

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2010 Group Mentoring Research and Evaluation Program. This program furthers DOJ's mission by increasing our understanding of the effectiveness of nontraditional mentoring programs as a prevention and intervention strategy for juvenile delinquency.

OJJDP FY 2010 Group Mentoring Research and Evaluation Program

Eligibility

Eligible applicants are public agencies, including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private organizations (including faith-based, community, and tribal organizations) whose primary function is research and evaluation.

(See "Eligibility," page 3.)

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application.
(See "How To Apply," page 8.)

All applications are due by **5:00 p.m., Eastern Time, on June 28, 2010.**
(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours, seven days a week, except Federal holidays.

For assistance with the requirements of this solicitation, call Dennis Mondoro, Strategic Community Development Officer, at 202-514-3913 or e-mail him at dennis.mondoro@usdoj.gov.

Grants.Gov number assigned to announcement: **OJJDP-2010-2760**

Release Date: April 14, 2010

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OJJDP FY 2010 Group Mentoring Research and Evaluation Program (CFDA Number # 16.726)

Overview

OJJDP seeks to expand what is known about nontraditional mentoring programs as a prevention and intervention strategy for juvenile delinquency. While mentoring appears to be a promising intervention for disadvantaged youth, more evaluation work is required to identify the programs and program elements that best bring about desired changes in participating youth.

OJJDP seeks to evaluate the effectiveness of select group mentoring programs supported by local Boys and Girls Clubs. The evaluator will work with the Boys and Girls Clubs of America (BGCA) to identify the project's scope and will monitor the implementation of mentoring programs at several sites across the country. The evaluator will conduct process and outcome evaluations to measure the success of the implementation of these programs and their impact on intervention in and reduction of juvenile delinquency. This initiative is authorized by the "Department of Justice Appropriations Act, 2010" (Pub. L. 111-117).

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 5:00 p.m. eastern time on June 28, 2010. Please see the "How to Apply" section, page 8, for more details.

Eligibility

OJJDP invites applications from public agencies, including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private organizations (including faith-based, community, and tribal organizations) whose primary function is research and evaluation.

Due to the complex nature of this project and the necessity for the evaluator to work efficiently with BGCA throughout the duration of the project, OJJDP may conduct site visits/interviews with the applicants prior to making an award.

OJJDP welcomes joint applications from two or more eligible applicants; however one applicant must be designated as the primary applicant for correspondence, award, and management purposes and the others as co-applicants.

Program-Specific Information

Purpose

OJJDP is committed to the development of intervention efforts to prevent and reduce delinquency and problem behaviors among at-risk youth in disadvantaged neighborhoods. The commitment extends to the development of new and innovative programs and the evaluation of promising practices.

Mentoring is a process designed to achieve specific goals, such as improved academic performance, social relationships, or job skills, and to support personal development. Mentoring uses relationships to impart changes in attitudes and behaviors. Effective mentoring programs include programs that match a mentor with one or more youth and can take place in multiple and informal settings, as well as in a school or program context.

Research supported by OJJDP and others indicates that mentoring matches should be structured to support a relationship that lasts at least 12 months or through an entire school year. Research further finds that mentoring relationships that last 2 or more years increase positive outcomes for youth. Research also indicates that significant training for the mentor, oversight of the relationship, and data collection to track the relationship and its outcomes contribute to the structured support that is crucial to the mentoring relationship. While some studies have shown mentoring to be a promising intervention for disadvantaged youth, further evaluation is needed to determine the type of programs and the components of those mentoring programs that are necessary for bringing about desired changes in participating youth.

As mentoring has grown in popularity, there has been an expansion from the traditional one-on-one mentoring relationship to other types of mentoring, such as site-based, group mentoring models in after-school programs. Research indicates characteristics of mentoring programs that increase the likelihood for positive outcomes, including the length, frequency, and quality of the mentoring relationship. But rigorous research and evaluation on nontraditional group mentoring programs has been more limited. OJJDP is committed to making promising intervention strategies more effective and making these strategies available to a larger population of at-risk juveniles.

This solicitation will support evaluation of the effectiveness, implementation, and impact of the following nontraditional mentoring programs implemented by local Boys and Clubs across the country: *Project Learn*, *Gang Prevention Through Targeted Outreach*, and *SMART Leaders*.

Project Learn. This project reinforces and enhances the skills and knowledge that young people develop at school through productive learning activities at the Club and in the home. Project Learn emphasizes collaborations among Club staff, parents, and school personnel.

Gang Prevention Through Targeted Outreach. Responding to the growth of youth gangs growing in cities and their expansion into suburban and rural communities, **Gang Prevention Through Targeted Outreach** is a gang prevention and intervention initiative targeting youth ages 6 to 18. Through referrals from schools, courts, law enforcement, and community youth service agencies, the program identifies at-risk and delinquent youth and recruits them into ongoing BGCA Club programs and activities.

SMART Leaders. This curriculum-based program uses group activities, role-playing, and discussion to promote social and decision-making skills in racially diverse 14- to 17-year-old youth. Participants take part in educational discussions on alcohol, tobacco, and other drugs and are provided the opportunity to recruit other youth for the program and assist with sessions offered younger children.

The evaluator will monitor these programs in numerous sites and conduct process and outcome evaluations that measure the program implementation and the impact on juvenile delinquency. Additional information about the above projects is available in OJJDP's Model Program Guide, which may be found at www2.dsgonline.com/mpg/.

Research Questions. What is site-based, group mentoring? How effectively do these programs get implemented in different sites? What kind of adult-youth relationships develop in the group setting? What factors help them develop? Can these group mentoring projects produce the kind of outcomes for youth that have resulted from traditional mentoring programs? What are the cost benefits of group mentoring in comparison to traditional mentoring programs?

Program Design. OJJDP is open to a variety of methodological approaches to investigate this topic. The evaluator should consider a program that includes a multivariate analysis. OJJDP will give preference to rigorous experimental designs that include random assignment of participants when feasible. The evaluator should be prepared to work with BGCA throughout the project period to acquire the relevant program curricula and to refine the program design and the sample of local Boys and Girls Clubs to assess the integrity of program implementation and to collect program specific data. The evaluator should plan for comparative program monitoring for integrity of implementation and impact evaluation in various BGCA Clubs across the nation.

Goals, Objectives and Deliverables

Goal. The primary goal of this evaluation is to increase knowledge regarding the use of group and site-based mentoring programs. Specifically, this evaluation will measure the quality of implementation and assess the impact of select nontraditional mentoring programs that BGCA has supported in Clubs across the country. The evaluator will conduct process and outcome evaluations on programs from a sampling of Clubs. The evaluation will also measure the length, frequency, and quality of the mentoring relationship within these programs and the effectiveness of the various components of these programs.

Objectives. The program's objectives are as follows:

- determining the effectiveness of select BGCA, site-based, nontraditional mentoring programs
- conducting a process evaluation of the implementation of these programs at local Boys and Girls Clubs
- conducting an outcome/impact evaluation of group mentoring programs in these clubs
- providing the field with research findings on the effectiveness of nontraditional mentoring programs.

Deliverables. The deliverables of the program are as follows:

- detailed progress reports to OJJDP every 6 months of the project period. These reports will describe the status of the evaluation, methodological and implementation issues, progress toward the project goals, and other issues relevant to the study's completion.
- several reports, one of which, based on study findings, will document the theoretical and implementation issues of the research questions in a manner suitable for publication, at OJJDP's discretion, preferably in a peer-reviewed journal. The successful applicant will summarize this longer report in a second shorter version suitable for an OJJDP bulletin. The final grant report should be a detailed summary of the entire project and include both process and outcome evaluation information.

Amount and Length of Awards

OJJDP will make one award of as much as \$2 million for a 3-year project period. The award amount will cover the entire requested project period.

This award is subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Research, Human Subjects, IRB Review, and Confidentiality

All applicants for OJP funds are advised that the Department of Justice defines *research* as "a systematic investigation, including research development, testing, and evaluation, designed to

develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). If OJP determines that a funded application involves research and includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of “research.” All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain applicant’s procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For further guidance regarding Federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP website (http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement. Match is not required for this program.

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What an Application is Expected to Include,” page 10, for additional information. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantees Provide
To implement a process and outcome evaluation of select, existing BGCA mentoring programs.	Percent of research-related deliverables (reports, etc.) completed on time.	Number of deliverables to be submitted to OJJDP (as outlined in the program narrative). Number of deliverables completed and submitted to OJJDP on time (as determined by the timeline in applicant proposal). Deliverables will differ depending upon the specific project requirements.
	Percent of deliverables that	Number of deliverables that meet OJJDP’s expectations for

	meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.	depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP.
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For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours, seven days a week, except Federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following:

1. **Acquire a DUNS Number.** A DUNS number is required for Grants.gov registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to

complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.726, titled "Juvenile Mentoring Program," and the funding opportunity number is OJJDP-2010-2760.
6. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact OJJDP staff within **24 hours after the deadline** and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application is Expected to Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget or budget narrative, and a tribal resolution (if applicable), will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget" and "Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that, if applicable, resumes be included in a single file.

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 4-24. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) impact/outcomes and evaluation/performance measures, (3) project/program design and implementation, and (4) capabilities/competencies. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem**

Applicants must describe the approach to the research in this section.

Applicants should describe any research or evaluation studies that relate to the research proposed.

Project Abstract. A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract must describe how progress towards these goals will be measured.

- **Performance Measures Requirements**

Applicants must describe the goals of the proposed research and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

Goals. Applicants must describe the program's intent to address the research questions noted in the previous section and outline the project's goals.

Program Objectives. Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results.

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 7.) Program performance of the grantee(s) in this initiative will be measured by OJJDP

Project/Program Design and Implementation

Applicants must detail how the project will operate throughout the funding period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section.

Timeline. Applicants must submit a timeline or milestone chart that indicates major tasks, 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" at ojjdp.ncjrs.gov/grantees/timelines.html). The timeline must be submitted as a separate attachment, as stipulated in "Other Attachments," page 13. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Only applicants whose primary function is research and evaluation are eligible to apply (see "Eligibility," page 3.) Applicants should document their primary functions in this section. This section of the program narrative must describe how the applicant will manage and staff the project. The applicant must clearly and evidently connect management and staffing patterns to the project design described in the previous section. Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations.

This section must describe the experience and capability of the applicant's organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Only applicants whose primary function is research and evaluation are eligible to apply (see "Eligibility," page 3), and must show that they have conducted similar types of national evaluations of multivariate program design and impact.

Due to the complex nature of this project and the necessity for the evaluator to work efficiently with BGCA throughout the duration of the project, OJJDP may conduct site visits/interviews with the applicants prior to making an award.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or Memoranda of Understanding (MOUs) for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it
- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational
- estimate of the percent of time that the partner will devote to the planning and operation of the project.

Budget and Budget Narrative

Applicants must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet must present a complete and detailed itemization of all proposed costs.

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the applicant submits a different format, it must include the budget categories as listed in the sample worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why

particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated.

Indirect Cost Rate Agreement

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Accounting System and Financial Capability Questionnaire

First time applicants and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, for-profit, faith based organizations) should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at: http://www.ojp.gov/funding/forms/financial_capability.pdf.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 7.)

Tribal Authorizing Resolution

If a tribe or tribal organization or a third party submits an application proposing to provide direct services or assistance to residents on tribal lands, the application must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, the application must include a resolution from all tribes that will receive services or assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application.

- timeline or milestone chart (see “Timeline,” page 11).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/memoranda of understanding from partner organizations (see “Letters of Support/Memoranda of Understanding,” page 12).

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem/Program Narrative (10 points)
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (10 points)
- Project/Program Design and Implementation (50 points)
- Capabilities/Competencies (20 points)
- Budget (10 points).

See “Program Narrative,” page 10, for detailed descriptions of the above criteria.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Peer review panels will evaluate, score, and rate eligible applications. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

The Administrator of the Office of Juvenile Justice and Delinquency Prevention, who also may consider other factors including, but not limited to, underserved populations, geographic

diversity, strategic priorities, past performance, and available funding, will make all final award decisions.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000–federal taxes certification requirement

Appendix: Application Checklist

OJJDP FY 2010 Group Mentoring Research and Evaluation Program

The application check list has been created to aid you in developing your application.

Eligibility

_____ Public agencies, including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register)

_____ Public universities and colleges (including tribal institutions of higher education)

_____ Private organizations (including faith-based, community, and tribal organizations)

_____ Applicants must show that they have conducted similar types of national evaluations of multivariate program design and impact.

_____ The applicant's primary function should be that of research and evaluation.

_____ **The amount requested does not exceed \$2 million**

The application contains:

_____ Statement of the Problem

_____ Project Abstract

_____ Project Design and Implementation

_____ Capabilities/Competencies

_____ Budget Narrative

_____ Budget Detail Worksheet

_____ Performance Measures Requirements

Program Narrative/Abstract Format

_____ Double-spaced

_____ 12-point Standard Font

_____ 1" Standard Margins

_____ Narrative is 30 pages or less.

Other Components

_____ Standard-424 Form

_____ DUNS Number

_____ Project Timeline

_____ Position Descriptions

_____ Résumés

_____ Letters of Support/MOUs

_____ Tribal Authorizing Resolution (if applicable)

_____ Certifications

_____ Other Standard Forms (if applicable)

_____ Disclosure of Lobbying Activities (if applicable)

_____ Indirect Cost Rate Agreement (if applicable)

_____ Accounting System and Financial Capability Questionnaire (if applicable)