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

Solicitation Title: OJJDP FY24 Multistate Mentoring Programs Initiative
Assistance Listing Number: 16.726
Grants.gov Opportunity Number: O-OJJDP-2024-172120
Solicitation Release Date: May 7, 2024
Step 1: Application Grants.gov Deadline: 11:59 p.m. eastern time on June 24, 2024
Step 2: Application JustGrants Deadline: 8:59 p.m. eastern time on July 8, 2024

Contents

Synopsis

Program Description Overview
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.

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

With this solicitation, OJJDP seeks to fund mentoring organizations to enhance and expand mentoring services for children and youth who are at risk or high risk for delinquency, victimization, and juvenile justice system involvement.

This program furthers DOJ's mission to uphold the rule of law, keep our country safe, and protect civil rights.

Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2024-00028-PROD	Category 1: Mentoring Organizations (1 state)	5	$1,000,000	10/1/24	36
C-OJJDP-2024-00029-PROD	Category 2: Mentoring Organizations (2 to 10 states)	5	$1,000,000 to $4,000,000	10/1/24	36
C-OJJDP-2024-00030-PROD	Category 3: Mentoring Organizations (11 to 44 states)	5	$2,000,000 to $4,000,000	10/1/24	36

Eligibility

Category 1: Mentoring Organizations (1 state)
Eligible entities are those mentoring organizations that have been in existence for at least 3 years and are currently delivering a structured, standalone mentoring program (i.e., "program x") in one state. Applicants must submit a separate attachment labeled Program Model Overview to demonstrate the existence of this standalone mentoring program (see Appendix C).

Category 2: Mentoring Organizations (2 to 10 states)
Eligible entities are those mentoring organizations that have been in existence for at least 3 years and are currently delivering a structured, standalone mentoring program (i.e., "program x") in 2 to 10 states. Applicants must submit a separate attachment labeled Program Model Overview to demonstrate the existence of this standalone mentoring program (see Appendix C).

Category 3: Mentoring Organizations (11 to 44 states)
Eligible entities are those mentoring organizations that have been in existence for at least 3 years and are currently delivering a structured, standalone mentoring program (i.e., "program x") in 11 to 44 states. Applicants must submit a separate attachment labeled Program Model Overview to demonstrate the existence of this standalone mentoring program (see Appendix C).

All eligible applicants must provide mentoring services to youth who are 17 years old or younger at the time of admission to the program. Applicants can only apply for one category. If an applicant applies for multiple categories, all applications will be denied.

See Eligibility Information section for additional criteria.

Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800–851–3420 or 301–240–6310 (TTY for hearing-impaired callers only) or email at grants@ncjrs.gov. The OJP Response Center operates from 10 a.m. to 6 p.m. eastern time (ET) Monday–Friday and from 10 a.m. to 8 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the "How To Apply" section, Experiencing Unforeseen Technical Issues.

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

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833–872–5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7 a.m. to 9 p.m. ET Monday–Friday and from 9 a.m. to 5 p.m. ET on Saturday, Sunday, and federal holidays.

Pre-Application Information Session

OJJDP will hold a webinar on this solicitation on June 14, 2024, at 2:00pm – 3:30pm ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link and following the instructions. To use the time most efficiently, OJJDP encourages participants to review this solicitation and submit any questions in advance and no later than June 4, 2024. Submit questions to grants@ncjrs.gov with the subject "Questions for OJJDP FY 2024 Multistate Mentoring Programs Initiative Webinar." The session will be recorded and available at https://ojjdp.ojp.gov/events/fy24-ment-state.

Application Submission Information

Registration
Before submitting an application, an applicant must have a registration in the System for Award Management (SAM.gov).

Submission
Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the Submission Dates and Time section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at https://grants.gov/register and submit by the Grants.gov deadline the required Application for

Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL). See the Submission Dates and Time section for application deadlines.

Step 2: The applicant must submit the **full application,** including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See the Submission Dates and Time section for application deadlines.

Program Description

Program Description Overview
With this solicitation, OJJDP seeks to fund mentoring organizations to enhance and expand mentoring services for children and youth who are at risk or high risk for delinquency, victimization, and juvenile justice system involvement.

[OJJDP's](#) guiding philosophy is to enhance the welfare of America's youth and broaden their opportunities for a better future. To bring these goals to fruition, OJJDP is leading efforts to transform the juvenile justice system into one that will [Treat Children as Children](#); [Serve Children at Home, With Their Families, in Their Communities](#); and [Open Up Opportunities for System-Involved Youth](#). OJJDP encourages all proposed applications that work with youth to highlight how the proposed program aligns with these priorities.

OJJDP envisions a juvenile justice system centered on the strengths, needs, and voices of youth and families. Young people and family members with lived experience are vital resources for understanding and reaching persons involved or at risk of involvement with youth-serving systems. OJJDP asks stakeholders to join us in sustainably integrating bold, transformative youth and family partnership strategies into our daily work. OJJDP believes in achieving positive outcomes for youth, families, and communities through meaningful engagement and active partnerships, ensuring they play a central role in collaboratively developing solutions.

Applicants must describe how their proposed project/program will integrate and sustain meaningful youth and family partnerships into all sections of the proposal narrative – including the description of the issue, project design and implementation, capabilities and competencies, plan for collecting data — and the budget. Depending on the nature of an applicant's proposed project, youth and family partnership could consist of one or more of the following:

- Individual-level partnership in case planning and direct service delivery (before, during, and after contact with youth-serving systems).
- Agency-level partnership (e.g., in policy, practice, and program development, implementation, and evaluation; staffing; advisory bodies; budget development).
- System-level partnership (e.g., in strategic planning activities, system improvement initiatives, advocacy strategies, reform efforts).

Statutory Authority
Department of Justice Appropriations Act, 2024, Pub. L. No. 118-42, 138 Stat., 25, 150

Specific Information
This program supports the implementation and delivery of mentoring services to youth populations that are at risk or high risk for 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). OJJDP expects applicants to track numbers of youth served for each target population it will serve.

The target population should include those 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 historically marginalized and underserved populations. OJJDP defines these youth as those who demonstrate need but have not participated in mentoring services due to a variety of factors, including but not limited to a shortage of trained and screened mentors, youth from communities that have been historically underserved (see "Priority Areas" section), and youth involved in the juvenile justice system. Applicants should specifically identify the underserved populations they will serve and how they will increase mentoring services for these youth. OJJDP also encourages applicants to target youth having a parent in the military, including a deployed parent, and youth who have lost a parent or caregiver serving in the military.

Funds may not be used to deliver training and technical assistance (TTA) as part of the proposed project. OJJDP supports the National Mentoring Resource Center (NMRC) to provide TTA to all OJJDP-funded grantees, including implementation of the National Quality Mentoring System. OJJDP expects funded mentoring organizations to work with NMRC in identifying and receiving TTA. Lead grantee organizations are expected to monitor subgrantee implementation of the specific mentoring program model funded in the application to ensure subgrantee adherence to the model/curriculum and specifications. Lead grantee organizations may use a limited amount of funds to train subgrantee staff on administering the specific mentoring program model.

This solicitation has three separate categories of funding that organizations can apply for based on their eligibility (see "Eligibility Information" section for more information). The following provides additional guidance for each of the funding categories:

Category 1: Mentoring Organizations (1 state)
For Category 1, the maximum amount of funding applicants can apply for is $1,000,000. The expectation is that applicants will use the funding to expand their existing mentoring services to an additional state or an additional jurisdiction within the state where they are already providing mentoring services. The new mentoring site must implement the same mentoring program (i.e., "program x") or established curriculum as the primary applicant.

Category 2: Mentoring Organizations (2 to 10 states)
For Category 2, the minimum amount of funding applicants can apply for is $1,000,000. However, OJJDP is interested in providing more robust support (up to $4,000,000) for those applicants who can demonstrate their program has the "broadest reach" across their affiliates. The following provides details on what applicants should include in their application to demonstrate the "broadest reach":

Broadest Reach: Address how the proposed existing mentoring approach will reach a diverse and broad population of youth. The factors OJJDP will consider in making this determination include:

- Number of states where the applicant organization can show a history of providing mentoring services through subawards and the number of states where the applicant organization proposes to provide mentoring services through subawards with awarded grant funds.
- Number of program sites where the applicant organization can demonstrate a history of providing mentoring services through subawards and the number of program sites where the applicant organization proposes to provide mentoring services through subawards with awarded grant funds.
- If applicable, a description of how the applicant organization intends to expand existing mentoring services to an additional state or jurisdiction within the state where they are already providing mentoring services. The new mentoring site must implement the same mentoring program (i.e., "program x") or established curriculum as the primary applicant.
- Number of youth served.
- Number of mentors recruited.
- Diversity (including racial and ethnic diversity) in the youth being served and the mentors from an applicant organization or affiliate providing services to youth.
- Applicant efforts to ensure mentors have life experiences that are aligned in one or more significant areas with those youth being served (i.e., credible messengers).

Category 3: Mentoring Organizations (11 to 44 states)
For Category 3, the minimum amount of funding applicants can apply for is $2,000,000. However, OJJDP is interested in providing more robust support (up to $4,000,000) for those applicants who can demonstrate their program has the "broadest reach" across their affiliates. See the description above for guidance on how to demonstrate "broadest reach."

Additional Guidance for the Funding Categories
For the purposes of this solicitation, additional jurisdiction refers to a new municipal area such as an additional city, additional county or region of the state, or another state.

For all three categories, applicants are expected to submit the following items as separate attachments in JustGrants as part of their application (see also Additional Application Components section):

- A fully executed Executive Summary Chart that indicates the number of states and sites where the program currently exists and the number of states and sites where program services will be implemented with federal funds as a part of this application.
- A fully executed Mentoring Program Profile document (see Appendix A).
- A Mentoring Organizational History that demonstrates the timeframe that the organization has been in operation and providing mentoring services (see Appendix B).
- A Program Model Overview that describes the program and documents the name and key components of the mentoring program model (i.e., principles/tenets of the program model; evidence-based program(s), practice(s), and curriculum used; mentoring type; expected location, etc.) (see Appendix C).

Solicitation Goals and Objectives

Goals

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 delinquency, substance misuse, and gang participation) through youth mentoring.

Objectives

An applicant should address each objective listed below in the Goals, Objectives, Deliverables, and Timeline web-based form.

OJJDP has identified the following specific program objectives:

- Increase or expand reach to 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.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.

Priority Areas

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

1A. Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include, but are not limited to, the following: improving victim services, justice responses, prevention initiatives, reentry services, and other parts of an organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

1B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population-specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population-specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

To receive this additional priority consideration, applicants must describe how being a population-specific organization (or funding the population-specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which historically underserved populations are intended or expected to be served or have their needs addressed under the proposed project(s).

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 does not guarantee an award.

Federal Award Information

Awards, Amounts, and Durations
Anticipated number of awards: 15
- Category 1: 5
- Category 2: 5
- Category 3: 5

Anticipated maximum dollar amount per award:
- Category 1: $1,000,000
- Category 2: $1,000,000 to $4,000,000
- Category 3: $2,000,000 to $4,000,000

Period of performance start date: 10/1/2024
Period of performance duration (months): 36 months
Anticipated total amount to be awarded under this solicitation: $24,000,000.

Additional Information: While the maximum allowable funding amount is $1,000,000 (Category 1), $4,000,000 (Category 2), $4,000,000 (Category 3), OJP encourages applicants, including those that are new or that have never before received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the proposed budget is at a lower amount than the maximum allowable funding level.

Continuation Funding Intent
OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

Availability of Funds
This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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.

Type of Award

OJJDP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [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.

Cost Sharing or Match Requirement

This funding opportunity does not require a match.

Eligibility Information

In addition to eligibility type, applicants must at the time of application:

Category 1: Mentoring Organizations (1 state)

As part of the funded program, the primary applicant must either propose to expand the existing mentoring program to one additional state OR one additional jurisdiction within the state where they are already providing mentoring services.

The primary applicant must be the headquarters office **of** the mentoring organization or the headquarters office **for** the proposed mentoring curriculum to be implemented. The primary applicant may deliver services through affiliate or partner subawards; however, the proposed subawards must implement the same mentoring program (i.e., "program x") or established curriculum as the primary applicant.

Applicants that are members/affiliates/subgrantees of larger mentoring organizations will be considered ineligible if the standalone mentoring model/programming proposed is being implemented through the headquarters of the larger mentoring organization. Applicants are expected to include information that delineates ownership/proprietorship of such program/curriculum that has been implemented for at least 3 years as well as provide a statement indicating that the headquarters office of the larger mentoring membership organization is not implementing such model/program/curriculum.

Category 2: Mentoring Organizations (2 to 10 states)

The primary applicant must be the headquarters office **of** the mentoring organization or the headquarters office **for** the proposed mentoring curriculum to be implemented. The primary applicant may deliver services through affiliate or partner subawards; however, the proposed subawards must implement the same mentoring program (i.e., "program x") or established curriculum as the primary applicant.

Applicants that are members/affiliates/subgrantees of larger mentoring organizations will be considered ineligible if the standalone mentoring model/curriculum proposed is being implemented through the headquarters of the larger mentoring organization. Applicants are expected to include information that delineates ownership/proprietorship of such program/curriculum that has been implemented for at least 3 years as well as provide a statement indicating that the headquarters office of the larger mentoring membership organization is not implementing such model/program/curriculum.

For the purposes of this category, a primary applicant that forms a partnership with one or more organizations that are delivering different mentoring program models for the purposes of meeting the multistate requirement is not eligible to apply.

Category 3: Mentoring Organizations (11 to 44 states)

The primary applicant must be the headquarters office **of** the mentoring organization or the headquarters office **for** the proposed mentoring curriculum to be implemented. The primary applicant may deliver services through affiliate or partner subawards; however, the proposed subawards must implement the same mentoring program (i.e., "program x") or established curriculum as the primary applicant.

Applicants that are members/affiliates/subgrantees of larger mentoring organizations will be considered ineligible if the standalone mentoring model/programming proposed is being implemented through the headquarters of the larger mentoring membership organization. Applicants are expected to include information that delineates ownership/proprietorship of such program/curriculum that has been implemented for at least 3 years as well as provide a statement indicating that the headquarters office of the larger mentoring membership organization is not implementing such model/program/curriculum.

For the purposes of this category, a primary applicant that forms a partnership with one or more organizations that are delivering different mentoring program models for the purposes of meeting the multistate requirement is not eligible to apply.

How To Apply

Application Resources
When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov "How to Apply for Grants"
2. OJP "How To Apply" section in the Application Resource Guide
3. JustGrants Application Submission Training

This solicitation (notice of funding opportunity) incorporates guidance provided in the OJP Grant Application Resource Guide (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the Application Resource Guide, the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the Application Resource Guide that is in conflict.**

How To Apply

Registration
Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for late submission.

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at https://grants.gov/register by the Grants.gov deadline. **To allow time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and no later than 48 hours before the Grants.gov deadline (recommended).** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as "submitted" or "agency tracking number assigned."

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the "Submit" button at the end of the application in JustGrants.

An applicant will receive email notifications when successfully submitting in Grants.gov and JustGrants, and should maintain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the "How To Apply" section in the Application Resource Guide and the DOJ Application Submission Checklist.

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 pm eastern time on June 24, 2024.
The **full application** must be submitted in JustGrants by 8:59 pm eastern time on July 8, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)
OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline.

However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; for this reason, experiencing long wait times for phone support does not relieve the applicant of the responsibility for getting a tracking number.

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

- SAM.gov: contact the [SAM.gov Help Desk (Federal Service Desk)](#) Monday–Friday from 8 a.m. to 8 p.m. ET at 866–606–8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#) 24 hours a day, 7 days a week, except on federal holidays, at 800–518–4726, 606–545–5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833–872–5175, Monday–Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must:

- Describe the technical difficulties experienced (provide screenshots if applicable).
- Include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit, and date and time support representatives responded).
- Include an attachment of the complete grant application and all the required documentation and materials.
- Include the applicant's Unique Entity Identifier (UEI).
- Include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys
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:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Executive Summary Chart (see required format below in Additional Application Components section)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the SF-424 in Grants.gov
The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the 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 funding opportunity **is** subject to Executive Order (E.O.) 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/2023/06/SPOC-list-as-of-2023.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. On 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 "Program is subject to E.O. 12372 but has not been selected by the state for review."

Content of the JustGrants Application Submission

Entity and User Verification (First-Time Applicant)
For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. The email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages and who can access JustGrants on behalf of the applicant), Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48–72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the Application Resource Guide.

Standard Applicant 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 their 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 its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the Application Resource Guide for an example of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the Application Resource Guide: Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High Risk Status) for additional guidance on how to complete the questionnaire.

Brief Applicant Entity Questionnaire

OJP is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the Standard Forms & Instructions: Brief Applicant Entity Questionnaire.

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 size font; have no less than 1-inch margins; and should not exceed 30 numbered pages. If the proposal narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions. Please note: Tables, charts, and graphs included in the proposal narrative can be created in a legible font smaller than 12 point and will count toward the page limit.

The proposal narrative must include the following sections:

a. Description of the Issue

Describe the nature and scope of the problem that the program will address (e.g., delinquency, drug misuse, truancy, poor school performance, etc.). Include supporting information, such as 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 as well as how youth and family partnerships will help to address the need. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Describe the target population and any previous or current attempts to address the problem. Describe any research or evaluation studies that relate to the problem and contribute to understanding its causes and potential solutions.

b. Project Design and Implementation

Detail how the project will operate throughout the funding period and describe the strategy proposed to address the problem or needs identified in the Description of the Issue. Describe how project activities relate to the goals, objectives, deliverables, and timeline outlined in the web-based form (completed separately from the proposal narrative attachment). Include a detailed description of the method(s) to be used to carry out each objective (e.g., community events, direct services to target population, etc.). Describe the proposed mentoring model to be implemented and include documentation substantiating the specific model as an attachment in JustGrants. Detail how the proposed mentoring model will directly address the impact of bullying (including cyberbullying) on the youth served in their programs. Please note: All program numbers mentioned in this section should match those listed in the Mentoring Program Profile.

Mentoring programs targeting specific underserved populations should detail how they will expand service provision to these youth as well as highlight how 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 each of 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 A).

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. *See also* the Deliverables Expected by Successful Applicants section.

As indicated in the **Program Description Overview** section, applicants should describe how their proposed project/program will integrate and sustain meaningful youth and family partnership into their proposed project. Applicants should address any corresponding budget implications in their application's budget detail and budget narrative, such as how youth and families who serve as experts on the project are compensated. For resources/guidance on effective youth and family partnership strategies and practices, click here.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have

been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

   c. Capabilities and Competencies

Describe the capabilities (what the applicant brings to the project *such as **resources, experience, expertise***) and competencies *(**the unique skills and abilities of the applicant**)* required to accomplish the goals and objectives of the project. This section should also include applicant history, capabilities, and competencies of supporting youth and family partnerships. Describe the roles and responsibilities of project staff, *as well as* contractors or subgrantees (if applicable), and explain the program's organizational structure and operations.

Highlight experience/capability/capacity to manage subawards (if applicable to the project), 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. 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 for the category under which they are applying.
- Their experience providing mentoring practices (informed by the research) of a similar scope and scale.
- The existing methods and processes that they will use to monitor subgrantee implementation of the specific mentoring model in accordance with model specifications.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population-specific organization (or funding a population-specific subrecipient organization at a minimum of 40 percent of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population-specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population-specific organization).

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

Describe the process for measuring project performance. Identify how you will utilize youth and family voices in deciding which data will be collected, who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "Goals and Objectives" section. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found at https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-juvenile-mentoring.pdf. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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 the applicant is 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 Application Resource Guide.

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project's goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the Application Submission Job Aid for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Deliverables Expected by Successful Applicants

- 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 youth. Applicants under all categories should identify the proposed target population(s) and explain how the proposed mentoring approach will appropriately respond to their unique needs in a way that is likely to promote positive outcomes.

- Implement program enhancements for the existing mentoring program in one or more of the six core practice areas listed in the *Elements of Effective Practice for Mentoring,* 4th edition (https://www.mentoring.org/resource/elements-of-effective-practice-for-mentoring/).

Program objectives and deliverables should be included in one timeline.

Budget and Associated Documentation

Funding Restrictions

Program Income
Program income is not an allowable cost per this solicitation.

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).

Food and Entertainment Costs
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.

Incentives
Incentives are not allowable per this solicitation.

Incentive means a monetary payment or any other form of compensation given to the youth to complete the mentoring program.

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

Budget Detail and Narrative Web-Based Form
The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the "Application Resource Guide" section on Budget Preparation and Submission Information and the technical steps to complete the budget form in JustGrants in the Complete the Application in JustGrants: Budget training.

Applicants should budget funds to support as many as two staff members of the project to participate in a two-day training in Washington, DC. This will be 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.

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1B based on the identification of a proposed subrecipient as a population-specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

The budget narrative **must clearly describe how the project is fiscally supporting youth and family partnerships**. This could include compensating them for their expertise, providing transportation, etc.

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 Application Resource Guide for information on prior approval, planning, and reporting of conference/meeting/training costs.

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. See the Application Resource Guide for information on costs associated with language assistance.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the federal award but before the start date of the period of performance, incurs costs that are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the "Costs Requiring Prior Approval" section in the DOJ Grants Financial Guide Post-Award Requirements for more information.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A nonfederal applicant should follow the guidelines applicable to its

type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the DOJ Financial Guide for additional information on Indirect Cost Rate Agreement.

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the DOJ Grants Financial Guide for information on the consultant rates, which require prior approval from OJP.

Limitation on Use of Award Funds for Employee Compensation for Awards Over $250,000; Waiver (if applicable)

If an applicant proposes to hire employees with federal award funds, for any award of more than $250,000 made under a funding opportunity, an award 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. See the Application Resource Guide for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over $250,000; Waiver."

Disclosure of Process Related to Executive Compensation (if applicable)

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

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel who will work on the proposed project.

Position descriptions

Provide job descriptions outlining roles and responsibilities for all key positions.

Executive Summary Chart

The following chart lists data for each category that are deemed critical application elements and that are to be submitted with the application, in this exact format, as a separate attachment labeled Executive Summary Chart.

List of active chapters or sub-awardees that are a part of the organization at the time of application and the states where they are located.	List of active chapters or sub-awardees that will be funded through the 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

Mentoring Program Profile
See Appendix A.

Mentoring Organizational History
This separate attachment includes information that demonstrates the timeframe that the organization has been in operation and providing mentoring services. See Appendix B.

Program Model Overview
This separate attachment describes the program and documents the name and key components of the mentoring program model (i.e., principles/tenets of the program model; evidence-based program(s), practice(s), or curriculum used; mentoring type; expected location, etc.). See Appendix C.

Logic Model
If applicable, applicants should include as a separate attachment a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design.

Tribal Authorizing Resolution (if applicable)
An application in response to this solicitation may require inclusion of Tribal authorizing documentation as an attachment. If applicable, the applicant will upload the Tribal authorizing documentation as an attachment in JustGrants. See the Application Resource Guide for information on Tribal authorizing resolutions.

Research and Evaluation Independence and Integrity Statement (if applicable)
Research and/or evaluation activities are not supported under this program. Any costs associated with such activities will be disallowed. 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."

Please see link for further information about what constitutes research and evaluation.

Disclosures and Assurances
The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities
The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items
To ensure funding coordination across grant-making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the Application Resource Guide for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

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

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

Applicant Disclosure and Justification – DOJ High-Risk Grantees

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, noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Criteria

Basic Minimum Review Criteria

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 requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Merit 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:

- Description of the Issue (15%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (35%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (30%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- 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.

- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, broadest reach, and the extent to which the budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the Uniform Requirements 2 C.F.R. Part 200, Subpart E.

Risk Criteria/Factors

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 of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov 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 non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS)**:** An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

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. 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

Generally, award notifications are made by the end of the current federal fiscal year, September 30. See the Application Resource Guide for information on award notifications and instructions.

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 (programs or practices that have been evaluated as effective), see the Application Resource Guide.

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

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 [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the "Civil Rights Requirements" section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient's program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at https://www.lep.gov/language-access-planning. Additional resources are available at https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard-of-hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see https://www.ada.gov or contact OJP.

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 [Application Resource Guide](#) for additional information.

Information Technology Security Clauses
An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

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 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 [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), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)
See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Provide Feedback to OJP
See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures
https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-juvenile-mentoring.pdf.

Progress Reporting Questions
https://ojjdp.ojp.gov/funding/grant-performance-measurement/performance-measures#progress-reporting-questions

Application Checklist

OJJDP FY24 Multistate Mentoring Programs Initiative

This application checklist has been created as an aid in developing an application. For more information, refer to the OJP Application Submission Steps in the OJP Grant Application Resource Guide and the DOJ Application Submission Checklist.

Pre-Application

Before Registering in Grants.gov
- Confirm your entity's registration in the System Award Management (SAM.gov) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see Application Resource Guide).

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

Find the Funding Opportunity
- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID.
- Access the funding opportunity and application package (see Step 7 in the Application Resource Guide).
- Sign up for Grants.gov email notifications (optional) (see Application Resource Guide)
- Read Important Notice: Applying for Grants in Grants.gov (about browser compatibility and special characters in file names).
- Read OJP policy and guidance on conference approval, planning, and reporting available at https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8 (see Application Resource Guide).

Review the Overview of Post-Award Legal Requirements
- Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards" in the OJP Funding Resource Center.

Review the Scope Requirement
- The federal amount requested is within the allowable limit(s) of;
  - Category 1: $1,000,000
  - Category 2: $1,000,000 to $4,000,000
  - Category 3: $2,000,000 to $4,000,000

Review Eligibility Requirement
- Review the "Eligibility" section on the in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov.**
- Submit Intergovernmental Review.

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four Grants.gov email notifications:

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

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

- Contact Grants.gov Customer Support Hotline at 800–518–4726, 606–545–5035, Grants.gov customer support, or support@grants.gov regarding technical difficulties (see "Application Resource Guide" section on Experiencing Unforeseen Technical Issues).

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components
- Entity and User Verification (First-Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation
- Budget Detail Narrative and Web-Based Form*
- Financial Management and System of Internal Controls Questionnaire (see Application Resource Guide)
- Indirect Cost Rate Agreement (if applicable) (see Application Resource Guide)

Additional Application Components
- Tribal Authorizing Resolution (if applicable) (see Application Resource Guide)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see Application Resource Guide)
- Resumes of key personnel
- Organizational chart
- Mentoring Organizational History

- Executive Summary Chart*
- Position Descriptions
- Mentoring Program Profile
- Program Model Overview
- Logic Model

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

**Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review nor receive further consideration.*

Review, Certify, and Submit Application in JustGrants
- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the "Certify and Submit" screen to submit the application. Access the Application Submission Validation Errors Quick Reference Guide for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the "bell" alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received —
- Contact the JustGrants Service Desk at 833–872–5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the Application Resource Guide for additional information.

Standard Solicitation Resources

Application Resource Guide provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

DOJ Grants Financial Guide serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules, and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

JustGrants Resources Website is an entryway into information about JustGrants and the grants management system itself. Through this portal, both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the JustGrants Update e-newsletter.

JustGrants Application Submission Training page offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

Weekly Training Webinars are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.

Appendix A: Mentoring Program Profile

OJJDP FY24 Multistate Mentoring Programs Initiative

Applicant Name:

JustGrants Application Number:

Multistate Category:

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

<u>**Operational Structure:**</u>

1. **Number of program locations:** __

2. **Number of subgrantees proposed (if applicable):** __
   Please provide a separate attachment with a list of subgrantees if identified.

3. **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.

4. **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):____

<u>**Program Structure:**</u>

5. **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

6. **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):

7. **Program location** *(please select one)*:
☐Community-based
☐Site-based (e.g., club)
☐School-based

8. Total number of **youth to be served** as mentees: _____
Please ensure the numbers listed match the narrative portion of the solicitation.

9. Total number of proposed **mentors to be recruited:** _____
Total number of **mentors to be accepted:** _____
Please ensure the numbers listed match the narrative portion of the solicitation.

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

11. What is the **primary target population** for mentee recruitment? *(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): _____

12. **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

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

14. **Number of training hours** required of recruited mentor before match: __.

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

16. Length of match expected: _____
 (Note: May be the same length as program service in question 15)

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

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

Appendix B: Mentoring Organizational History

OJJDP FY24 Multistate Mentoring Programs Initiative

Applicant Name:

JustGrants Application Number:

Multistate Category:

Date the organization was established: _____

Date the organization began delivering standalone mentoring services: _____

Applicant website:

Other evidence supporting organizational history:

For applicants eligible as headquarters office for mentoring curriculum proposed:

- Date curriculum was developed by applicant: _____
- Date organization began implementing the curriculum proposed: _____
- Other evidence supporting ownership/proprietorship of mentoring curriculum:

Appendix C: Program Model Overview

OJJDP FY24 Multistate Mentoring Programs Initiative

Applicant Name:

JustGrants Application Number:

Multistate Category:

Describe the key components of the mentoring program model or mentoring curriculum

- Principles/tenets of the program model
- Evidence based program(s), practice(s), or curriculum used
- Mentoring type
- Expected location(s)

Note: Applicants may include additional information as applicable to describe their mentoring program model.