

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



---

## OJJDP FY 2023 Mentoring Programs for Youth in the Juvenile Justice System

**Assistance Listing Number #** 16.726

**Grants.gov Opportunity Number:** O-OJJDP-2023-171695

**Solicitation Release Date:** March 31, 2023 3:00 PM ET

**Step 1: Application Grants.gov Deadline:** May 18, 2023 11:59 PM ET

**Step 2: Application JustGrants Deadline:** June 01, 2023 8:59 PM ET

---

### 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 to implement and deliver mentoring services to youth populations that are involved in the juvenile justice system. This program furthers the DOJ's mission by supporting mentoring programs to reduce juvenile delinquency, truancy, drug abuse, victimization, and other problem and high-risk behaviors.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#), which provides additional information for applicants 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

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

For profit organizations other than small businesses, Native American Tribal organizations (other than Federally recognized Tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that

do not have a 501(c)(3) status with the IRS, other than institutions of higher education

## Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800–851–3420, 301–240–6310 (TTY for hearing-impaired callers only), or [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10 a.m. to 6 p.m. eastern time (ET) Monday–Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date.

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

## Pre-application Information Session

OJJDP will hold a solicitation webinar on April 11, 2023 from 3:00 p.m. – 4:00 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 [here](#) and following the instructions. To use the time most efficiently, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than April 6, 2023. Submit your questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the subject as “Questions for FY 2023 Mentoring Programs for Youth in the Juvenile Justice System Webinar.”

## Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**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>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a 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](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

# Contents

Overview	1
Contact Information	2
Pre-application Information Session	2
Submission Information	2
Program Description	7
Overview	7
Statutory Authority	7
Specific Information	8
Goals, Objectives, and Deliverables	9
Evidence-Based Programs or Practices	11
Information Regarding Potential Evaluation of Programs and Activities	11
Priority Areas	11
Federal Award Information	13
Awards, Amounts and Durations	13
Availability of Funds	13
Type of Award	13
Financial Management and System of Internal Controls	13
Cost Sharing or Matching Requirement	14
Pre-agreement Costs (also known as Pre-award Costs)	14
Limitation on Use of Award Funds for Employee Compensation: Waiver	14
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	14
Costs Associated with Language Assistance (if applicable)	14
Eligibility Information	14
Application and Submission Information	15
Content of Application Submission	15
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	16
Standard Applicant Information (JustGrants 424 and General Agency Information)	16
Proposal Abstract	16
Proposal Narrative	17
Goal, Objective and Deliverables	20
Budget and Associated Documentation	20
Budget Worksheet and Budget Narrative (Web-based Form)	21

Pre-agreement Costs (also known as Pre-award Costs)	21
Indirect Cost Rate Agreement (if applicable)	21
Consultant Rate	21
Limitation on Employee Compensation; Waiver	22
Financial Management and System of Internal Controls	22
Questionnaire (including applicant disclosure of high-risk status)	
Disclosure of Process Related to Executive Compensation	22
Memoranda of Understanding (MOUs) and Other Supportive Documents	22
Additional Application Components	23
Curriculum Vitae or Resumes	23
Tribal Authorizing Resolution	23
Research and Evaluation Independence and Integrity Statement	23
Position Descriptions	23
Documentation for Communities Most Impacted by Youth Incarceration (if applicable)	23
Executive Summary Chart	23
Mentoring Program Profile	24
Mentoring Organizational History	24
Organizational Chart	24
Logic Model	24
Disclosures and Assurances	24
Disclosure of Lobbying Activities	24
DOJ Certified Standard Assurances	24
Applicant Disclosure of Duplication in Cost Items	24
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing	24
Applicant Disclosure and Justification – DOJ High-Risk Grantees	25
How to Apply	25
Submission Dates and Time	26
Experiencing Unforeseen Technical Issues Preventing Submission of an Application	26
Application Review Information	27
Review Criteria	27
Review Process	28
Federal Award Administration Information	29
Federal Award Notices	29
Administrative, National Policy, and Other Legal Requirements	29

Information Technology Security Clauses	29
General Information about Post-Federal Award Reporting Requirements	29
Federal Awarding Agency Contact(s)	30
Other Information	30
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	30
Provide Feedback to OJP	30
Performance Measures	30
Application Checklist	31
Standard Solicitation Resources	34
Appendix A: Mentoring Program Profile	35
Appendix B: Mentoring Organizational History	37

## 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.

[OJJDP's](#) guiding philosophy is to enhance the welfare of America's youth and broaden their opportunities for a better future. To bring these goals to fruition, OJJDP is leading efforts to transform the juvenile justice system into one that will [Treat Children as Children](#); [Serve Children at Home, With Their Families, in their Communities](#); and [Open Up Opportunities for System-Involved Youth](#). OJJDP encourages all proposed applications that work with youth to highlight how the proposed program aligns with these priorities.

OJJDP envisions a juvenile justice system centered on the strengths, needs, and voices of youth and families. Young people and family members with lived experience are vital resources for understanding and reaching persons involved or at risk of involvement with youth-serving systems. OJJDP asks stakeholders to join us in sustainably integrating bold, transformative youth and family partnership strategies into our daily work. OJJDP believes in achieving positive outcomes for youth, families, and communities through meaningful engagement and active partnerships, ensuring they play a central role in collaboratively developing solutions.

Applicants must describe how their proposed project/program will integrate and sustain meaningful youth and family partnerships into their project plan and budget. Depending on the nature of an applicant's proposed project, youth and family partnership could consist of one or more of the following:

- Individual-level partnership in case planning and direct service delivery (before, during, and after contact with youth-serving systems).
- Agency-level partnership (e.g., in policy, practice, and program development, implementation, and evaluation; staffing; advisory bodies; budget development).
- System-level partnership (e.g., in strategic planning activities, system improvement initiatives, advocacy strategies, reform efforts).

With this solicitation, OJJDP seeks to fund mentoring organizations to enhance and expand mentoring services for youth who are involved in the juvenile justice system.

## **Statutory Authority**

Department of Justice Appropriations Act, 2023, Pub. L. No. 117-328, 136 Stat. 4459, 4538.

## **Specific Information**

Mentoring promotes positive behaviors, attitudes, and outcomes for youth and reduces risk factors associated with delinquency and juvenile justice system involvement, such as poor school attendance, school failure, and alcohol and drug abuse. It has been shown to improve academic performance and/or social or job skills, support behavioral or other personal development, and reduce consumption of alcohol and other drugs.<sup>[1]</sup> However, one survey estimates that more than one in three young people never had an adult mentor of any kind while they were growing up.<sup>[2]</sup> OJJDP supports the expansion of high-quality mentoring services for targeted youth across the country to help close this gap.

A youth's involvement in the justice system might include a range of experiences, such as arrest, diversion, detention, adjudication, probation, incarceration, and reentry. However, for the purposes of this solicitation, mentoring services must be targeted to those youth as a matter of diversion from an out-of-home placement in a juvenile detention or correctional facility. OJJDP has previously supported an examination of the mentoring referral process for youth involved in various juvenile justice settings.<sup>[3]</sup> More recently, the OJJDP National Mentoring Resource Center examined the broader scope of mentoring initiatives across primary, secondary, and tertiary prevention of delinquent behavior among youth, including those involved in the juvenile justice system.<sup>[4]</sup> This solicitation is focused on diverting youth from further penetration into the juvenile justice system through diversion or as a complement to community-based probation services with the goal of expediting a youth's release from the formal juvenile justice system. This does not include those youth who are currently placed in a juvenile correctional facility and/or those youth who have recently reentered their communities upon release from a juvenile correctional facility.

One promising mentoring model that has emerged focuses on credible messenger mentoring, which is a transformative mentoring intervention for justice-involved youth. The credible messenger approach is a restorative justice model that focuses on relationships with justice-involved youth and broadly defined, can be thought of as individuals in helping roles whose life experiences are aligned in one or more significant areas with those being served. This common experience helps support the needs of those with whom they are working. Within the area of juvenile justice, this approach is most commonly understood to involve those with prior justice system involvement serving as mentors. There are also broader viewpoints, however, in which credible messengers as mentors for justice system-involved youth need not necessarily have prior justice system involvement themselves as long as they share similar backgrounds, life experiences, and areas of interest with participating youth.<sup>[5]</sup> Because mentors

share—and have overcome—similar experiences, including involvement in the justice system, young people find them trustworthy. Transformative mentoring with credible messengers has been able to successfully reach young people who were disconnected from education and employment and not otherwise inclined to participate in positive youth programming.<sup>[6]</sup>

Mentoring services can be one-on-one, group, peer, or a combination of these types. Applicants must initiate mentoring services to youth who are up to 21 years of age. 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.

## Goals, Objectives, and Deliverables

### Goals

The program's goal is to improve outcomes (such as improved academic performance and reduced school dropout rates) for youth involved in the juvenile justice system, and to reduce negative outcomes (including continued involvement in the juvenile justice system, substance use, and gang participation) through mentoring.

### Objectives

An applicant should address all of the objectives listed below in the Goals, Objectives, Deliverables, and Timeline web-based form.

OJJDP has identified the following specific program objectives:

---

[1] Office of Justice Programs. Mentoring Practice Profile. CrimeSolutions.gov. <https://www.crimesolutions.gov/PracticeDetails.aspx?ID=15>.

[2] Bruce, M., and Bridgeland, J. 2014. *The Mentoring Effect: Young People's Perspectives on the Outcomes and Availability of Mentoring*. Washington, DC: Civic Enterprises with Hart Research Associates for MENTOR: The National Mentoring Partnership. <https://www.mentoring.org/resource/the-mentoring-effect/>.

[3] Miller, J.M., Miller, H.V., Barnes, J.C., Clark, P.A., Jones, M.A., Quiros, R.J., and Peterson, S.B. 2012. *Researching the Referral Stage of Youth Mentoring in Six Juvenile Justice Settings: An Exploratory Analysis*. <https://www.ncjrs.gov/pdffiles1/Archive/240820NCJRS.pdf>

[4] Hawkins, S., Karcher, M.J., Steward, K., and DuBois, D.L. 2022. *Mentoring for Preventing and Reducing Delinquent Behavior Among Youth*. National Mentoring Resource Center. <https://nationalmentoringresourcecenter.org/resource/mentoring-for-preventing-and-reducing-delinquent-behavior-among-youth/>

[5] Cramer, L., Lynch, M., Lipman, M., Yu, L., and Astone, N.M. 2018. *Evaluation Report on New York City's Advocate, Intervene, Mentor Program*. The Urban Institute. [Evaluation Report on New York City's AIM Program](https://www.urban.org/evaluations/evaluation-report-on-new-york-citys-advocate-intervene-mentor-program).

[6] Austria, R., and Peterson, J. 2017. *Credible Messenger Mentoring for Justice-Involved Youth*. The Pinkerton Foundation. [Credible Messenger Mentoring for Justice-Involved Youth](https://www.pinkerton.com/insights/cmm-mentoring-for-justice-involved-youth)

- Increase access to mentoring services for youth involved in the juvenile justice system.
- Increase or maintain the number of screened and well-trained mentors, with an emphasis on ensuring the mentors selected reflect the youth they serve.
- Develop and implement program design enhancements that align with research and evidence on effective mentoring approaches.

## **Deliverables**

Project sites must address the following deliverables in their application as part of their project design and implementation:

- Provide high-quality mentoring services that meet the needs associated with the target population(s) and that will reduce delinquency or other problem behaviors in juvenile justice system-involved youth. Applicants should identify the proposed target population(s), detail the referral process to identify and serve the target population, specify the exact number of youth to be served, and provide 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.
- Identify and implement program design enhancements in one or more of the six core practice areas listed in the [Elements of Effective Practice for Mentoring](#), 4th edition, as highlighted on OJJDP's National Mentoring Resource Center [website](#).
- Clearly track the program's various target populations at all times during the grant award (new and existing matches) and deliver services as specified in the project design and Appendix A: Mentoring Program Profile (see details below in the "Project Design and Implementation" section).
- Incorporate a plan for recruiting, screening, and training mentors who have lived experience to ensure that adequate supports exist to maximize success for the mentor, as well as the mentee. This plan should include how to address the vicarious trauma of mentors as part of the project design. Additionally, the plan should address the process for matching mentors with mentees.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Additional Resources:

- [OJJDP Model Programs Guide](#) contains information about evidence-based juvenile justice and youth prevention, intervention, and reentry programs. It is a resource for practitioners and communities about what works, what is promising, and what does not work in juvenile justice, delinquency prevention, and child protection and safety.
- [OJP CrimeSolutions.gov](#) uses rigorous research to inform practitioners and

policymakers about what works in criminal justice, juvenile justice, and crime victim services.

- Funding through OJJDP's formula grants program is available to states and territories and is based on the jurisdiction's share of the national youth population. Juvenile Justice Specialists in each state administer the funding through subgrants to units of local government, local private agencies, and Indian Tribes for programs in accordance with legislative requirements. State Advisory Groups, comprised of members appointed by the governor, set priorities for funded activities and develop a 3-year strategic plan. For further information on this 3-year plan please visit [OJJDP's State Support](#) page, where you can find contact information for your state's Juvenile Justice Specialist or State Advisory Group Chair.

### **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 projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

### **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*

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to 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.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and

opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify 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 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 the purposes of this solicitation as private nonprofit or Tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

## 2. Priority Consideration for Communities Most Impacted by Youth Incarceration

OJJDP is interested in prioritizing resources for those communities most impacted by youth incarceration. Resources focused in these communities will provide additional supports to youth, families and juvenile justice system stakeholders to serve as tools to divert youth from incarceration and receive services in a community setting. Applicants that can demonstrate that their community is experiencing high rates of incarceration will receive priority consideration.

To receive this consideration, the applicant must include an attachment labeled "Communities Most Impacted by Youth Incarceration" that includes data from their local

or state juvenile justice system that demonstrates an overreliance on incarceration.

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 does not guarantee an award.

## **Federal Award Information**

### **Awards, Amounts and Durations**

#### **Anticipated Number of Awards**

6

#### **Anticipated Maximum Dollar Amount of Awards**

\$500,000.00

#### **Period of Performance Start Date**

10/1/23

#### **Period of Performance Duration (Months)**

36

#### **Anticipated Total Amount to be Awarded Under Solicitation**

\$3,000,000.00

### **Availability of Funds**

This solicitation, and awards 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.

### **Type of Award**

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.

### **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](#) for 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](#) for 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.

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

To be eligible, applicants must at the time of application:

- Have operated an established mentoring program for at least one year.
- Have a demonstrated partnership (via a memorandum of understanding) with a public agency legally responsible for handling juvenile crime and delinquency in a state, Tribe, city, or county (hereafter referred to as juvenile justice agency). The applicant must partner with a juvenile justice agency. However, the primary applicant must directly implement the mentoring program. This program is not intended for a juvenile justice agency to provide mentoring services.

**Understanding that the completion of a fully executed MOU may take**

**longer than the application period, a draft MOU may be submitted that includes the names and titles of all parties that will be signing the document.** An award condition will be added if an award is made that will require the signed document before funds will be made available. Applicants will submit the MOU by uploading the document as an attachment in JustGrants. (Please see p. 22 for more information on what should be included in the MOU.)

For the purposes of this solicitation, “youth in the juvenile justice system” refers to those youth younger than age 18 at the point of arrest or referral, who have been arrested or referred for intake to a public agency (state, Tribal, city, or county) legally responsible for handling juvenile crime, delinquency, and youth in need of guidance, treatment, or rehabilitation due to problematic behavior (i.e., truancy, running away, ungovernable, etc.). This may also include youth who are between the ages of 18 and 21 - and were arrested or referred prior to age 18 – but who remain under the jurisdiction of the juvenile justice system. This does not include those youth who are currently placed in a juvenile correctional facility and/or those youth who have recently reentered their communities upon release from a juvenile correctional facility.

**Notice regarding law enforcement agencies:** 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 2023 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 <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

Application and Submission Information

### **Content of Application Submission**

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 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)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

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

#### **Grants.gov**

The SF-424 must be submitted in Grants.gov. It 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.

In Section 8F 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 \(E.O.\) 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. On 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 “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 their 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 its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded.

See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

## **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 font; have no less than 1-inch margins; and should not exceed 30 numbered pages. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. 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 Proposal Narrative must include the following sections:

a. Description of the Issue

Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., juvenile crime, gang activity, underage drinking, drug abuse, truancy, youth employment, school performance). 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(s) 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(s) 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 target population(s) they will serve and the proposed mentoring model to be implemented. Please note: All program deliverables (number of mentors recruited, mentees served, etc.) mentioned in this section must be tracked and should match those listed in the Mentoring Program Profile (see Appendix A).

As part of the project design and implementation, applicants should clearly address the referral process for the target population (serving mentees who are involved in the juvenile justice system), as well as the process for recruiting, screening, and training mentors who have lived experience, to ensure that adequate supports exist to maximize success for the mentor, as well as the mentee. This plan should include how to address the vicarious trauma of mentors as part of the project

design.

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.

Applicants should describe their vision and plan for meaningfully and sustainably integrating youth and family partnership into their proposed project. Applicants should address any corresponding budget implications in their application's budget detail and budget narrative. For resources/guidance on effective youth and family partnership strategies and practices, click [here](#).

If an applicant believes that their project design is in no way amenable to incorporating youth and family partnership, the applicant should instead provide a detailed explanation and justification for excluding this element.

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 the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

### 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 (as a separate attachment) 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 describe:

- How they meet each of the qualifications outlined under the Eligibility section.

- Their experience providing mentoring practices (informed by the research) of a similar scope and scale.
- Their capability and expertise with high-risk and underserved youth populations.
- A detailed description of their experience in serving American Indian/Alaska Native and military youth.

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 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

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: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award’s reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient 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” discussion. Applicants can visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at: <https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-juvenile-mentoring.pdf>.

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 the applicant is 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 in the “Note on Project Evaluations” section in the [OJP Grant Application Resource Guide](#).

### **Goal, Objectives, Deliverables and Timeline**

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

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

**Program Objectives.** The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

**Deliverables.** Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

**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](#)). On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

### **Budget and Associated Documentation**

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 per diem (75% x \$76/day) = \$228, 2 people x lodging (\$251) x 2 nights = \$1,004). Use U.S. General Services Administration per diem rates found at [www.gsa.gov](http://www.gsa.gov).

### **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.](#)

## **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

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 reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

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

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

## **Consultant Rate**

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

## **Limitation on Employee Compensation; Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

## **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and 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.

## **Memoranda of Understanding (MOUs) and Other Supportive Documents**

Applicants should include, for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU (draft or fully executed) or Letter of Intent should include the following: (1) names of the organizations involved in the agreement, (2) scope of the direct service (s) and other work to be performed under the agreement, and (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

As previously noted, applicants must have a demonstrated partnership (via an MOU, draft or fully executed) with a public agency legally responsible for handling juvenile crime and delinquency in a state, Tribe, city, or county (referred to as juvenile justice agency). The applicant must partner with a juvenile justice agency. However, the primary applicant must directly implement the mentoring program. This program is not intended for a juvenile justice agency to provide mentoring services.

Understanding that the completion of an MOU may take longer than the application period, a draft MOU may be submitted that includes the names and titles of all parties that will be signing the document. A special condition will be added if an award is made

that will require the signed document before funds will be made available. Applicants will submit the MOU by uploading the document as an attachment in JustGrants.

**Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

**Curriculum Vitae or Resumes**

Provide resumes of key personnel.

**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 upload the Tribal authorizing documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on Tribal authorizing resolutions.

**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." For additional information, see the [OJP Grant Application Resource Guide](#).

**Position Descriptions**

Provide position descriptions for key personnel.

**Documentation for Communities Most Impacted by Youth Incarceration (if applicable)**

Applicants that can demonstrate that their community is experiencing high rates of incarceration will receive priority consideration and should include an attachment labeled "Communities Most Impacted by Youth Incarceration" that includes data from their local or state juvenile justice system that demonstrates an overreliance on incarceration.

**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 exact chart format below in a separate attachment labeled "Executive Summary Chart."

Number of youth to be served	Number of mentors to be	Number and name of location (s) where the mentoring
------------------------------	-------------------------	---

(new and continuation).	recruited and maintained.	services will take place under the grant.
-------------------------	---------------------------	---

## **Mentoring Program Profile**

See Appendix A.

## **Mentoring Organizational History**

This separate attachment includes information that demonstrates the timeframe that the organization has been in operation and providing mentoring services. See Appendix B.

## **Organizational Chart**

## **Logic Model**

If applicable, applicants may include, as a separate attachment, a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design.

## **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. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

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

### **Applicant Disclosure and Justification – DOJ High-Risk Grantees**

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, 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**

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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 pm eastern time on May 18, 2023.

The **full application** must be submitted in JustGrants by 8:59 pm eastern time on June 1, 2023.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any 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. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application**

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be 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

#### Merit 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 (15%) - 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 (35%) - 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 priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains 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 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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP

checks whether the applicant entity 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 entity 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 its organization 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 entity.

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**

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 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 more information.

### **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), contact information for Grants.gov, and 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**

<https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-juvenile-mentoring.pdf>.

## Application Checklist

### OJJDP FY 2023 Mentoring Programs for Youth in the Juvenile Justice System

This application checklist has been created as an aid in developing an application. For more information, reference [the OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### Pre-Application

##### ***Before Registering in Grants.gov:***

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

##### ***Register in Grants.gov***

- Acquire an Authorized Organization Representative (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](#))

##### ***Find the Funding Opportunity***

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- 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 <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

##### ***Review the Overview of Post-Award Legal Requirements***

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

##### ***Review the Scope Requirement***

- The federal amount requested should cover the entire proposed period of performance and be based on the allowable costs associated with the program, including but not limited to the costs of planning and implementing the proposed program.

### **Review Eligibility Requirement:**

- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Native American Tribal organizations (other than federally recognized Tribal governments)
- For-profit organizations other than small businesses

To be eligible, applicants must at the time of application:

- Have operated an established mentoring program for at least one year.
- Have a demonstrated partnership (via a draft or fully executed memorandum of understanding) with a public agency legally responsible for handling juvenile crime and delinquency in a state, Tribe, city, or county.

~~~~~

### **Application Step 1**

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

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:*

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

*If no Grants.gov receipt and validation email is received, or if 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](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

### **Application Step 2**

Submit the following information in JustGrants:

#### Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

Applicants should include in this section their detailed plan to serve American Indian/Alaska Native youth, both on and off reservations, with the grant funds.

#### Budget and Associated Documentation

- **Budget 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

- Executive Summary Chart\*
- Memorandum of Understanding\* (Draft or Fully Executed)
- Mentoring Program Profile
- Logic Model
- Tribal Authorizing Resolution (if applicable)(see [OJP Grant Application Resource Guide](#))
- Documentation for Communities Most Impacted by Youth Incarceration (if applicable)
- Position descriptions or Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

#### 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](#))

***\* Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

### Standard Solicitation Resources

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked

questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.

## Appendix A: Mentoring Program Profile

### OJJDP FY 2023 Mentoring Programs for Youth in the Juvenile Justice System

**Applicant Name:**

**Application Number:**

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

**Operational Structure:**

1. **Applicant 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 abuse 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? Y or N

7. **Program focus** (please check all that apply as the primary focus of 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 solicitation.

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 solicitation.

11. Total number of **proposed matches:** \_\_\_\_\_

12. What is the **primary target population** for mentee recruitment? (please check all that  
apply):

\_\_\_\_\_ Single-parent household \_\_\_\_\_ Academically challenged \_\_\_\_\_ Gender  
\_\_\_\_\_ Race/ethnicity \_\_\_\_\_ Juvenile justice involvement \_\_\_\_\_ Victimization  
\_\_\_\_\_ Substance misuse/impact \_\_\_\_\_ Rural \_\_\_\_\_ Youth with disabilities \_\_\_\_\_ Other  
(please specify): \_\_\_\_\_

13. **Any additional program services** offered to mentees and their families?

\_\_\_\_\_ Case management \_\_\_\_\_ Group activities (in addition to primary mentoring) \_\_\_\_\_  
Referral to other services \_\_\_\_\_ Counseling \_\_\_\_\_ Academic support \_\_\_\_\_ Leadership  
development \_\_\_\_\_ Substance misuse intervention or treatment

14. Mentor **recruitment focus**, if specific:
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)

## **Appendix B: Mentoring Organizational History**

### **OJJDP FY 2023 Mentoring Programs for Youth in the Juvenile Justice System**

Applicant Name:

Application Number:

Date the organization was established: \_\_\_\_\_

Date the organization began delivering standalone mentoring services: \_\_\_\_\_

Applicant website:

Other evidence supporting organizational history: