

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



OJJDP FY 2022 Mentoring for Youth Affected by Opioid and Other Drug Misuse

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) seeks applications for funding for the fiscal year (FY) 2022 Mentoring for Youth Affected by Opioid and Other Drug Misuse. This program furthers the DOJ's mission by supporting mentoring programs to reduce juvenile delinquency, drug misuse, 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 to OJP for funding. **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-2022-00020-PROD	1	10	\$625,000.00	10/1/22 12:00 AM	36
C-OJJDP-2022-00021-PROD	2	5	\$2,000,000.00	10/1/22 12:00 AM	36

Eligible Applicants:

Other

Other

Category 1: Mentoring Strategies for Youth Affected by Opioid and Other Drug Misuse (Project Sites)

The following entities are eligible to apply:

Other

Eligible organizations are those that have been in existence for at least 3 years at the time of application, and have been directly delivering a structured mentoring program model.

The applicant must partner with a substance use treatment organization. However, the primary applicant must directly implement the mentoring program. This program is not intended for a substance use treatment organization to provide mentoring services.

Applicants are expected to submit an attachment labeled "Mentoring organizational history" that demonstrates the timeframe that the organization has been in operation and providing mentoring services and details the mentoring services provided by the organization. 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 Affected by Opioid and Other Drug Misuse

The following entities are eligible to apply:

National organizations (defined as organizations that have active affiliates or subawardees in at least 45 states)
States

Federally recognized tribal governments

Organizations having statewide reach that provide mentoring services

Other

For purposes of this solicitation, OJJDP has defined an "active affiliates or subawardees" as a local branch of an organization or a local affiliated organization. All such relationships must be formalized in a contract or other written agreement between the parties involved, and must pre-date this solicitation. Relationships formed for purposes of eligibility for this solicitation do not constitute an active affiliate or subawardee.

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

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.

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](#).

For Category 2, organizations having statewide reach are expected to demonstrate in the "Mentoring organizational history" attachment (see above) that the organization supports or operates 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.

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or 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 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours

of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>.

For information related to unforeseen technical issues beyond the control of the applicant impacting submission, see “**How to Apply**” section, **Experiencing Unforeseen Technical Issues**.

A solicitation webinar will be held on May 5, 2022 at 2:00 p.m. Eastern Time. 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 April 29, 2022. Submit your questions to grants@ncjrs.gov with the subject as “Questions for OJJDP FY 2022 Mentoring for Youth Affected by Opioid and Other Drug Misuse Webinar.”

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then 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](#) and the [JustGrants website](#) for more information, resources, and training.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. This solicitation provides funding for applicant organizations to enhance and expand mentoring services for children and youth impacted by opioids and other drug misuse.

Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2022. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution"; no full-year appropriation for the Department has been enacted for FY 2022.

Specific Information

Opioid and other drug misuse has caused extraordinary harm to families and communities all over America. As opioid and other drug misuse continues to rise across the country, it is clear that programs must provide physical and behavioral health and wellness strategies for not only the impacted youth, but their families/caregivers (hereafter "families") and communities at large. OJJDP recognizes that the impact of substance misuse among youth, their families, and communities can be a major risk factor for youth coming into contact with the juvenile justice system.

OJJDP wants to assist youth and their families negatively affected by opioids and other drugs, especially youth in underserved communities who will benefit the most from prevention and intervention programs. This program supports the implementation and delivery of mentoring services to youth who are currently misusing or dependent on drugs (including opioids, stimulants, and other licit or illicit drugs), youth at risk for misusing drugs, and youth with family members who are currently misusing or dependent on drugs. Mentoring services can be one-to-one, group, peer, or a combination. Applicants must initiate mentoring services to youth who are 17 years old or younger at the time of admission to the program. Mentors must be an adult (age 18 or older), or in cases where peer mentoring models are being implemented, an older peer and under adult supervision. Funding is encouraged to support new mentoring matches, but can also support existing mentoring matches through program completion. However, the applicant must specify the number of new and existing matches to be served during the project period.

Research shows that adult and peer-support groups for those who are using drugs or have used drugs provide a sense of hope, increased self-efficacy, connections to treatment, and engagement in social networks. Mentoring programs for youth impacted by opioids and other drug misuse can have a remarkable impact on recovery, prevention of future use, and mitigation of other risks and harms.

The National Institute on Drug Abuse estimates that the relapse rate for substance use treatment programs is between 40 and 60 percent. The increased stress of leaving treatment and returning to a home or community with multiple risk factors without adequate supports can contribute to relapse and additional harmful behavior, including those harms negatively affecting the family members. This program will deliver high-quality youth mentoring services to help maintain recovery and will provide training to mentors to understand the signs and symptoms of substance use and misuse for those at risk of misusing opioids and other drugs.

Although applicants must be mentoring organizations that have been in existence for at least 3 years 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 non-mentoring direct services, such as mental health and/or substance use treatment, residential placement services, or other supportive services identified and aligned with the project design. These non-mentoring costs must be specifically identified in the budget narrative. Applicants should describe their partnerships and referral services, and how they plan to tackle issues related to diversity, equity, and inclusion in their service delivery.

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

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

Category 1: Mentoring Strategies for Youth Affected by Opioid and Other Drug Misuse (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 drug use. See the section titled Eligibility Information.

Mentoring organizations under Category 1 must establish a formal relationship with a public or private substance use treatment organization that can demonstrate they are licensed and/or accredited prior to application submission. This

should include a fully executed memorandum of understanding (or analogous document) between the agencies, which includes confirmation that the selected substance use treatment organization is licensed and/or accredited. 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 funds until this requirement is satisfied.

Category 2: Statewide and Regional Mentoring Strategies for Youth Affected by Opioid and Other Drug Misuse.

This category supports a broad-based approach to building mentoring program capacity in targeted regions throughout the country to help youth impacted by drug use. See the 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), federally recognized tribes supporting mentoring programs, and national mentoring organizations funding active chapters or subrecipients in areas (especially rural communities) with demonstrated high levels of drug use.

[1] Repper, J., & Carter, T. 2011. A review of the literature on peer support in mental health services. *Journal of Mental Health* 20: 392–411. Available at <https://www.tandfonline.com/doi/full/10.3109/09638237.2011.583947>.

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 other drug misuse 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 misuse, delinquency, or other problem behaviors.
- Promote the development of innovative approaches to mentoring youth impacted by opioids and other drug misuse.

Deliverables

- Programs will enhance and/or expand their mentoring services to meet the needs of youth impacted by opioids and other drug misuse. Applicants should identify the proposed target population(s), the exact number of youth to be served, the type of program model to be used (individual, group, or peer), and explain how the proposed mentoring approach will appropriately respond to their unique needs in a way that is likely to promote positive outcomes.
- 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 other drug misuse issues.
- Programs (in Category 1) will partner with substance use treatment organizations to meet the array of needs presented by the target population of youth.
- Track the program’s target population, new and existing matches, and delivered services as specified in the project design and program profile attachment (see details below in Program Design and Implementation).
- Program sites should include in their application a plan for how the proposed project will ensure diversity, equity and inclusion for youth regardless of their racial or ethnic group; religion; socioeconomic status; gender; or other characteristics historically linked to discrimination or exclusion.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the results of the completed work, as discussed in the “Application and Submission Information” section. Quantitative information provided under Objectives (such as number of youth served, number of mentors recruited, etc.) must match the numbers listed in Appendix B: Mentoring Program Profile.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for 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 Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

1. Priority Considerations Supporting Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

2. Priority consideration for applicants that can demonstrate a formal relationship with a public or private substance use treatment organization. Category 1 applicants that submit a fully executed memorandum of understanding (or analogous document) between the agencies, which includes confirmation that the selected substance use treatment organization is licensed and/or accredited will receive priority consideration.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2022-00020-PROD	1	10	\$625,000.00	10/1/22 12:00 AM	36
C-OJJDP-2022-00021-PROD	2	5	\$2,000,000.00	10/1/22 12:00 AM	36

Awards, Amounts and Durations

Period of Performance Start Date

10/1/22 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$16,250,000.00

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

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.

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. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Program Income

Program income means gross income earned by the nonfederal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance. See 2.C.F.R. § 200.80 (definition of “Program Income”). **Program Income is not allowable per this solicitation.**

Food and Entertainment Costs

Food and entertainment, including amusement, diversion, social activities, and any associated costs (i.e., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency; [See Section 3.13 of the DOJ Financial Guide](#)

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 the 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

For eligibility information, see the solicitation cover page.

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 2022 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 certification requirement, please visit the Executive Order on Safe Policing for Safe Communities page to access the Principles on Safe Policing and Use of Force, Implementation Fact Sheet and List of Credentialing Bodies.

For information on cost sharing or match requirements, see the "Federal Award Information" section.

Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)
- Executive Summary Chart (see required format below 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 is nonresponsive to the scope of the solicitation.

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

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424. In Section F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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/2020/04/SPOC-4-13-20.pdf>. If the applicant's State appears on the SPOC list, the applicant must contact its 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. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

Proposal Narrative

The proposal 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 proposal narrative fails to comply with these length restrictions, OJJDP may consider such noncompliance in peer review and in final award decision.

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

a. Description of the Issue

Applicants should briefly describe the nature and scope of the problem that the program will address (i.e., opioid and other drug misuse 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 how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section. In this section, applicants should describe the proposed mentoring model to be implemented. Please note: all program numbers mentioned in this section should match those listed in Appendix B: Mentoring Program Profile.

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.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project (s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

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.

Mentoring organizations under Category 1 must establish a formal relationship with a public or private substance abuse treatment agency prior to application submission. This should include a fully executed memorandum of understanding (or analogous document) between the agencies. 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 funds until this requirement is satisfied.

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."
- Their capability and expertise with youth impacted by opioid and substance misuse.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

Memoranda of Understanding/Letters of Support (or analogous document): If submitting a joint application, as described under Eligibility, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- Expression of support for the program and a statement of willingness to participate and collaborate with it.
- Description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- Estimate of the percentage of time that the partner will devote to the planning and operation of the project.
- Evidence that the substance use treatment organization is licensed and/or accredited.

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 measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" section.

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/fy-2022-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.

OJJDP will require award recipients to submit performance measure data and performance reports in JustGrants. OJJDP

will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

Research and/or evaluation activities are not supported under this program. Any costs associated with such activities will be disallowed. Project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Please see [link](#) for further information about what constitutes research and evaluation.

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the program's goals, objectives, deliverables, and timeline in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant 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.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30% of award funding.**

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

Indirect Cost Rate Agreement (if applicable)

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

Employee Compensation Waiver

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

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

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

Disclosure of Process Related to Executive Compensation

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this solicitation are not required to provide this disclosure.

Additional Application Components

Mentoring Organizational History for Category 1 or Mentoring Organizational Capacity for Category 2 (organizations having statewide reach only)

Mentoring Program Profile (see Appendix B)

Memoranda of Understanding/Letters of Support (or analogous document)

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Research and Evaluation Independence and Integrity Statement

Research and/or evaluation activities are not supported under this program. Any costs associated with such activities will be disallowed. Project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Please see [link](#) for further information about what constitutes research and evaluation.

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 Categories 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

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

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

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

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

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk grantee is an award 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 is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 11:59 p.m. Eastern Time on May 23, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. Eastern Time on June 6, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all of the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit, and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material. Include the applicant's Unique Entity Identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov

Help Desk ticket numbers, and JustGrants Support Desk ticket numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

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

1. Description of the Issue (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 the applicant’s administrative and technical capacity 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).

Other Review Criteria/Factors

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), 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 the basic minimum requirements, 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 listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

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

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 with 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 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 consider 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 the 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 information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance 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 measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

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 the 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-2022-performance-measures>.

Application Checklist

OJJDP FY 2022 Mentoring for Youth Affected by Opioid and Other Drug Misuse

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission](#)

[Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))
- Acquire a SAM Unique Entity Identifier (UEI):

To register in Grants.gov:

- Acquire an AOR and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID [insert if applicable]
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- Category 1: The federal amount requested is within the allowable limits of \$625,000.
- Category 2: The federal amount requested is within the allowable limits of \$2,000,000.

Review Eligibility Requirement:

Category 1: Eligible organizations are those that have been in existence for at least 3 years at the time of application, and have been directly delivering a structured mentoring program model.

Category 2: National organizations (defined as organizations that have active affiliates 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 U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

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### **Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Submit Intergovernmental Review
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the SF-424 and SF-LLL in Grants.gov

*After the 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, [Grants.gov customer support](#), or

[support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

#### **Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Executive Summary Chart

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Budget and Associated Documentation:

- Budget Worksheet and Budget Narrative (Web-based Form)
- 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)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Mentoring organizational history (Category 1) or Mentoring organizational capacity (Category 2)
- Mentoring program profile
- Memoranda of understanding/letters of support (or analogous document)

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 the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.

Appendix B: Mentoring Program Profile

OJJDP FY 2022 Mentoring for Youth Affected by Opioid and Other Drug Misuse

Applicant Name:

Application Number:

Category:

Note that the Information provided should be specific to the proposed application and budget.

Operational Structure:

1 Applicant organization: Are you applying as a national, statewide/regional, or local direct service organization? Please check one.

- National
- Statewide/regional
- Local direct service organization

2. Number of program locations: _____

3. Number of subgrantees proposed (if applicable): _____
Please provide a separate attachment with a list of subgrantees if identified.

4. Number of subrecipient services accessed (contractors/consultants) (if applicable): ____
Please provide a separate attached listing of subrecipient service providers to be used that includes: service, amount of contract, and location of the service provider.

5. Committed partners: Please select all that apply:

- Substance use treatment provider
- Juvenile justice agency
- Law enforcement agency
- School
- Corporate sector
- Faith-based organization
- Other (please specify): ____

Program Structure:

6. Match structure: How is the mentoring primarily delivered? Please select one.

- One-on-one
- Group
- Combined (mentee receives both group and 1:1 mentoring)
- Hybrid (mentee is matched 1:1 to a mentor and delivered only in a group setting)

Do you use peer mentors in your match structure? Yes or No

7. Program focus: Please check all that apply as the primary focus of the program.

____ Sports; ____ STEM; ____ Arts; ____ Community service; ____ Academics; ____ Gender-specific; ____ Gang prevention (targeted); ____ Youth with disabilities; ____ College readiness; ____ Substance misuse/impact; ____ Youth victims (child abuse or exploitation); ____ General; ____ Other (please specify: _____)

8. Program location: Please select one.

____ Community-based or ____ Site-based (e.g., club) or ____ School-based

9. Total number of youth to be served as mentees: ____
(Please ensure the numbers listed match the narrative portion of the application.)

10. Total number of proposed mentors to be recruited: ____ and Total number of mentors to be accepted: ____
(Please ensure the numbers listed match the narrative portion of the application.)

11. Total number of proposed matches: ____

12. What is the primary target population for mentee recruitment? Check all that apply.

____ Single-parent household; ____ Academically challenged; ____ Gender; ____ Race/ethnicity; ____ Juvenile justice involvement; ____ Victimization; ____ Substance misuse/impacted; ____ Rural; ____ Youth with disabilities; ____ Other (please specify): _____

13. Any additional program services offered to mentees and their families? Check all that apply.

____ Case management; ____ Group activities in addition to primary mentoring; ____ Referral to other services; ____ Counseling; ____ Academic support; ____ Leadership development; ____ Substance use treatment

14. Mentor recruitment focus (if specific):

____ Peer (youth); ____ College student; ____ Adult volunteer; ____ Athletic coach; ____ Law enforcement officer; ____ Other (please specify): _____

15. Number of training hours required of recruited mentor before match: ____

16. Duration of program service for each youth: ____

17. Length of match expected: _____ (Note: May be the same length as program service in question 16)

18. Frequency of match contact expected: _____ (e.g., X per month; X per week)

19. Intensity of match contact expected: _____ (e.g., X hours)