The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applications for its Fiscal Year (FY) 2014 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 2014 Multi-State Mentoring Initiative

Eligibility

Eligible applicants are limited to multi-state organizations, defined as organizations that have operated an established mentoring program for at least 3 years, have active chapters or subawardees in at least 5 states, and will serve at-risk, high-risk, or underserved youth across all 5 states. For purposes of this solicitation, two or more independent organizations that form a collaborative to cover five states do not meet the criteria of OJJDP's definition of a multi-state mentoring organization. Applicants cannot be a national organization or a chapter or subawardee of a national organization, which OJJDP defines as an organization that has active chapters or subawardees in at least 45 states. **Please note: The definition of National organization has change from the OJJDP FY 14 Multi-State Mentoring solicitation posted on March 27, 2014.** *For-profit organizations must agree to forgo any profit or management fee.*

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How To Apply," page 28.) All applications are due by 11:59 p.m. eastern time on May 27, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov**.

Contact Information

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

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their applications by the deadline must e-mail JIC@telesishq.com **within 24 hours after the application deadline** and request approval to submit their application.

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.

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Contents

OJJDP FY 2014 Multi-State Mentoring Initiative
(CFDA #16.726)

Overview

This solicitation supports qualified, established mentoring organizations as they strengthen and/or expand their existing mentoring activities within local chapters or subawardees. Mentoring activities include direct one-on-one, group, or peer mentoring services for at-risk and underserved youth populations. Successful applicants should implement programs that will recognize and address the factors that can lead to or serve as a catalyst for delinquency or other problem behaviors in underserved youth. Expansion of mentoring activities should create new opportunities for mentee achievement. This program is authorized pursuant to paragraph (2), under the Juvenile Justice heading, in the Department of Justice Appropriations Act, 2014, P.L. 113-76; 128 Stat. 5, 64.

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 applications 72 hours** prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 27, 2014. See "How To Apply" on page 28 for details.

Eligibility

Eligible applicants are limited to multi-state organizations, defined as organizations that have operated an established mentoring program for at least 3 years, have active chapters or subawardees in at least 5 states, and will serve at-risk, high-risk, or underserved youth across all 5 states. For purposes of this solicitation, two or more independent organizations that form a collaborative to cover five states do not meet the criteria of OJJDP's definition of a multi-state mentoring organization. Applicants cannot be a national organization or a chapter or subawardee of a national organization, which OJJDP defines as an organization that has active chapters or subawardees in at least 45 states. **Please note: The definition of National organization has change from the OJJDP FY 14 Multi-State Mentoring solicitation posted on March 27, 2014.** *For-profit organizations must agree to forgo any profit or management fee.*

Eligible applicants must provide mentoring services to youth who are 17 years old or younger.

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

Program-Specific Information

This program supports the implementation and delivery of one-to-one, group, and peer mentoring services to at-risk, high-risk, or underserved youth populations through applicant organizations and their chapters or subawardees. This program also supports one or more enhancements of services to both improve the access to and impact of mentoring services. For the purpose of this solicitation, mentoring programs should support a structured relationship between an adult or trained peer and one or more youth. Mentoring promotes positive

behaviors, attitudes, and outcomes for youth and reduces risk-factors. It has been shown to improve academic performance and/or social or job skills, support behavioral or other personal development, and reduce consumption of alcohol and other drugs. Successful mentoring programs include matches between a mentor and one or more youth; mentoring can take place in multiple and informal settings and in a school or program context.

This program encourages the implementation of evidence-based practices that research and evaluations have demonstrated to be associated with the best results.

Target Population. Applicants must initiate mentoring services to youth who are 17 years old or younger. The target population should include those youth who are identified as at risk, high risk, or underserved. In addition, OJJDP encourages applicants to target mentoring services and programs to children of incarcerated parents; youth in high-risk environments; youth with a parent in the military, including a deployed parent; and/or tribal youth. Mentoring programs targeting these populations should highlight how the anticipated services would best support the unique needs of these populations, such as key partnerships, cultural sensitivity, or specialized curricula.

At-Risk and High-Risk Youth. For the purposes of this solicitation, OJJDP defines at-risk and high-risk youth as those youth who are most likely to become involved in the juvenile justice system because they possess certain predictive/correlative characteristics, are already involved in the juvenile justice system, and/or reside in environments that have high rates of parental incarceration, community violence, drug markets, gang concentration, and failing schools. Risk factors for juvenile delinquency are multidimensional across individual, family, community, peer, and school factors. Applicants should fully address how the behaviors, characteristics, factors, etc., identified for at-risk youth relate to involvement in the juvenile justice system.

Underserved Youth. For the purposes of this solicitation, OJJDP defines underserved youth as those youth who demonstrate need but have not participated in consistently high quality mentoring services due to location; shortage of qualified mentors; special physical or mental challenges; having an incarcerated parent; having a parent in the military, including a deployed parent; residing in a detention center; being lesbian, gay, bisexual, transgender, or questioning; being a tribal member; or other analogous situations that the community identifies.

Applicants should demonstrate their capability and expertise with underserved youth and, in particular, how their mentoring approach will best serve the unique and diverse needs of an underserved population. For example, applicants that will serve children with incarcerated parents are strongly encouraged to review resources such as: findyouthinfo.gov/node/21428 and indicate how the program will enhance the social and emotional well-being of the children.

This solicitation offers three mentoring service program categories. Applicants must designate under which category they are applying:

Category 1: One-on-one Mentoring. Competition ID: OJJDP-2014-3805. An adult or trained peer (mentor) forms a mentoring relationship with a youth (mentee).

Category 2: Group Mentoring. Competition ID: OJJDP-2014-3806. An adult or trained peer (mentor) forms a mentoring relationship with two or more youth (mentees).

Category 3: Combined One-on-One and Group Mentoring. Competition ID: OJJDP-2014-3807. This category includes programs that offer both one-on-one and group mentoring as described in Category 1 and 2.

Purpose

OJJDP seeks to support the provision of mentoring programs and the enhancement of existing mentoring activities (i.e., direct one-on-one, group, or peer mentoring) to improve the access to and quality of the mentoring provided.

Goals, Objectives, and Deliverables

The program's goal is to improve outcomes for at-risk, high-risk, or underserved youth and reduce negative outcomes, including juvenile delinquency and gang participation, improve academic performance, and reduce school drop-out rates through mentoring. To achieve this goal, program objectives focus on supporting qualified programs to (1) provide quality mentoring services and (2) enhance their mentoring services to implement one or more research- and evidence-based practice. See a list of research references in Appendix A.

1. **Provide mentoring services for at-risk, high-risk, or underserved youth in five states.**

   Under this solicitation, OJJDP supports the provision of mentoring services to at-risk, high-risk, or underserved youth. Applicants should address how their mentoring program has the following practices in place that are likely to enhance the quality of the mentoring relationship:

   - **screens mentors and matches with youth.** Screening and matching appropriate mentors with mentees has been associated with positive outcomes for youth. This involves both background screening and assessing youth and mentors to determine the most appropriate match.

   - **structures the match to last over a substantial period of time.** Research has indicated that youth who participated in longer relationships improved in academic, psychosocial, and behavioral measures, while those youth in mentoring relationships that ended prematurely had fewer indications of positive effects and some negative effects.

   - **provides mentor training.** Research demonstrates that initial and ongoing training for mentors is a moderator of program effectiveness. For the purposes of this solicitation, OJJDP defines training as opportunities for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth mentees.

   - **provides clear mentor expectations and follow-up monitoring and support.** Providing program coordinators, match specialists, program liaisons, etc., who clearly communicate expectations and support and guide mentors has been associated with positive outcomes for youth.

   - **designs the mentoring relationship for consistency.** Regular and ongoing contact is necessary to establish a mentor-mentee relationship. Regular meetings have also been linked to positive outcomes. While OJJDP does not provide specific guidelines on a

minimum amount of time mentors must meet with mentees, this program supports those mentoring programs that provide services on an ongoing and consistent basis.

2. **Enhance mentoring services to implement additional research- and evidence-based practice(s).**

   While research has indicated that the following practices have been associated with program effectiveness, they are less commonly implemented and may require more innovative designs in practice. In addition to providing mentoring services to at-risk, high-risk or underserved youth, applicants should identify one or more of the following strategies they will use to enhance the current mentoring services they provide.

   - **match mentors and mentees based on interests and skills.** Under this enhancement, applicants will assess and redesign their matching process to improve the matching based on youth's needs and interests and a mentor's experiences, skills, and interests (as opposed to being based on demographic features). Research has shown that taking into account a youth's interests when matching him/her with a mentor was associated with the overall success of the mentoring program.

   - **provide ongoing training.** Research indicates that ongoing training (beyond providing a single, initial orientation or training) and support for mentors is a moderator of program effectiveness. Under this enhancement, applicants will improve training and support for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth. It may also include training staff to be more effective trainers of mentors.

   - **provide additional mentor support.** Providing structured support to mentors has been identified as a key program characteristic associated with improved effectiveness and longer lasting mentoring matches. Under this enhancement, applicants will outline how they will improve the ongoing support that program coordinators, match specialists, etc., offer mentors. This includes, but is not limited to, increasing the frequency of and improving the program communication with mentors or providing additional support regarding activities, issues, questions, or plans.

   - **incorporate advocacy/teaching roles for mentors.** Research has shown that advocacy/teaching roles for mentors have been associated with program effectiveness. Under this enhancement, advocacy or teaching roles or functions are defined as those in which the mentor offers active guidance to the youth and seeks to facilitate the youth's relationships with peers and/or other supportive adults and to support engagement with appropriate activities and resources. This should not be confused with an overly directive or authoritarian approach, which has evidence of potential harmful outcomes in youth mentoring. It is also not a therapeutic, counseling, informational/instructional, or explicit skill-building approach (i.e., such as job skills).

   - **engage parents.** Research indicates that mechanisms that support and involve parents in mentoring programs increase the chances for positive outcomes. Under this enhancement, 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, or additional outreach to parents. Parents include both official and unofficial caretakers.

- **use a youth-centered developmental approach.** Under this enhancement, programs will incorporate a youth-centered approach that allows the mentor and mentee to establish and achieve a mutually agreed upon set of goals. Research demonstrates that this approach, focused on providing structured support to the developmental needs of the youth, can increase the effectiveness of the mentoring program.

- **assess and serve mentee risk.** Research has identified that the risk profile of the target population appears to be associated with variations in the effectiveness of mentoring programs. Under this enhancement, programs will institute an assessment that considers both individual and environmental risk and adjust the mentoring services accordingly.

- **improve closure.** There are indications that while longer mentor-mentee match duration positively influences the effectiveness of mentoring programs, the key feature may actually be that the mentoring match lasted the full expected duration, regardless of the time period. Under this enhancement, programs will review and revise procedures for and guidance to mentors and mentees in setting expectations, preventing premature endings, and working to effectively close a match at its end.

- **provide structured activities.** Structured activities are the result of planning, curriculum development, and program design that the mentor and mentees can engage in together. Research has indicated that providing this type of structured support to mentors and mentees is associated with improved outcomes. Under this enhancement, examples of structured activities can include, but are not limited to, community involvement/engagement projects, job skills, and career-path related activities, recreational and educational games, and cultural-specific programs.

- **establish external partnerships.** Research has indicated that collaboration with other organizations involved in providing services or resources to support mentees and their families has been associated with better outcomes for the youth. Under this enhancement, applicants will identify and enter into additional partnerships to best serve the needs of the mentored youth and families.

- **structure the mentoring relationship to support bonding or emotional connection between the mentee and mentor.** Research has demonstrated that having a strong emotional connection or bond between the mentee and mentor has been associated with stronger relationships and better outcomes. This bond can be supported via various ways, such as providing activities or resources for mentors and mentees that can help facilitate conversations.

- **encourage the mentor to think of him/herself as a role model**. Research has highlighted that mentors who demonstrate healthy behaviors (such as those around eating, exercising, relationships, and academics) have been associated with better outcomes for youth. Under this enhancement, the mentor will receive clear expectations and guidance around serving as a role model.

Successful applicants should implement programs that will recognize and address the factors that can lead to or serve as a catalyst for delinquency or other problem behaviors in underserved youth (e.g., lack of education or employment opportunities, attitudes in the community or family that condone criminal activity, lack of parental supervision). Proposals

should contain a description of all services that the applicant will provide to address these issues and their expected outcomes.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;

- integrating evidence into program, practice, and policy decisions within OJP and the field; and

- improving the translation of evidence into practice.

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 Web site 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.

Applicants must explain how the proposed mentoring program models that they will implement are evidence-based.

Additional Resources

OJJDP encourages applicants to review the recommendations from the Attorney General's National Task Force on Children Exposed to Violence, www.justice.gov/defendingchildhood/cev-rpt-full.pdf, and the recommendations of the National Research Council's *Reforming Juvenile Justice: A Developmental Approach*, www.nap.edu/catalog.php?record_id=14685 and consider incorporating the recommendations into their applications where applicable.

Amount and Length of Awards

OJJDP intends to fund more than one successful applicant within each category. An application may be for a project period of as long as 3 years. An applicant may request as much as $2 million for a minimum project period of 12 months and a maximum of 36 months for all three categories. The award will cover the entire project period.

OJJDP expects to award grant funds under this solicitation no later than September 30, 2014. 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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an employee at a greater 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 Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. Applicants requesting a waiver should include a detailed justification in the budget narrative of their applications. Applicants who do not submit a waiver request and justification with their applications should anticipate that OJP will request that they adjust and resubmit their budgets.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs. OJP strongly encourages applicants who propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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.

Costs Associated with Language Assistance (if applicable). If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. 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 at 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, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants who receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Reporting Tool (DCTAT) located at www.ojjdp-dctat.org/. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Description	Data Grantee Provides
To provide direct one-on-one, group, or peer mentoring services to underserved youth populations. Establish and strengthen collaborative community approaches to improve outcomes for at-risk or high risk youth in mentoring programs.	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 members 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.
	Percentage of program mentors successfully completing training.	The number and percentage of program mentors successfully completing training during the reporting period.	Number of mentors who successfully completed training during the reporting period. Number of mentors who entered the training program 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 mentors demonstrating increased knowledge of the program during the reporting period, as reported in a survey tool. Number of trained program mentors.

| | Mentor retention rate. | The number of program mentors that the program retains within the reporting period. | Number of mentors who left the program during the reporting period.

Total number of mentors at the end of the previous reporting period.

Total number of mentors in the program during the reporting period. |
|---|---|---|---|
| | Percentage increase in youth enrolled since the beginning of the grant period. | Increase in the number of youth enrolled (being mentored) since the beginning of the 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 with active partners representing the following types of groups: non-profit service organizations and/or faith-based organizations, private industry, secondary education provider, and post- secondary education provider or vocational training provider, and other active partners.

Number of mentoring programs. |
| | Number of program youth served.

Number of youth served with an evidence-based program or practice. | An unduplicated count of the number of youth served by the program 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 youth served with an evidence-based program and practices include program models 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 | Number of youth carried over
from the previous reporting period, plus new admissions during the reporting period.

Number of youth served with an evidence-based program or practice. |

		many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	
	Number of youth who successfully complete the program.	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. The total number of youth includes those youth who have exited successfully and those who have exited unsuccessfully.	Number of youth who exited the program having completed program requirements. Number of youth who exited the program during the reporting period, successfully or unsuccessfully.
	Percentage of program youth who offend or reoffend (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 youth who offend (new offense). Number of youth who reoffended. Number of youth in program.
	Percentage of program youth exhibiting desired change in the targeted behavior (short and long term).	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 youth exhibiting a desired change in targeted behavior (behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.) reported in a pre and post test. Number of youth exhibiting a desired change in behavior 12 months following the initial placement with mentor. Number of youth in the program.

OJP does not require applicants to submit performance measures data with their applications. 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 15 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 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 an Institutional Review Board, in accordance with the regulations, review and approve most research involving human subjects that any federal department or agency conducts or supports before an award recipient may expend federal funds 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 statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to generalizable knowledge or if they intend to use the information solely for 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.

What an Application Is Expected To Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or do not include the application elements that OJJDP has designated 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 Budget Narrative.

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

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

    The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (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).

2. **Project Abstract**

    Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Abstracts should be—

    *   written for a general public audience.

    *   submitted as a separate attachment with "Project Abstract" as part of its file name.

    *   single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

    As a separate attachment, the abstract will **not** count against the page limit for the program narrative.

    The abstract should include a brief description of the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward

these goals. The abstract should indicate whether any portion of the project budget will be used to conduct "research" as described in the Project Evaluation section on page 14.

Applicants should clearly state in the abstract how they meet the criteria as a multi-state mentoring program and propose to deliver mentoring services to at-risk, high-risk, or underserved youth. The abstract should also reference which category (one-on-one, group, or combined mentoring) the applicant is applying under, the number of states in which the applicant agency has subawardees or chapters in operation, and the number of states and youth this award will support.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission to Share Project Abstract with the Public. It is unlikely that OJJDP will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a Web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. **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 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, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly,

the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

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

a. **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.

b. **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.

    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 does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 11) are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. 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.

c. **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) Explain how the applicant will provide mentoring services to at-risk, high-risk, or underserved youth, including:

(a) a description of the target population and related risk level(s). (Applicants should include a detailed plan for outreach to youth in high-risk neighborhoods, youth with a parent in the military, and tribal youth, if targeted.)

(b) a description of how this will include youth across at least five states. As a separate attachment, upload a complete list of subawardees or chapters and states where the mentoring program will take place under this grant (see Additional Attachments, page 25).

(c) a description of how applicants will provide one-on-one mentoring, group mentoring, or peer mentoring services to their selected target population, including procedures regarding how often mentors and mentoring participants meet, how long the sessions last, where they meet, and how many youth they will serve.

(2) Explain the extent to which the established mentoring programs incorporate each of the features into their program design and a description of them, including:

(a) screens mentors and matches with youth. Screening and matching appropriate mentors with mentees has been associated with positive outcomes for youth. This involves both background screening and assessing youth and mentors to determine the most appropriate match.

(b) structures the match to last for a year (including the school year). Research has indicated that youth who participated in mentoring relationships that lasted a year or longer improved in academic, psychosocial, and behavioral measures, while those youth in mentoring relationships that lasted between 3 months and 1 year had fewer indications of positive effects. Additionally, youth who had been in a mentoring relationship that lasted fewer than 3 months reported decreases in measures of self-worth and perceived scholastic competence.

(c) provides mentor training. Research demonstrates that training for mentors is a moderator of program effectiveness. For the purposes of this solicitation, OJJDP defines training as opportunities for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth mentees.

(d) provides mentor support. Providing program coordinators, match specialists, program liaisons, etc. who provide support and guidance to mentors has been associated with positive outcomes for youth.

(e) designs the mentoring relationship for consistency. Regular and ongoing contact is necessary to establish a mentor-mentee relationship. Regular meetings have also been linked to positive outcomes. While OJJDP does not provide specific guidelines on a minimum amount of time mentors must meet

with mentees, this program supports those mentoring programs that provide services on an ongoing and consistent basis.

(3) Explain how the program will develop, improve, and implement one or more of the research-based strategies identified on pages 7-8, including:

(a) match mentors and mentees based on interests and skills. Under this enhancement, applicants will assess and redesign their matching process to improve the matching based on youth's needs and interests and a mentor's experiences, skills, and interests (as opposed to being based on demographic features). Research has shown that taking into account a youth's interests when matching him/her with a mentor was associated with the overall success of the mentoring program.

(b) provide ongoing training. Research indicates that ongoing training (beyond providing a single, initial orientation or training) and support for mentors is a moderator of program effectiveness. Under this enhancement, applicants will improve training and support for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth. It may also include training staff to be more effective trainers of mentors.

(c) provide additional mentor support. Providing structured support to mentors has been identified as a key program characteristic associated with improved effectiveness and longer lasting mentoring matches. Under this enhancement, applicants will outline how they will improve the ongoing support that program coordinators, match specialists, etc., offer mentors. This includes, but is not limited to, increasing the frequency of and improving the program communication with mentors or providing additional support regarding activities, issues, questions, or plans.

(d) incorporate advocacy/teaching roles for mentors. Research has shown that advocacy/teaching roles for mentors have been associated with program effectiveness**.** Under this enhancement, advocacy or teaching roles or functions are defined as those in which the mentor offers active guidance to the youth and facilitates the youth's relationships with peers and/or other supportive adults and to support engagement with appropriate activities and resources. This should not be confused with an overly directive or authoritarian approach, which has evidence of potential harmful outcomes in youth mentoring. It is also not a therapeutic, counseling, informational/instructional, or explicit skill-building, such as job skills, approach.

(e) engage parents. Research indicates that mechanisms that support and involve parents in mentoring programs increase the chances for positive outcomes. Under this enhancement, 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, or additional outreach to parents. Parents include both official and unofficial caretakers.

(f) use a youth-centered developmental approach. Under this enhancement, programs will incorporate a youth-centered approach that allows the mentor and mentee to establish and achieve a mutually agreed upon set of goals. Research demonstrates that this approach, focused on providing structured support to the

developmental needs of the youth, can increase the effectiveness of the mentoring program.

(g) assess and serve mentee risk. Research has identified that the risk profile of the target population appears to be associated with variations in the effectiveness of mentoring programs. Under this enhancement, programs will institute an assessment that considers both individual and environmental risk and adjust the mentoring services accordingly.

(h) improve closure. There are indications that while longer mentor-mentee match duration positively influences the effectiveness of mentoring programs, the key feature may actually be that the mentoring match lasted the full expected duration, regardless of the time period. Under this enhancement, programs will review and revise procedures for and guidance to mentors and mentees in setting expectations, preventing premature endings, and working to effectively close a match at its end.

(i) provide structured activities. Structured activities are defined as activities that are the result of planning, curriculum development, and program design that the mentor and mentorees can engage in together. Research has indicated that providing this type of structured support to mentors and mentees is associated with improved outcomes. Under this enhancement, examples of structured activities can include, but are not limited to, community involvement/engagement projects, job skills, and career-path related activities, recreational and educational games, and cultural-specific programs.

(j) establish external partnerships. Research has indicated that collaboration with other organizations involved in providing services or resources to support mentees and their families has been associated with better outcomes for the youth. Under this enhancement, applicants will identify and enter into additional partnerships to best serve the needs of the mentored youth and families.

(k) structure the mentoring relationship to support bonding or emotional connection between the mentee and mentor. Research has demonstrated that having a strong emotional connection or bond between the mentee and mentor has been associated with stronger relationships and better outcomes. This bond can be supported via various ways, such as providing activities or resources for mentors and mentees that can help facilitate conversations.

(l) encourage the mentor to think of him/herself as a role model. Research has highlighted that the mentors who demonstrate healthy behaviors (such as those around eating, exercising, relationships, and academics) have been associated with better outcomes for youth. Under this enhancement, the mentor could receive clear expectations and guidance around serving as a role model.

OJJDP is interested in gaining a better understanding of how existing mentoring organizations work together to improve or enhance the field of mentoring and will expect applicants selected for funding to collaborate with other OJJDP-funded multi-state and national mentoring organizations. (Note: This does not require that an applicant submit a joint application with another organization. This is an opportunity to highlight joint

activities and/or shared efforts to meet the needs of at-risk, high-risk, or underserved youth.) Applicants should describe their current or proposed efforts for collaboration with other multi-state and national mentoring organizations to best meet the needs of targeted at-risk, high-risk, or underserved youth. Proposals should include specific examples of how the applicant currently collaborates with other mentoring organizations and how the applicant proposes to collaborate with other multi-state and national mentoring organizations. This can include examples of collaboration at both the national and local levels.

OJJDP will also require all successful applicants to coordinate efforts and participate in as many as two meetings per year with OJJDP and the other successful applicants to discuss a national strategy for mentoring.

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 25.

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 www.ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 25. On receipt of an award, the award recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

d. **Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees 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 should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

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 areas and target population.

OJJDP will also assess how well applicants describe:

(1) evidence of an established, qualified mentoring program including:

(a) demonstrating that applicants are an established youth service organization that has active subawardees or chapters that served youth in at least 5 states for 3 or more years.

(b) demonstrating that applicants have had a mentoring program for at least 3 years at the time of application that includes (1) an established mentoring model, which involves the structured relationship between an adult or trained peer mentor and one or more youth (OJJDP defines youth as individuals younger than 18 years of age), and (2) coordinated and managed the provision of mentoring services to a particular target population.

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 existed), mission, and accomplishments.

OJJDP encourages applicants to upload as separate attachments official documentation, such as letters of incorporation, 501(c) 3 status documentation, etc.

(2) capacity to serve at-risk, high-risk, or underserved youth across five states. This can include previous measures of success, average length of previous mentoring matches, number of youth served, number of mentors recruited, documented participant behavioral changes, documented outcomes, etc.

The target population for this program may include children of incarcerated parents. If the applicant decides to target this population, they should demonstrate their capability and expertise and their experience and knowledge of the needs regarding this very vulnerable group. Applicants are encouraged to establish partnerships with organizations and agencies that can provide additional support for this population, such as corrections agencies or service providers with unique expertise in working with incarcerated individuals and their families. Applicants should also address how their mentoring programs will best prepare mentors for working with youth that may have incarcerated parents.

Regarding working with youth with a parent in the military, including a deployed parent, applicants should address if the work with this special population may occur on or off base. If the applicant proposes to establish mentor/mentee relationships on base, the proposal should describe the organization's relationship with appropriate base command. Proposals should include a letter of support from base command as evidence of such a relationship, and a memorandum of understanding (MOU) is strongly encouraged. MOUs should 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.

Regarding the tribal mentoring component, applicants should demonstrate cultural competency and experience, knowledge, and understanding of the needs of the tribal communities and mentoring practices in Indian Country where they propose to work. Applicants should also recognize the significance and complexities of tribal culture and indigenous justice systems. For example, some tribes have their own juvenile justice systems, whereas others operate through local, county, or state systems. Some tribes rely on oral teachings exchanged through a mentorship between elders and youth. Applicants should consult with tribes to develop a tribal mentoring program. Proposals should include a letter of support from the tribal leadership as evidence of such a relationship and an MOU is strongly encouraged.

4. **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.

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

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 their budget in a different format should include the budget categories listed in the sample budget worksheet.

b. **Budget Narrative.** The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the

applicant estimated and calculated <u>all</u> 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.

c. **Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold.** If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the OJP Financial Guide.

5. **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.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants who do not have an approved rate may request one through their 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. For assistance with identifying your cognizant agency, contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

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

   Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance 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 an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

   Applicants who cannot submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of their applications (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJJDP will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. **Additional Attachments**

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. 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.

a. **Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation <u>and</u> will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency.

- the solicitation name/project name.

- the point of contact information at the applicable funding agency.

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	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

b. list of subawardees or chapters and states where the mentoring program will take place under this grant.

c. logic model (see Logic Model, page 21)

d. timeline or milestone chart (see Timeline, page 21)

e. résumés of all key personnel

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

g. letters of support/memoranda of understanding from partner organizations

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

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

8. **Accounting System and Financial Capability Questionnaire**

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 must download, complete, and submit this [form](#).

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 10 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 (35 percent)
4. Capabilities and Competencies (30 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[1] (5 percent)

See What an Application Is Expected To Include, page 15, 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 internal peer reviewers, external peer reviewers, or a combination, to review the applications. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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, reviews 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.

All final award decisions will be made by the OJJDP Administrator, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP 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

- Civil Rights Compliance Specific to State Administering Agencies

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct

- 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

- Non-profit Organizations

- For-Profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act of 2006 (FFATA)

- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement

- Active SAM Registration

- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)

- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must register in, and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](#). Applicants who experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800**-**518**-**4726** or **606–545–5035**, 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJJDP strongly encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table

below. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (__)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	**When using the ampersand (&) in XML, applicants must use the "&" format.**		

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." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

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 a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

   Information about SAM registration procedures can be accessed at www.sam.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/web/grants/register.html.

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 an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.726, titled "Juvenile Mentoring Program," and the funding opportunity number is OJJDP-2014-3804.

6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by individual Competition IDs. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

   Category 1: One-on-one One Mentoring: Competition ID: OJJDP-2014-3805

   Category 2: Group Mentoring: Competition ID: OJJDP-2014-3806

   Category 3: Combined: Both One-on- One and Group Mentoring: Competition ID: OJJDP-2014-3807

7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants who expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants who do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

8. **Submit a valid 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 message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

   Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

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

Experiencing Unforeseen Grants.gov Technical Issues

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their applications. The e-mail must describe the

technical difficulties and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests.** After OJJDP reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time.

- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site.

- failure to follow each instruction in the OJP solicitation.

- technical issues 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.

Provide Feedback to OJP

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

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Appendix A: References

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DuBois, D.L., Portillo, N., Rhodes, J.E., Silverthorn, N., and Valentine, J.C. 2011. "How Effective Are Mentoring Programs for Youth? A Systematic Assessment of the Evidence." *Psychological Science in the Public Interest* 12(2)57–91. www.rhodeslab.org/files/DuBoisetalMeta.pdf

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Keller, T.E. 2005. "The stages and development of mentoring relationships." In D.L. DuBois and M.J. Karcher (Eds.), *Handbook of youth mentoring* (pp. 82–99). Thousand Oaks, CA: SAGE.

Rhodes, J.E., and DuBois, D.L. 2006. "Understanding and Facilitating the Youth Mentoring Movement." *Social Policy Report* 20(3). www.srcd.org/documents/publications/spr/20-3_youth_mentoring.pdf

Rhodes, J.E., and DuBois, D.L. 2006. "Understanding and Facilitating the Youth Mentoring Movement. Society for Research in Child Development." *Social Policy Report.* Vol 20 (3) Retrieved from: www.srcd.org/index.php?option=com_docman&task=doc_download&gid=79.

Application Checklist

OJJDP FY 2014 Multi-State Mentoring Initiative

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____Acquire a DUNs number (see page 29)
_____Acquire or renew registration with SAM (see page 29)

To Register with Grants.gov:
_____Acquire AOR and Grants.gov username/password (see page 29)
_____Acquire AOR confirmation from the E-Biz POC (see page 30)

To Find Funding Opportunity:
_____Search for the funding opportunity on Grants.gov (see page 30)
_____Select the correct Competition ID (see page 30)
_____Download Funding Opportunity and Application Package
_____Sign up for Grants.gov e-mail notifications (optional) (see page 28)
_____Read **Important Notice: Applying for Grants in Grants.gov**

General Requirements:

_____Review "Other Requirements" Web page

Scope Requirement:

_____The federal amount requested is within the allowable limit(s) of $2 million.

Eligibility Requirement:

____Non-profit organization, including faith-based, community-based, and tribal organization
____For-profit organization, including faith-based, community-based, and tribal organization
____Meets criteria of established, qualified mentoring program

What an Application Is Expected to Include:

_____Application for Federal Assistance (SF-424) (see page 15)
_____Project Abstract (see page 15)
_____Program Narrative (see page 16)
_____Budget Detail Worksheet (see page 23*)*
_____Budget Narrative (see page 23)
    _____Employee Compensation Waiver request and justification (see page 10)
    _____Read OJP policy and guidance on "conference" approval, planning, and reporting
        available at www.ojp.gov/funding/confcost.htm (see page 10)
_____Indirect Cost Rate Agreement (if applicable) (see page 24*)*
_____Tribal Authorizing Resolution (if applicable) (see page 24)

_____Additional Attachments (see page 25)

     _____Applicant Disclosure of Pending Applications

     _____List of subawardees or chapters and states where the mentoring program will take place under this grant (see page 22)

     _____logic model (see page 21)

     _____timeline or milestone chart (see page 21)

     _____résumés of all key personnel

     _____job descriptions outlining roles and responsibilities for all key positions

     _____letters of support/memoranda of understanding (see page 22)

     _____evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

     _____evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

     _____Accounting System and Financial Capability Questionnaire (see page 26)