

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



OJJDP FY 2021 Mentoring for Youth Affected by the Opioid Crisis and Drug Addiction

Assistance Listing Number # 16.726
Grants.gov Opportunity Number: O-OJJDP-2021-48009
Solicitation Release Date: January 15, 2021 12:00 PM
Version: 6
Grants.gov Deadline: March 30, 2021 11:59 PM
Application JustGrants Deadline: April 13, 2021 11:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention \(OJJDP\)](#) is seeking applications for funding for the fiscal year (FY) 2021 Mentoring for Youth Affected by the Opioid Crisis and Drug Addiction. This program furthers the Department's mission by supporting mentoring programs to reduce juvenile delinquency, drug abuse, and problem and high-risk behaviors such as truancy.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

Competition ID	Category	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2021-00030-PROD	1	14	\$625,000.00	10/1/21 12:00 AM	36
C-OJJDP-2021-00031-PROD	2	6	\$1,250,000.00	10/1/21 12:00 AM	36

Eligible Applicants:

Other

Other

Category 1: Mentoring Strategies for Youth Impacted by Opioids and Drug Addiction (Project Sites)

Category 2: Statewide and Regional Mentoring Strategies for Youth Impacted by Opioids and Drug Addiction

For additional details, see Eligibility Information.

For Category 1, OJJDP will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. ET Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>. Answers to frequently asked questions that may assist applicants are posted at *[insert hyperlink to applicable webpage]*.

A solicitation webinar will be held on February 11, 2021 at 2:00 PM ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this [link](#) and following the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than three days before. Submit your questions to grants@ncjrs.gov with the subject as "Questions for OJJDP FY 2021 Mentoring for Youth Affected by the Opioid Crisis and Drug Addiction Solicitation Webinar."

Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

Contents

Contact Information	1
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	5
Evidence-Based Programs or Practices	5
Information Regarding Potential Evaluation of Programs and Activities	6
OJP Policy Priority Areas	6
Federal Award Information	6
Awards, Amounts and Durations	6
Availability of Funds	6
Types of Awards	6
Financial Management and System of Internal Controls	7
Cost Sharing or Matching Requirement	7
Pre-agreement Costs (also known as Pre-award Costs)	7
Limitation on Use of Award Funds for Employee Compensation: Waiver	7
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	7
Costs Associated with Language Assistance (if applicable)	7
Eligibility Information	7
Application and Submission Information	8
Information to Complete the Application for Federal Assistance (SF-424)	8
Standard Applicant Information (JustGrants 424 and General Agency Information)	8
Proposal Abstract	8
Proposal Narrative	8
Goals, Objectives, Deliverables, and Timeline	9
Budget and Associated Documentation	9
Budget Worksheet and Budget Narrative (Web-based Form)	9
Indirect Cost Rate Agreement (if applicable)	9
Financial Management Questionnaire (including applicant disclosure of high-risk status)	9
Disclosure of Process Related to Executive Compensation	9
Additional Application Components	9
Tribal Authorizing Resolution	9
Research and Evaluation Independence and Integrity Statement	10
Documentation of Rural Challenges (if applicable)	10
Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)	10
Documentation of Enhanced Public Safety in QOZs (if applicable)	10
Mentoring Organizational History for Category 1 or Mentoring Organizational Capacity for Category 2 (Organizations having Statewide Reach only)	10
Mentoring Program Profile	10
Executive Summary Chart	10
Disclosures and Assurances	10
Disclosure of Lobbying Activities	10
DOJ Certified Standard Assurances	10
Applicant Disclosure of Duplication in Cost Items	11
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	11
Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable)	11
How to Apply	11
Submission Dates and Time	11
Application Review Information	11
Review Criteria	11
Review Process	11
Federal Award Administration Information	12
Federal Award Notices	12
Administrative, National Policy, and Other Legal Requirements	12

Information Technology (IT) Security Clauses	12
General Information about Post-Federal Award Reporting Requirements	12
Federal Awarding Agency Contact(s)	12
Other Information	12
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	12
Provide Feedback to OJP	12
Performance Measures	12
Application Checklist	12
	14

Program Description

Overview

This solicitation provides funding for applicant organizations to enhance and expand mentoring services for children and youth impacted by opioids and drug addiction.

Statutory Authority

Awards under this solicitation will be made under the Department of Justice Appropriations Act, 2021, Pub. L. No. 116-260, 134 Stat. 1182, 1260.

Specific Information

This program supports the implementation and delivery of mentoring services to youth who are currently abusing or addicted to drugs (including opioids and methamphetamine), youth at risk for abusing drugs, and youth with family members who are currently abusing or addicted to drugs. Mentoring services can be one-to-one, group, peer, or a combination. Funding can be used to support new mentoring matches and continue existing mentoring matches at the time of application.

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

Applicants are also expected to include a fully executed "Mentoring Program Profile" document as a part of their application.

The following provides additional details for the two categories under this solicitation:

Category 1: Mentoring Strategies for Youth Impacted by Opioids and Drug Addiction (Project Sites). The focus of this category is to provide mentoring services as part of a prevention, treatment, and supportive approach for those youth impacted by unlawful or addictive drug use. See the section titled Eligibility Information.

OJJDP encourages applicant mentoring organizations under Category 1 to establish a formal relationship with a public or private substance abuse treatment agency. This should include a fully executed memorandum of understanding (or analogous document) between the agencies. While not required at the time of application, applicants should describe this partnership and its importance to the program model. Applicants that submit a fully executed memorandum of understanding (or analogous document) will receive priority consideration. Applicants selected for funding without a fully executed memorandum of understanding (or analogous document) will have a special condition placed on their award withholding funding until this requirement is satisfied.

Category 2: Statewide and Regional Mentoring Strategies for Youth Impacted by Opioids and Drug Addiction.

This category supports a broad-based approach to building mentoring program capacity in targeted regions throughout the country to help youth impacted by unlawful or addictive drug use. See section titled "Eligibility Information".

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

Goals, Objectives, Deliverables, and Timeline

Goals

The program's goal is to improve outcomes (such as improved academic performance and reduced school dropout rates) for youth impacted by opioids and drug addiction through mentoring.

Objectives

OJJDP has identified the following program objectives:

- Expand the capacity of existing mentoring programs to provide high-quality services to youth that reduce drug abuse, delinquency, or other problem behaviors.
- Promote the development of innovative approaches to mentoring youth impacted by opioids and drug addiction.

Deliverables

- Programs will enhance and/or expand their mentoring services to meet the needs of youth impacted by opioids and drug addiction.
- Programs will expand capacity and increase implementation of quality standards based on the Elements of Effective Practice.
- Programs will develop services (including educational and support services) for mentees and their families to address opioid or drug addiction issues.
- Programs (in Category 1) will partner with substance abuse treatment agencies to meet the array of needs presented by the target population of youth.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under content of Application Submission.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

OJP Policy Priority Areas

In FY 2021, in addition to executing any program-specific prioritization that may be applicable, OJP will give priority consideration to applications as follows:

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

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

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

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

OJP policy priority consideration will consist of receiving additional points in the application scoring process. Receipt of priority consideration does not guarantee that an application will be funded; nor will the failure to receive priority consideration necessarily mean that an application will not be funded.

Federal Award Information

Solicitation Category

Competition ID Enter to sort	Category	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2021-00030-PROD	1	14	\$625,000.00	10/1/21 12:00 AM	36
C-OJJDP-2021-00031-PROD	2	6	\$1,250,000.00	10/1/21 12:00 AM	36

Awards, Amounts and Durations

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$16,250,000.00

Availability of Funds

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

Types of Awards

OJJDP expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

Category 1: Mentoring Strategies for Youth Impacted by Opioids and Drug Addiction (Project Sites)

The following entities are eligible to apply:

- Nonprofit organizations and for-profit organizations (including tribal nonprofit and for-profit organizations and faith-based organizations) that at the time of application have an operational mentoring program that has been providing services for at least 1 year.

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

Category 2: Statewide and Regional Mentoring Strategies for Youth Impacted by Opioids and Drug Addiction

The following entities are eligible to apply:

- National organizations (defined as organizations that have active chapters or subawardees in at least 45 states)
- States
- Federally recognized tribal governments
- Organizations having statewide reach that provide mentoring services

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

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

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2021 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, Implementation Fact Sheet, and List of Designated Independent Credentialing Bodies.

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

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

Application and Submission Information

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

- Proposal Abstract,
- Program Narrative,
- Budget Worksheet and Budget Narrative (web-based form), and
- Executive Summary Chart (see required format in Additional Application Components section).

See the "Application Elements and Formatting Instructions" section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation ("funding opportunity") is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf. If the applicant's state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: "Program is subject to E.O. 12372 but has not been selected by the state for review.")

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

Proposal Narrative

The program narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 30 pages. Pages should be numbered and submitted as an attachment. If the program narrative fails to comply with these length restrictions, OJJDP may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the program narrative:

- a. Description of the Issue OR Statement of the problem if research is involved
 - Applicants should briefly describe the nature and scope of the problem that the program will address (i.e., opioid and drug addiction in the state, region, or tribal community). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population and any previous or current attempts to address the problem. Applicants should describe any research or evaluation studies that relate to the problem and contribute to their understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.
- b. Project Design and Implementation
 - Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section. OJJDP encourages applicants to select evidence-based practices for their programs. This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.
 - **Timeline.** Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" [here](#)). Applicants should submit the timeline as a separate attachment, as stipulated in "Additional Application Components". On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.
- c. Capabilities and Competencies

This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the

applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Applicants should also describe:

- How they meet each of the qualifications outlined under the "Eligibility" section or the category under which they are applying.
- Their experience providing mentoring practices (informed by the research) of a similar scope and scale. Category 1 (Project Sites) applicants should include a document attachment labeled "Mentoring organizational history."

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

- Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process that will be used to accurately report data.

Note: applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/fy-2021-performance-measures>.

Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the program's goals, objectives, deliverables, and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget and Associated Documentation Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicants should budget funds to support as many as two staff to travel once each year of the project to participate in a 2-day training/meeting, as OJJDP directs. This includes an in-person new grantee orientation meeting during the first year of the project period. Applicants should budget approximately \$2,000 per person to attend the meetings and record this as part of the travel line item in the budget. The Office of the Chief Financial Officer requires cost calculations for all line items in your budget, including this required travel. The cost breakdown should include airfare, per diem rate, lodging, number of travelers, number of days, etc. (for example, 2 people x airline ticket (\$500) = \$1,000, 2 people x 2 travel days x \$57 (75% of \$76/day) = \$228, 2 people x lodging (\$251) x 2 nights = \$1,004). Use U.S. General Services Administration per diem rates.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Disclosure of Process Related to Executive Compensation

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

Tribal Authorizing Resolution

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An

application in response to this solicitation may require inclusion of information related to a Tribal Authorizing Resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

Documentation of Rural Challenges (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the rural priority must provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how it will address specific challenges in rural communities. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the high-poverty areas or persistent-poverty counties priority must provide a sufficient narrative explanation to identify each specific high-poverty area (by census tract number(s)) and/or each specific persistent-poverty county where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

Documentation of Enhanced Public Safety in QOZs (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to designated QOZs. Each applicant proposing to receive priority consideration under the QOZs priority must provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of affected QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in explaining the manner in which the proposed project is anticipated to benefit a QOZ(s). Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

Mentoring Organizational History for Category 1 or Mentoring Organizational Capacity for Category 2 (Organizations having Statewide Reach only)

See Eligibility Information for more detail on these items.

Mentoring Program Profile

The OJJDP FY 2021 Mentoring for Youth Affected by the Opioid Crisis and Drug Addiction Mentoring Program Profile must be completed and included with the application submitted in JustGrants. The form is available at: <https://ojjdp.ojp.gov/funding/fy2021/mentoring-youth-opioid-crisis-drug-addiction-program-profile.pdf>

Executive Summary Chart

Executive Summary Chart

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

Both Category 1 and 2	Number of youth to be served (new and continuation).	Number of mentors to be recruited and maintained.
Category 2 only	Number and name of jurisdictions where the applicant has provided mentoring services.	Number and name of jurisdictions where the mentoring services will take place under the grant.

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Duplication in Cost Items

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable)

If applicable, applicants will submit this document as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ high-risk grantee is a recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by March 30, 2021 at 11:59 p.m. OJP encourages applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants on April 13, 2021 at 11:59 p.m.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information

Review Criteria

Scored Review Criteria

Applications that meet basic minimum requirements (BMR) will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (35%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (5%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Additional Review Criteria

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

Review Process

Applications submitted under this solicitation that meet BMR, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the BMR prior to conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

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

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

receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

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

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for additional information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "Program Description" section, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, quarterly financial reports, semi-annual progress reports, final financial and progress reports and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/fy-2021-performance-measures>.

Application Checklist

OJJDP FY 2021 Mentoring for Youth Affected by the Opioid Crisis and Drug Addiction

This application checklist has been created as an aid in developing an application.

What an Applicant Must Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))

- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Select the correct Competition ID
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- Category 1: The federal amount requested is within the allowable limit(s) of \$625,000.
- Category 2: The federal amount requested is within the allowable limit(s) of \$1,250,000

Eligibility Requirement:

- Category 1: Nonprofit organizations and for-profit organizations (including tribal nonprofit and for-profit organizations and faith-based organizations) that at the time of application have currently operated a mentoring program for at least 1 year.
- Category 2: National organizations (defined as organizations that have active chapters or subawardees in at least 45 states), states, federally recognized tribal governments, and organizations having a statewide reach providing mentoring services.

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands

- Submit **SF-424** and **SF-LLL** in Grants.gov

After SF-424 and SF-LLL Submission in Grants.gov, Receive Grants.gov Email Notifications That:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants:

- Complete Application section in JustGrants

Content of Application Submission:

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

- Project Abstract
- Program Narrative
- Budget Worksheet and Budget Narrative (Web-based form)
- Executive Summary Chart
- Information to Complete the Application for Federal Assistance (SF-424) in [Grants.gov](#)
- Intergovernmental Review

- Standard Applicant Information (SF-424 information from Grants.gov)

Budget and Associated Documentation

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Documentation of rural challenges (if applicable)
- Documentation of high-poverty or persistent-poverty counties (if applicable)
- Documentation of enhanced public safety in federally designated QOZs (if applicable)
- Mentoring organizational history (Category 1) or Mentoring organizational capacity (Category 2)
- Mentoring program profile

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

If No JustGrants Application Submission, Validation, or Error Notifications are Received:

- Contact JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties