The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applicants for its Fiscal Year (FY) 2011 National Mentoring Programs. This program furthers DOJ's mission by supporting mentoring programs to reduce juvenile delinquency, drug abuse, truancy, and other problem and high-risk behaviors.

OJJDP FY 2011 National Mentoring Programs

Eligibility

Applicants are limited to national organizations, which are defined as having an active program or programs with a financial relationship with affiliates in at least 45 states. (See "Eligibility," page 3.)

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 8.) All applications are due by 11:59 p.m. Eastern Time on February 28, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail support@grants.gov. Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, call Eric Stansbury, Program Manager, at 202-305-1826 or e-mail Eric.Stansbury@usdoj.gov.

Grants.gov number assigned to this announcement: OJJDP-2011-2887.

Release Date: December 29, 2010

Contents

OJJDP FY 2011 National Mentoring Programs
(CFDA # 16.726)

Overview

This solicitation invites eligible applicants to propose the enhancement or expansion of initiatives that will assist in the development and maturity of community programs providing mentoring services to high-risk populations that are underserved due to location, shortage of mentors, special physical or mental challenges of the targeted population, or other analogous situations identified by the community in need of mentoring services.

OJJDP's National Mentoring Programs initiative is authorized by an act appropriating funds for the Department of Justice.

Deadlines: Registration and Application

Registration with Grants.gov is required prior to application submission. OJJDP encourages applicants to register several weeks before the application deadline of 11:59 p.m. Eastern Time on February 28, 2011. See "How To Apply," page 8, for details.

Eligibility

Applicants are limited to national organizations, which are defined as having an active program or programs with a financial relationship with affiliates in at least 45 states. Applications submitted by national headquarter organizations are required to subaward 90% of the Federal grant funds to at least 75% of States. Individual subaward amounts are to be made for up to $500,000 per subaward.

The population of youth served under this grant must not include youth who are age 18 or older.

Program-Specific Information

Research and evaluations indicate that mentoring relationships 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 significantly increase positive outcomes for youth. Because structured support is critical for the mentoring relationship, best practices require significant training for the mentor, oversight of the relationship, and data collection to track the relationship and positive outcomes arising from it. A national program evaluation found that factors critical to implementing effective mentoring programs include significant contact between mentor and mentee and a relationship in which the mentor is perceived as a friend rather than simply as an authority figure. Researchers have identified other factors that serve as prerequisites for successful mentoring programs, including volunteer screening, mentor training, matching based in part on youth and volunteer preferences, and intensive supervision and support.

Projects must target an at-risk or high-risk population younger than 18 years of age. This solicitation uses the term "at-risk" to denote youth exposed to high levels of risk in their families, homes, communities, and social environments to such a degree that could lead to educational

failure, dropping out of school, or involvement in juvenile delinquency, including gang-related offenses. The target population of the project should include youth with a parent in the military, including a deployed parent. The term "high-risk" is used to designate youth with present or past involvement with the juvenile justice system.

- **Purpose**

This program's purpose is to support organizations that have mentoring programs ready for implementation that will strengthen and expand existing mentoring activities. OJJDP is particularly interested in programs that seek to increase participation of mentors from underrepresented groups (e.g., Hispanic and African-American adult males), target children of single-parent families, target children with a parent in the military, including a deployed parent, and make truancy prevention a priority in improving school attendance.

This initiative also seeks to promote collaboration among national youth service organizations that support mentoring activities and community organizations committed to supporting mentoring services.

Applicants will implement, monitor, and assess mentoring strategies. OJJDP strongly encourages applicants to incorporate best practices based on research and to consider a variety of mentoring approaches that are national in scope. OJJDP will give priority to organizations that have mentoring programs ready to implement, can monitor and collect performance data from all affiliates and associated programs and use the data to achieve successful outcomes, work in areas of high community disadvantage as designated by OJJDP's SMART tool, and can demonstrate collaboration with at least two of the following institutions: schools, law enforcement, a community- or faith-based organization, a national program focused on activities complementary to mentoring (e.g., job training, literacy, parenting), or an afterschool learning program.

- **Goals, Objectives, and Deliverables**

This program's goal is to reduce juvenile delinquency, drug abuse, truancy, and other problem and high-risk behaviors. The objective of this program is to provide direct one-on-one mentoring, group mentoring, or peer-mentoring services to underserved youth populations and youth with a parent in the military, including a deployed parent. Successful applicants should implement programs that will recognize and address the factors that can lead to or serve as a catalyst for delinquency or other problem behaviors in underserved youth (e.g., lack of education or employment opportunities, attitudes in the community or family that condone criminal activity, lack of parental supervision). Proposals should contain a description of all services that the applicant will provide to address these issues and their expected outcomes. OJJDP will require successful applicants to submit semiannual progress reports in OJP's Grants Management System and to produce a final report, suitable for publication, at the Office's discretion. OJJDP will also require all successful applicants to coordinate efforts and participate in as many as two meetings per year with OJJDP and the other successful applicants to discuss a national strategy for mentoring.

Evidence-based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology)

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and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. For additional information on evidence based programs, please see OJJDP's Model Programs Guide (MPG) at www.ojjdp.gov/mpg.

Amount and Length of Awards

This program will fund multiple awards for a period of as long as 3 years. This program will not support costs for management and administrative expenses in excess of 10 percent.

The award amount will cover the entire requested project period. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2011.

All awards are 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 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. (The 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/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 for OJP. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their applications. Unless applicants submit a waiver request and justification, they should anticipate that OJP will request that they 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.

Match Requirement. Match is not required for this program.

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Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, 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 Measure(s)	Data Grantee Provides
Establish or improve the administration of mentoring programs for at-risk, underserved youth, including the expansion of mentoring strategies and program design.	Percentage increase in the number of program mentors recruited.	The increase in the number of mentors recruited (ready for training) during the reporting period.
Enhance and improve the organizational capacity and system efficiency and cost-effectiveness through training and technical assistance and other strategies.	Percentage of program mentors successfully completing training.	Number of mentors successfully completing training during the reporting period. Number of program mentors present during the reporting period.
	Percentage of trained program mentors with increased knowledge of the program area.	Number of trained mentors demonstrating increased knowledge of the program during the reporting period. Number of trained program mentors.
	Mentor retention rate.	Number of mentors who have left the program during the reporting period. Total number of mentors in the program during the reporting period.
Improve outcomes for at-risk youth in mentoring programs by establishing and strengthening collaborative community approaches.	Percentage increase in youth enrolled since the beginning of the program.	Youth enrollment at the beginning of the program (beginning of the grant period). Current youth enrollment.
	Percentage of mentoring programs with active partners.	Number of mentoring programs with active partners representing the following types of groups: non-profit service organizations and/or faith-

		based organizations, private industry, secondary education provider, and post-secondary education provider or vocational training provider, and other active partners. Number of mentoring programs.
	Number of program youth served.	Number of youth carried over from the previous reporting period, plus new admissions during the reporting period.
	Percentage of program youth completing program requirements.	Number of youth who exited the program having completed program requirements. Number of youth who exited the program during the reporting period, successfully or unsuccessfully.
	Percentage of program youth who offend or reoffend.	Number of youth with a new offense. Number of youth in program.
	Percentage of program youth exhibiting desired change in the targeted behavior. .	Number of youth exhibiting a desired change in targeted behavior (behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.)

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application is Expected to Include," page 10, for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended to generate internal improvements to a program or service or to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" [28 C.F.R. § 46.102(d)]. For

additional information on determining whether a proposed activity would constitute research, see the decision tree on the "Research and the Protection of Human Subjects" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Confidentially" section on that Web page.

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/index.html.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of $25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling $25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System, found at www.fsrs.gov.

Applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications should be submitted through Grants.gov. Complete instructions on how to register and submit an application can be found at www.grants.gov. Applicants who experience difficulties during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726. Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, processing delays may occur, and it can take several weeks for first-time registrants to receive confirmation and a user password. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

 All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration**.** OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS 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 tracking entities receiving federal funds. The identifier is used 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.

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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. However, applicants must update or renew their CCR registration annually 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 the AOR profile on Grants.gov and create a username and password. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, visit www.grants.gov/applicants/get_registered.jsp.

4. **Acquire Confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The applicant's E-Biz POC must log into Grants.gov to confirm the organization's AOR. An organization can have more than one AOR.

5. **Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.726 titled "Juvenile Mentoring Program" and the funding opportunity number is OJJDP-2011-2887.

6. **Submit an Application Addressing All Solicitation Requirements.** Within 24–48 hours after submitting an electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation will state whether OJJDP has received and validated the application or rejected it, with an explanation. Important: OJJDP urges applicants to submit their applications 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.

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."

Grants.gov Technical Issues
If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact OJJDP staff **within 24 hours after the deadline** and request approval to submit its application. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are <u>not</u> 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, if any, are posted at the top of 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 should include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP decide to make an award, it may result in OJJDP including special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications that do not respond to the scope of the solicitation, that do not meet the eligibility requirements, that do not request funding within the funding limit, that do not include a program narrative, budget detail worksheet or a budget narrative will neither proceed to peer review nor receive further consideration.

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

Standard Form-424 (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF-424 are available at www07.grants.gov/assets/SF424Instructions.pdf.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The 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. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

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

- **Statement of the Problem**

Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, information related to military families and deployed parents, etc.). Data should be used 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. Applicants should describe any previous or current attempts to address the problem.

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

Project Abstract. Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how the applicant will measure progress toward these goals.

- **Performance Measures Requirements**

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

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, or to expand counseling services to cover an additional 50 at-risk youth.)

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.). OJJDP does not require applicants to submit performance measures data with their applications.

Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate pre-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design/Implementation**

Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

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.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html. The logic model should be submitted as a separate attachment, as stipulated in "Other Attachments," page 14.

Timeline. Applicants should 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 should be submitted as a separate attachment, as stipulated in "Other Attachments," page 14. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the

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total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

Applicants must budget funds to support as many as two staff to travel two times each year of the project for 2-day meetings to participate in national and local mentoring partnership meetings. Applicants should budget approximately $2,000 per person to attend the meetings and record this as part of the travel line item in the budget. The Office of the Chief Financial Officer requires cost calculations for all line items in your budget, including this required travel. The cost breakdown should include airfare, per diem rate, lodging, number of travelers, number of days, etc., (for example, 2 people x airline ticket ($400) = $800; 2 people x 2 days per diem ($71/day) = $284, 2 people x lodging ($207) x 2 nights = $828, etc). Use U.S. General Services Administration (GSA) per diem rates, which may be found at www.gsa.gov.

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item, listing the cost of each and showing how the applicant calculated it. For example, costs for personnel should 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 should 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 budget in a different format, the budget categories listed in the sample budget worksheet should be included.

- **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

Other Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- logic model (see "Logic Model," page 12)

- timeline or milestone chart (see "Timeline," page 12)

- résumés of all key personnel

- job descriptions outlining roles and responsibilities for all key positions

- evidence of nonprofit status, e.g., copy of tax exemption letter from the Internal Revenue Service

- evidence of for-profit status, e.g., copy of articles of incorporation.

Other Standard Forms

Additional forms that may be required in connection with an award are available with their instructions on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- Accounting System and Financial Capability Questionnaire (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)

- Disclosure of Lobbying Activities (required for any applicants that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)

- Standard Assurances (required to be submitted in GMS prior to the receipt of any award funds).

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:

1. Statement of the Problem (15 points)
2. Performance Measures Requirements (15 points)
3. Project/Program Design and Implementation (40 points)
4. Capabilities and Competencies (20 points)
5. Budget (10 points)

See "What an Application is Expected To Include," page 10, for descriptions of the above criteria.

Review Process

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

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. A peer review panel will evaluate, score, and rate all 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, geographic diversity, strategic priorities, past performance, and available funding.

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

OJJDP usually notifies successful applicants by a GMS e-mail prior to September 30. OJJDP will notify unsuccessful applicants after September 30 by e-mail or U.S. mail.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement 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)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Non-Supplanting 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

- Active CCR Registration.

Appendix: Application Checklist

OJJDP FY 2011 National Mentoring Programs

This application checklist has been created to assist in developing an application.

Eligibility Requirement:

_____National organization

What an Application Should Include:

_____Application for Federal Assistance (SF-424) (see page 10)

_____Program Narrative (see page 10)
    _____Format (double spaced, 12-point standard font, 1" standard margins, narrative is
       30 pages or less)
    _____Statement of the Problem
    _____Performance Measures Requirements
    _____Project Design and Implementation
    _____Capabilities/Competencies

_____Budget Detail Worksheet and Budget Narrative (see page 12)
_____Indirect Cost Rate Agreement (if applicable) (see page 13)

_____Additional Attachments (see page 14)
    _____logic model
    _____timeline or milestone chart.
    _____résumés of all key personnel
    _____job descriptions outlining roles and responsibilities for all key positions.
    _____evidence of nonprofit status e.g., copy of articles of incorporation, if applicable.
    _____evidence of for-profit status e.g., copy of tax exemption letter from the Internal
       Revenue Service, if applicable.

_____ Other Standard Forms, certifications, and other components, (see page 14) as applicable
  including:
    _____DUNS number
    _____CCR registration
    _____Certifications
    _____Disclosure of lobbying activities (if applicable)
    _____Accounting System and Financial Capability Questionnaire (if applicable)