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

OJJDP FY 2019 National Mentoring Resource Center
FY 2019 Competitive Grant Solicitation

CFDA #16.726

Grants.gov Solicitation Number: OJJDP-2019-14995

Solicitation Release Date: March 13, 2019

Application Deadline: 11:59 p.m. eastern time (ET) on April 29, 2019

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention is seeking applications for funding for the fiscal year (FY) 2019 National Mentoring Resource Center. This program furthers the Department's mission by providing the mentoring field with comprehensive resources and training materials to advance the implementation of evidence- and research-based mentoring practices.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply):

Eligible applicants are limited to nonprofit organizations[1] and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education).

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

OJJDP will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more

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[1] See ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm for additional information on demonstrating nonprofit status.

than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OJJDP may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035, at https://www.grants.gov/web/grants/support.html, or at [support@grants.gov.](mailto:support@grants.gov) The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. General information on applying for OJJDP awards can be found at https://www.ojjdp.gov/funding/funding.html. Answers to frequently asked questions that may assist applicants are posted at https://www.ojjdp.gov/grants/solicitations/FY2019/FAQ/NMRC.pdf.

Post-Award Legal Requirements Notice

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

Deadline Details

Applicants must register with Grants.gov at https://www.grants.gov/web/grants/register.html prior to submitting an application. All applications are due by 11:59 p.m. ET on April 29, 2019.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this Important Notice: Applying for Grants in Grants.gov.

For additional information, see the "How to Apply (Grants.gov)" section in the OJP Grant Application Resource Guide.

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OJJDP FY 2019 National Mentoring Resource Center
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A. Program Description

Overview

OJJDP supports a wide range of mentoring initiatives aimed at preventing and reducing juvenile delinquency. Under this solicitation, the successful applicant will continue to develop and expand the OJJDP National Mentoring Resource Center, which will provide comprehensive mentoring resources, references, and training materials and advance the implementation of evidence- and research-based mentoring practices. The goal of the resource center is to enhance the capacity of mentoring organizations to develop, implement, and expand effective mentoring practices.

Statutory Authority: Department of Justice Appropriations Act, 2019, Pub. L. No. 116-6, 133 Stat. 13, 115.

Program-Specific Information

In 2013, OJJDP first awarded a grant to develop the National Mentoring Resource Center to support the continued advancement of high-quality mentoring practices for at-risk youth across the country. OJJDP has been a national leader in the field of youth mentoring since the establishment of the Juvenile Mentoring Program in 1996. Since then, OJJDP has supported an extensive portfolio of mentoring programs for national, multistate, and local organizations that have served and continue to serve a diverse population of at-risk, high-risk, and underserved youth across the country. OJJDP has also advanced what is known about mentoring and the factors of program effectiveness through research and demonstration programs.

OJJDP supports mentoring approaches that are primarily targeted to youth younger than 18 years old. The approaches have grown from one-to-one mentoring to include group and peer mentoring held in different settings (i.e., school based, community based, institutional based). With the continued enhancement and expansion of the National Mentoring Resource Center, OJJDP is building on its history and leadership in mentoring by providing a comprehensive and reliable resource for mentoring tools, program and training materials, and information. OJJDP expects that the resource center will collect OJJDP mentoring grantee materials; promote and catalog key mentoring training opportunities; identify evidence-based mentoring practices; facilitate collaboration among mentoring organizations and programs; and enhance the capacity of mentoring organizations to develop, implement, and expand effective mentoring practices.

With this FY 2019 funding, the resource center will build upon past efforts and continue to support mentoring services in innovative contexts and additional areas. OJJDP expects the mentoring center to develop training and technical assistance to improve the capacity of organizations and communities to develop and deliver mentoring programs for youth across a range of target

populations, service sectors, and systems identified through OJJDP mentoring solicitations, including but not limited to youth affected by opioids.[2]

Goals, Objectives, and Deliverables
The overall goal of this initiative is to operate and enhance OJJDP's National Mentoring Resource Center to improve the quality and effectiveness of mentoring across the nation.

The specific objectives of this program are to:

- Operate and enhance the comprehensive online repository of resources and tools managed by OJJDP's National Mentoring Resource Center for the mentoring field. Required activities include assessing the extent to which the navigation, structure, and organization of the repository is user friendly for the target audience, and implementing appropriate improvements in the user experience.

  The online repository will point to existing resources, when possible, with specific access to:

  o A "what works in mentoring" section highlighting key mentoring research and evidence-based practices and implementation resources, consistent with OJJDP's Model Programs Guide and OJP's CrimeSolutions.gov.

  o A section highlighting current issues and best practices to meet the mentoring needs of youth populations. Specifically, this section should include references to mentoring programs and resources for focus areas as identified in OJJDP mentoring program solicitations, e.g., youth involved in the juvenile justice system and youth impacted by opioids.

  o A catalog of OJJDP grantee-produced materials and resources.

  o One or more online mechanisms to facilitate cross-sharing of evidence-based practice information and resources across organizations involved with mentoring.

  o Mentoring trainings and information. These trainings should highlight work aimed to help the field meet the particular needs of all youth populations, including but not limited to areas listed in the OJJDP mentoring program solicitations, e.g., youth with juvenile justice involvement and youth impacted by opioids.

  o A section highlighting OJJDP investments in mentoring. References to OJJDP's National Mentoring Resource Center are to indicate that this center provides support primarily to OJJDP mentoring grantees.

- Identify systematic methods to align local needs and organizational capacity such as online, user-driven technical platforms to enable access to tailored technical assistance and training solutions.

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[2] See the following FY 2018 OJJDP mentoring solicitations for examples:
https://www.ojjdp.gov/funding/FundingDetail.asp?fi=463 and https://www.ojjdp.gov/funding/FundingDetail.asp?fi=446.

- Identify gaps in evidence-based mentoring training, resources, and practice across the youth justice continuum and develop resources, tools, and on- and offsite training and technical assistance to fill those gaps.

- Assess and improve sufficiency of current practice standards in alignment with existing research and facilitate implementation and ongoing monitoring of these standards by mentoring organizations.

- Provide ongoing training and technical assistance support to local mentoring organizations (including those that OJJDP is not currently funding) to build their capacity to deliver services.

- Promote and leverage strategic partnerships among mentoring organizations that benefit youth and the mentoring field and leverage previous OJJDP investments and partnerships, including but not limited to OJJDP's National Training and Technical Assistance Center, the OJJDP Model Programs Guide, and OJP's CrimeSolutions.gov.

- Collaborate with and incorporate input from a wide range of mentoring research and practice experts and other youth services experts to improve outcomes across systems, sectors, and program types.

- Develop tools and practical techniques for collaboration and coordination.

- Work with OJJDP to respond to a variety of mentoring-related needs, requests, and projects.

Deliverables. The specific deliverables of this program are to:

- **Create a work plan, timeline, and requirements document** that outlines activities necessary to accomplish the program's goal and objectives outlined above and, as necessary, to effect a successful transition from the prior grantee to the selected applicant.

- **Carry out or complete activities** to meet each program objective outlined above.

- **Host a national or regional mentoring conference** should OJJDP determine it is necessary. (To accommodate this potential deliverable, incorporate projected expenses in the submitted budget.)

Note: OJJDP may assign or direct major tasks and deliverables as needed based on current priority needs within the project scope and budget.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under What an Application Should Include.

Evidence-Based Programs or Practices
OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional

information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

OJJDP training and technical assistance awardee standards. OJJDP has developed the Core Performance Standards for Training, Technical Assistance, and Evaluation to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training. Award recipients must coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding.

Requirements related to coordination of activities will include, but are not limited to:

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP NTTAC by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.

- **OJJDP-funded webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP NTTAC in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and provide the final files which are compliant with Section 508 of the Workforce Rehabilitation Act to OJJDP or OJJDP's representative. For more information on Section 508 of the Workforce Rehabilitation Act, visit www.section508.gov.

- **Training information sharing.** OJP will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form, submit information to NTTAC on all training events (e.g., name of requestor, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

Information Regarding Potential Evaluation of Programs and Activities
Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled "Information Regarding Potential Evaluation of Programs and Activities."

B. Federal Award Information

Maximum number of awards OJJDP expects to make	1
Estimated maximum dollar amount for each award	$2 million
Total amount anticipated to be awarded under solicitation	$2 million
Period of performance start date	October 1, 2019
Period of performance duration	12 months

OJJDP may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation

awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports) and the progress of the work funded under the award.

Specifically for this solicitation, if the awardee demonstrates significant progress toward implementing project activities and project goals, OJJDP may provide continuation funding in FYs 2020 and 2021. With the continuation funding, the project period may be extended for two additional 12-month increments for an overall project period of 36 months. Important considerations include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award
OJJDP expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Cooperative agreements include a condition in the award document that sets out the nature of the "substantial federal involvement" in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated "substantial federal involvement" in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

Financial Management and System of Internal Controls
Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements[3] as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the OJP Grant Application Resource Guide for additional information.

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[3] The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Budget Information

Cost Sharing or 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.

Preagreement Costs (also known as Preaward Costs)
Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving preagreement costs, the applicant may contact the point of contact listed on the title page of the solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for preagreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide (Post award Requirements section) at https://ojp.gov/financialguide/DOJ/index.htm for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver
For applicants seeking the waiver, see the OJP Grant Application Resource Guide for information.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See the OJP Grant Application Resource Guide for information.

Costs Associated With Language Assistance (if applicable)
See the OJP Grant Application Resource Guide for information on costs associated with language assistance that may be allowable.

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see Section B. Federal Award Information.

D. Application and Submission Information

What an Application Should Include
For this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative.

See the "Application Elements and Formatting Instructions" section of the OJP Grant Application Resource Guide for information on, among other things, what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

1. **Complete the Application for Federal Assistance (Standard Form (SF)-424)**

   The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the OJP Grant Application Resource Guide for additional information on completing the SF-424.

   Intergovernmental Review: This solicitation ("funding opportunity") **is** subject to Executive Order 12372. An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf. If the applicant's state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: "Program is subject to E.O. 12372, but has not been selected by the state for review.").

2. **Project Abstract**

   Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project 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 (such as Times New Roman) with 1-inch margins.

   The abstract should briefly describe 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 the applicant will use any portion of the project budget to conduct research, as described in Note on Project Evaluations on page 14. All project abstracts should follow the detailed template available at www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

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

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 need for a National Mentoring Resource Center. The applicant should use data to provide evidence that the need exists, demonstrate the size and scope of the need, and document the effects this has on the mentoring field. Applicants should describe any previous or current attempts to address the need.

b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of their 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 meet the problem described in the previous section.

   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 overall goal of operating a comprehensive National Mentoring Resource Center to improve the quality and effectiveness of mentoring across the nation and measurable. (Examples of measurable objectives include the following: to provide a minimum of 3,000 hours of training to a minimum of 500 mentoring organizations.)

   Performance Measures. OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "General Information About Post-Federal Award Reporting Requirements" in Section F. Federal Award Administration Information). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in Section A. Program Description.

   Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in Appendix A: Performance Measures Table.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Reporting Tool.

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. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 6. OJJDP encourages applicants to select evidence-based practices for their programs.

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.

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. See sample logic models here. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 16.

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" here).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 16. On receipt of an award, the 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.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 1, 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 percentage of time that the partner will devote to the planning and operation of the project.

Letters of support may be addressed to the OJJDP Administrator. Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

Note on Project Evaluations
An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the OJP Grant Application Resource Guide.

4. **Budget Information and Associated Documentation**

See the Budget Preparation and Submission Information section of the OJP Grant Application Resource Guide for details on the Budget Detail Worksheet and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and preagreement costs.

5. **Indirect Cost Rate Agreement**

See the Budget Preparation and Submission Information section of the OJP Grant Application Resource Guide for information.

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

An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution. See the OJP Grant Application Resource Guide for information on tribal authorizing resolutions.

The following two paragraphs in this solicitation expressly modify the "Tribal Authorizing Resolution" provisions in the OJP Grant Application Resource Guide. An applicant is to follow the guidance in these two paragraphs instead of the guidance stated under the "Tribal Authorizing Resolution" heading in the Guide.

An application in response to the solicitation may require inclusion of information related to a tribal authorizing resolution. A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award 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 award. 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.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should submit an unsigned, draft version of such legal documentation as part of its application (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, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

7. **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (questionnaire) at https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf as part of its application. See the OJP Grant Application Resource Guide for additional information and submission instructions for this questionnaire.

8. **Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. See the OJP Grant Application Resource Guide for additional information and submission instructions for this disclosure.

9. **Applicant Disclosure of Pending Applications**

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the OJP Grant Application Resource Guide.

10. Applicant Disclosure and Justification – DOJ High-Risk Grantees[4] (if applicable)

An applicant that is designated as a DOJ High-Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named "DOJ High-Risk Grantee Applicant Disclosure and Justification." (See also "Review Process" below, under Section E. Application Review Information, for a brief discussion of how such information may considered in the application review process.) See the OJP Grant Application Resource Guide for additional information and submission instructions for this disclosure.

11. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the OJP Grant Application Resource Guide.

12. Additional Attachments

   a. Logic model (see page 13).
   b. Timeline or milestone chart (see page 13).
   c. Résumés of all key personnel.
   d. Job descriptions outlining roles and responsibilities for all key positions.
   e. Letters of support/memoranda of understanding from partner organizations (see page 13).

How To Apply (Grants.gov)

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the OJP Grant Application Resource Guide.

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- CFDA # 16.726, Juvenile Mentoring Program
- OJJDP-2019-14955

For information on each registration and submission step, see the OJP Grant Application Resource Guide.

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[4] A "DOJ High-Risk Grantee" is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

E. Application Review Information

Review Criteria
Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (5%)
2. Goals, Objectives, and Performance Measures (25%)
3. Project Design and Implementation (35%)
4. Capabilities and Competencies (25%)
5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally 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.[5]

Review Process
OJP is committed to ensuring a fair and open process for making awards. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. See the OJP Grant Application Resource Guide for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed $250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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 may take into account not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices
See the OJP Grant Application Resource Guide for information on award notifications and instructions.

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[5] Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Administrative, National Policy, and Other Legal Requirements
OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the OJP Grant Application Resource Guide for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) Security Clauses
An application in response to this solicitation may require inclusion of information related to information technology security. See the OJP Grant Application Resource Guide for information on information technology security.

General Information About Post-Federal Award Reporting Requirements
In addition to the deliverables described in Section A. Program Description, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)
See the OJP Grant Application Resource Guide for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 552a)
All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the OJP Grant Application Resource Guide for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

Provide Feedback to OJP
To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the OJP Grant Application Resource Guide for information on providing solicitation feedback to OJP.

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Description	Data Recipient Provides
To operate and enhance a National Mentoring Resource Center, which will provide tools and resources that will improve the quality and effectiveness of mentoring programs.	Number of training requests received.	Number of training requests received during the reporting period. Requests can come from individuals or organizations served.	Number of training requests received during the reporting period.
	Number of technical assistance requests received.	Number of technical assistance requests received during the reporting period. Requests can come from individuals or organizations served.	Number of technical assistance requests received during the reporting period.
	Number of program materials developed during the reporting period.	Number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, and lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed.
	Number of planning or training events held during the reporting period.	Number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc. Program records are the preferred data source.	Number of planning or training activities held during the reporting period.
	Number of people trained during the reporting period.	Number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program or their position as	Number of people trained.

		program staff. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period. Program records are the preferred data source.	
	Number of program policies changed, improved, or rescinded during the reporting period.	Number of cross-program or agency policies or procedures changed, improved, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the topic area of the program or that affect program operations. Program records are the preferred data source.	A. Number of program policies changed during the reporting period. B. Number of program policies rescinded during the reporting period.
	Percent of people exhibiting an increased knowledge of the program area during the reporting period.	Number of people who exhibit an increased knowledge of the program area after participating in training. Use of pre- and post-tests is preferred.	A. Number of people exhibiting an increase in knowledge post-training. B. Number of people trained during the reporting period. C. Percent of people trained who exhibited increased knowledge (A/B).
	Percent of those served by training and technical assistance (TTA) who reported implementing an evidence-based program and/or practice during or after the TTA.	Number and percent of programs served by TTA that reported implementing an evidence-based program and/or practice during or after the TTA. Evidence-based programs 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 use.	A. Number of programs served by TTA that reported using an evidence-based program and/or practice. B. Number of programs served by TTA. C. Percent of programs served by TTA that report using an evidence-based program and/or practice (A/B).

| | Percent of organizations reporting improvements in operations based on TTA. | Number and percent of organizations reporting improvements in operations as a result of TTA 1 to 6 months post-service. | A. Number of organizations reporting improvements in operations based on TTA during the reporting period.

B. Number of organizations served by TTA during the reporting period.

C. (A/B). |
| | Number of program materials disseminated during the reporting period. | Number of program materials disseminated during the reporting period. | Number of program materials disseminated during the reporting period. |

Appendix B: Application Checklist

OJJDP FY 2019 National Mentoring Resource Center

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a D-U-N-S Number   (see OJP Grant Application Resource Guide)
_____ Acquire or renew registration with SAM (see OJP Grant Application Resource Guide)

To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password
                   (see OJP Grant Application Resource Guide)
_____ Acquire AOR confirmation from the E-Biz POC
                   (see OJP Grant Application Resource Guide)

To Find Funding Opportunity:
_____ Search for the Funding Opportunity on Grants.gov   (see page 16)
_____ Access Funding Opportunity and Application Package   (see page 16)
_____ Sign up for Grants.gov email notifications (optional)
_____ Read Important Notice: Applying for Grants in Grants.gov
_____ Read OJP policy and guidance on conference approval, planning, and reporting
      available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm

After Application Submission, *Receive Grants.gov Email Notifications That:*
_____ (1) Application has been received
_____ (2) Application has either been successfully validated or rejected with errors
               (see OJP Grant Application Resource Guide)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:
_____ Contact the Response Center at grants@ncjrs.gov regarding experiencing technical difficulties (see page 2)

Overview of Post-Award Legal Requirements:

_____ Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards" in the OJP Funding Resource Center at https//ojp.gov/funding/index.htm.

Scope Requirement:

_____ The federal amount requested is within the allowable limit of $2 million.

Eligibility Requirement: Eligible applicants are limited to nonprofit organizations[6] and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education).

What an Application Should Include:

The following items are critical application elements required to pass BMR. An application that OJP determines does not include the application elements designated to be critical will neither proceed to peer review nor receive further consideration.

☐ Program Narrative   (see page 11)
☐ Budget Detail Worksheet   (see page 14)
☐ Budget Narrative   (see page 14)

☐ Application for Federal Assistance (SF-424)   (see page 11)

☐ Intergovernmental Review   (see page 11)

☐ Project Abstract   (see page 11)

☐ Program Narrative   (see page 11)
      ☐ Statement of the Problem
      ☐ Goals, Objectives, and Performance Measures
      ☐ Project Design and Implementation
      ☐ Capabilities and Competencies

☐ Budget Detail Worksheet (including Narrative)   (see page 14)

☐ Indirect Cost Rate Agreement (if applicable)   (see page 14)

☐ Tribal Authorizing Resolution (if applicable)   (see page 14)

☐ Financial Management and System of Internal Controls Questionnaire (see page 15)

☐ [Disclosure of Lobbying Activities (SF-LLL)](#)   (see page 15)

☐ Applicant Disclosure of Pending Applications   (see page 15)

☐ Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable)
                                                           (see page 16)

☐ Research and Evaluation Independence and Integrity   (see page 16)

☐ Request and Justification for Employee Compensation; Waiver (if applicable)
                                                           (see page 10)

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[6] See ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm for additional information on demonstrating nonprofit status.