The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is pleased to announce that it is seeking applications for its FY 2012 Local Mentoring Coordinator Program. This program furthers the Department's mission by supporting the coordination and enhancement of existing mentoring programs through the provision of a mentoring coordinator staff position.

OJJDP FY 2012 Local Mentoring Coordinator Program

Eligibility

Eligible applicants are limited to units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee. (See Eligibility, page 3.)

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See How To Apply, page 11.) All applications are due by 11:59 p.m. eastern time on May 14, 2012. (See Deadlines: Registration and Application, page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at **800-518-4726, 606-545-5035**, or via e-mail to support@grants.gov.
Note: Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1–877–927–5657, via e-mail to JIC@telesishq.com, or by live Web chat. JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: OJJDP-2012-3264

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Contents

OJJDP FY 2012 Local Mentoring Coordinator Program
(CFDA #16.726)

Overview

OJJDP supports wide-ranging mentoring initiatives to reduce juvenile delinquency, gang involvement, academic failure, victimization, and school dropout rates. While mentoring is traditionally a volunteer-based service, a need exists for staff and resources to support the efforts of each mentoring program. Developing and maintaining mentoring partnerships and collaboratives can build capacity and increase the power of mentoring to benefit more young people. Local mentoring partnerships and collaboratives can bring together public and private sector leadership, eliminate duplication of efforts, fill service gaps, and offer centralized services. The successful award recipient will fund a coordinator position to support a local continuum of mentoring services for targeted youth. This program is authorized by the Department of Justice Appropriations Act, 2012, Pub. L. No. 112-55, 125 Stat. 552, 617.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. In addition, applicants are urged to submit 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. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 14, 2012. See How To Apply, page 11, for details.

Eligibility

Eligible applicants are limited to units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

OJJDP will accept only applications that demonstrate that the applicant has entered into a partnership with two or more mentoring organizations. Applicants must provide a memorandum of agreement/understanding between parties involved in the partnership.

One member organization within the collaborative or unit of government must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others listed as co-applicants. The applicant organization will represent the collaborative and will serve as the fiscal agent for the funds to support the coordinator position.

All partner mentoring organizations who propose to provide direct services to youth must not include youth who are age 18 or older in the population they will serve.

OJJDP may elect to make awards in future fiscal years for applications submitted under this solicitation, dependent on the merit of the applications and the availability of appropriations.

Program-Specific Information

Purpose

This program will support salary and related expenses for a coordinator who will develop or enhance a collaborative of existing mentoring services provided by multiple organizations for youth in a localized geographical area who are identified as being at risk or high risk of entering the juvenile justice system. The coordinator will manage the strategic growth of the collaborative according to the members' vision and goals and will ensure that partners from appropriate sectors of the community are represented in the collaborative. The collaborative will provide centralized mentoring support services for the targeted area. Successful applicants will demonstrate how they plan to fill mentoring service gaps and eliminate duplicative services.

OJJDP is interested in supporting effective local collaboratives that (1) increase the number of youth matched with mentors, (2) increase the resources dedicated to mentoring, (3) improve quality standards for mentoring programs, and (4) expand mentoring programs and opportunities tailored to the needs and circumstances of targeted youth. OJJDP expects that the collaborative will offer better service, enhance collaboration, improve how resources are used, and place more youth in quality mentoring relationships. A successful coordinator of a mentoring collaborative understands effective mentoring relationships, possesses a strong background in program planning and implementation, and will support the evaluation of the mentoring program collaborative effort.

For the purpose of this solicitation, OJJDP defines a mentoring collaborative as a group of organizations (public or private) that have developed a formal agreement to work together to meet the needs of at-risk or high-risk youth in a localized geographical area. At a minimum, this mentoring collaborative MUST include two organizations that specifically provide mentoring services (i.e., one-on-one, group, or peer).

OJJDP expects this Local Mentoring Coordinator Program will also attract nontraditional partners to join the collaborative. These partners may include groups that may not have mentoring as their primary mission, but have areas of common or overlapping interest that may involve providing services and support to at-risk youth, such as community- and/or faith-based organizations, nonprofits, for-profits (i.e., local businesses), health and mental health organizations, substance abuse prevention organizations, social services and early childhood/ elementary educational systems, educational/vocational entities; universities/colleges; and other governmental or tribal units and agencies. OJJDP also anticipates that the collaborative approach will enhance the community's capacity to provide new and existing mentoring services for at-risk youth and facilitate the communication, collaboration, and delivery of mentoring services among service providers, community stakeholders, and governmental partners. OJJDP is particularly interested in programs that provide mentoring services to populations of at-risk youth who are currently underserved due to location, shortage of mentors, special physical or mental challenges, or other unique situations that the community identifies. Examples may include recruiting mentors from underrepresented groups, such as college students, youth groups, and fraternal organizations or support to address new mentoring approaches in underserved communities, such as public housing or tribal reservations.

Goals, Objectives and Deliverables

The goal of this program is to fund and support the position of a coordinator who will guide the collaboration between public and private partners to enhance or expand critical components of local mentoring programs. The coordinator will work with partner agencies to maximize the mentoring services available to youth in the identified catchment area.

In addition to developing the strategy and content of the program design, applicants must indicate in their program narrative how they will accomplish the following tasks during the project period:

- Develop a position description for the mentoring coordinator position that outlines the minimum qualifications/experience and the hiring process.

- Develop a strategic plan to establish and manage the work of the local collaborative (i.e., development of an oversight group).

- Identify additional partner organizations to join the collaborative.

- Assess existing orientation and ongoing training opportunities that partner agencies offer mentors to identify areas for improvement.

- Assess existing recruitment and retention practices of the partner agencies to identify areas for improvement or increased collaboration.

- Work with partner agencies to identify and catalog quality activities (i.e. recognition and closure activities) for mentors and mentees.

- Assess gaps in current data collection practices to support future evaluation efforts.

- Develop a sustainability plan.

Increasing the number of youth served is critical. OJJDP seeks to fund strategies that provide significant outcomes that are sustainable. Research indicates that short-lived mentoring relationships are harmful, and grantees must demonstrate community support to enable the program to sustain itself after federal funding ends.

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 one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov and OJJDP's Model Program Guide Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

5

Amount and Length of Awards

OJJDP expects to make as many as three awards of as much as $200,000 each for a 24-month project period. The amount is for the entire award period.

All awards are subject to the availability of appropriated funds and to 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 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/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. An applicant requesting a waiver should 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 the applicant to adjust and resubmit its 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 to be done.

Minimization of Conference Costs. No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

For awards made under this solicitation, food and/or beverage expenses are deemed reasonable and allowable only to the extent that such costs are: (1) directly related to a mentoring activity, (2) specifically included in the budget that OJP approves, and (3) consistent with threshold cost limits that DOJ has established for conference activity. Award recipients may not expend grant funds for food and/or beverage expenses that are related to conferences, trainings, or meetings that don't involve the direct provision of mentoring services without separate prior approval from OJP.

6

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

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 by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

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

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA) of 1993, Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. 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	Description	Data Grantee Provides
The broad program objectives include the following: Improve outcomes for at-risk youth in mentoring programs by establishing and strengthening collaborative community approaches.			OJJDP has an online system (www.ojjdp-dctat.org) for grantee transmittal of performance measures data. For detailed information on specific programs, see the OJJDPs Performance Measures Web site (ojjdp.ncjrs.gov/grantees/pm/).
	Percentage of mentoring programs with active partners.	The percentage of mentoring programs with active partners.	Number of mentoring programs with active partners. Number of mentoring programs.

To provide direct one-on-one mentoring, group mentoring, or peer mentoring services to underserved youth populations.	Number of program youth served.	An unduplicated count of the number of youth that the program serves during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from previous reporting period plus new admissions during the reporting period.	Number of program youth carried over from the previous reporting period. New admissions during the reporting period.
	Percentage of youth successfully completing program requirements	The number and percentage of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet before program completion.	Number of program youth who exited the program having completed program requirements. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully).
	Percentage of program youth who offend or reoffend (short and long term).	The number and percentage of participating program youth who were adjudicated for a new delinquent offense during the reporting period or 6-12 months post program completion.	Number of program youth who offend (new offense). Number of youth who reoffend.
	Percentage of program youth exhibiting desired change in targeted behaviors.	The number and percentage of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6-12 months post program completion.	Number of program youth exhibiting desired change in targeted behaviors (depends on specific behavior targeted and may include substance use, antisocial behavior, truancy, gang involvement, etc.) as indicated in a pre and post test. Number of youth exhibiting a desired change in behavior 6-12 months following the completion of the program Number of youth in the program.
	Percentage of youth served with whom evidence-based program or practice was used.	The number and percentage of youth served with who an evidence-based model or program was used. Evidence-based models are programs	Number of youth served with whom an evidence-based program or practice was used. Number of youth served.

OJJDP FY 2012 Local Mentoring Coordinator Program
OJJDP-2012-3264

		include those that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Program Guide, SAMHSA's Model Programs, etc).	
	Percentage of program mentors successfully completing training.	The number and percentage of program mentors successfully completing training during the reporting period.	Number of program mentors successfully completing training during the reporting period. Total number of program mentors who began training during the reporting period.
	Percentage of trained program mentors with increased knowledge of the program area.	The number of trained program mentors demonstrating increased knowledge of the program during the reporting period.	Number of trained program mentors demonstrating increased knowledge of the program during the reporting period as reported in a survey tool.
	Percentage increase in the number of program mentors recruited.	The number of new mentors recruited during the reporting period. "Recruited" mentors are those who have completed requirements to be ready for training.	During the reporting period: Number of mentors at the beginning of the reporting period. Number of mentors at the close of reporting period Number of mentors added (ready for training) during the reporting period.

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 on page 13 for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute research, which is defined as follows:

> **Research** means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they

are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities. 28 C.F.R. § 46.102(d). The following information pertains to applications that propose to conduct research and involves human subjects:

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. Part 46 requires that most research involving human subjects that is conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board (IRB), in accordance with the regulations, before federal funds are expended for that research. As a rule, persons who participate in federally funded research must provide their "informed consent" and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data. 28 C.F.R. § 22.23. The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes." 28 C.F.R. § 22.21. Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time. 28 C.F.R. § 22.27.

OJP has developed a decision tree www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a specific statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to "generalizeable knowledge" or if they intend to use the information solely for the purpose of internal improvements and/or to meet OJP's performance measures data reporting requirements.** If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

For additional information visit the "Research and Protection of Human Subjects" and the "Confidentiality" sections of the OJP "Other Requirements" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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 (FSRS), found at www.fsrs.gov.

Please note also that 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 will be submitted through Grants.gov. Grants.gov is a "one-stop storefront" that provides a unified process for all customers of federal awards 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 the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726, 606-545-5035**, or via e-mail to support@grants.gov, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds 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 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 Dun and Bradstreet at 866–705–5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

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 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. Note, however, that 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. The applicant organization's DUNS number must be used to complete this

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

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).**
The E-Biz POC at the applicant organization must log into Grants.gov to confirm the
applicant organization's AOR. Note that there can be more than one AOR for the
organization.

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-2012-3264.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this
information. An applicant that expends any funds for lobbying activities must provide the
detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An
applicant that does not expend any funds for lobbying activities should enter "N/A" in the
required highlighted fields.

7. **Submit an application consistent with this solicitation by following the directions in
Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant
should receive an e-mail validation message from Grants.gov. The validation message will
state whether the application has been received and validated, or rejected, with an
explanation. **Important:** Applicants are urged to submit 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.

**Note: Grants.gov will forward the application to 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."

Note: Duplicate Applications. If an applicant submits multiple versions of an application,
OJJDP will review the most recent version submitted.

Experiencing Unforeseen 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 email the
Justice Information Center (see Page 1 for contact information) **within 24 hours after the
application deadline** and request approval to submit its application. The applicant must include
in the 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) the applicant has received. **Note: Requests are not automatically approved by
OJJDP.** 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 environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Is Expected To Include

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 be made to make an award, it 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 unresponsive to the scope of the solicitation, or that do not include application elements designated by OJJDP to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative; Budget Detail Worksheet or a Budget Narrative; and collaborative/partnership Memorandum(s) of Understanding (demonstrating the commitment of all partner agencies to support and participate in the collaborative).

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

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

    The SF-424 is a standard form used 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 www.grants.gov/assets/SF424Instructions.pdf.

2. **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 "Additional Attachments" sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these

length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) project abstract; (2) statement of the problem; (3) goals, objectives, and performance measures; (4) project design and implementation; and (5) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

The following sections should be included as part of the program narrative.

a. **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 Goals, Objectives, and Performance Measures, below). The abstract should describe how the applicant will measure progress toward these goals.

   Permission to Share Abstract and Contact Information with Private Funders. It is unlikely that OJJDP will be able to fund all competitive applications, but may have the opportunity to share unfunded competitive application information with private foundations. Applicants should indicate whether they give OJJDP permission to share their abstract and contact information for both the authorized representative and point of contact with potentially interested private foundations. Granting this permission will not affect OJJDP's funding recommendations, and if the application is not funded, it will not guarantee that information will be shared, nor does it guarantee funding from any other source.

b. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., excessive waiting lists for mentors, lack of training resources, duplication of services, gaps in services in particular communities, lack of transportation, etc.). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

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

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

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