Frequently Asked Questions

OJJDP FY 2012 Mentoring Enhancement Demonstration Program

Solicitation Specific FAQs

1. What is the deadline for this solicitation?

All applications are due by 11:59 p.m., Eastern Time on May 14, 2012.

2. Who is eligible to apply?

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

3. Is there a match requirement?

No, there is no match requirement.

4. Is there a maximum funding amount that I can apply for?

The maximum funding is $400,000/year with an annual renewal of $400,000/year for 2 additional years, for a 3-year total of $1.2 million.

5. What is the CFDA number?

16.726

6. How many applications were received last year and how many awards were made?

This is the first year of this program.

7. Is there a list of awardees from prior years?

OJJDP posts the prior year's awards on its Web site, www.ojjdp.gov/funding/funding.html#2.

8. What date should I list as the start date on the SF-424 form?

Applicants may begin their proposed project dates on or after October 1, 2012.

9. What is the target age group/population?

The target age group for this solicitation is 12 to 14 years old; however, applicants may include youth as young as 11 and as old as 15 at the time of the mentoring match.

10. What is the definition of advocacy or teaching functions for mentors?

For purposes of this solicitation, OJJDP defines advocacy or teaching roles or functions 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,such as job-skills, approach.

It is, instead, a developmental approach to mentoring in which the mentor's role is to actively foster the development of the youth. The mentor functions in a way that actively demonstrates concern with helping the youth reach his or her full potential. In doing so, the approach focuses on building a close relationship with the youth in the context of providing appropriate guidance in combination with enhancing the youth's access to key resources and supports outside of the relationship.

11. What enhancements or strategies are allowed under this solicitation?

Applicants must propose to implement the following strategies. Applicants must detail how their proposed strategy is changing or improving the current practices.

- **Mentor-Mentee Matching.** All applicants must detail how they will match mentors and mentees. The matching processes must be based primarily on matching a youth's needs and interests with a mentor's experiences, skills, and interests (as opposed to being based on demographic features).

- **Mentor Training.** Research suggests that initial and ongoing training for mentors is a moderator of program effectiveness. For the purposes of this solicitation, training is defined as opportunities for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth mentees. This training must focus primarily on building a mentor's skills and effectiveness in serving in the advocacy/teaching function.

- **Ongoing Mentor Support.** To support the advocacy and teaching functions of mentors, applicants should outline how they will improve the ongoing communication and 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.

12. What is a qualified, established mentoring program and/or a qualified mentoring site collaborative?

Qualified mentoring programs. For the purpose of this solicitation, qualified mentoring programs involve a structured relationship between a volunteer adult and one or more youth, with one-on-one or group-mentoring. **For purposes of this solicitation, all mentors must be voluntary and not paid a regular stipend, wage, or salary for their time spent mentoring.** Research indicates that youth who participated in mentoring relationships that lasted a year or longer demonstrated improvements 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. OJJDP recommends that mentoring matches be structured to last for a minimum of 12 months.

Qualified established program sites. OJJDP defines an established youth mentoring program as one in which the following characteristics have been in place for at least **3 years** at the time of application and to which the enhancements will be applied: (1) has provided mentoring services to a particular target population that will continue; (2) has operated in a particular geographic region that will continue; and (3) has used a mentoring model (i.e. one-on-one, group, etc.) that will continue. (The focus of this solicitation is on enhancing regional mentoring efforts through collaboratives of three to five program sites. It is not focused on national or large scale implementation.)

Qualified collaboratives of program sites. All applications must be part of a collaborative of at least three and as many as five sites where the mentoring enhancements will be applied. Collaboratives must agree to implement a specific program design consistently in all sites. Each site must have a separate address and location and serve different, non-duplicated youth. This may include different chapters or locations of the same parent organization; however, official organizational charts must reflect an independent program site. Each site must already have a qualified, established mentoring program. OJJDP encourages applicants to consider partnering with sites relatively close in proximity to leverage shared costs in any training or program-related activities.

13. **Do I have to participate in the OJJDP evaluation and what does that involve?**

OJJDP will require all successful applicants to participate in an evaluation that OJJDP will fund separately. In addition to completing the program activities enhancing the mentor's advocacy or teaching role through enhanced mentor-mentee matching, training, and ongoing support, successful applicants must:

- **Submit a detailed implementation plan** that OJJDP will review and approve. A draft implementation plan must be submitted at the time of application. OJJDP will then work with all successful applicants to review and revise the program implementation plan. This plan must demonstrate how the enhanced services offered under this program differ from the current services offered and include a timeline of implementation.

- **Assist in data collection and communicate with the evaluator.** Successful applicants under this solicitation will primarily be responsible for service delivery. OJJDP will expect grantees to assist in and coordinate basic data collection during and after the grant period ends. A separate evaluator funded by OJJDP will be the primary research personnel.

- **Work with OJJDP's evaluator to randomly assign matches.** Each of the 3-5 sites per award must serve 75-100 new youth in the first year of implementation. The evaluator will work with all successful applicants to assign the matches to intervention and comparison groups (approximately 40-50 in each group) and to complete and implement all required research protocols and human subjects' protections and consent forms.

Orientation Training. OJJDP will require all successful applicants to participate in an orientation training. For budgeting purposes, all applicants should budget for two or three staff to attend a 2-3 day orientation training in Washington, DC. OJJDP will provide successful applicants with information regarding its location and timing.

General FAQs

14. How do I apply for this funding opportunity?

Applicants will submit their applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. To find complete instructions on how to register and submit an application, go to www.Grants.gov.

15. Who do I contact for help with Grants.gov?

If the applicant experiences technical difficulties during this process, call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except federal holidays.

16. What is a DUNS number and how do I get one?

The Office of Management and Budget requires that all agencies, businesses, and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1–866–705–5711 or apply online at www.dunandbradstreet.com to obtain a number. Individuals are exempt from this requirement.

17. What is CCR, and how do I register?

OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. However, applicants must update or renew their CCR registration annually to maintain an active status. Access information about CCR registration procedures at www.ccr.gov.

18. What information is included in the page limit?

The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. 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 the application to be noncompliance in peer review and final award decisions.

19. Is there a budget format or sample that is available?

A budget detailed worksheet form is available on OJP's Web site at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf. When using this form, you must also include a budget narrative, in MS Word or PDF format, as a separate attachment.

20. In my application, do I need to address all performance measures listed in this specific solicitation?

A summary of the specific performance measures that OJJDP will use to measure grantee performance is under the section within the solicitation titled Performance Measures. Applicants should include a brief narrative discussion in their application that indicates their understanding of the performance measures for this solicitation and how they intend to provide the required data to OJJDP.

21. Can I submit a paper version via U.S. mail instead of an electronic application through the Grants.gov system?

No. Applicants must submit their applications electronically. OJJDP will not accept paper submissions.

22. How does the review and awarding process work? How can I track the status of my application?

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. During that time, you may be asked additional questions about your application for clarification purposes.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General, who also may consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final award decisions.

To prevent compromising the integrity of the competitive review process, OJJDP will not discuss details regarding the status of your applications until all awards have been made to grant recipients. OJJDP expects to make all awards by no later than September 30, 2012.

23. How will I be notified if my agency is selected to receive an award?

Both the point of contact and the authorizing official listed on the grant application will receive an e-mail award notification that will provide further information on procedures for receiving funds.

24. I am experiencing technical difficulties submitting my applications to Grants.gov. Is there an alternate way to submit my application?

Applicants who experience technical issues that prevent them from submitting their application by the deadline must e-mail the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** to request approval to submit their application. Applicants must include in the e-mail a description of the technical difficulties, a timeline of their submission efforts, their complete grant application, their DUNS number, and any Grants.gov Help Desk tracking number(s) they have received. **Note: OJJDP does not automatically approve requests.** After OJJDP reviews the information and contacts the Grants.gov Help Desk to validate the technical issues, OJP will contact the applicant to inform them whether their request to submit a late application has been approved. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment, including firewalls.

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