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

OJJDP FY 2022 National Mentoring Programs

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Overview
The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) seeks applications for funding for the fiscal year (FY) 2022 National Mentoring Programs solicitation. This program furthers the DOJ's mission by supporting mentoring programs to reduce juvenile delinquency, truancy, drug abuse, victimization, and other problem and high-risk behaviors.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:
Other

Other
The following entities are eligible to apply:

- National organizations, defined as organizations that have active affiliates or subawardees in at least 45 states.

For the purposes of this solicitation, two 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 affiliates or subrecipients, located in at least 38 states, while at the same time allowing for effective subrecipient oversight. If the requested award amount is reduced upon award, OJJDP will work with the grantee to determine the appropriate number of states required to subaward funds that match the total award amount.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant

funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit https://cops.usdoj.gov/SafePolicingEO to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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.

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time (ET) Monday to Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10 a.m. to 6 p.m. ET Monday to Friday, and 10 a.m. to 8 p.m. on the solicitation closing date. General information on applying for OJJDP awards can be found at https://www.ojjdp.gov/funding/funding.html.

For information related to unforeseen technical issues beyond the control of the applicant impacting submission, see "**How to Apply**" section, **Experiencing Unforeseen Technical Issues**.

Submission Information
Applications will be submitted to DOJ in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at https://www.grants.gov/web/grants/register.html.

Beginning April 4, 2022, the Federal government will cease using the Data Universal Numbering System (DUNS) number to uniquely identify entities. At that point, entities doing business with the Federal government will use a Unique Entity Identifier (UEI) created in SAM.gov. If your entity is currently registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. If you are a new entity registering in SAM.gov, you will continue to register in SAM.gov using the DUNS number assigned by Dun and Bradstreet (D&B) until April 4, 2022. Upon completing your registration in SAM.gov, you will be assigned a UEI. For additional information, see the Unique Entity Identifier Update and the OJP Grant Application Resource Guide.

 IMPORTANT: Grants.gov will transition to UEI at 11:59 p.m. eastern time (ET) on March 31, 2022.

To support this transition, DOJ will update all posted Grants.gov funding opportunity packages to reflect the use of UEI.

All entities applying for DOJ funding opportunities that have a Grants.gov close date after March 31, 2022, must take one of the following actions:

1) Complete and submit the SF-424 and SF-LLL **no later than March 30, 2022, at 8:00 p.m. ET**.

• If the SF-424 is not completed and submitted by this time, any information contained in the SF-424 will be lost during the transition.

• If this occurs, applicants will need to re-enter their data in the new SF-424 form upon returning to Grants.gov on April 1, 2022.

2) Wait until April 1, 2022, to begin and submit the Grants.gov application.

Step 2: The applicant must then submit the **full application,** including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the OJP Grant Application Resource Guide and the JustGrants website for more information, resources, and training.

Contents

Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. This solicitation provides funding for applicant organizations to enhance and expand mentoring services for children and youth that are at risk or high risk for juvenile delinquency, victimization, and juvenile justice system involvement.

Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2022. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution"; no full-year appropriation for the Department has been enacted for FY 2022

Specific Information

This program supports the implementation and delivery of mentoring services to youth populations that are at risk or high risk for juvenile delinquency, victimization, and juvenile justice system involvement. Mentoring services can be one-on-one, group, peer, or a combination of these types. Applicants must initiate mentoring services to youth who are 17 years old or younger at the time of admission to the program. Mentors must be an adult (age 18 or older), or in cases where peer mentoring models are being implemented, an older peer and under adult supervision. Funding is encouraged to support new mentoring matches, but can also support existing mentoring matches through program completion. However, the applicant must specify the number of new and existing matches to be served during the project period in the required "Executive Summary Chart" (see Additional Application Components section).

For this solicitation, the target population should include youth who are at risk or high risk for delinquency or victimization and/or are involved in the juvenile justice system. For this solicitation, OJJDP defines at-risk and high-risk youth as youth who are most likely to become involved in the juvenile justice system because they: possess certain risk factors in key life domain areas (i.e., individual, family, school, community) ; 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.

OJJDP also highly encourages applicants to target mentoring services to underserved populations. For this solicitation, OJJDP defines underserved youth as those who demonstrate need but have not participated in mentoring services due to a; shortage of trained and screened mentors; special physical or mental challenges; having an incarcerated parent; having a parent in the military, including a deployed parent; residing in a detention or correctional facility; being a tribal member; being lesbian, gay, bisexual, transgender, or questioning; or other analogous barriers to accessing mentors.

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.

Refer to https://www.gpo.gov/fdsys/pkg/FR-2010-06-28/pdf/2010-15605.pdf. "Rural" encompasses all population, housing, and territory not included within an urban area.

Goals, Objectives, Deliverables, and Timeline

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.

Objectives

OJJDP has identified the following specific program objectives:

- Increase the number of at-risk or high-risk youth receiving mentoring services.
- Increase or maintain the number of screened and well-trained mentors, with an emphasis on ensuring the mentors selected reflect the youth they serve.
- Develop and implement program design enhancements that align with research and evidence on effective mentoring approaches.

Deliverables

Project sites must address the following deliverables in their application as part of their project design and implementation:

- Provide high-quality mentoring services that meet the needs associated with the target population(s) and that will reduce delinquency or other problem behaviors in at-risk or high-risk youth. Applicants should identify the proposed target population(s), the exact number of youth to be served, and the type of program model to be used (individual, group, or peer), and explain how the proposed mentoring approach will appropriately respond to their unique needs in a way that is likely to promote positive outcomes.

- Identify and implement program design **enhancements** in one or more of the six core practice areas listed in the *Elements of Effective Practice for Mentoring,* 4th edition (http://www.mentoring.org/images/uploads/Final_Elements_Publication_Fourth.pdf), as highlighted on OJJDP's National Mentoring Resource Center website.

- Implement and promote family engagement as part of the program design or approach.

- Enhance the mentoring model to specifically address the issue and impact of bullying (including cyberbullying) on the youth served in their programs.

- Track the program's target population, new and existing matches, and delivered services as specified in the project design and Appendix B: Mentoring Program Profile (see details below in the "Project Design and Implementation" section.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed under the Application and Submission Information section. Quantitative information provided under Objectives (such as number of youth served, etc.) must match numbers listed in Appendix B: Mentoring Program Profile.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the OJP Grant Application Resource Guide.

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the OJP Grant Application Resource Guide section entitled "Information Regarding Potential Evaluation of Programs and Activities."

OJP Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards
5

Anticipated Maximum Dollar Amount of Awards
$30,000,000.00

Period of Performance Start Date
10/1/22 12:00 AM

Period of Performance Duration (Months)
36

Anticipated Total Amount to be Awarded Under Solicitation
$45,000,000.00

Additional Information
Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget. If funding is reduced, OJJDP will work with a successful grantee to adjust the proposed number of states where funding will be used as well as the number of mentors to be recruited and mentees to be served.

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Types of Awards

OJJDP expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide 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 entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the OJP Grant Application Resource Guide for additional information.

Program Income

Program income means gross income earned by the nonfederal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance. See 2.C.F.R. § 200.80 (definition of "Program Income"). **Program Income is not allowable per this solicitation.**

Food and Entertainment Costs
Food and entertainment, including amusement, diversion, social activities, and any associated costs (i.e., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency; See Section 3.13 of the DOJ Financial Guide

Budget Information

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the OJP Grant Application Resource Guide information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the OJP Grant Application Resource Guide information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the OJP Grant Application Resource Guide for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the OJP Grant Application Resource Guide for information on Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the "Federal Award Information" section.

Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)
- Executive Summary Chart (see required format below in Additional Application Components section

See the "Application Elements and Formatting Instructions" section of the OJP Grant Application Resource Guide for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the OJP Grant Application Resource Guide for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information *(email address)* to assign the application to this user in JustGrants.

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/2020/01/spoc_1_16_2020.pdf. If the applicant's state appears on the SPOC list, the applicant must contact its 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."

Standard Applicant Information (JustGrants 424 and General Agency Information)

The "Standard Applicant Information" section of the JustGrants application is prepopulated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP Codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization's Unique Entity Identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded. Applicants must detail in their abstract how they will include AI/AN youth.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 30 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OJJDP may consider such noncompliance in peer review and in final award decision.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue

Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., juvenile crime, gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, 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. 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. Project Design and Implementation

Applicants should detail how the project will operate throughout the funding period and describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section of this solicitation. In this section, applicants should describe the proposed mentoring model to be implemented. Please note: all program numbers mentioned in this section should match those listed in Appendix B: Mentoring Program Profile.

In this section, applicants should include their detailed plan to serve AI/AN youth with the requested grant funds, both on and off reservations. Moreover, applicants are expected to include information in their application that highlights how their mentoring model will directly address the impact of bullying (including cyberbullying) on the youth served in their programs.

Mentoring programs targeting specific underserved populations should highlight how the anticipated services would best support the unique needs of these populations, such as key partnerships, cultural sensitivity, or specialized curricula. Applicants will also need to collect and track data on the specific populations they target, how many new and existing matches they make, and also provide other data as submitted in their Mentoring Program Profile document (see Appendix B).

OJJDP encourages applicants to select evidence-based practices for their programs. 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.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

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 Application Components. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

c. Capabilities and Competencies

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

Applicants should describe:

- How they meet each of the qualifications outlined under the Eligibility section.
- Their experience providing mentoring practices (informed by the research) of a similar scope and scale.
- Their capability and expertise with high-risk and underserved youth populations.
- A detailed description of their experience in serving AI/AN youth.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

d. Plan for Collecting the Data Required for This Solicitation's Performance Measures

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process that will be used to accurately report data.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at

https://ojjdp.ojp.gov/funding/grant-performance-measurement/fy-2022-performance-measures.

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

OJJDP will require award recipients to submit performance measure data and performance reports in JustGrants. OJJDP will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the OJP Grant Application Resource Guide.

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the program's goals, objectives, deliverables, and timeline in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. See the OJP Grant Application Resource Guide for additional information.

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 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 ($500) = $1,000, 2 people x 2 travel days x per diem (75% x $76/day) = $228, 2 people x lodging ($251) x 2 nights = $1,004). Use U.S. General Services Administration per diem rates found at www.gsa.gov.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30% of award funding.**

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the OJP Grant Application Resource Guide for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this solicitation are not required to provide this disclosure.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the OJP Grant Application Resource Guide for additional information.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the OJP Grant Application Resource Guide.

Executive Summary Chart

The following chart lists data that are deemed **critical application elements** and that are to be submitted with the application. Applicants are to provide this information in the form of a chart in a separate attachment labeled "Executive Summary Chart."

List of active chapters or subawardees that are a part of the organization at the time of application and the states where they are located.	List of active chapters or subawardees that will be funded through this grant application and the states where they are located.	Number of youth to be served with grant funds. Include number of new mentees and number of continued mentees.	Number of mentors to be recruited and maintained with grant funds.
		Example: 100/200	Example: 50/200

Timeline

Job descriptions outlining roles and responsibilities for all key positions.

Mentoring Program Profile (see Appendix B).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. See the OJP Grant Application Resource Guide for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the OJP Grant Application Resource Guide for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the OJP Grant Application Resource Guide for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See the OJP Grant Application Resource Guide for additional information.

Applicant Disclosure and Justification - DOJ High-Risk Grantees (if applicable)

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk grantee is an award recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the OJP Grant Application Resource Guide for additional information.

How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at https://www.grants.gov/web/grants/register.html.

Step 2: The applicant must then submit the **full application,** including attachments, in JustGrants in JustGrants.usdoj.gov.

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time May 9, 2022.

(**IMPORTANT:** Please <u>carefully</u> review UEI Transition details under Step 1. of the *Submission Information* section above).

The **full application** must be submitted in JustGrants by 08:59 p.m. eastern time May 23, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all of the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)

- SAM.gov - contact the [SAM Help Desk (Federal Service Desk)](#)

- JustGrants - contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit, and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's DUNS number (or Unique Entity Identifier if applying after April 4, 2022) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk ticket numbers, and JustGrants Support Desk ticket numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Description of the Issue (15%) – evaluate the applicant's understanding of the program/issue to be addressed.

2. Project Design and Implementation (35%) – evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

3. Capabilities and Competencies (35%) – evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.

4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (10%) – evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.

5. Budget (5%) – evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

b. Other Review Criteria/Factors

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- 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 necessary to meet the basic minimum requirements.

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 with 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 $250,000 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, FAPIIS).

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

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 consider not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the OJP Grant Application Resource Guide for information on award notifications and instructions.

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 and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the OJP Grant Application Resource Guide.

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the OJP Grant Application Resource Guide for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "Program Description" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance 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.)

See the OJP Grant Application Resource Guide for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

Other Information

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

See the OJP Grant Application Resource Guide for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the OJP Grant Application Resource Guide for information on how to provide feedback to OJP.

Performance Measures

A list of performance measure questions for this program can be found at
https://ojjdp.ojp.gov/funding/grant-performance-measurement/fy-2022-performance-measures.

Application Checklist

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

- Confirm your Entity's [System Award Management (SAM) Registration Information](#) (see [OJP Grant Application Resource Guide](#))
- Acquire a SAM Unique Entity Identifier (UEI):

  - If applying before April 4, 2022, obtain or confirm your Data Universal Numbering System (DUNS) number at [www.dnb.com.](#)
  - On April 4, 2022, the Federal Government will stop using DUNS and start using the [new SAM UEI](#).

To register in Grants.gov:

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- 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 [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested 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.

Review Eligibility Requirement:

- National organizations, defined as organizations that have active chapters or subawardees in at least 45 states.

Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

After the SF-424 and SF-LLL submission in Grants.gov, *receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see OJP Grant Application Resource Guide)

If no Grants.gov receipt validation, or if error notifications are received:

- Contact the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035, at Grants.gov customer support, or email at support@grants.gov regarding technical difficulties (see OJP Grant Application Resource Guide)

Receive email notification to complete application in JustGrants:

- Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- **Proposal Abstract**
- **Proposal Narrative**
  - Applicants should include in this section their detailed plan to serve AI/AN youth, both on and off reservations, with the grant funds.
- **Budget Worksheet and Budget Narrative (web-based form)**
- **Executive Summary Chart**

- Intergovernmental Review

- Standard Applicant Information (SF-424 information from Grants.gov)

Budget and Associated Information

- Indirect Cost Rate Agreement (if applicable) (see OJP Grant Application Resource Guide)
- Financial Management and System of Internal Controls Questionnaire(see OJP Grant Application Resource Guide)

Additional Application Components

- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity(see OJP Grant Application Resource Guide)
- Request and Justification for Employee Compensation; Waiver (if applicable)(see OJP Grant Application Resource Guide)

- Mentoring Program Profile

- Timeline
- Job descriptions outlining roles and responsibilities for all key positions.

Disclosures and Assurances:

- Disclosure of Lobbying Activities (SF-LLL) (see OJP Grant Application Resource Guide)
- Applicant Disclosure of Duplication in Cost Items (see OJP Grant Application Resource Guide)
- DOJ Certified Standard Assurances (see OJP Grant Application Resource Guide)
- DOJ Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (see OJP Grant Application Resource Guide)
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see OJP Grant Application Resource Guide)

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

If no JustGrants application submission or validation, or if error notifications are received:

Contact the JustGrants Service Desk at 833–872–5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.

Appendix B: Mentoring Program Profile

OJJDP FY 2022 National Mentoring Programs

Applicant Name:

Application Number:

Note that the Information provided should be specific to the proposed application and budget.

Operational Structure:

    1. **Applicant organization:**

    2. **Number of program locations:** _____

    3. **Number of subgrantees proposed** (if applicable): _____

Please provide a separate attachment with a list of subgrantees if identified.

    4. **Number of subrecipient services accessed** (contractors/consultants) (if applicable): _____

Please provide a separate attached listing of subrecipient service providers to be used that includes service, amount of contract, and location of the service provider.

    5. **Committed partners** (please select all that apply):

_____Substance abuse provider
_____Juvenile justice agency
_____Law enforcement agency
_____School
_____Corporate sector
_____Faith-based organization
_____Other (please specify): _____

Program Structure:

6. **Match structure:** How is the mentoring primarily delivered? (please select one):

_____One-on-one
_____Group
_____Combined (Mentee receives both group and 1:1 mentoring)
_____Hybrid (Mentee is matched 1:1 to a mentor and delivered only in a group setting)

Do you use peer mentors in your match structure? Y or N

7. **Program focus** (please check all that apply as the primary focus of program):

_____Sports; _____STEM; _____Arts; _____Community service; _____Academics; _____Gender-specific; _____Gang prevention (targeted);_____Youth with disabilities; _____College readiness; _____Substance misuse/impact; _____ Youth victims (child abuse or exploitation); _____ General; _____ Other (please specify): _____)

8. **Program location** (please select one):

_____Community-based *or* _____Site-based (e.g., club) *or* _____ School-based

9. Total number of **youth to be served** as mentees: _____

(Please ensure the numbers listed match the narrative portion of the solicitation.)

10.Total number of proposed **mentors to be recruited:** _____ and Total number of **mentors to be accepted:** _____

(Please ensure the numbers listed match the narrative portion of the solicitation.)

11. Total number of **proposed matches:** _____

12. What is **the primary target population** for mentee recruitment? (please check all that apply):

_____Single-parent household; _____Academically challenged; _____Gender; _____Race/ethnicity; _____Juvenile justice involvement; _____Victimization; _____Substance misuse/impact; _____Rural; _____Youth with disabilities; _____Other (please specify): _____

13. **Any additional program services** offered to mentees and their families?

_____ Case management; _____ Group activities (in addition to primary mentoring); _____ Referral to other services; _____ Counseling; _____ Academic support; _____ Leadership development; _____ Substance misuse intervention or treatment

14. **Mentor recruitment focus**, if specific:

_____ Peer (youth); _____ College student; _____ Adult volunteer; _____ Athletic coach; _____ Law enforcement officer; _____ Other (please specify): _____

15. **Number of training hours** required of recruited mentor before match: _____

16. **Duration of program service** for each youth: _____

17. **Length of match** expected: _____ (Note: May be the same length as program service in question 16)

18. **Frequency of match contact** expected: _____ (e.g., X per month; X per week)

19. **Intensity of match contact** expected: _____ (e.g., X hours)