p> <p>C. Percent (A/B).</p>

	Percent of mentors retained.	Number of program mentors retained by the program during the reporting period. Program records are the preferred data source.	A. Number of mentors who have left the program during the reporting period. B. Total number of mentors in the program during the reporting period. C. $(B - A)/B$ = mentor retention rate.
	Percent of mentoring programs with active partners.	Percent of mentoring programs with active partners representing the following types of groups: nonprofit service organizations and/or faith-based organizations, private industry, secondary education provider, postsecondary education provider or vocational training provider, or other active partners.	A. Number of mentoring programs with active partners. B. Number of mentoring programs. C. Percent (A/B) .
	Percent of youth with whom an evidence-based program or practice was used.	Number and percent of youth with whom an evidence-based program or practice was used. Evidence-based practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	A. Number of youth served using an evidence-based model or program. B. Number of youth served during the reporting period. C. Percent (A/B) .
	Percent of program youth completing program requirements.	Number and percent of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or	A. Number of program youth who exited the program having completed program requirements. B. Total number of youth who exited the program during the reporting period (both successfully and unsuccessfully).

		<p>obligations that clients must meet before program completion. The total number of youth includes those youth who have exited successfully and unsuccessfully.</p> <p>Program records are the preferred data source.</p>	C. Percent (A/B).
	Percent of program youth who offend (short term).	<p>Number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period. A youth may be “committed” to a juvenile facility anytime that he or she is held overnight. Certain jurisdictions refer to adjudications as “sentences.”</p>	<p>A. Number of program youth tracked during the reporting period.</p> <p>B. Of A, the number of program youth who had an arrest or delinquent offense during the reporting period.</p> <p>C. Number of program youth who were committed to a juvenile facility during the reporting period.</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period.</p> <p>E. Percent offending (B/A).</p>
	Percent of program youth who offend (long term).	<p>Number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or</p>	<p>A. Total number of program youth who exited the program 6–12 months ago that you are tracking.</p> <p>B. Of A, the number of program youth who had an arrest or delinquent offense during the reporting period.</p> <p>C. Number of program youth who were committed to a juvenile facility during the reporting period.</p>

		<p>offenses 6–12 months after exiting the program. A youth may be “committed” to a juvenile facility anytime that he or she is held overnight. Certain jurisdictions refer to adjudications as “sentences.”</p>	<p>D. Number of program youth who were sentenced to adult prison during the reporting period.</p> <p>E. Percent offending (B/A).</p>
	<p>Percent of program youth exhibiting a desired change in the targeted behavior (short and long term).</p>	<p>Number and percent of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6–12 months after exiting the program.</p>	<p>A. Number of program youth served during the reporting period or who exited the program 6–12 months ago with the noted behavioral change (behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.).</p> <p>B. Total number of youth receiving services for the targeted behavior during the reporting period or who exited the program 6–12 months ago.</p> <p>C. Percent (A/B).</p>

Appendix B: Application Checklist

OJJDP FY 2018 Mentoring Opportunities for Youth Initiative

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 32)
- _____ Acquire or renew registration with SAM (see page 32)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 33)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 33)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 33)
- _____ Select the correct Competition ID (see page 33)
- _____ Access Funding Opportunity and Application Package (see page 34)
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 31)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 16)

After Application Submission, Receive Grants.gov Email Notifications That:

- _____ (1) Application has been received
- _____ (2) Application has either been successfully validated or rejected with errors (see page 34)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- _____ Contact Grants.gov and/or SAM regarding technical difficulties. Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 34)
- _____ Contact the Response Center at grants@ncjrs.gov to request to submit the application after the deadline because of unforeseen technical issues. Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 34)

Overview of Post-Award Legal Requirements:

- _____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Scope Requirement:

- _____ Category 2: The federal amount requested is within the allowable limit(s) of \$4 million.
- _____ Categories 3 and 4: The federal amount requested is within the allowable limit(s) of \$500,000.
- _____ Category 5: The federal amount requested is within the allowable limit(s) of \$1,250,000.

Eligibility Requirement:

_____ Category 1: National organization with active chapters or subawardees in 45 or more states.

_____ Category 2: Multistate organization with active chapters or subawardees in at least 5 states but fewer than 45 states.

_____ Category 3: Eligible applicants are limited to private organizations (nonprofit organizations and for-profit organizations, including tribal nonprofit and for-profit organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as coapplicants.

_____ Category 4: Eligible applicants are limited to private organizations (nonprofit organizations and for-profit organizations, including tribal nonprofit and for-profit organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as coapplicants.

_____ Category 5: Eligible applicants are limited to national organizations (as defined in Category 1), states (including territories), and federally recognized tribal governments as determined by the Secretary of the Interior.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424)	(see page 17)
_____ Intergovernmental Review	(see page 18)
_____ Project Abstract	(see page 18)
_____ Program Narrative	(see page 19)
___ Description of the Issue	
___ Goals, Objectives, and Performance Measures	
___ Project Design and Implementation	
___ Capabilities and Competencies	(see page 22)
_____ Budget Detail Worksheet	(see page 24)
_____ Budget Narrative	(see page 24)
_____ Indirect Cost Rate Agreement (if applicable)	(see page 27)
_____ Tribal Authorizing Resolution (if applicable)	(see page 27)
_____ Financial Management and System of Internal Controls Questionnaire	(see page 28)
_____ Disclosure of Lobbying Activities (SF-LLL)	(see page 28)
_____ Additional Attachments	(see page 29)
_____ Applicant Disclosure of Pending Applications	
_____ Executive Summary Chart	
_____ Logic model	
_____ Timeline or milestone chart	
_____ Résumés of all key personnel	
_____ Job descriptions outlining roles and responsibilities for all key positions	
_____ Letters of support/memoranda of understanding from partner organizations	
_____ Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 15)