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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is pleased to announce that it is seeking applications for its Fiscal Year (FY) 2012 National Mentoring Programs. This program furthers the Department's mission by supporting mentoring programs to reduce juvenile delinquency, drug abuse, truancy, and other problem and high-risk behaviors.

## **OJJDP FY 2012 National Mentoring Programs**

### **Eligibility**

Applicants are limited to national organizations, defined as having active affiliates, chapters, or subgrantees in at least 45 states. National headquarter organizations must submit applications and must subaward 90 percent of this award to at least 38 of the states where they have a presence. For-profit organizations must agree to forgo any profit or management fee. (See Eligibility, page 3.)

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See How To Apply, page 10.) All applications are due by 11:59 p.m. eastern time on May 2, 2012. (See Deadlines: Registration and Application, page 3.)

### **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov).  
**Note:** Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1-877-927-5657, via e-mail to [JIC@telesishq.com](mailto:JIC@telesishq.com), or by [live Web chat](#). JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: OJJDP-2012-3244

**Release Date: March 15, 2012**

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# OJJDP FY 2012 National Mentoring Programs (CFDA #16.726)

## Overview

This solicitation supports national mentoring organizations in their efforts to strengthen and/or expand their existing mentoring activities within local affiliates. Mentoring activities include direct one-on-one mentoring, group mentoring, or peer mentoring services to at-risk and underserved youth populations. Successful applicants should implement programs that will recognize and address the factors that can lead to or serve as a catalyst for delinquency or other problem behaviors in underserved youth. Expansion of mentoring activities should create new opportunities for mentee achievement. This program is authorized by the Department of Justice Appropriations Act, 2012, Pub. L. No. 112-55, 125 Stat. 552, 617.

## Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. In addition, OJP urges applicants to submit their applications **at least 72 hours prior** to the due date of the application to allow them time to receive the validation message and to correct any problems that may have caused a rejection notification. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 2, 2012. See How To Apply, page 11, for details.

## Eligibility

Applicants are limited to national organizations, defined as having active affiliates, chapters, or subgrantees in at least 45 states. National headquarter organizations must submit applications and must subaward 90 percent of this award to at least 38 of the states where they have a presence. For-profit organizations must agree to forgo any profit or management fee.

Eligible applicants must initiate mentoring services to youth who are 17 years old or younger.

OJJDP may elect to make awards in future fiscal years for applications submitted under this solicitation, dependent on the merit of the applications and the availability of appropriations.

## Program-Specific Information

Research and evaluations indicate that mentoring relationships should be structured to last at least 12 months or through an entire school year. Research further finds that mentoring relationships that last 2 or more years significantly increase positive outcomes for youth. Best practices require significant training for the mentor, oversight of the relationship, and data collection to track the relationship and positive outcomes arising from it because structured support is critical for the mentoring relationship. A national program evaluation found that factors critical to implementing effective mentoring programs include significant contact between mentor and mentee and a relationship in which the mentor is perceived as a friend rather than simply as an authority figure. Researchers have identified other factors that serve as prerequisites for

successful mentoring programs, including volunteer screening, mentor training, matching based in part on youth and volunteer preferences, and intensive supervision and support.

In the past 10 years, research has shown that one-on-one mentoring is optimal, although positive effects of nontraditional approaches, such as group mentoring, are also noted. Where one-on-one mentoring is not practical, group mentoring can be an effective alternative. At-risk youth benefit from adult support and guidance when receiving mentoring through either of these approaches.

For the purpose of this solicitation, mentoring programs should support a structured relationship between an adult or trained peer and one or more youth. Mentoring is a process to achieve specific goals, such as improved academic performance and/or social or job skills, or to support behavioral or other personal development. Mentoring uses relationships to teach, impart, or institute changes in behaviors or attitudes, such as reduction in alcohol and other drug consumption. Successful mentoring programs include matches between a mentor and one or more youth; mentoring can take place in multiple and informal settings, as well as in a school or program context.

### **Purpose**

OJJDP is interested in supporting organizations that have mentoring programs ready for implementation that will strengthen and expand existing mentoring activities (i.e., direct one-on-one mentoring, group mentoring or peer mentoring). In addition, this initiative also seeks to promote collaboration among national youth service organizations that support mentoring activities and community organizations committed to supporting mentoring services.

**Target Population.** Applicants must initiate mentoring services to youth who are 17 years old or younger. The target population should include those youth who are identified as at risk or underserved. In addition, OJJDP encourages applicants to target mentoring services and programs to youth with a parent in the military, including a deployed parent, and/or tribal youth. If targeting tribal youth, establishment of mentor/mentee relationships on tribal reservations/lands is encouraged.

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

### **Goals, Objectives, and Deliverables**

This initiative's goal is to reduce juvenile delinquency, alcohol and other drug abuse, truancy, and other at-risk and high-risk behaviors. The objective of this program is to provide direct one-on-one mentoring, group mentoring, or peer mentoring services to underserved youth populations. This may include tribal youth and/or youth with a parent in the military, including a deployed parent. Successful applicants should implement programs that will recognize and address the factors that can lead to or serve as a catalyst for delinquency or other problem behaviors in underserved youth (e.g., lack of education or employment opportunities, attitudes in the community or family that condone criminal activity, lack of parental supervision).

Proposals should contain a description of all services that the applicant will provide to address these issues and their expected outcomes.

OJJDP will require successful applicants to submit semiannual progress reports in OJP's Grants Management System and to produce a final report, suitable for publication, at the Office's discretion. OJJDP will also require all successful applicants to coordinate efforts and participate in as many as two meetings per year with OJJDP and the other successful applicants to discuss a national strategy for mentoring.

### **Evidence-based Programs or Practices**

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) and OJJDP's [Model Program Guide](#) Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Amount and Length of Awards**

OJJDP intends to fund more than one successful applicant. An application may be for a project period of as long as 3 years. The award amount will cover the entire requested project period and be based on the cost of implementing the proposed program. OJJDP will not support costs for management and administrative expenses that exceed 10 percent of the award amount.

OJJDP expects to award grant funds under this solicitation no later than September 30, 2012. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

### **Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the

applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

**Minimization of Conference Costs.** No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

For awards made under this solicitation, food and/or beverage expenses are deemed reasonable and allowable only to the extent that such costs are: (1) directly related to a mentoring activity, (2) specifically included in the budget that OJP approves, and (3) consistent with threshold cost limits that DOJ has established for conference activity. Award recipients may not expend grant funds for food and/or beverage expenses that are related to conferences, trainings, or meetings that don't involve the direct provision of mentoring services without separate prior approval from OJP.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP Web site at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

**Costs Associated with Language Assistance (if applicable).** If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

**Match Requirement.** This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

## Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA) of 1993, Public Law 103-62, and the GPRA Modernization Act of 2010,

Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Description	Data Grantee Provides
<p>To provide direct one-on-one, group, or peer mentoring services to underserved youth populations.</p> <p>Improve outcomes for at-risk youth in mentoring programs by establishing and strengthening collaborative community approaches.</p>	<p>Percentage increase in the number of program mentors recruited.</p>	<p>The number of new mentors recruited during the reporting period. Recruited mentors are those who have completed requirements to be ready for training.</p>	<p>During the reporting period:</p> <p>Number of members at the beginning of the reporting period.</p> <p>Number of mentors at the close of reporting period.</p> <p>Number of mentors added (ready for training) during the reporting period.</p>
	<p>Percentage of program mentors successfully completing training.</p>	<p>The number and percentage of program mentors successfully completing training during the reporting period.</p>	<p>Number of mentors who successfully completed training during the reporting period.</p> <p>Number of mentors who entered the training program during the reporting period.</p>
	<p>Percentage of trained program mentors with increased knowledge of the program area.</p>	<p>The number of trained program mentors demonstrating increased knowledge of the program during the reporting period.</p>	<p>Number of trained mentors demonstrating increased knowledge of the program during the reporting period, as reported in a survey tool.</p> <p>Number of trained program mentors.</p>
	<p>Mentor retention rate.</p>	<p>The number of program mentors that the program retains within the reporting period.</p>	<p>Number of mentors who left the program during the reporting period.</p> <p>Total number of mentors at the end of the previous reporting period.</p> <p>Total number of mentors in the program during the reporting period.</p>
	<p>Percentage increase in youth enrolled since the beginning of the program grant period.</p>	<p>Increase in the number of youth enrolled (being mentored) since the beginning of the program.</p>	<p>Number of youth enrolled at the beginning of the program.</p> <p>Number of youth currently enrolled.</p>
	<p>Percentage of mentoring programs with active partners.</p>	<p>The percentage of mentoring programs with active partners representing the following types of groups: nonprofit service organizations and/or faith-based</p>	<p>Number of mentoring programs with active partners representing the following types of groups: non-profit service organizations and/or faith-based</p>

		organizations, private industry, secondary education provider, postsecondary education provider or vocational training provider, or other active partners.	organizations, private industry, secondary education provider, and post-secondary education provider or vocational training provider, and other active partners.  Number of mentoring programs.
Number of program youth served.	An unduplicated count of the number of youth <b>served</b> by the program during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from previous reporting period, <b>plus</b> new admissions during the reporting period.		Number of youth carried over from the previous reporting period, plus new admissions during the reporting period.
Number of youth served with an evidence-based program or practice.	Number of youth served with an evidence-based programs and practices include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, State model program resources, etc.).		Number of youth served with an evidence-based program or practice.
Number of youth who successfully complete the program.	The number and percentage of program youth who have <b>successfully</b> fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that clients must meet before program completion.  The total number of youth includes those youth who have exited successfully as well as those who have exited unsuccessfully.		Number of youth who exited the program having completed program requirements.  Number of youth who exited the program during the reporting period, successfully or unsuccessfully.
Percentage of program youth who offend or reoffend. (short and long term).	The number and percentage of participating program youth who were adjudicated <b>for a new delinquent offense</b> during the reporting period or 6-12 months post program completion.		Number of youth who offend (new offense).  Number of youth who reoffended.  Number of youth in program.



	Percentage of program youth exhibiting desired change in the targeted behavior (short and long term).	The number and percentage of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6-12 months post program completion.	<p>Number of youth exhibiting a desired change in targeted behavior (behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.) reported in a pre and post test.</p> <p>Number of youth exhibiting a desired change in behavior 12 months following the initial placement with mentor.</p> <p>Number of youth in the program.</p>
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section What an Application Is Expected To Include on page 12 for additional information.

## Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute research, which is defined as follows:

**Research** means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities. 28 C.F.R. § 46.102(d). The following information pertains to applications that propose to conduct research and involves human subjects:

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. Part 46 requires that most research involving human subjects that is conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board (IRB), in accordance with the regulations, before federal funds are expended for that research. As a rule, persons who participate in federally funded research must provide their "informed consent" and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of

identifiable data. 28 C.F.R. § 22.23. The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes." 28 C.F.R. §22.21. Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time. 28 C.F.R. §22.27.

OJP has developed a decision tree [www.ojp.usdoj.gov/funding/pdfs/decision\\_tree.pdf](http://www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf) to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a specific statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to “generalizeable knowledge” or if they intend to use the information solely for the purpose of internal improvements and/or to meet OJP’s performance measures data reporting requirements.** If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

For additional information, visit the “Research and Protection of Human Subjects” and the “Confidentiality” sections of the OJP “Other Requirements” Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsr.gov](http://www.fsr.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov), 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as

possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866–705–5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.726, titled "Juvenile Mentoring Program," and the funding opportunity number is OJJDP-2012-3244.
- 6. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
- 7. Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant

should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**Note: Duplicate Applications.** If an applicant submits multiple versions of an application, OJJDP will review the most recent version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must e-mail the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by OJJDP.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Is Expected To Include**

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OJJDP to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, and a Budget Detail Worksheet, or a Budget Narrative.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

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

The SF-424 is a standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF 424 are available at [www.grants.gov/assets/SF424Instructions.pdf](http://www.grants.gov/assets/SF424Instructions.pdf).

## 2. Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Additional Attachments" sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) project abstract; (2) statement of the problem; (3) goals, objectives, and performance measures; (4) program design and implementation; and (5) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

The following sections should be included as part of the program narrative.

- a. **Project Abstract.** Applicants should include a project abstract as the first page of their program narrative. It should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes. Applicant organizations must also indicate the total number of states wherein they have an active mentoring program and the number of states that they will target as a part of the proposed project outlined in their application.
- b. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). The applicant should use

data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe 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 the applicant's understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

- c. Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

**Goals.** Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's overall goals. Goals are broad statements (i.e., written in general terms) that convey a program's overall intent to change, reduce, or eliminate the problem described.

**Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, or to expand counseling services to cover an additional 50 at-risk youth.)

**Performance Measures.** OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 6.) OJJDP does not require applicants to submit performance measures data with their applications. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

OJJDP expects successful applicants to use the data to achieve successful program outcomes.

- d. Project Design and Implementation.** Successful applicants will implement, monitor, and assess mentoring strategies. Proposals should detail how the project will operate throughout the funding period and describe the strategies that the applicant will use to achieve the goals and objectives identified in the previous section. Proposals should detail how the applicant plans to distribute 90 percent of the federal funding as subawards in at least 38 states. Proposals should describe how the applicant will provide one-on-one mentoring, group mentoring, or peer mentoring services to their selected target population. Successful applicants should implement programs that



recognize and address factors that can lead to or serve as a catalyst for delinquency or other problem behaviors in underserved youth (e.g. lack of education or employment opportunities, attitudes in the community or family that condone criminal activity, lack of parental supervision, alcohol and other drug use). Beyond the actual mentoring services, applicants should also describe any enhancements to or additions proposed for infrastructure improvement. For example, this may include, data collection capability, mentor training content, policies, and/or procedures.

Applicants must include a detailed plan for outreach to youth with a parent in the military and tribal youth, if targeted.

Applicants are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures. This section must clearly state which currently implemented evidence-based practices will be enhanced, how they will be enhanced, and which evidence-based practices will be added to existing work to expand current efforts.

Applicants should describe how they will implement training for mentors and develop a survey tool to measure the participants change in knowledge of the mentoring program. This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period. Applicants should identify any other federal, state, or private foundation grants that serve the same local areas and target population.

**Logic Model.** Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at [www.ojjdp.gov/grantees/pm/logic\\_models.html](http://www.ojjdp.gov/grantees/pm/logic_models.html). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 17.

**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" at [ojjdp.gov/grantees/timelines.html](http://ojjdp.gov/grantees/timelines.html)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 17. On receipt of an award, the award recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- e. **Capabilities and Competencies.** Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Specifically, this description should clarify their financial relationship with affiliates in at least 45 states (including the name of each state). Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that the applicant will use to implement and manage this effort and its associated federal funding. This section should also highlight any previous experience implementing projects of similar design or magnitude

Applicants may include youth with a parent in the military, including a deployed parent. Work with this special population may occur on or off base. If the applicant proposes to establish mentor/mentee relationships on base, the proposal must describe the organization's relationship with appropriate base command. Proposals should include a letter of support from base command as evidence of such a relationship, and a memorandum of understanding (MOU) is strongly encouraged. MOUs should include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it
- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational
- estimate of the percent of time that the partner will devote to the planning and operation of the project.

Regarding the tribal mentoring component, applicants must demonstrate cultural competency and experience and evidence, knowledge, and understanding of the needs of the tribal communities and mentoring practices in Indian Country where they propose to work. Applicants should also recognize the significance and complexities of tribal culture and indigenous justice systems. For example, some tribes have their own juvenile justice systems, whereas others operate through local, county, or state systems. Some tribes rely on oral teachings exchanged through a mentorship between elders and youth. Applicants must consult with tribes to develop a tribal mentoring program. Proposals should include a letter of support from the tribal leadership as evidence of such a relationship and an MOU is strongly encouraged.

### **3. Budget Detail Worksheet and Budget Narrative**

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period. Note that individual subaward amounts should not exceed \$500,000 per subaward.

Applicants must budget funds to support as many as two staff to travel two times each year of the project to participate in 2-day national and local mentoring partnership meetings. 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 (\$400) = \$800; 2 people x 2 days per diem (\$71/day) = \$284, 2 people x lodging (\$207) x 2 nights = \$828, etc.). Use U.S. General Services Administration per diem rates, which may be found at [www.gsa.gov](http://www.gsa.gov).

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).



- a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants who submit the budget in a different format should include the budget categories listed in the sample budget worksheet. The budget detail worksheet should be mathematically sound.
- b. **Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost-effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures the applicant provides in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

#### 4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

#### 5. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or Letters of Support/Memoranda of Understanding when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- logic model (see Logic Model, page 15)
- timeline or milestone chart (see Timeline, page 15)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memoranda of understanding from partner organizations
- evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service
- evidence of for-profit status, e.g., a copy of the articles of incorporation.

## 6. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms.

- a. [Standard Assurances](#). Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#). Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#). (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted.)

## Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 20 percent of the entire score in the application review process.

1. Statement of the Problem (10 percent)
2. Goals, Objectives, and Performance Measures (20 percent)
3. Program Design and Implementation (35 percent)
4. Capabilities and Competencies (15 percent)
5. Budget (complete; reasonable and allowable; cost-effective; and necessary for project activities) (20 percent)

See What an Application Is Expected To Include, page 12, for the criteria that the peer reviewers will use to evaluate applications.

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award

recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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 also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations

- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

### **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

## Appendix: Application Checklist

### OJJDP FY 2012 National Mentoring Programs

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

#### Eligibility Requirement:

National organization with affiliates, chapters, or subgrantees in at least 45 states.

#### What an Application Should Include:

Disclosure of Lobbying Activities (SF-LLL) (see page 11)

Application for Federal Assistance (SF 424) (see page 13)

Program Narrative (see page 13)

Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)

Abstract

Statement of the Problem

Goals, Objectives, and Performance Measures

Program Design and Implementation

Capabilities/Competencies

Budget Detail Worksheet and Budget Narrative (see page 16)

Indirect Cost Rate Agreement (if applicable) (see page 17)

Additional Attachments (see page 17)

logic model

timeline or milestone chart

résumés of all key personnel

job descriptions for all key positions

letters of support/MOUs from partner organizations

evidence of nonprofit status e.g., copy of articles of incorporation, if applicable

evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable

Other Standard Forms, Certifications, and Other Components, (see page 18) including:

DUNS number

CCR registration

Certifications

Accounting System and Financial Capability Questionnaire (if applicable)