

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



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## **OJJDP FY 2020 Mentoring Opportunities for Youth Initiative FY 2020 Competitive Grant Solicitation**

**CFDA #16.726**

**Grants.gov Solicitation Number:** OJJDP-2020-16930

**Solicitation Release Date:** February 12, 2020

**Application Deadline:** 11:59 p.m. eastern time (ET) on April 13, 2020

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding for the fiscal year (FY) 2020 Mentoring Opportunities for Youth Initiative. This program furthers the Department's mission by supporting mentoring programs to reduce juvenile delinquency, drug abuse (especially opioid abuse), victimization, and problem and high-risk behaviors such as truancy.

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.

This solicitation offers five program categories and applicants must designate the category for which they are applying.

### **Eligibility** (Who may apply):

#### **Category 1 (OJJDP-2020-17633): National Mentoring Programs**

The following entities are eligible to apply:

- national organizations, defined as organizations that have active chapters or subawardees in at least 45 states.

Applicants must include a list of active chapters or subawardees and the states where they are located as an attachment to their application. For the purposes of this solicitation, 2 or more independent organizations that form a collaborative to meet the 45-state requirement do not satisfy OJJDP's definition of a national organization. The organization's national headquarters

must submit the application. OJJDP encourages applicants to minimize their administrative costs in an effort to subaward at least 90 percent of this award to active chapters or subrecipients, located in at least 38 states, while at the same time allowing for effective subrecipient oversight.

## **Category 2 (OJJDP-2020-17634): Multistate Mentoring Programs**

The following entities are eligible to apply:

- multistate organizations, defined as organizations that have operated an established mentoring program for at least 3 years and have active chapters or subawardees in at least 5 states but fewer than 45 states.

Applicants must include a list of active chapters or subawardees and the states where they are located as an attachment to their application. For the purposes of this solicitation, two or more independent organizations that form a collaborative to meet the five-state requirement do not satisfy OJJDP's definition of a multistate organization. The organization's headquarters must submit the application.

## **Category 3 (OJJDP-2020-17636): Mentoring Programs for Youth Involved in the Juvenile Justice System<sup>1</sup>**

The following entities are eligible to apply:

- nonprofit organizations and for-profit organizations (including tribal nonprofit and for-profit organizations and faith-based organizations) that at the time of application have operated a mentoring program for at least 1 year.

Applicants are expected to submit an attachment labeled "Mentoring organizational history" that demonstrates the timeframe for when the organization has provided mentoring services. This can include a statement on agency letterhead attesting to the start date of providing mentoring services. Links to organizational websites and/or press releases supporting this timeframe are encouraged to be included in this letter.

## **Category 4 (OJJDP-2020-17637): Mentoring Strategies for Youth Impacted by Opioids and Drug Addiction (Project Sites)**

The following entities are eligible to apply:

- nonprofit organizations and for-profit organizations (including tribal nonprofit and for-profit organizations and faith-based organizations) that at the time of application have operated a mentoring program for at least 1 year.

Applicants are expected to submit an attachment labeled "Mentoring organizational history" that demonstrates the timeframe for when the organization has provided mentoring services. This can include a statement on agency letterhead attesting to the start date of providing mentoring

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<sup>1</sup> For the purposes of this solicitation, "youth involved in the juvenile justice system" refers to those youth who have been arrested or referred for intake to a public agency (state, tribal, city, or county) legally responsible for handling juvenile crime, delinquency, and youth in need of guidance, treatment, or rehabilitation due to problematic behavior (truancy, running away, ungovernable, etc.).

services. Links to organizational websites and/or press releases supporting this timeframe are encouraged to be included in this letter.

### **Category 5 (OJJDP-2020-17638): Statewide and Regional Mentoring Initiative for Youth Impacted by Opioids and Drug Addiction**

The following entities are eligible to apply:

- national organizations (as defined in Category 1),
- states and territories,
- federally recognized tribal governments, and
- organizations having statewide reach providing mentoring services.

Organizations having statewide reach are expected to submit an attachment labeled “Mentoring organizational capacity” that demonstrates evidence that the organization has supported or operated mentoring programs on a statewide basis. This can include a statement on agency letterhead attesting to supporting or operating mentoring programs in multiple jurisdictions across the state. Links to organizational websites and/or press releases supporting this capacity are encouraged to be included in this letter.

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

Eligible applicants must provide mentoring services to youth who are 17 years old or younger at the time of admission to the program.

An organization that applies for funding in Category 1 may also be eligible to apply for Category 5, but is ineligible to apply for funds in Categories 2, 3, and 4. An organization that applies for funding in Category 2 may also apply to receive funds in Categories 3 and 4.

For Categories 3 and 4, 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 program. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

### **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](mailto: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](mailto: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://ojjdp.ojp.gov/sites/g/files/xyckuh176/files/media/document/ojjdp-2020-16930-faqs.pdf>.

A solicitation webinar will be held on **March 4, 2020 at 2 p.m. ET**. This webinar will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this [link](#) and following the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than 3 days prior. Submit your questions to <mailto:grants@ncjrs.gov> with the subject as “Questions for OJJDP FY 2020 Mentoring Opportunities for Youth Initiative Webinar.” After the webinar, you will find the webinar recording uploaded [here](#).

### **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. eastern time (ET) on April 13, 2020.

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 2020 Mentoring Opportunities for Youth Initiative

## CFDA #16.726

### A. Program Description

#### Overview

This solicitation provides funding for applicant organizations to enhance and expand mentoring services for children and youth. There are five categories under which organizations can apply.

#### Statutory Authority

Department of Justice Appropriations Act, 2020, Pub. L. No. 116–93; 133 Stat. 2317, 2410.

#### Program-Specific Information

This program supports the implementation and delivery of mentoring services to youth populations that are at risk for juvenile delinquency, victimization, and juvenile justice system involvement. Mentoring services can be one-on-one, group, peer, or a combination of these types. Applicants in all categories must initiate mentoring services to youth who are 17 years old or younger at the time of admission to the program. Funding can be used to support new mentoring matches or continue existing mentoring matches at the time of application.

**Category 1: National Mentoring Programs.** This category supports organizations with the widest reach and capacity to provide youth mentoring services across the country. For a definition of a national mentoring organization, see page 1.

For Category 1 include the following (applicants must describe how they will respond to these in their application):

- **Target population.** The target population should include those youth who are at risk for delinquency or victimization and/or are involved in the juvenile justice system. OJJDP **requires** applicants to develop and implement a plan to serve American Indian and Alaska Native (AI/AN) youth, both on and off reservations, with these grant funds. OJJDP strongly encourages applicants to target mentoring services that incorporate opportunities for youth and law enforcement engagement. OJJDP also encourages applicants to consider how best to serve youth impacted by opioids and drug addiction, children of parents on active military duty, children of incarcerated parents, and youth in rural<sup>2</sup> communities.
- **Bullying.** Applicants are expected to include information in their application that highlights how their mentoring model will directly address the impact of bullying (including cyberbullying) on the youth served in their programs.

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<sup>2</sup> Refer to <https://www.gpo.gov/fdsys/pkg/FR-2010-06-28/pdf/2010-15605.pdf>. “Rural” encompasses all population, housing, and territory not included within an urban area.

**Category 2: Multistate Mentoring Programs.** This category supports youth mentoring services provided by organizations with subawards or affiliates in at least 5 states but fewer than 45 states. For a definition of a multistate mentoring organization, see [Section C. Eligibility Information](#).

For Category 2 include the following (applicants must describe how they will respond to these in their application):

- **Broadest reach.** Applicants should address how the proposed mentoring approach will reach a diverse and broad population of youth. OJJDP will consider the following factors in this determination: number of states where the applicant organization can show a history of providing mentoring services through subawards, number of states where the applicant organization proposes to use the awarded grant funds to provide mentoring services, number of program sites where the applicant organization can demonstrate a history of providing mentoring services through subawards, number of program sites where the applicant organization proposes to use the awarded grant funds to provide mentoring services, number of youth served, number of mentors recruited, and diversity in the youth being served.
- **Target population.** The target population should include youth who are at risk for delinquency or victimization and/or are involved in the juvenile justice system. OJJDP also encourages applicants to consider how best to serve youth affected by drug addiction, children of parents on active military duty, children of incarcerated parents, and youth in rural communities.
- **Bullying.** Applicants are expected to include information in their application that highlights how their mentoring model will directly address the issue and impact of bullying (including cyberbullying) on the youth served in their programs.

**Category 3: Mentoring Programs for Youth Involved in the Juvenile Justice System.** This category is intended to be a resource for juvenile justice agency staff (e.g., probation officers) and to benefit youth eligible for community-based supervision and/or diversion services. See [Section C. Eligibility Information](#).

For Category 3 include the following (applicants must describe how they will respond to these in their application):

- **Target population.** The target population includes those youth who are screened as being low risk to public safety by a juvenile justice agency. Services may also be provided to youth post-adjudication as part of an alternative-to-detention approach authorized by the court and supportive services while on probation or community supervision. Youth leaving detention or returning from residential placement who are under court supervision and deemed low risk to public safety are also eligible for these services. OJJDP encourages applicants to consider youth in rural communities as a part of the target population.
- **Demonstrated partnership.** OJJDP encourages applicant mentoring organizations to establish a formal relationship with a juvenile justice agency. This should include a fully executed memorandum of understanding (or analogous document) between the agencies. While not required at the time of application, applicants should describe this



partnership and its importance to the program model. Applicants that submit a fully executed memorandum of understanding (or analogous document) will receive priority consideration. Applicants selected for funding without a fully executed memorandum of understanding (or analogous document) will have a special condition placed on their award withholding funding until this requirement is satisfied.

- **Youth and law enforcement engagement.** OJJDP encourages applicant organizations to provide opportunities for youth and law enforcement engagement as part of their program model or approach.

**Category 4: Mentoring Strategies for Youth Impacted by Opioids and Drug Addiction (Project Sites).** The focus of this category is to provide mentoring services to youth impacted by unlawful or addictive opioid use. See [Section C. Eligibility Information](#).

For Category 4 include the following (applicants must describe how they will respond to these in their application):

- **Target population.** The target population includes youth who are currently abusing or have abused opioids, youth at high risk for abusing opioids (i.e., presence of individual, family, and community risk factors for substance abuse), and youth with family members who are currently abusing or have abused opioids.
- **Demonstrated partnership.** OJJDP encourages applicant mentoring organizations to establish a formal relationship with a public or private substance abuse treatment agency. This should include a fully executed memorandum of understanding (or analogous document) between the agencies. While not required at the time of application, applicants should describe this partnership and its importance to the program model. Applicants that submit a fully executed memorandum of understanding (or analogous document) will receive priority consideration. Applicants selected for funding without a fully executed memorandum of understanding (or analogous document) will have a special condition placed on their award withholding funding until this requirement is satisfied.

Funding may be used to support supplemental activities as part of the proposed mentoring model; however, only up to 20 percent of the total amount of project funds can be used to support other non-mentoring direct services, such as mental health/substance abuse treatment, residential placement services, or other supportive services identified and aligned with the project design.

**Category 5: Statewide and Regional Mentoring Initiative for Youth Impacted by Opioids and Drug Addiction.** This category supports a broad-based approach to building mentoring program capacity in targeted regions throughout the country to help youth impacted by unlawful or addictive opioid use. See [Section C. Eligibility Information](#).

OJJDP is interested in supporting statewide or regional approaches to expanding mentoring services for these targeted youth. This may include states or statewide organizations providing subgrants to mentoring organizations in particular regions (especially rural communities), tribes supporting various mentoring programs operating throughout a reservation, and national mentoring organizations funding active chapters or subrecipients in areas (especially rural communities) with demonstrated high levels of opioid abuse. It is expected that mentoring



organizations will develop and implement innovative mentoring approaches for this target population of youth.

For Category 5 include the following (applicants must describe how they will respond to this in their application):

- **Target population.** The target population includes youth who are currently abusing or have abused opioids, youth at high risk for abusing opioids (i.e., presence of individual, family, and community risk factors for substance abuse), and youth with family members who are currently abusing or have abused opioids.

Funding may be used to support activities as part of the proposed mentoring model; however, only up to 20 percent of the total amount of project funds can be used to support other nonmentoring direct services, such as mental health/substance abuse treatment, residential placement services, or other supportive services identified and aligned with the project design.

### **Goals, Objectives, and Deliverables**

The program's goal is to improve outcomes (such as improved academic performance and reduced school dropout rates) for at-risk and system-involved youth, and reduce negative outcomes (including juvenile delinquency, substance use, and gang participation) through mentoring.

OJJDP has identified the following specific program objectives:

- a. **Provide mentoring services tailored to the needs of at-risk and system-involved youth populations.** Applicants under all categories should identify the proposed target population(s) and explain how the proposed mentoring approach will appropriately respond to their unique needs in a way that is likely to promote positive outcomes. For Categories 2 and 5, applicants should explain how they are able to have the broadest reach with their proposed services and mentoring organizational capacity.
- b. **Develop and implement program design enhancements that align with research and evidence on effective mentoring approaches.** Applicants should identify and implement program design enhancements in **one or more** of the six core practice areas listed in the *Elements of Effective Practice for Mentoring*,<sup>3</sup> as highlighted on OJJDP's National Mentoring Resource Center [website](#).
- c. Address how the applicant will promote **family engagement** as part of the program design or approach.

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](#).

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<sup>3</sup> Mentor. *Elements of Effective Practice for Mentoring*, 4th edition. Available at [http://www.mentoring.org/images/uploads/Final\\_Elements\\_Publication\\_Fourth.pdf](http://www.mentoring.org/images/uploads/Final_Elements_Publication_Fourth.pdf).

### **OJP Priority Areas**

In FY 2020, and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows for **Categories 4 and 5**:

- Applications that address specific challenges that rural communities face.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.
- Applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones (QOZs)).

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data; for assistance, applicants may wish to refer to <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>), how isolated the area is from needed services, and how they will address specific challenges in rural communities.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties. For purposes of this priority consideration, the term “high-poverty area” means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term “persistent-poverty counties” means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saie.html>).

To receive priority consideration under the Qualified Opportunity Zones priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury’s resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

### **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](#).

### **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

### Category 1: National Mentoring Programs

OJJDP is interested in maintaining maximum flexibility in making award decisions for Category 1. This includes flexibility regarding the number of awards made and the funding level of each award. OJJDP expects to make all awards under Category 1 for up to a 36-month period of performance, to begin on October 1, 2020. The requested award amount should cover the entire proposed period of performance and be based on the allowable costs associated with the program, including but not limited to the costs of planning and implementing the proposed program.

### Category 2: Multistate Mentoring Programs

Maximum number of awards OJJDP expects to make	12
Estimated maximum dollar amount for each award	\$2 million to \$4 million*
Total amount anticipated to be awarded under solicitation	\$24,000,000
Period of performance start date	October 1, 2020
Period of performance duration	up to 36 months

\*Applicants that meet the minimum requirement of having active chapters or subawardees in at least five states may request as much as \$2 million, and applicants that demonstrate the broadest reach (as detailed on page 7) may request as much as \$4 million. The requested award amount should cover the entire proposed period of performance and be based on the cost of implementing the proposed program.

### Category 3: Mentoring Programs for Youth in the Juvenile Justice System

Maximum number of awards OJJDP expects to make	6
Estimated maximum dollar amount for each award	\$500,000
Total amount anticipated to be awarded under solicitation	\$3,000,000
Period of performance start date	October 1, 2020
Period of performance duration	36 months

### Category 4: Mentoring Strategies for Youth Impacted by Opioids and Drug Addiction (Project Sites)

Maximum number of awards OJJDP expects to make	10
Estimated maximum dollar amount for each award	\$600,000
Total amount anticipated to be awarded under solicitation	\$6,000,000
Period of performance start date	October 1, 2020
Period of performance duration	36 months

### Category 5: Statewide and Regional Mentoring Initiative for Youth Impacted by Opioids and Drug Addiction

Maximum number of awards OJJDP expects to make	8
Estimated maximum dollar amount for each award	\$1,250,000
Total amount anticipated to be awarded under solicitation	\$10,000,000
Period of performance start date	October 1, 2020
Period of performance duration	36 months

Based on the availability of funding, OJJDP may request that an applicant selected for funding in any category reduce their proposed budget.

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 awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

### **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<sup>4</sup> 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.

### **Budget Information**

#### **Cost Sharing or Match Requirement**

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Preagreement Costs \(also known as Preaward Costs\)](#)

[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated With Language Assistance](#) (if applicable)

## **C. Eligibility Information**

For eligibility information, see [pages 1–3](#).

For information on cost sharing or match requirements, see [Cost Sharing or Match Requirement](#).

## **D. Application and Submission Information**

### **What an Application Should Include**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the [OJP Grant Application Resource Guide](#).

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet and Budget

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<sup>4</sup> 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.

Narrative, and the Executive Summary chart (see required format below in Additional Attachments section).

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on 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. 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](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 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 Times New Roman font 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 16. All project abstracts should follow the detailed template available at [www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

Category 1 applicants must detail in their abstract how they will include AI/AN youth.

## **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 Times New Roman font. 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 restrictions, OJJDP may negatively 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) project design and implementation, (3) capabilities and competencies, and (4) plan for collecting the data required for this solicitation's performance measures. 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, opioid/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. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population and any previous or current attempts to address the problem.

For Categories 4 and 5, applicants must provide data that document the extent of the opioid problem present in the state, region, or tribal community that will be served by the grant funds.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to their 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. **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 9. OJJDP encourages applicants to select evidence-based practices for their programs.

For Category 1, applicants should include in this section their detailed plan to serve AI/AN youth, both on and off reservations, with these grant funds.

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.

**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 17. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- c. **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.

Applicants should describe:

- How they meet each of the qualifications outlined under the Eligibility section on pages 1–3 for the category under which they are applying.
- Their experience providing mentoring practices (informed by the research) of a similar scope and scale. Categories 3 and 4 applicants should include a document attachment labeled “Mentoring organizational history.”
- Their ability to implement the stated program and enhancements.
- Category 1 applicants should include a detailed description of their experience in serving AI/AN youth through mentoring services.

- d. **Plan for Collecting the Data Required for This Solicitation’s 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. The performance data directly relate to the goals, objectives, and deliverables identified under “[Goals, Objectives, and Deliverables](#).”

Applicants should visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Award recipients will be required to provide the relevant data by submitting semi-annual performance metrics through OJJDP’s online Performance Measurement Tool (PMT), located at <https://ojpsso.ojp.gov/>. Applicants should review the complete list of



performance measures for this solicitation here: [Juvenile Mentoring Grant Program Performance Measures Grid](#).

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.

#### **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](#).

**Please see the [OJP Grant Application Resource Guide](#) for information on the following:**

4. [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.

Applicants should budget funds to support as many as two staff to travel once each year of the project to participate in a 2-day national training/meeting, as OJJDP directs. This includes an in-person new grantee orientation meeting during the first year of the project period. 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 (\$500) = \$1,000, 2 people x 2 days per diem (\$76/day) = \$304, 2 people x lodging (\$251) x 2 nights = \$1,004). Use U.S. General Services Administration per diem rates.

5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)
9. [Applicant Disclosure and Justification – DOJ High-Risk Grantees](#)<sup>5</sup> (if applicable)
10. [Research and Evaluation Independence and Integrity](#)

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<sup>5</sup> 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.

## 11. 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.

## 12. Additional Attachments

- a. **Documentation of Rural Challenges (if applicable).** As is mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the rural priority should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how it will address specific challenges in rural communities.
- b. **Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable).** As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority should provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number(s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county.
- c. **Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable).** As is mentioned above, OJP will give priority consideration in award decisions to designated Qualified Opportunity Zones (QOZs). Each applicant proposing to receive priority consideration under the under the Qualified Opportunity Zones priority should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of affected QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).
- d. Timeline (see page 14).
- e. Job descriptions outlining roles and responsibilities for all key positions.
- f. Mentoring organizational history for Categories 3 and 4 only (see page 15).
- g. List of active chapters or subawardees and the states where they are located for Categories 1 and 2.
- h. Executive Summary Chart.

The following chart lists data for each category that are deemed critical application elements and that are to be submitted with the application. Applicants are to provide this information in the form of a chart labeled “Executive Summary Chart.”

<b>All 5 Categories</b>	Number of youth served (new and continuation), and include the number of AI/AN youth for Category 1.	Number of mentors to be recruited and maintained.	Type of mentoring (individual, group, peer, or combination).
<b>Categories 1 and 2 only (must respond to these 2 additional elements)</b>	Number and name of states where the applicant currently has subawardees.	Number and name of states where the mentoring services will take place under this grant.	
<b>Category 5 (only statewide organizations must respond to these 2 additional elements)</b>	Number and name of jurisdictions where the applicant has provided mentoring services.	Number and name of jurisdictions where the mentoring services will take place under this grant.	

### How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.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.

- #16.726 Juvenile Mentoring Program
- OJJDP-2020-16930

Category 1 (OJJDP-2020-17633): National Mentoring Programs

Category 2 (OJJDP-2020-17634): Multistate Mentoring Programs

Category 3 (OJJDP-2020-17636): Mentoring Programs for Youth Involved in the Juvenile Justice System

Category 4 (OJJDP-2020-17637): Mentoring Strategies for Youth Impacted by Opioids and Drug Addiction (Project Sites)

Category 5 (OJJDP-2020-17638): Statewide and Regional Mentoring Initiative for Youth Impacted by Opioids and Drug Addiction

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

## 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 (15%)
2. Project Design and Implementation (35%)
3. Capabilities and Competencies (35%)
4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (10%)
5. Budget (5%): 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.<sup>6</sup>

See What an Application Should Include, page 12, for the criteria that the peer reviewers will use to evaluate applications.

### Review Process

OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

For a list of the application elements that **MUST** be included in the application submission in order for an application to meet the basic minimum requirements, see "What an Application Should Include" under Section D. Application and Submission Information.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a

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<sup>6</sup> 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.

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. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential enhancement to public safety in one or more federally designated QOZs), available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in the System for Award Management (SAM) as excluded from receiving a federal award.

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**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### **Federal Award Notices**

#### **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.

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).

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

## **Information Technology (IT) Security Clauses**

### **General Information About Post-Federal Award Reporting Requirements**

In addition to the deliverables described in [Goals, Objectives, and Deliverables](#), 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 4.

For contact information for Grants.gov, see the page 3.

## **H. Other Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)  
[Provide Feedback to OJP](#)

## Appendix A: Application Checklist

### OJJDP FY 2020 Mentoring Opportunities for Youth Initiative

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 DUNS 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 [OJP Grant Application Resource Guide](#))
- ☐ Select the correct Competition ID (see page 18)
- ☐ Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- ☐ Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- ☐ 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](#) (see [OJP Grant Application Resource Guide](#))

##### *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 regarding experiencing technical difficulties (see [OJP Grant Application Resource Guide](#))

#### Overview of Post-Award Legal Requirements:

- ☐ Review the ["Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards"](#) in the [OJP Funding Resource Center](#).

#### Scope Requirement:

- ☐ Category 1: The federal amount requested award amount should cover the entire proposed period of performance and be based on the allowable costs associated with the program, including but not limited to the costs of planning and implementing the proposed program.



- ☐ Category 2: The federal amount requested is within the allowable limit(s) of as much as \$2 million or as much as \$4 million (broadest reach)
- ☐ Category 3: The federal amount requested is within the allowable limit(s) of \$500,000.
- ☐ Category 4: The federal amount requested is within the allowable limit(s) of \$600,000.
- ☐ Category 5: The federal amount requested is within the allowable limit(s) of \$1,250,000.

### **Eligibility Requirement:**

Category 1: National organization national organizations, defined as organizations that have active chapters or subawardees in at least 45 states.

Category 2: Multistate organizations, defined as organizations that have operated an established mentoring program for at least 3 years and have active chapters or subawardees in at least 5 states but fewer than 45 states.

Category 3: Nonprofit organizations and for-profit organizations (including tribal nonprofit and for-profit organizations and faith-based organizations) that at the time of application have operated a mentoring program for at least 1 year.

Category 4: Nonprofit organizations and for-profit organizations (including tribal nonprofit and for-profit organizations and faith-based organizations) that at the time of application have operated a mentoring program for at least 1 year.

Category 5: National organizations (as defined in Category 1), states and territories, federally recognized tribal governments, and organizations having statewide reach providing mentoring services.

### **What an Application Should Include:**

The following items are critical application elements required to pass BMR review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements will neither proceed to peer review nor receive further consideration.

- |   |   |
|---|---|
| <input type="checkbox"/> Program Narrative                            | (see page 13)   |
| <input type="checkbox"/> Budget Detail Worksheet and Budget Narrative | (see <a href="#">OJP Grant Application Resource Guide</a> ) |
| <input type="checkbox"/> Executive Summary Chart                      | (see page 17)   |
- 
- |   |               |
|---|---------------|
| <input type="checkbox"/> Application for Federal Assistance (SF-424)  | (see page 13) |
| <input type="checkbox"/> Intergovernmental Review                     | (see page 13) |
| <input type="checkbox"/> Project Abstract                             | (see page 13) |
| <input type="checkbox"/> Indirect Cost Rate Agreement (if applicable) |               |
| (see <a href="#">OJP Grant Application Resource Guide</a> )           |               |

- ☐ Financial Management and System of Internal Controls Questionnaire  
(see [OJP Grant Application Resource Guide](#))
- ☐ [Disclosure of Lobbying Activities \(SF-LLL\)](#)  
(see [OJP Grant Application Resource Guide](#))
- ☐ Applicant Disclosure of Pending Applications  
(see [OJP Grant Application Resource Guide](#))
- ☐ Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)  
(see [OJP Grant Application Resource Guide](#))
- ☐ Research and Evaluation Independence and Integrity (if research/evaluation are proposed by applicant) (see [OJP Grant Application Resource Guide](#))
- ☐ Request and Justification for Employee Compensation; Waiver (if applicable)  
(see [OJP Grant Application Resource Guide](#))
- ☐ Tribal Authorizing Resolution (if applicable)  
(see [OJP Application Resource Guide](#))

#### Additional Attachments

- ☐ Documentation of rural challenges (if applicable).
- ☐ Documentation of high-poverty areas or persistent-poverty counties (if applicable).
- ☐ Documentation of enhanced public safety in federally designated Qualified Opportunity Zones (if applicable).
- ☐ Timeline
- ☐ Job descriptions outlining roles and responsibilities for all key positions.
- ☐ Mentoring organizational history for Categories 3 and 4 only (see page 15).
- ☐ List of active chapters or subawardees and the states where they are located for Categories 1 and 2.
- ☐ Executive Summary Chart.