

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2010 Second Chance Act Juvenile Mentoring Initiative. This program furthers DOJ's mission by providing grants to support mentoring and other transitional services essential to reintegrating juvenile offenders into the community.

OJJDP FY 2010 Second Chance Act Juvenile Mentoring Initiative

Eligibility

OJJDP invites applications from public agencies, including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private, nonprofit organizations (including faith-based, tribal, and community 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 5:00 p.m., Eastern Time, on April 27, 2010. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours, seven days a week.

For assistance with any other requirement of this solicitation, call Angela Parker, Program Manager, at 202-353-9252 or e-mail her at angela.parker@usdoj.gov, or call Mark Morgan, Program Manager, at 202-353-9243 or e-mail him at mark.morgan@usdoj.gov.

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OJJDP FY 2010 Second Chance Act Juvenile Mentoring Initiative (CFDA Number: 16.726)

Overview

The Second Chance Act (P.L. 110-199) authorizes grants to government agencies and nonprofit groups to provide employment assistance, substance abuse treatment, housing, family programming, mentoring, victims' support, and other services to help adult and juvenile ex-offenders make a successful transition from incarceration to the community. In support of this goal, OJJDP will provide grants to support mentoring and other transitional services essential to reintegrating juvenile offenders into their communities. The grants will be used to mentor juvenile offenders during confinement, through transition back to the community, and post-release; to provide transitional services to assist them in their reintegration into the community; and to support training in offender and victims issues. Targeted youth must be younger than 18 years old. The initiative's legislative authority is found in the Department of Justice Appropriations Act, 2010 (Pub. L. 111-117).

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 5:00 p.m. eastern time on April 27, 2010. Please see the "How to Apply" section, page 8 for more details.

Eligibility

OJJDP invites applications from public agencies, including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the *Federal Register*), public universities and colleges (including tribal institutions of higher education), and private, nonprofit organizations (including faith-based, tribal, and community organizations).

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.

Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

Program-Specific Information

Mentoring is a structured and trusting relationship that brings young people together with caring individuals who offer guidance, support, and encouragement aimed at developing their competence and character. Youth offenders are at high risk for recidivism and have the greatest need for mentoring and other transitional support services. After release from incarceration, many young ex-offenders return to the environments that helped create their problems and do

not have caring, mature adults to guide them through the challenges that they face. Community mentoring partnerships and collaboratives increase the capacity of local communities to implement mentoring programs through innovative cross-system collaboration among state, local, and tribal governments and public and private partners (such as community- and faith-based organizations).

- **Purpose**

The initiative's purpose is to support the successful and safe transition of juvenile offenders from correctional facilities to their communities. To this end, it will provide funding to develop, implement, and expand mentoring programs and transitional services. OJJDP expects successful applicants to integrate best practices and proven principles into mentoring service models, develop strategies to recruit and maintain mentors, and assess and develop services to respond to the needs of youth offenders re-entering their communities. Such programs should be led by local community collaboratives and designed to address local needs and use local resources.

- **Goals, Objectives, and Deliverables**

The initiative's goals are to reduce recidivism among juvenile ex-offenders, enhance the safety of communities, and enhance the capacity of local partnerships to address the needs of juvenile ex-offenders returning to their communities.

The initiative is designed to strengthen communities characterized by large numbers of returning youth offenders. Applicants should describe an evidence-based process that will match mentoring pairs during the youth's confinement and lead to successful community reintegration, evidenced by a lack of recidivism. The process should include the delivery of a variety of evidence-based program services, while the youth is in confinement and after release. Funded mentoring projects should use validated and dynamic assessment tools to determine the risks and needs of offenders in the project's target population.

Amount and Length of Awards

OJJDP will make awards of as much as \$625,000 per award for a project period of up to 3 years. These will be one-time awards to cover the entire project 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 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/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 (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant 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.

Research, human subjects, IRB review, and confidentiality

All applicants for OJP funds are advised that the Department of Justice defines *research* 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). If OJP determines that a funded application involves research and includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of “research.” All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

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 IRB approval has been or will be obtained, and it must explain 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 further guidance regarding Federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP website (http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement

Federal funds awarded under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent nonfederal portion of the total project costs and how they will use match funds. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

Example: 75%/25% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What an Application Must Include,” page 9, for additional information. Grantees are required 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:

Objectives	Performance Measures	Data Grantee Provides
<p>Establish/improve administration of mentoring programs for at-risk, underserved youth, including expansion of mentoring strategies and program design.</p> <p>Enhance/improve the organizational capacity, system efficiency, and cost effectiveness of mentoring programs through training/technical assistance and other strategies.</p>	Percent increase in number of program mentors recruited.	<p>During the reporting period:</p> <p>Number of mentors at beginning of program.</p> <p>Number of mentors at close of reporting period.</p> <p>Number of mentors.</p>
	Percent of program mentors successfully completing training.	<p>Number of trained program mentors.</p> <p>Number of mentors successfully completing training.</p>
	Percent of trained program mentors with increased knowledge of the program area.	Number of trained mentors demonstrating increased knowledge of the program area.
	Program mentor retention rate.	Number of mentors who left the program.
	Number of grantees implementing an evidence-based program/practice*, as determined by OJJDP.	Evidence-based programs/practices implemented by grantee.
	Percent increase in youth enrolled since the beginning	Number of youth enrolled at the beginning of the

<p>Improve outcomes for at-risk youth in mentoring programs by establishing and strengthening collaborative community approaches.</p>	<p>of the program (grant period).</p>	<p>program.</p>
	<p>Percent of mentoring programs with active partners.</p>	<p>Number of youth currently enrolled.</p> <p>Number of mentoring programs.</p> <p>Number 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>Number of youth carried over from the previous reporting period, plus new admissions during the current period.</p>
	<p>Percent of program youth completing program requirements.</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>Percent of program youth who offend/reoffend.</p>	<p>Number of youth with a new offense.</p>
	<p>Percent of program youth exhibiting desired change in the targeted behavior, which will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.</p>	<p>Number of youth exhibiting a desired change in targeted behavior.</p>
	<p>Percent of youth with whom an evidence-based practice was used.</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 generally recognized best practices based on research literature or a clear, well-articulated theory or conceptual framework for delinquency or

victimization prevention/intervention.

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours, seven days a week. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following:

- 1. Acquire a DUNS Number.** A DUNS number is required for Grants.gov registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) 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 keeping track of entities receiving federal funds. The identifier is used for tracking purposes and 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. Individuals are exempt from this requirement.
- 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, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year 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 your AOR profile on Grants.gov and create your username and password. You will need to use your organization’s DUNS Number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.726, titled “Juvenile Mentoring Program,” and the funding opportunity number is OJJDP-2010-2551.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application 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.

Note: 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.”

Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact OJJDP staff within **24 hours after the deadline** and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to 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 (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all required attachments. Where resumes are required, OJP recommends that applicants include them in a single file.

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

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 must 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 must 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. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with ALL format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant must clearly delineate the connections between and among each of these sections. For example, the applicant must derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem**

The applicant must briefly describe the nature and scope of the problem that the program will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. 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 OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

Project Abstract. A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract must describe how progress towards these goals will be measured.

SMART. All applicants must register with the OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system at 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 2010 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.

- **Performance Measures Requirements**

Applicants must 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. The applicant must 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. The applicant must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. The applicant must clearly link them to the problem identified in the preceding section, and they must be measurable. (Examples of measurable objectives include the following: providing school-based and community services for 40 youth returning from commitment, increasing the percentage of youth who successfully complete their current academic grade, or expanding 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.) 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 post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design and Implementation**

Applicants must 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. OJJDP encourages applicants 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.

Applicants must describe the following parameters of their mentoring program:

- youth population that the program will serve
- types of individuals the program will recruit as mentors, such as neighborhood leaders, corporate employees, volunteers from the faith community, and college students
- type of mentoring that the program will offer: one-to-one, group, team, or peer.
- structure of the mentoring program
- types of other transitional services, such as socialization and life skills, housing assistance, family support, employment assistance, and educational services
- nature of the mentoring sessions, such as career involvement, academic support, and socialization
- what the program will accomplish and the outcomes that will result for participants, including mentors, mentees, and sponsoring organizations
- when the mentoring will take place
- how often mentors and mentees will meet and how long the mentoring matches should last
- where mentoring matches primarily will meet, e.g., workplace, school, faith-based organization, juvenile corrections facility, community setting, or virtual community
- who the program stakeholders are and how the program will be promoted
- how to evaluate program success
- establishment of case management protocol to assure that the program has regular contact with mentors and mentees concerning their relationship
- mentor criminal background checks.

Mentoring services should be a part of a comprehensive program plan and continuum of services that will serve the youth before and after release. It is critical that a component of the program link the juvenile offenders to the services in the community. A community mentoring collaborative or coalition must be established or enhanced to link participating youth to services and to fill in gaps to services in support of mentoring and other transitional services, i.e. educational services, employment assistance, socialization and life skills training, entrepreneurial training and exposure, substance abuse treatment, housing, family functioning, special recreational interests, etc. The mentoring partnership should encourage collaboration among nontraditional partners that may not have mentoring as their primary mission but have areas of common interest that include providing services and support to juvenile offenders. Examples may include faith-based organizations; for-profits, i.e., local businesses; physical and mental health organizations; substance abuse prevention organizations; social services; early

childhood/elementary educational systems; educational/ vocational entities; universities/ colleges; and other governmental or tribal units and agencies. This collaboration should develop the community's capacity to provide mentoring services for juvenile offenders and to facilitate the communication, collaboration, and delivery of mentoring services among service providers, community stakeholders, and governmental partners. OJJDP will give priority to proposals that seek to expand existing partnerships among a broad spectrum of organizations. OJJDP will give special consideration to initiatives that seek to pilot innovative approaches to mentoring.

Research has identified key elements that support successful youth aftercare programs. Accordingly, OJJDP expects applicants to focus on the following elements in designing their aftercare plan:

- services and mentoring relationships that begin in the correctional facility and are reintegrative
- assessments of the juvenile offenders to determine appropriate services
- frequent service contacts
- long-term mentoring.

Logic Model. Applicants must 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. The logic model must be submitted as a separate attachment, as stipulated in "Other Attachments," page 15.

Timeline. Applicants must 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 must 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 must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns must be clearly connected to the project design described in the previous section. This section must describe the experience and capability of the applicant's organization and any contractors that will be used 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, applicants must provide letters of support or Memoranda of Understanding for all key partners. Either format is acceptable as long as they are signed, dated, and cover the following information:

- An expression of support for the project and a statement of willingness to participate and collaborate with the project.

- A description of the roles and responsibilities of each partner in the planning process and expected responsibilities when the project is operational.

Budget and Budget Narrative

Applicants must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant 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 must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must 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 must 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 you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Indirect Cost Rate Agreement

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Accounting System and Financial Capability Questionnaire

First time applicants and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, for-profit, faith based organizations) should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards

from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at:

http://www.ojp.gov/funding/forms/financial_capability.pdf.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 6.)

Tribal Authorizing Resolution

If a tribe or tribal organization or a third party submits an application proposing to provide direct services or assistance to residents on tribal lands, the application must include 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. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, the application must include a resolution from all tribes that will receive services or assistance provided under the grant.

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 must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application.

- SMART data (see page 11)
- logic model (see page 13)
- timeline or milestone chart (see page 13)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/commitment and memoranda of understanding from partner organizations (see page 13).

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:

- Statement of the Problem (20 points)
- Performance Measures Requirements (20 points)
- Project/Program Design and Implementation (30 points)
- Capabilities/Competencies (20 points)
- Budget (10 points)

See “Program Narrative,” page 10, for detailed descriptions of the above criteria.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

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. Peer review panels will evaluate, score, and rate 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, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget 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, the Assistant Attorney General, who may also consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final grant award decisions.

Additional Requirements

Successful applicants must agree to comply with additional legal requirements on acceptance of an award. Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting 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.

Appendix: Application Checklist

OJJDP FY 2010 Second Chance Act Juvenile Mentoring Initiative

The application check list has been created to aid you in developing your application. If any of the items listed below are missing, the application may not move forward for review.

Eligibility

- Federally-Recognized Tribe
- State Agency
- Unit of Local Government
- Private, Non-Profit Organization

The amount requested does not exceed \$625,000.

The application contains:

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Worksheet
- Performance Measures Requirement

Program Narrative/Abstract Format

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 30 pages or less

Other Required Components

- Standard-424 Form
- DUNS Number
- Logic Model
- Project Timeline
- Position Descriptions
- Letters of Support
- Résumés
- Disclosure of Lobbying Activities (if applicable)
- Accounting System and Financial Capability Questionnaire (if applicable)