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 Research on Best Practices for Mentoring. This program furthers DOJ's mission by funding research studies that will inform the design and delivery of mentoring programs.

OJJDP FY 2011 Research on Best Practices for Mentoring

Eligibility

Applicants are limited to states (including territories), units of local government (including federally-recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). (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 March 8, 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. 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 Michael Shader, Juvenile Justice Specialist, at 202-616-2605 or e-mail him at michael.shader@usdoj.gov or Gwen Williams, Program Manager, at 202-616-1611 or e-mail her at gwendolyn.williams@usdoj.gov.

Grants.gov number assigned to this announcement: OJJDP-2011-2898

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Contents

OJJDP FY 2011 Research on Best Practices for Mentoring
(CFDA # 16.726)

Overview

This program seeks to enhance what is understood about mentoring as a prevention strategy for youth who are at risk of involvement or already involved in the juvenile justice system. While mentoring appears to be a promising intervention for youth, more evaluation work is needed to further highlight the components of a mentoring program that are most effective. In addition, research is needed to demonstrate specifically the components of mentoring programs that have a significant impact in reducing juvenile delinquency and offending. This solicitation seeks to fund research studies that will inform the design and delivery of mentoring programs. OJJDP expects that the results of this effort will encourage a more effective utilization of resources as well as enhance the implementation of evidence-based best practices for juvenile mentoring. This program will be authorized by an act appropriating funds for the Department of Justice.

Deadlines: Registration and Application

Registration with 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, March 8, 2011. See "How To Apply," page 8, for details.

Eligibility

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

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and financial management purposes) and the others listed as co-applicants.

Program-Specific Information

Research indicates that the length, frequency, and quality of the mentoring relationship are important components of program success. Additionally, studies and evaluations of best practices indicate that mentoring programs that address both individual and environmental characteristics tend to be the most effective. However, more investigation is needed regarding how effective mentoring is as a delinquency prevention/intervention technique. Additional research in this area will also further what is understood about which components of a mentoring program have the greatest impact on risk factors known to lead to delinquency and/or the incidence of juvenile delinquency and offending.

Applicants must clearly indicate a central research question and how it will help the field design and deliver mentoring programs for youth at-risk of involvement or already involved in the juvenile justice system. (See below for further definition of at-risk youth.) Applicants should present a thorough and reasonable research methodology and fully consider and incorporate how the research will inform the field in program implementation and the allocation of resources.

At-Risk Youth. For the purposes of this solicitation, OJJDP defines "at-risk youth" as those youth who are identified to be most likely to become involved in the juvenile justice system because they possess certain predictive/correlative characteristics or who are already involved in the juvenile justice system. OJJDP recognizes that this is a broad definition and could be interpreted in different ways. Applicants should fully address how the behaviors, characteristics, factors, etc. identified for at-risk youth relate to involvement in the juvenile justice system.

Below are examples of possible research questions. Applicants are not limited to these questions, and they are presented merely as illustrative examples. Applicants should indicate how they expect that the results of their proposed study will have practical applications to mentoring programming for at-risk youth.

Examples of Research Questions

- **To what extent does ongoing training and support for mentors increase their effectiveness in working with at-risk youth?**

  Dubois, et al.[1] note the importance of ongoing training and support for mentors as a moderator of program effectiveness. Many mentoring programs provide some initial training but may not provide as much ongoing training and support for mentors. Additional research could help determine the optimal frequency and intensity of training that will have the greatest impact on mentor effectiveness in working with at-risk youth.

- **Is mentoring as an intervention/prevention strategy as effective for juveniles of varying levels of risk? Are some mentoring models more effective for juveniles at greater risk for offending/reoffending?**

  A need exists for further examination of how different intervention and prevention models affect juveniles of varying levels of risk. More research could indicate whether mentoring models are more or less effective depending on the juvenile's risk level. This may also suggest ways to improve the length and quality of the mentoring match.

- **Is a youth-centered approach to mentoring more effective than a prescriptive approach for at-risk youth?**

  Research indicates that a youth-centered approach, which emphasizes the mentor and mentee working together to establish and achieve an agreed upon set of goals, can result in positive outcomes for youth. This differs from a more prescriptive/authoritarian approach in which the mentor primarily directs the nature and goals of the mentoring relationship. Additional research could further highlight the characteristics of mentoring relationships that have the greatest impact on youth.

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[1] Dubois, D.L., Holloway, B.E., Valentine, J.C., and Cooper, H. 2002. "Effectiveness of Mentoring Programs for Youth: A Meta-Analytic Review." *American Journal of Community Psychology* 30(2) 157-197.

- **What are the factors that contribute to improvements in the length, quality, and frequency of mentoring matches for at-risk youth?**

  The length of mentoring matches, how often the mentoring pair meet, and the quality of their relationship have been linked to successful mentoring outcomes. Additional research could examine the factors that influence and enhance these elements. For example, environmental factors, such as the location of where the mentoring pair meet; individual characteristics, such as the personal qualities of the mentor or mentee; or organizational factors, such as staff to mentor ratios, may influence the length, quality, and frequency of mentoring matches. It could also demonstrate the interconnectedness among these elements.

- **What are the factors that may lead to the increased recruitment of mentors who are effective at working with at-risk youth?**

  Lack of effective recruitment strategies has been cited as an impediment to the success of mentoring programs. Additional research could suggest ways that programs could improve their recruitment of effective mentors to work with at-risk youth. This could include, but is not limited to, outreach and messaging, community partnerships, screening methods, and follow-up approach.

Purpose

The program's purpose is to support research that will further the understanding of evidence-based and effective practices in mentoring programs that serve at-risk youth.

Goals, Objectives, and Deliverables

The program's goal is to generate research that has practical application for youth and juvenile justice service providers with mentoring programs for at-risk youth.

The program's objectives include the following:

- identifying a current gap or need for research in the field of mentoring, which would further inform evidence-based practices in mentoring at-risk youth

- presenting the knowledge base of the current literature on relevant mentoring practices and the capacity to answer the research question proposed

- investigating the research question via a feasible and reasonable design and methodology

- showing how the findings from the proposed research study inform the field and move it closer to best practices for mentoring.

Expected deliverables from successful applicants include the following:

- a detailed progress report to OJJDP every 6 months, describing the status of the evaluation, methodological and implementation issues, progress toward the project goals, and any other issues that are relevant to the study's completion;

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- several reports on the study's findings, at least one of which should be suitable for publication in a refereed journal, as determined by OJJDP, and will document the theoretical and implementation implications of the research—to be summarized in a second shorter version suitable for an OJJDP bulletin; and

- a final grant report that will provide a detailed summary of the entire program from start to finish.

Amount and Length of Awards

OJJDP will make awards of between $200,000 and $500,000 per award for a project period of 12 to 24 months. This is a one-time grant award. The maximum award is listed above; it is not a yearly amount. OJJDP expects to make several awards. Awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP expects to make any awards under this solicitation by September 30, 2011.

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.) 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 Administrator of OJJDP. 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 OJJDP 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 the Department in fulfilling its 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

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can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To support research that will further what is understood about evidence-based and effective practices in mentoring programs that serve at-risk youth.	Percentage of research-related deliverables (reports, etc.) completed on time.	Number of deliverables to be submitted to OJJDP (as outlined in the program narrative). Number of deliverables completed and submitted to OJJDP on time (as determined by the timeline in applicant proposal). Deliverables will differ depending upon the specific project requirements.
	Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.	Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP.

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 subjects 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 to assist applicants 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). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that Web page.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether Institutional Review Board approval has been or will be obtained, and it must explain the applicant's procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For more information about OJJDP performance measures, see 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 sub-awards will be made through the FFATA Sub-award Reporting System, found at www.fsrs.gov.

Applicants should anticipate that no sub-award 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. 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.

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.

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.

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-2011-2898.

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 <u>not</u> 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.

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

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.

Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit.

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 research question that the project will address. Applicants should be clear how they will collect data to address their research question or how they will utilize existing data sources. Applicants should describe any research or evaluation studies that relate to their research question and that 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.

- **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 nature and scope of the research question that the project will address and outline the project's goals.

Program Objectives. Applicants should explain how the project 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.

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 should 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 post-award. (See www.ojjdp.ncjrs.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. This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project.

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). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 14. 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. If the applicant submits a budget in a different format, the budget categories listed in the sample budget worksheet should be included.

- **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 the applicant estimated and calculated all costs and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.gov/financialguide/index.htm.

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.

Tribal Authorizing Resolution (if applicable)

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.

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.

- timeline or milestone chart (see "Timeline," page 12)

- 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 12)

- 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. 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).

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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 (20 points)
2. Performance Measures Requirements (10 points)
3. Program Design and Implementation (40points)
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.

All final award decisions will be made by the Administrator of the OJJDP, 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.

OJJDP usually notifies successful applicants by a GMS e-mail prior to September 30. OJJDP will notify unsuccessful applicants after September 30 by e-mail or U.S. mail.

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.

- 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 2010 Research on Best Practices for Mentoring

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

Eligibility Requirements:

_____ **The federal amount requested is within the allowable limits of $500,000.**
_____ Public agency
_____ State agency
_____ Unit of local government
_____ Public university or college
_____ Federally-recognized tribe
_____ Private organization (including faith-based and community organizations)

What an Application Is Expected to Include:

_____ Application for Federal Assistance (SF-424) (see page 10)

_____ Program Narrative (see page 10)
_____Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
_____Statement of the Problem
_____Performance Measures Requirements
_____Program Design and Implementation
_____Capabilities/Competencies

_____ Budget Detail Worksheet and Budget Narrative (see page 12)
_____ Indirect Cost Rate Agreement (if applicable) (see page 13)
_____ Tribal Authorizing Resolution (if applicable) (see page 13)

_____ Additional Attachments (see page 13)
_____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 14) including:
_____DUNS number
_____CCR registration
_____Certifications
_____Disclosure of lobbying activities (if applicable)
_____Accounting System and Financial Capability Questionnaire (if applicable)