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 Fiscal Year (FY) 2012 Multi-State Mentoring Initiative. This program furthers the Department's mission by building the capacity of organizations to implement mentoring programs across multiple states.

OJJDP FY 2012 Multi-State Mentoring Initiative

Eligibility

Applicants are limited to nonprofit and for-profit organizations, including faith-based, community-based, and tribal organizations. For-profit organizations must agree to forgo any profit or management fee. Eligibility is restricted to organizations that have been in existence for at least 3 years, have subgrantees, affiliates, or chapters in at least five states and have established a strong presence in their communities. Applicants must propose developing or implementing mentoring programming in at least five states. Eligible entities for youth mentoring grants under this solicitation also include providers of intensive youth mentoring activities associated with non-profit, long-term, residential substance abuse treatment programs focused on juveniles involved with the juvenile justice system. Special Note: National organizations are ineligible to apply. National organizations are defined as having an active program or programs with affiliates in at least 45 states. (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 16, 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-2012-3271

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OJJDP FY 2012 Multi-State Mentoring Initiative
(CFDA #16.726)

Overview

This solicitation invites eligible applicants to propose the enhancement or expansion of initiatives that will help communities develop or improve mentoring programs for at-risk or 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 that the community identifies. This program is authorized by the Department of Justice Appropriations Act, 2012; Pub. L. 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, OJP urges applicants to submit their applications at least 72 hours prior to the due date to allow them 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 16, 2012. See How To Apply, page 11, for details.

Eligibility

Applicants are limited to nonprofit and for-profit organizations, including faith-based, community-based, and tribal organizations. For-profit organizations must agree to forgo any profit or management fee. Eligibility is restricted to organizations that have been in existence for at least 3 years, have subgrantee, affiliates, or chapters in at least five states, and have established a strong presence in their communities. Applicants must propose developing or implementing mentoring programming in at least five states. Eligible entities for youth mentoring grants under this solicitation also include providers of intensive youth mentoring activities associated with non-profit, long-term, residential substance abuse treatment programs focused on juveniles involved with the juvenile justice system. Special Note: National organizations are ineligible to apply. National organizations are defined as having an active program or programs with affiliates in at least 45 states.

Eligible applicants must also demonstrate that state and local officials recognize them as a viable force in addressing youth issues. In addition, applicants must demonstrate current relationships and agreements with existing youth-serving agencies, including faith-based, community, and tribal organizations, to create the necessary network to meet the individual needs of the youth constituents. Funding is intended to serve individual organizations. However, multiple public and private organizations may play a pivotal role in supporting mentoring programs and may be sub-recipients/contractors to the applicant.

Eligible applicants must provide mentoring services to at-risk or high-risk youth younger than 18 years of age.

Program-Specific Information

Mentoring is a strategy to provide youth with the skills, resources, and confidence to reach their potential and succeed in life. In this initiative, award recipients 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 a degree that could lead them to fail in school, drop out of school, or become involved in juvenile delinquency, including gang-related offending. High-risk designates youth with present or past involvement with the juvenile justice system. OJJDP encourages applicants to serve populations that include youth with a parent in the military, including a deployed parent, as a part of their program model.

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 through which the mentee perceives the mentor as a friend rather than simply an authority figure. Other factors that researchers found serve as prerequisites for successful mentoring programs include: volunteer screening, mentor training, matching that takes into account youth and volunteer preferences, and intensive supervision and support.

OJJDP-supported 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.

Purpose

The purpose of this initiative is to support organizations developing or operating mentoring programs in at least five states by: (1) developing or increasing the involvement of and services for the mentoring participants' parents; (2) developing or expanding structured activities and opportunities for the mentors and mentoring participant(s); and (3) developing or increasing the availability of ongoing mentor training and support. These elements will likely contribute to the quality of the mentoring program as well as the efforts to address both individual and environmental factors that contribute to delinquency.

Goals, Objectives, and Deliverables

The program's goal is to enhance the capacity of organizations to develop or expand mentoring programs that strive to reduce juvenile delinquency and gang participation, improve academic performance, and reduce school drop-out rates. To achieve this goal and the program objectives, OJJDP requires applicants to develop or enhance their mentoring program in one or more of the following program areas:

1. **The involvement of parents in the project and the provision of services for them.** For the purposes of this solicitation, family and parental involvement includes, but is not limited to, creating specific activities in which mentors, youth participants, and parents participate together, including informal recreational activities that the mentoring organization hosts and additional outreach to parents. It also includes coordination or provision of family services,

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which is defined as services to address one or more needs of the family of the mentoring participant. Parents include both official and unofficial caretakers.

2. **The delivery of structured activities and programs for the mentoring match.** For the purposes of this solicitation, structured activities are defined as activities that are the result of planning, curriculum development, and program design that the mentor and mentoring participant(s) can engage in together. The activities should incorporate a youth-centered approach that allows the mentor and mentee to work together to establish and achieve an agreed upon set of goals.

3. **The implementation or expansion of ongoing training and support for mentors.** For the purposes of this solicitation, training and support for the mentor is defined as opportunities for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth mentees. This training should focus primarily on building support and development opportunities for mentors that target the skills and abilities to respond to the needs of youth and support their development. This can include, but is not limited to, training in youth development, building relationships, improving communication techniques, crisis procedures and responses, and leadership training. It may also include training staff to be more effective trainers of mentors.

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 Programs 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.

The proposed mentoring program models that the applicant will implement must be evidence-based and replicable.

Amount and Length of Awards

OJJDP expects to make as many as seven awards. An applicant may request as much as $2 million for a minimum project period of 12 months and a maximum of 36 months. The award will cover the entire project period.

OJJDP expects to award grant funds under this solicitation no later than September 30, 2012. 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.

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 Web site 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(s)	Definition	Data Grantee Provides
Establish or improve the administration of mentoring programs for at-risk, underserved youth, through the expansion of mentoring strategies and program design. Improve the organizational capacity, system efficiency, and cost effectiveness of mentoring programs through training and technical assistance and other strategies.	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. Program records are the preferred data source.	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 during the reporting period.
	Percentage of program mentors who successfully complete training.	The number and percent of program mentors who successfully complete training during the reporting period. Program records are the preferred data source.	Number of mentors at the close of reporting period. Number of current mentors who completed training during the current or previous reporting period.
	Mentors trained exhibiting increased knowledge of the program area.	The number of trained program mentors demonstrating increased knowledge of the program during the reporting period. Program records are the preferred data source.	Number of trained mentors demonstrating increased knowledge of the program.
	Program mentor retention rate.	The number of program mentors that the program	Number of mentors who left the program during the reporting period.

		retains within the reporting period.	Number of mentors at the beginning of the reporting period.
		Program records are the preferred data source.	
	Number of evidence-based program/ practices,* as determined by OJJDP.	The number of evidence based programs/practices used. Evidence-based models and programs 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 Programs Guide, SAMHSA's Model Programs, etc.).	Number of evidence-based programs/ practices that the grantee implemented during the reporting period.
	Percentage increase in youth enrolled since the beginning of the program/grant period	Percentage increase in the number of youth enrolled (being mentored) since the beginning of the grant program.	Number of youth enrolled at the beginning of the program. Number of youth currently enrolled.
	Percentage of mentoring programs with active partners.	The percentage of mentoring programs with active partners representing the following types of groups: nonprofit service organizations and/or faith-based organizations; private industry; secondary education provider; postsecondary education provider or vocational training provider; or other active partners.	Number of mentoring programs. Number of mentoring programs with active partners (including nonprofit service organizations, faith-based organizations, private industry, secondary and post-secondary education providers, vocational training providers, and other active partners.)
	Number of program youth served.	An unduplicated count of the number of youth that the program **served** 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. Program records are the preferred data source.	Number of youth enrolled at the beginning of the reporting period. Number of youth added during the reporting period.
	Number of youth who successfully	The number and percentage of program youth who have	Number of youth carried over from the previous

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complete the program.	**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. The total number of youth includes those youth who have exited successfully as well as those who have exited unsuccessfully. Program records are the preferred data source.	reporting period plus new admissions during the current period. Number of youth who exited the program, successfully and unsuccessfully.
Number of program youth who offend. Number of program youth who reoffend.	The number and percentage of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth that are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.	Number of youth who offend (new offense). Number of youth who reoffend.
Percentage of program youth exhibiting desired change in the targeted behavior.	The number and percentage of program youth who have exhibited a desired change in targeted behavior during the reporting period. Self-report or staff ratings are the most likely data sources.	Number of youth exhibiting a desired change in targeted behavior. Targeted behavior will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.
Percentage of youth with whom an evidence-based practice was used.	The number and percentage of youth served with whom an evidence-based model or program was used.	Number of youth served using an evidence-based practice. The number of youth

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		Evidence-based models and programs 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 Programs Guide, SAMHSA's Model Programs, etc.).	served during the current 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.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, 24 hours a day, 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-2012-3271.

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 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."

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 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 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 in this section 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 abstract, program narrative, budget detail worksheet, and a budget narrative

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) program 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. Finally, the abstract should reference the name and number of states wherein the applicant agency has subgrants, affiliates, or chapters in operation and the number of states and programs that this grant award will support.

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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., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

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

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. The program's goal is to enhance the capacity of organizations to develop or expand their mentoring programs that strive to reduce juvenile delinquency and gang participation, improve academic performance, and reduce school drop-out rates. 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 training on substance abuse to 40 mentors, to increase the percentage of youth who successfully complete their current academic grade, or to expand family-based activities to cover an additional 50 at-risk youth.)

Performance Measures. OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 7.) OJJDP does not require applicants to submit performance measures data with their applications. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

d. **Project Design and 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. Specifically, OJJDP will assess how well applicants incorporate the following mentoring program elements or strategies into their program design:

(1) The involvement of parents in the project and the provision of services for them. For the purposes of this solicitation, family and parental involvement includes, but is not limited to, creating specific activities in which mentors, youth participants, and parents participate together, including informal recreational activities that the mentoring organization hosts and additional outreach to parents. It also includes coordination or provision of family services, which is defined as services to address one or more needs of the family of the mentoring participant. Parents include both official and unofficial caretakers.

(2) The delivery of structured activities and programs for the mentoring match. For the purposes of this solicitation, structured activities are defined as activities that are the result of planning, curriculum development, and program design that the mentor and mentoring participant(s) can engage in together. The activities should incorporate a youth-centered approach that allows the mentor and mentee to work together to establish and achieve an agreed upon set of goals.

(3) The implementation or expansion of ongoing training and support for mentors. For the purposes of this solicitation, training and support for the mentor is defined as opportunities for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth mentees. This training should focus primarily on building support and development opportunities for mentors that target the skills and abilities to respond to the needs of youth and support their development. This can include, but is not limited to, training in youth development, building relationships, improving communication techniques, crisis procedures and responses, and leadership training. It may also include training staff to be more effective trainers of mentors.

Other areas of project design that should be highlighted in this section include:

- the structure/design of the mentoring sessions (This can include, but is not limited to: one-on-one or group mentoring, compensated or voluntary, designed length of the relationship, etc.);

- a defined target population and criteria for youth selection;

- mentor recruitment, screening, and selection procedures;

- procedures on how often mentors and mentoring participants meet, how long the sessions last, and where they meet;

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- standards of conduct; and

- a demonstration of the capacity to deliver a mentoring program, which includes measures of success. These can include, but are not limited to, average length of mentoring match, number of youth served, number of mentors recruited, documented participant behavioral changes, documented outcomes, etc.

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 www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 19.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 19. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

e. **Capabilities and Competencies.** Applicants should include evidence of its existence in five or more states. Examples of evidence can include, but are not limited to, the program's history (including the circumstances of its creation and how long it has been in existence), mission, and accomplishments. 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.

Applicants must include evidence that state and local officials recognize them as a viable force in addressing youth issues through their mentoring programs. This can be a letter of support on official letterhead.

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.

SMART. All applicants must register with OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system at smart.gismapping.info/. Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. Applicants should submit generated maps and reports that support the problem identified in this section as attachments to

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the application. If the SMART system does not provide the most recent data or information to validate the problem, applicants may submit additional data points (e.g., local incidents of crime or community resources), instead (see Additional Attachments, page 19). Instructions specific to the FY 2012 solicitations will be posted on the home page of the SMART site. For questions about the SMART system, contact Dennis Mondoro at 202–514–3913 or dennis.mondoro@usdoj.gov.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 3, applicants should provide signed and dated letters of support or memoranda of understanding 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.

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

The budget should include the necessary expenses for travel and lodging for a 2.5 day national training event held in Washington, DC.

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

a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants who submit the budget in a different format should include the budget categories listed in the sample budget worksheet. The budget detail worksheet should be mathematically sound.

b. **Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost-effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures the applicant provides in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs 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.

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4. **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/funding/pdfs/indirect_costs.pdf.

5. **Tribal Authorizing Resolution (if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then 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 membership should be included with the application. 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, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (*i.e.,* signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

6. **Additional 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 and/or Letters of Support/Memoranda of Understanding when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- SMART data (see SMART, page 17)

- logic model (see Logic Model, page 17)

- timeline or milestone chart (see Timeline, page 17)

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- 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 18)

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

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

- Applicant disclosure of pending applications

If you have pending applications for Federally funded assistance, directly from Federal agencies or Federal funding through a State agency, which include requests for funding to support the same project being proposed under this solicitation and will cover the same specific cost items outlined in your budget narrative and worksheet, please list the Federal or State awarding agency and solicitation point of contact.

OJP is requesting this information to ensure that unnecessary duplication is prevented. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as unnecessary duplication.

Include information on pending applications submitted within the last 12 months.

The list should include the following:

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jennifer Smith, 202/000-000; jennifer.smith@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Smith, 202/000-000; john.smith@hhs.gov
Additional notes (if needed):		

7. Other Standard Forms

Additional forms that may be required in connection with an award are available 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.

    a. Standard Assurances Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

    b. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

    c. 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 submitted.)

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 15 percent of the entire score in the application review process.

1. Statement of the Problem (15 percent)
2. Goals, Objectives, and Performance Measures (15 percent)
3. Project Design and Implementation (40 percent)
4. Capabilities and Competencies (20 percent)
5. Budget (complete; reasonable and allowable; cost-effective; and necessary for project activities) (10 percent)

See What an Application Is Expected To Include, page 13, for the criteria that the peer reviewers will use to evaluate applications.

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.

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 subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. 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, 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.

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. Additional information for each requirement 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)

- 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

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

OJJDP FY 2012 Multi-State Mentoring Initiative

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

Eligibility Requirement:
_____The federal amount requested is within the allowable limits of $2 million.
_____Non-profit organization
_____For-profit organization
_____Faith-based organization with non-profit status

What an Application Should Include:
_____Disclosure of Lobbying Activities, (SF-LLL) (see page 12)
_____Application for Federal Assistance (SF 424) (see page 14)

_____Program Narrative (see page 14)
    _____Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
    _____Abstract
    _____Statement of the Problem
    _____Goals, Objectives, and Performance Measures
    _____Project Design and Implementation
    _____Capabilities/Competencies

_____Budget Detail Worksheet and Budget Narrative (see page 18)
_____Indirect Cost Rate Agreement (if applicable) (see page 19)
_____Tribal Authorizing Resolution (if applicable) (see page 19)

_____Additional Attachments (see page 19)
    _____evidence of presence in five or more states
    _____SMART data
    _____logic model
    _____timeline or milestone chart
    _____résumés of all key personnel
    _____job descriptions for all key positions
    _____letters of support/memoranda of understanding from partner organizations
    _____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
    _____ Applicant disclosure of pending applications

_____ Other Standard Forms, Certifications, and Other Components, (see page 21) as applicable, including:
    _____DUNS number
    _____CCR registration
    _____Certifications
    _____Accounting System and Financial Capability Questionnaire