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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 applicants for its Fiscal Year (FY) 2011 Multi-State Mentoring Initiative. This program furthers DOJ's mission by building the capacity of organizations to implement mentoring programs across multiple states.

## OJJDP FY 2011 Multi-State Mentoring Initiative

### Eligibility

OJJDP invites applications from private nonprofit and for-profit organizations, including faith-based, community-based, and tribal organizations. (See "Eligibility," page 3.)

### Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 8.) All applications are due by 11:59 p.m., Eastern Time on February 28, 2011. (See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail [support@grants.gov](mailto:support@grants.gov). Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, call Gwen Williams, Program Manager, at 202-616-1611 or [Gwendolyn.Williams@usdoj.gov](mailto:Gwendolyn.Williams@usdoj.gov) or Kerri Strug at 202-305-0702 or [Kerri.Strug@usdoj.gov](mailto:Kerri.Strug@usdoj.gov).

Grants.gov number assigned to this announcement: **OJJDP-2011-2888**

**Release Date: December 29, 2010**

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# OJJDP FY 2011 Multi-State Mentoring Initiative (CFDA #16.726)

## Overview

This solicitation invites eligible applicants to propose the enhancement or expansion of initiatives that will assist in the development and maturity of community programs to provide mentoring services to high-risk populations that are underserved due to location, shortage of mentors, special physical or mental challenges of the targeted population, or other analogous situations that the community in need of mentoring services identifies. This program will be authorized by an act appropriating funds for the Department of Justice.

## Deadlines: Registration and Application

Registration with [Grants.gov](http://Grants.gov) is required prior to application submission. OJJDP encourages applicants to register several weeks before the application deadline of 11:59 p.m. Eastern Time, on February 28, 2011. See "How To Apply," page 8, for details.

## Eligibility

OJJDP invites applications from private nonprofit and for-profit organizations, including faith-based, community-based, and tribal organizations. For-profit organizations must agree to forego any profit or management fee. Eligibility is restricted to organizations that have been in existence for at least 3 years, have had programs in five or more states for at least a full calendar year, and have established a strong presence in their communities. National organizations are ineligible to apply. National organizations are defined as having an active program or programs with affiliates in at least 45 states.

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

Eligible applicants who propose to provide direct services to youth must not include youth who are age 18 or older in the population to be served.

## Program-Specific Information

### Purpose

Mentoring is a strategy to provide youth with the skills, resources, and confidence they need to reach their potential and succeed in life. In this initiative, award recipients must target an at-risk or high-risk population younger than 18 years of age. This solicitation uses the term at-risk to denote youth exposed to high levels of risk in their families, homes, communities, and social environments to a degree that could lead to educational failure, dropping out of school, or

involvement in juvenile delinquency, including gang-related offending. The target population of the project should include youth with a parent in the military, including a deployed parent. High-risk is used to designate youth with present or past involvement with the juvenile justice system.

This program will provide funding for organizations currently operating mentoring programs in several states to expand or enhance the capacity of their mentoring initiatives by: (1) augmenting the involvement of and services for the mentoring participants' parents; (2) expanding structured activities and opportunities for the mentors and mentoring participant(s); and (3) increasing the availability of ongoing mentor training and support. These enhancements will likely contribute to the quality of the mentoring program as well as the efforts to address both individual and environmental factors that contribute to delinquency.

Applicants must indicate one or more of the following program strategies listed below as their focus area and detail how their project will operate throughout the funding period.

- 1. The involvement of parents in the project and the provision of services for them.** For the purposes of this solicitation, family and parental involvement includes, but is not limited to, creating specific activities in which mentors, youth participants, and parents participate together, including informal recreational activities that the mentoring organization hosts and additional outreach to parents. It also includes coordination or provision of family services, which is defined as services to address one or more needs of the family of the mentoring participant. Parents include both official and unofficial caretakers.
- 2. The delivery of structured activities and programs for the mentoring match.** For the purposes of this solicitation, structured activities are defined as activities that are the result of planning, curriculum development, and program design that the mentor and mentoring participant(s) can engage in together. The activities should incorporate a youth-centered approach that allows the mentor and mentee to work together to establish and achieve an agreed upon set of goals.
- 3. The implementation or expansion of ongoing training and support for mentors.** For the purposes of this solicitation, training and support for the mentor is defined as opportunities for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth mentees. This training should focus primarily on building support and development opportunities for mentors that target the skills and abilities to respond to the needs of youth and support their development. This can include, but is not limited to, training in youth development, building relationships, improving communication techniques, crisis procedures and responses, and leadership training. It may also include training staff to be more effective trainers of mentors.

Because structured support is critical for the mentoring relationship, best practices require significant training for the mentor, oversight of the relationship, and data collection to track the relationship and positive outcomes arising from it. A national program evaluation found that factors critical to implementing effective mentoring programs include significant contact between mentor and mentee and a relationship through which the mentee perceives the mentor as a friend rather than simply an authority figure. Other factors that researchers found serve as prerequisites for successful mentoring programs include: volunteer screening, mentor training, matching that takes into account youth and volunteer preferences, and intensive supervision and support.

OJJDP-supported research and evaluations indicate that mentoring relationships should be structured to support a relationship that lasts at least 12 months or through an entire school year. Research further finds that mentoring relationships that last 2 or more years significantly increase positive outcomes for youth.

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

The program's goal is to enhance the capacity of organizations to develop or expand their current mentoring programs that strive to reduce juvenile delinquency and gang participation, improve academic performance, and reduce school drop-out rates by supporting the involvement of parents of mentoring participants or providing/coordinating services for them, opportunities for structured activities for mentoring matches, and ongoing options for mentors to further develop their mentoring-related skills and abilities. OJJDP is particularly interested in programs that seek to increase participation of mentors from underrepresented groups (e.g., Hispanic and African-American adult males), target children of single-parent families, target children with a parent in the military, including a deployed parent, and make truancy prevention a priority in improving school attendance. The proposed mentoring program models that the applicant will implement must be evidence-based and replicable.

### **Evidence-based Programs or Practices**

OJP considers programs and practices to be evidence based when their effectiveness has been demonstrated by causal evidence, generally obtained through outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

For additional information on evidence-based programs, see OJJDP's *Model Program Guide* at [www.ojjdp.gov/mpg](http://www.ojjdp.gov/mpg).

### **Amount and Length of Awards**

OJJDP will make awards of up to \$3 million for an award period of as long as 3 years. This amount is for the entire award period.

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

### **Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/indexSES.asp](http://www.opm.gov/oca/11tables/indexSES.asp).) Note: A recipient may compensate an employee at

a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their applications. Unless applicants submit a waiver request and justification, they should anticipate that OJP will request that they adjust and resubmit their budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

**Match Requirement.** Match is not required for this program.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

| Objective  | Performance Measure(s)   | Data Grantee Provides  |
|--|--|--|
| <p>Establish or improve the administration of mentoring programs for at-risk, underserved youth, including the expansion of mentoring strategies and program design.</p> <p>Enhance and improve the organizational capacity, system efficiency, and cost effectiveness of mentoring programs through training and technical assistance and other strategies.</p> | <p>Increase in the number of program mentors recruited.</p> <p>Percentage of program mentors who successfully complete training.</p> <p>Percentage of trained mentors with increased knowledge of the program.</p> <p>Program mentor retention rate.</p> <p>Number of evidence-based</p> | <p>During the reporting period:</p> <p>Number of mentors at the beginning of the program.</p> <p>Number of mentors at the close of reporting period.</p> <p>Number of mentors.</p> <p>Number of trained mentors.</p> <p>Number of mentors successfully completing training.</p> <p>Number of trained mentors demonstrating increased knowledge of the program.</p> <p>Number of mentors who left the program.</p> <p>Evidence-based programs/practices</p> |

|  |  |   |
|--|--|---|
|  | <p>program/practices,* as determined by OJJDP.</p> <p>Percentage increase in youth enrolled since the beginning of the program/grant period.</p> <p>Percentage of mentoring programs with active partners, including nonprofit service organizations, faith-based organizations, private industry, secondary and post-secondary education providers, vocational training providers, and other active partners.</p> <p>Number of program youth served.</p> <p>Percentage of program youth who complete program requirements.</p> <p>Number of program youth who offend/reoffend.</p> <p>Percentage of program youth exhibiting desired change in the targeted behavior. Targeted behavior will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.</p> <p>Percentage of youth with whom an evidence-based practice was used.</p> | <p>that the grantee implements.</p> <p>Number of youth enrolled at the beginning of the program.</p> <p>Number of youth currently enrolled.</p> <p>Number of mentoring programs.</p> <p>Number of mentoring programs with active partners.</p> <p>Number of youth carried over from the previous reporting period plus new admissions during the current period.</p> <p>Number of youth who exited the program, successfully and unsuccessfully.</p> <p>Number of youth who exited the program having completed program requirements.</p> <p>Number of youth with a new offense.</p> <p>Number of youth exhibiting a desired change in targeted behavior.</p> <p>Number of youth served using an evidence-based practice.</p> |
|--|--|---|

\*Evidence-based programs/practices have been shown, through rigorous evaluation and replication, to be effective at preventing/reducing juvenile delinquency, victimization, and related risk factors. They may be derived from a variety of valid sources, such as OJJDP's *Model Programs Guide*, and may include practices that agencies, organizations, and staff have adopted that are generally recognized as best practices, based on research literature and the degree to which it is based on a clear, well-articulated theory or conceptual framework for delinquency or victimization prevention/intervention.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for

performance measures. Refer to the section “What an Application is Expected to Include,” page 10, for additional information.

## **Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subject protections. However, project evaluations that are intended to generate internal improvements to a program or service or to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” [28 C.F.R. § 46.102(d)]. For additional information on determining whether a proposed activity would constitute research, see the decision tree on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/index.html](http://www.ojjdp.ncjrs.gov/grantees/pm/index.html).

## **Notice of New Post-Award Reporting Requirements**

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System, found at [www.fsrs.gov](http://www.fsrs.gov).

Applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## **How To Apply**

Applications should be submitted through Grants.gov. Complete instructions on how to register and submit an application can be found at [www.grants.gov](http://www.grants.gov). Applicants who experience difficulties during this process, should call the Grants.gov Customer Support Hotline at 1–800–518–4726. Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.



Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take several weeks for first-time registrants to receive confirmation and a user password. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com).
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the 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. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete the AOR profile on Grants.gov and create a username and password. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, visit [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire Confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The applicant's E-Biz POC must log into Grants.gov to confirm the organization's AOR. An organization can have more than one AOR.
5. **Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.726 titled "Juvenile Mentoring Program" and the funding opportunity number is OJJDP-2011-2888.
6. **Submit an Application Addressing All Solicitation Requirements.** Within 24-48 hours after submitting an electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation will state whether OJJDP has received and validated the application or rejected it, with an explanation. **Important:** OJJDP urges applicants to submit their applications at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

## **Grants.gov Technical Issues**

Applicants who experience unforeseen Grants.gov technical issues that prevent them from submitting their applications by the deadline must contact OJJDP staff within 24 hours after the deadline and request approval to submit their applications. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of their technical difficulties, a timeline of submission efforts, their complete grant application, their DUNS number, and Grants.gov Help Desk tracking numbers they have received. After OJJDP reviews the information and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to inform them whether their request has been approved or denied. If OJJDP cannot validate the technical issues reported, the Office will reject the application as untimely.

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

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

## **What an Application Is Expected To Include**

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP decide to make an award, it may result in OJJDP including special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications that do not respond to the scope of the solicitation, that do not meet the eligibility requirements, that do not request funding within the funding limit, that do not include a program narrative, and budget detail worksheet or a budget narrative will neither proceed to peer review nor receive further consideration.

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

### **Standard Form-424 (SF-424)**

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from

the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF-424 are available at [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf).

## **Program Narrative**

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (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.

- **Statement of the Problem**

Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

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

**Project Abstract.** Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how the applicant will measure progress toward these goals.

**SMART.** All applicants must register with OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system at [smart.gismapping.info](http://smart.gismapping.info). Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing

significant need. Maps and reports generated that support the problem identified in this section should be submitted as attachments to the application. If the SMART system does not provide the most recent data or information to validate the problem, additional data points (e.g., local incidents of crime or community resources), as identified by the applicant, may be submitted instead (see "Other Attachments," page 15). Instructions specific to the FY 2011 solicitations will be posted on the home page of the SMART site. For questions about the SMART system, contact Dennis Mondoro at 202-514-3913 or [dennis.mondoro@usdoj.gov](mailto:dennis.mondoro@usdoj.gov).

- **Performance Measures Requirements**

Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

**Goals.** Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, or to expand counseling services to cover an additional 50 at-risk youth.)

**Performance Measures.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.) OJJDP does not require applicants to submit performance measures data with their applications. Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate pre-award. (See [www.ojjdp.ncirs.gov/grantees/pm/faq.html](http://www.ojjdp.ncirs.gov/grantees/pm/faq.html) for more information).

- **Project/Program Design/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 are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

OJJDP will assess how well applicants incorporate the following mentoring program elements into their program design:

1. Evidence of an established mentoring program (as defined on page 3) and its existence in five or more states. Examples of evidence can include, but are not limited to, the program's history (including the circumstances of its creation and how long it has been in existence), mission, and accomplishments.
2. Program structure and history of the established mentoring program (as defined on page 4) including:
  - the structure/design of the mentoring sessions (This can include, but is not limited to: one-on-one or group mentoring, compensated or voluntary, designed length of the relationship, etc.);
  - a defined target population and criteria for youth selection;
  - mentor recruitment, screening, and selection procedures;
  - procedures on how often mentors and mentoring participants meet, how long the sessions last, and where they meet;
  - standards of conduct; and
  - a demonstration of the capacity to deliver a mentoring program, which includes measures of success. These can include, but are not limited to, average length of mentoring match, number of youth served, number of mentors recruited, documented participant behavioral changes, documented outcomes, etc.
3. A detailed action plan for one or each of the enhancements selected and a detailed description of how the applicant will implement the enhancement(s), including:
  - how the applicant will incorporate the enhancement into the pre-existing mentoring program structure and framework;
  - relevant staff development or training; and
  - expected implementation challenges and how the applicant will address those challenges.

**Logic Model.** Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model should be submitted as a separate attachment, as stipulated in "Other Attachments," page 15.

**Timeline.** Applicants should submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline should be submitted as a separate attachment, as stipulated in “Other Attachments,” page 15. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants should describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant’s organization and any contractors that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under “Eligibility,” page 3, applicants must provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it
- description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational
- estimate of the percent of time that the partner will devote to the planning and operation of the project.

### **Budget Detail Worksheet and Budget Narrative**

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item, listing the cost of each and showing how the applicant calculated it. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the applicant submits a budget in a different format, the budget categories listed in the sample budget worksheet should be included.



For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

- **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

### **Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

### **Tribal Authorizing Resolution**

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

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application. If selected for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

### **Other Attachments**

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- SMART data (see “SMART,” page 11)
- logic model (see “Logic Model,” page 13)
- timeline or milestone chart (see “Timeline,” page 14)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memoranda of understanding from partner organizations (see “Letters of Support/Memoranda of Understanding,” page 14)
- evidence of nonprofit status, e.g., copy of tax exemption letter from the Internal Revenue Service
- evidence of for-profit status, e.g., copy of articles of incorporation.

### **Other Standard Forms**

Additional forms that may be required in connection with an award are available with their instructions on OJP’s funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

### **Selection Criteria**

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Statement of the Problem (15 points)
2. Performance Measures Requirements (15 points)
3. Program Design and Implementation (40 points)



4. Capabilities and Competencies (20 points)
5. Budget (10 points)

See “What an Application is Expected To Include,” page 10, for descriptions of the above criteria.

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation and its requirements.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate all eligible applications. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects

- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

## Appendix: Application Checklist

### OJJDP FY 2011 Multi-State Mentoring Initiative

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

#### Eligibility Requirements:

- The federal amount requested is within the allowable limits of up to \$3 million
- Non-profit organization
- For-profit organization
- Tribal organization
- University or college
- Faith-based organization w/nonprofit status

#### What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 10)
- Program Narrative (see page 11)
  - Format (double spaced; 12-point standard font; 1" standard margins; narrative is 30 pages or less)
  - Project Abstract
  - Statement of the Problem
  - Performance Measures Requirements
  - Program Design and Implementation
  - Capabilities/Competencies
- Budget Detail Worksheet and Budget Narrative (see page 14)
- Indirect Cost Rate Agreement (if applicable) (see page 15)
- Tribal Authorizing Resolution (if applicable) (see page 15)
- Additional Attachments (see page 15)
  - evidence of presence in 5 or more states
  - logic model
  - timeline or milestone chart
  - résumés of all key personnel
  - job descriptions for all key positions.
  - letters of support/MOUs from partner organizations
  - evidence of nonprofit status e.g., copy of articles of incorporation, if applicable.
  - evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable.
- Other Standard Forms, Certifications, and Other Components, (see page 16) as applicable including:
  - DUNS number
  - CCR registration
  - Certifications
  - Disclosure of lobbying activities (if applicable)
  - Accounting System and Financial Capability Questionnaire (if applicable)