



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding under the OJJDP Mentoring Opportunities for Youth Initiative. 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 2015 Mentoring Opportunities for Youth Initiative

Eligibility

Category 1—National Mentoring Programs: Eligible applicants are limited to national organizations, defined as organizations that have active chapters or subawardees in at least 45 states. Applicants must include a list of active chapters or subawardees and the states where they are located as an attachment to their application. For purposes of this solicitation, 2 or more independent organizations that form a collaborative to meet the 45 state requirement do not satisfy OJJDP's definition of a national organization. The organization's national headquarters must submit the application, and OJJDP requires successful applicants to subaward 90 percent of this award to active chapters or subawardees in at least 38 states.

Category 2—Multistate Mentoring Programs: Eligible applicants are limited to multistate organizations, defined as organizations that have operated an established mentoring program for at least 3 years, and have active chapters or subawardees in at least 5 states but fewer than 45 states. Applicants must include a list of active chapters or subawardees and the states where they are located as an attachment to their application. For purposes of this solicitation, 2 or more independent organizations that form a collaborative to meet the 5 state requirement do not satisfy OJJDP's definition of a multistate organization. The organization's headquarters must submit the application.

Category 3 —Collaborative Mentoring Programs: Eligible applicants must be part of a collaborative of at least three and as many as five mentoring organizations. Under the award, the organizations that form the collaborative must each provide services in at least one location that is independent of the other organizations and must all implement the same program design (see definition of the same program design on page 7). Organizations within the collaborative must ensure that no individual will receive duplicate services from more than one member of the collaborative. The collaborative may include different organizations receiving funding from the same parent organization; however, official organizational charts must reflect that the organizations operate independently and at different locations. Each organization within the collaborative must already have an established mentoring program at the time they submit an application for funding. OJJDP encourages applicants to consider partnering with those organizations – and in such a manner – that will best leverage shared costs for training or program-related activities. Applicants must submit memoranda of understanding (or analogous

documents) demonstrating a formal collaborative partnership. One organization must be clearly identified as the lead applicant; however, subrecipients may be part of multiple Collaborative Mentoring Program proposals. OJJDP encourages multistate organizations to participate in Collaborative Mentoring Programs, but participation of a multistate organization is not required. National organizations are not eligible to apply.

For-profit organizations must agree to forgo any profit or management fee.

At the time of application, eligible applicants must provide mentoring services to youth who are 17 years old or younger.

An organization that applies for funding in Category 1 may not apply for funds in any other category, but an organization that applies for funding in Category 2 may also apply as a member of the collaborative to receive funds in Category 3, see chart below.

OJJDP FY 2015 Mentoring Opportunities for Youth Initiative:

Category 1	National Mentoring Programs	Funding limited to national organizations*
Category 2	Multistate Mentoring Programs	Funding limited to multistate organizations*
Category 3	Collaborative Mentoring Partnerships	Funding limited to multistate organizations and collaboratives*

*see above for full eligibility criteria

Other Mentoring Solicitation: OJJDP FY 2015 Mentoring for Youth Underserved Populations. OJJDP is providing additional funding opportunities for mentoring programs under the OJJDP FY 2015 Mentoring for Youth Underserved Populations solicitation. The full announcement with specific directions on what needs to be submitted can be found at <http://www.ojjdp.gov/grants/solicitations/FY2015/MentoringUnderserved.pdf>. Below is a chart with a summary of the eligibility for the Mentoring for Youth Underserved Populations solicitation.

Category 1	Youth with Disabilities	Funding limited to multistate organizations
Category 2	Youth in Foster Care	Funding limited to multistate organizations
Category 3	Youth who are Lesbian, Gay, Bisexual, Transgender, and Questioning (LGTBQ)	Funding limited to multistate organizations

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

For additional eligibility information, see Section C. Eligibility Information.

Deadline

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 applications 72 hours** prior to the application due date. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 23, 2015.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How To Apply](#) in section D. Application and Submission Information.

Contact Information

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

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" [in the How To Apply section](#).

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420, by e-mail at responsecenter@ncjrs.gov, or by Web Chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. Answers to frequently asked questions that may assist applicants are posted at <http://www.ojjdp.gov/grants/solicitations/FY2015/FAQ/MentoringOpportunitiesFAQ.pdf>.

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OJJDP FY 2015 Mentoring Opportunities for Youth Initiative (CFDA #16.726)

A. Program Description

Overview

This solicitation supports applicant organizations as they strengthen and/or expand their existing mentoring activities with active chapters or subawardees and/or other mentoring organizations. Mentoring activities include direct one-on-one, group, peer, or a combination of these types of mentoring services for 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 pursuant to paragraph (2), under the Juvenile Justice Programs heading, in the Department of Justice Appropriations Act, 2015, P.L.113-235: 128 Stat. 2130, 2195.

Program-Specific Information

This program supports the implementation and delivery of one-on-one, group, peer, or a combination of these types of mentoring services to at-risk and high-risk youth populations through applicant organizations and their active chapters or subawardees and among mentoring collaboratives. This program also supports one or more enhancements to both improve access to, and impact of, mentoring services. 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 promotes positive behaviors, attitudes, and outcomes for youth and reduces risk factors. 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. Successful mentoring programs include matches between a mentor and one or more youth. Mentoring can take place in multiple and informal settings and in a school or program context.

This solicitation offers three program categories and applicants must designate the category for which they are applying. The same organization may NOT apply for funds in both Category 1 and 2, but an organization that applies for funding in Category 2 may also apply as a member of the collaborative to receive funds in Category 3. For-profit organizations must agree to forgo any profit or management fee.

Category 1—National Mentoring Programs: This category supports organizations with the widest reach and capacity that provide youth mentoring services across the country. Only national organizations are eligible to apply in this category, see Eligibility Information above. OJJDP requires successful applicants to subaward 90 percent of this award to active chapters or subawardees in at least 38 states.

Priority considerations. Priority considerations for Category 1 include the following:

- **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 high-risk for involvement in the juvenile justice system. OJJDP also **requires** applicants to target mentoring services and programs to American Indian and Alaska Native (AI/AN) youth both on and off reservations. OJJDP encourages applicants to target mentoring services to children of parents on active military duty; children of incarcerated parents; lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth; youth with disabilities; and youth in rural communities.

Mentoring programs targeting these populations should highlight how the anticipated services would best support the unique needs of these populations, such as key partnerships, cultural sensitivity, or specialized curricula.

- **At-risk and high-risk youth.** For the purposes of this solicitation, OJJDP defines at-risk and high-risk youth as those youth who are most likely to become involved in the juvenile justice system because they possess certain predictive/correlative characteristics, are already involved in the juvenile justice system, and/or reside in environments that have high rates of parental incarceration, community violence, drug markets, gang concentration, and failing schools. Risk factors for juvenile delinquency are multidimensional across individual, family, community, peer, and school factors. (For additional background on risk factors for juvenile justice involvement, see the [OJJDP Model Programs Guide Literature Review on Risk Factors](#).) Applicants should fully address how the behaviors, characteristics, factors, etc., identified for at-risk youth relate to involvement in the juvenile justice system.

Category 2—Multistate Mentoring Programs: This category supports youth mentoring services in at least 5 states but fewer than 45 states. Only multistate organizations are eligible to apply in this category, see Eligibility Information above.

Priority considerations. Priority considerations for Category 2 include the following:

- **Broadest reach.** The following factors will be considered in this determination: number of states where the applicant organization can demonstrate a history of providing mentoring services through subawards, number of states where the applicant organization proposes to use the awarded grant funds to provide mentoring services, number of program sites where the applicant organization can demonstrate a history of providing mentoring services through subawards, number of program sites where the applicant organization proposes to use the awarded grant funds to provide mentoring services, number of youth served, and number of mentors recruited.
- **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 high-risk for involvement in the juvenile justice system. In addition, OJJDP encourages applicants to target mentoring services to AI/AN youth both on and off reservations; children of parents on active military duty; children of incarcerated parents; LGBTQ youth; youth with disabilities; and youth in rural communities.

Mentoring programs targeting these populations should highlight how the anticipated services would best support the unique needs of these populations, such as key partnerships, cultural sensitivity, or specialized curricula.

- **At-risk and high-risk youth.** For the purposes of this solicitation, OJJDP defines at-risk and high-risk youth as those youth who are most likely to become involved in the juvenile justice system because they possess certain predictive/correlative characteristics, are already involved in the juvenile justice system, and/or reside in environments that have high rates of parental incarceration, community violence, drug markets, gang concentration, and failing schools. Risk factors for juvenile delinquency are multidimensional across individual, family, community, peer, and school factors. (For additional background on risk factors for juvenile justice involvement, see the [OJJDP Model Programs Guide Literature Review on Risk Factors](#).) Applicants should fully address how the behaviors, characteristics, factors, etc., identified for at-risk youth relate to involvement in the juvenile justice system.

Category 3—Collaborative Mentoring Partnerships: Eligible applicants must be part of a collaborative of at least three and as many as five mentoring organizations. OJJDP encourages multistate organizations to participate, but the participation of a multistate organization is not required. Each organization that forms the collaborative must:

- **provide services in at least one location that is independent of the other organizations.** Examples include but are not limited to: five organizations implementing five mentoring programs in the five boroughs of New York City; three mentoring organizations implementing one mentoring program in a rural community, one mentoring program in an urban community, and one mentoring program in a suburban community and collaborating around mentoring recruitment; three mentoring organizations sharing training classes for new school-based mentors implementing the same mentoring program in five different schools.
- **implement the same program design.** For purposes of Category 3, the same program design is considered to be the mentoring enhancement (as defined on page 8) that the applicants will implement, if funded under this solicitation. For example, if the applicants propose to revise recruitment strategies and implement a new training module, then all the collaborative applicants must agree to implement these same, specific, new strategies under this funding program. It does not mean the applicants need to start with the same mentoring model or approach, although those approaches should be similar enough to support collaborative work in implementing the new program design.
- **ensure that no individual will receive duplicate services from more than one member of the collaborative.**
- **have an established mentoring program at the time the application for funding is submitted.**
- **submit memoranda of understanding (or analogous documents) demonstrating a formal collaborative partnership.** One organizational member must be clearly identified as the lead applicant.

The collaborative may include different organizations receiving funding from the same parent organization; however, official organizational charts must reflect that the organizations operate independently and at different locations.

OJJDP encourages applicants to consider partnering with those organizations and in such a manner that will best leverage shared costs for training or program-related activities.

Priority consideration. The priority consideration for Category 3 is below.

- **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 high-risk for involvement in the juvenile justice system.
- **At-risk and high-risk youth.** For the purposes of this solicitation, OJJDP defines at-risk and high-risk youth as those youth who are most likely to become involved in the juvenile justice system because they possess certain predictive/correlative characteristics, are already involved in the juvenile justice system, and/or reside in environments that have high rates of parental incarceration, community violence, drug markets, gang concentration, and failing schools. Risk factors for juvenile delinquency are multidimensional across individual, family, community, peer, and school factors. (For additional background on risk factors for juvenile justice involvement, see the [OJJDP Model Programs Guide Literature Review on Risk Factors](#).) 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

The program's goal is to improve outcomes for at-risk, high-risk, or underserved youth and reduce negative outcomes, including juvenile delinquency and gang participation, improve academic performance, and reduce school drop-out rates through mentoring. To achieve this goal, program objectives focus on supporting qualified programs to (1) provide quality mentoring services and (2) enhance grantees' mentoring services by implementing one or more research and evidence-based practices.

1. **Provide mentoring services for at-risk, high-risk, or underserved youth.** Applicants under all categories should outline how their core mentoring practices align with each of the standards in the [Elements of Effective Practice for Mentoring](#), as highlighted on [OJJDP's National Mentoring Resource Center Web site](#). These elements include recruitment, screening, training, matching, monitoring and support, and closure.
2. **Enhance mentoring services to implement additional research- and evidence-based practice(s).** Applicants should also address how they will implement new program services, practices, or resources to enhance their current practices. Specifically, applicants should identify one or more of the following strategies they will use to enhance the current mentoring services they provide. As a resource, applicants should review the "What Works in Mentoring" section of the [OJJDP National Mentoring Resource Center](#) to inform the selection of these enhancements for implementation.
 - **Match mentors and mentees based on interests and skills.** Under this enhancement, applicants will assess and redesign their matching process to improve the matching based on a youth's needs and interests and a mentor's experiences, skills, and interests (as opposed to being based on demographic features). Research

has shown that taking into account a youth's interests when matching him/her with a mentor is associated with the overall success of the mentoring program.¹

- **Provide ongoing training.** Research indicates that ongoing training (beyond providing a single, initial orientation or training) and support for mentors is a moderator of greater program effectiveness². Under this enhancement, applicants will improve training and support for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth. It may also include training staff to be more effective trainers of mentors.
- **Provide additional mentor support.** Providing structured support to mentors has been identified as a key program characteristic associated with improved effectiveness and longer lasting mentoring matches³. Under this enhancement, applicants will outline how they will improve the ongoing support that program coordinators, match specialists, etc., offer mentors. This includes, but is not limited to, increasing the frequency of and improving the program communication with mentors or providing additional support regarding activities, issues, questions, or plans.
- **Incorporate advocacy/teaching roles for mentors.** Research has shown that advocacy/teaching roles for mentors have been associated with program effectiveness⁴. Under this enhancement, advocacy or teaching roles or functions are defined as those in which the mentor offers active guidance to the youth and seeks to facilitate the youth's relationships with peers and/or other supportive adults and to support engagement with appropriate activities and resources. This should not be confused with an overly directive or authoritarian approach, which has evidence of potential harmful outcomes in youth mentoring⁵. It is also not a therapeutic, counseling, informational/instructional, or explicit skill-building approach (i.e., such as job skills).
- **Engage parents and family.** Research indicates that mechanisms that support and involve parents in mentoring programs increase the chances for positive outcomes.⁶ Under this enhancement, family and parental involvement includes, but is not limited to, creating specific activities in which mentors, youth participants, and parents participate together, including informal recreational activities that the mentoring organization hosts, or additional outreach to parents. Parents include both official and unofficial caretakers.

¹ DuBois, D.L., Portillo, N., Rhodes, J.E., Silverthorn, N., and Valentine, J.C. 2011. "How Effective Are Mentoring Programs for Youth? A Systematic Assessment of the Evidence." *Psychological Science in the Public Interest* 12(2)57–91. www.rhodeslab.org/files/DuBoisetalMeta.pdf

² Dubois, D.L., Holloway, B.E., Valentine, J.C., and Cooper, H. 2002. Effectiveness of Mentoring Programs for Youth: A Meta-Analytic Review. *American Journal of Community Psychology* 30(2)157-197.

³ Dubois, D.L., Holloway, B.E., Valentine, J.C., and Cooper, H. 2002. Effectiveness of Mentoring Programs for Youth: A Meta-Analytic Review. *American Journal of Community Psychology* 30(2)157-197

⁴ DuBois, D.L., Portillo, N., Rhodes, J.E., Silverthorn, N., and Valentine, J.C. 2011. "How Effective Are Mentoring Programs for Youth? A Systematic Assessment of the Evidence." *Psychological Science in the Public Interest* 12(2)57–91. www.rhodeslab.org/files/DuBoisetalMeta.pdf

⁵ Keller, T.E. 2005. "The stages and development of mentoring relationships." In D.L. DuBois and M.J. Karcher (Eds.), *Handbook of youth mentoring* (pp. 82–99). Thousand Oaks, CA: SAGE.

⁶ Dubois, D.L., Holloway, B.E., Valentine, J.C., and Cooper, H. 2002. Effectiveness of Mentoring Programs for Youth: A Meta-Analytic Review. *American Journal of Community Psychology* 30(2)157-197.

- **Use a youth-centered developmental approach.** Under this enhancement, programs will incorporate a youth-centered approach that allows the mentor and mentee to establish and achieve a mutually agreed upon set of goals. Research indicates that this approach, focused on providing structured support to the developmental needs of the youth, can increase the effectiveness of the mentoring program.⁷
- **Assess and serve mentee risk.** Research has identified that the risk profile of the target population appears to be associated with variations in the effectiveness of mentoring programs⁸. Under this enhancement, programs will institute an assessment that considers both individual and environmental risk and adjust the mentoring services accordingly.
- **Improve closure.** There are indications that while longer mentor-mentee match duration positively influences the effectiveness of mentoring programs⁹, the key feature may actually be that the mentoring match lasted the full expected duration, regardless of the time period, and how the closure occurs.¹⁰ Under this enhancement, programs will review and revise procedures for and guidance to mentors and mentees in setting expectations, preventing premature termination of the mentoring relationship, and working to effectively bring the mentoring relationship to a close at the expected time.
- **Provide structured activities.** Structured activities are the result of planning, curriculum development, and program design that the mentor and mentees can engage in together. Research has indicated that providing this type of structured support to mentors and mentees is associated with improved outcomes¹¹. Under this enhancement, examples of structured activities can include, but are not limited to, community involvement/engagement projects, job skills, and career path-related activities, recreational and educational games, and cultural-specific programs.
- **Establish external partnerships.** Research has indicated that collaboration with other organizations that provide services or resources to support mentees and their families has been associated with better outcomes for the youth.¹² Under this enhancement, applicants will identify and enter into additional partnerships to best serve the needs of the mentored youth and families.

⁷ Rhodes, J.E., and DuBois, D.L. 2006. "Understanding and Facilitating the Youth Mentoring Movement. Society for Research in Child Development." Social Policy Report. Vol 20 (3) Retrieved from:

http://www.srcd.org/index.php?option=com_docman&task=doc_download&gid=79. Citing: Balcazar, Davies, Viggers, and Tranter. In press; Balcazar, Keys, & Garate, 1995; Davidson & Redner, 1988; Hamilton & Hamilton, 2005; Larose, Chaloux, Monaghan, & Tarabulsky, 2006; and Langhout, Rhodes, & Osborne, 2004.

⁸ Herrera, C., DuBois, D., and Grossman, J.B. 2013. The Role of Risk: Mentoring Experiences and Outcomes for Youth with Varying Risk Profiles. New York, NY: A Public/Private Ventures project distributed by MDRC.

⁹ Grossman, J.B., and Rhodes, J.E. 2002. "The Test of Time: Predictors and Effects of Duration in Youth Mentoring Relationships." American Journal of Community Psychology 30(2)199-219.

¹⁰ Zilberstein, K. and Spencer, R. "Breaking bad: an attachment perspective on youth mentoring relationship closures." Child & Family Social Work. Retrieved from:

<http://onlinelibrary.wiley.com/doi/10.1111/cfs.12197/abstract>

¹¹ Dubois, D.L., Holloway, B.E., Valentine, J.C., and Cooper, H. 2002. Effectiveness of Mentoring Programs for Youth: A Meta-Analytic Review. American Journal of Community Psychology 30(2)157-197.

¹² Jarjoura, G.R., DuBois, D.L., Schlafer R.J., and Haight, K.A. 2013 "Mentoring Children of Incarcerated Parents, Research and Listening Session Report." Washington, DC.

- **Structure the mentoring relationship to support bonding or emotional connection between the mentee and mentor.** Research has demonstrated that having a strong emotional connection or bond between the mentee and mentor has been associated with better relationships and outcomes.¹³ This bond can be supported via various ways, such as providing activities or resources for mentors and mentees that can help facilitate conversations.
- **Encourage the mentor to think of him/herself as a role model.** Research has highlighted that mentors who demonstrate healthy behaviors (such as those around eating, exercising, relationships, and academics) have been associated with better outcomes for youth.¹⁴ Under this enhancement, the mentor will receive clear expectations and guidance around serving as a role model.

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 at-risk 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.

Family engagement. OJJDP envisions a transformed juvenile justice system that recognizes and builds upon the strengths, values, and diversity of families and communities to best serve the children and youth who come into contact with the system and to improve both safety and quality of life for all. This system will honor and support families before, during, and after their children have contact with the system.

Research indicates that mechanisms that support and involve parents in mentoring programs increase the chances for positive outcomes for the mentoring relationship. Applicants should discuss how they will engage families throughout the mentoring program and specifically within each of the stages in the [Elements of Effective Practice for Mentoring](#): recruitment, screening, training, matching, monitoring and support, and closure. This includes, but is not limited to, discussing how families will be engaged in an orientation process, receive program information, understand expectations, and participate in specific activities that the mentoring organization hosts or additional outreach to parents. Parents include both official and unofficial caretakers.

Discrimination prohibited. Although this solicitation generally targets the needs of a particular youth population, applicants may not use gender, race, color, or national origin to restrict eligibility for services. Applicants may not exclude from participation, deny the benefits to, or subject to discrimination potential mentees in connection with any program or activity funded in whole or in part with funds made available under this solicitation, based on race, color, religion, national origin, or gender.

¹³ Jarjoura, G.R., DuBois, D.L., Schlafer R.J., and Haight, K.A. 2013 "Mentoring Children of Incarcerated Parents, Research and Listening Session Report." Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

¹⁴ Jarjoura, G.R., DuBois, D.L., Schlafer R.J., and Haight, K.A. 2013. "Mentoring Children of Incarcerated Parents, Research and Listening Session Report." Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

Evidence-based programs or practices. OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

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. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) Web site, OJJDP's [Model Programs Guide](#) Web site, and the OJJDP [National Mentoring Resource Center](#) Web site are 3 resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Additional resources. OJJDP encourages applicants to review the recommendations from the [Attorney General's National Task Force on Children Exposed to Violence; the Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence](#) and the National Research Council's [Reforming Juvenile Justice: A Developmental Approach](#) and [Implementing Juvenile Justice Reform](#) and consider incorporating the recommendations into their applications, where applicable.

Performance Partnership Pilots. Applicants under this OJJDP program may also be eligible to apply for participation in the Performance Partnership Pilots program that the Departments of Labor, Health and Human Services, and Education; the Related Agencies Appropriations Act, 2014, P.L. 113-76, 128 Stat. 5, 413-416; and the Department of Justice Appropriations Act, 2015, P.L. 113-235, 128 Stat. 2130, 2195 have authorized. The project seeks to identify cost effective, outcome-focused strategies at the state, regional, and local levels that support improved outcomes for disconnected youth (individuals between the ages of 14 and 24, who are low income and either homeless, in foster care, involved in the juvenile justice system, unemployed, or not enrolled in, or at risk of dropping out of an educational institution). The program is particularly designed for organizations that have multiple sources of federal, state, or private funding. Find more information about the program and the application process [here](#).

B. Federal Award Information

Under Category 1, an application may be for a project period of as long as 3 years. The requested award amount should cover the entire proposed 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 requires successful applicants to subaward 90 percent of this award to active chapters or subawardees in at least 38 states.

Under Category 2, an application may be for a project period of as long as 3 years. Applicants that meet the minimum requirement of having active chapters or subawardees in at least 5 states may request as much as \$2 million; and those applicants that demonstrate the broadest reach may request as much as \$5 million. See the priority considerations for Category 2 listed on page 8. Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget. The requested award amount should cover the entire proposed project period and be based on the cost of implementing the proposed program.

Under Category 3, an applicant may request as much as \$1.5 million for a minimum project period of 12 months and as long as 36 months. The requested award amount should cover the entire proposed project period and be based on the cost of implementing the proposed program.

When making final award decisions, OJJDP will factor geographic coverage; serving underserved populations, including rural and tribal communities; and the peer review process. OJJDP expects to award grant funds under this solicitation no later than September 30, 2015. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of award. OJJDP expects to make any award from this solicitation in the form of a grant.

Financial management and system of internal controls. If selected for funding, the award recipient must:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the nonfederal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the nonfederal entity's compliance with statute, regulations and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the nonfederal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost sharing or match requirement. This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Preagreement cost approvals. OJP does not typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, preagreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as preagreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent 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.¹⁵ The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater 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 Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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.

¹⁵ This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

Prior approval, planning, and reporting of conference/meeting/training costs. OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the [OJP policy and guidance](#) on conference approval, planning, and reporting. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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 for individuals with limited English proficiency may be allowable. 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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see the title page.

Cost sharing or match requirement. For additional information on cost sharing and match requirement, see Section B. Federal Award Information.

Limit on number of application submissions. If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How To Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or that do not include the application elements that OJJDP has designated 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; Budget Detail Worksheet or Budget Narrative; an attachment listing the active chapters or subawardees and the states where they are located in demonstrating eligibility for **Category 1 and 2**; and memoranda of understanding (or analogous documents) demonstrating a formal collaborative partnership for **Category 3**.

Applicants should review the “Note on File Names and File Types” under [How To Apply](#) to be sure that they submit their applications in the permitted formats.

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP’s Grants Management System (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).

Intergovernmental review. This funding opportunity is subject to [Executive Order 12372](#). Applicants may find the names and addresses of their state’s Single Point of Contact (SPOC) at this [website](#). Applicants whose state appears on the SPOC list must contact their state’s SPOC to find out about, and comply with, the state’s process under Executive Order 12372. In completing the SF-424, applicants whose state appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their state’s E.O. 12372 process. (Applicants whose state does not appear on the SPOC list are to make the appropriate selection in response to question 19 to indicate that the “Program is subject to E.O. 12372 but has not been selected by the State for review.”)

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- written for a general public audience.
- submitted as a separate attachment with “Project Abstract” as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

The abstract should briefly describe the project’s purpose, the population to be served, the states and/or localities where the mentoring services will be delivered, the type of mentoring services that will be delivered (i.e., one-on-one, group or peer, or combination), the total number of youth to be served and the activities that the applicant will implement to achieve the project’s goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should include the category the application is being submitted under and a description of how the application meets the eligibility of the category. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research as described in Note on Project Evaluations on page 22. All project abstracts should follow the [detailed template](#).

Category 1 applicants must detail in their abstract how they will include AI/AN youth.

Permission to share project abstract with the public. It is unlikely that OJJDP will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a Web page available to the public. This public posting would allow other possible funders to become aware of such proposals.

The abstract template asks applicants to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. 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 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, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) 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. 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.

- b. 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 goals.

Target population. Applicants should describe their target population (see Priority Considerations pages 6-7). For Category 1 applicants this must include AI/AN youth.

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 may include the following: to provide training on substance abuse to 40 mentors, to increase the percentage of youth who successfully complete their current academic grade, or to expand family-based activities to cover an additional 50 at-risk youth.)

Performance measures. To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), 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. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Reporting Tool (DCTAT) located at www.ojjdp-dctat.org/. 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. Establish and strengthen collaborative community approaches to improve outcomes for at-risk or high risk youth in mentoring programs.</p>	<p>Number of youth enrolled in the program.</p>	<p>Number of youth matched with a mentor during the reporting period.</p>	<p>Number of program youth matched with a mentor during the reporting period.</p> <p>Total number of youth enrolled in the program during the reporting period.</p>
	<p>Number of matches meeting mentoring program requirements.</p>	<p>Number of matches meeting program requirements in length (in months) and hours during the reporting period.</p>	<p>Enter the intended minimum length of the match in months.</p> <p>Number of youth whose match met the intended minimum match length during the reporting period.</p> <p>Number of youth whose match exceeded the intended minimum match length during the reporting period.</p> <p>Number of youth who had matches that closed early during the reporting period.</p> <p>Enter the intended minimum hours per month for mentors and mentees were expected to meet (match meetings).</p> <p>Number of youth whose mentor/mentee match meetings met for the minimum number of hours during the reporting period</p> <p>Number of youth whose mentor/mentee match meetings exceeded the minimum number of hours during the reporting period.</p> <p>Number of youth whose mentor/mentee match meetings did not meet the minimum</p>

			number of hours during the reporting period.
	Percentage increase in the number of program mentors recruited.	The number of new mentors recruited during the reporting period. Recruited mentors are those who have completed requirements to be ready for training.	During the reporting period: Number of members at the beginning of the reporting period. Number of mentors at the close of reporting period. Number of mentors added (ready for training) during the reporting period.
	Percentage of program mentors successfully completing training.	The number and percentage of program mentors successfully completing training during the reporting period.	Number of mentors who successfully completed training during the reporting period. Number of mentors who entered the training program during the reporting period.
	Percentage of trained program mentors with increased knowledge of the program area.	The number of trained program mentors demonstrating increased knowledge of the program during the reporting period.	Number of trained mentors demonstrating increased knowledge of the program during the reporting period, as reported in a survey tool. Number of trained program mentors.
	Mentor retention rate.	The number of program mentors that the program retains within the reporting period.	Number of mentors who left the program during the reporting period. Total number of mentors at the end of the previous reporting period. Total number of mentors in the program during the reporting period.
	Percentage increase in youth enrolled since the beginning of the grant period.	Increase in the number of youth enrolled (being mentored) since the beginning of the program.	Number of youth enrolled at the beginning of the program. Number of youth currently enrolled.
	Percentage of mentoring programs with active partners.	The percentage of mentoring programs with active partners representing the following types of groups: nonprofit service organizations and/or faith-based organizations, private industry, secondary education provider, postsecondary education provider or	Number of mentoring programs with active partners representing the following types of groups: non-profit service organizations and/or faith-based organizations, private industry, secondary education provider, and post-secondary education provider or vocational training provider, and other active partners.

		vocational training provider, or other active partners.	Number of mentoring programs.
	<p>Number of program youth served.</p> <p>Number of youth served with an evidence-based program or practice.</p>	<p>An unduplicated count of the number of youth served 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, plus new admissions during the reporting period. Number of youth served with an evidence-based program 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.).</p>	<p>Number of youth carried over from the previous reporting period, plus new admissions during the reporting period.</p> <p>Number of youth served with an evidence-based program or practice.</p>
	Number of youth who successfully complete the program.	<p>The number and percentage of program youth who have successfully 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 mentees must meet before program completion. The total number of youth includes those youth who have exited successfully and those who have exited unsuccessfully.</p>	<p>Number of youth who exited the program having completed program requirements.</p> <p>Number of youth who exited the program during the reporting period, successfully or unsuccessfully.</p>
	Percentage of program youth who offend or reoffend (short and long term).	<p>The number and percentage of participating program youth who were adjudicated for a new delinquent offense during the reporting period or 6-12 months post program completion.</p>	<p>Number of youth who offend (new offense).</p> <p>Number of youth who reoffended.</p> <p>Number of youth in program.</p>

	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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OJJDP does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. 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.

Note on project evaluations. Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, 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.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the [“Research and the Protection of Human Subjects”](#) section of the [OJP Funding Resource Center](#) Web page. Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that Web page.

c. Project design and implementation. Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Specifically, OJJDP will assess how well applicants address the following areas:

(1) Explain how the applicant will provide mentoring services to at-risk, high-risk, or underserved youth, including:

(a) a description of the target population and related risk level(s). (Refer to pages 6 – 7 for priority consideration.) Category 1 applicants must include a detailed plan for outreach to AI/AN youth.

(b) a description of how this will include youth across the required active chapters or subawardees. As a separate attachment, upload a complete list of active chapters or subawardees and states where the mentoring program will take place under this grant (see Additional Attachments, page 27).

(c) a description of how applicants will provide one-on-one, group, peer mentoring, or a combination of these types of mentoring services to their selected target population, including procedures regarding how often mentors and mentees meet, how long the sessions last, where they meet, and how many youth they will serve.

(d) a description of how their core mentoring practices align with each of the standards in the *Elements of Effective Practice for Mentoring*, which include: recruitment, screening, training, matching, monitoring/support, and closure. These are highlighted on [OJJDP's National Mentoring Resource Center site](#).

(2) Explain the extent to which the established mentoring programs incorporate each of the features into their program design and a description of them, including how the program (see Goals, Objectives, and Deliverable, page 8, for additional information):

(a) screens mentors and matches with youth.

(b) structures the match to last for a year (including the school year).

(c) provides mentor training.

(d) provides mentor support.

(e) designs the mentoring relationship for consistency.

(3) Explain how the program will develop, improve, and implement one or more of the following research-based strategies (see Goals, Objectives, and Deliverables, page 8, for additional information):

(a) match mentors and mentees based on interests and skills.

(b) provide ongoing training.

- (c) provide additional mentor support.
- (d) incorporate advocacy/teaching roles for mentors/instructional, or explicit skill-building, such as job skills, approach.
- (e) engage parents and family.
- (f) use a youth-centered developmental approach.
- (g) assess and serve mentee risk.
- (h) improve closure.
- (i) provide structured activities.
- (j) establish external partnerships.
- (k) structure the mentoring relationship to support bonding or emotional connection between the mentee and mentor.
- (l) encourage the mentor to think of him/herself as a role model.

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.

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. See sample logic models [here](#). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 27.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” [here](#)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 27. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- d. **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 describe:

- how they meet the qualifications for the category under which they are applying.
- their experience providing mentoring practices (informed by the research) of a similar scope and scale.
- ability to implement the stated program and enhancements.

Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, including a list of the subawardees and the term of the award, if there are any; and the management of the project proposed for funding.

Letters of support/memoranda of understanding. If submitting a joint application for Category 3, as described under Eligibility, page 1, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

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

4. 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.

Applicants should budget funds to support as many as two staff to travel once each year of the project to participate in 2-day national and local mentoring partnership meetings as OJJDP directs. 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.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [Financial Guide](#).

- a. **Budget Detail Worksheet.** Find a sample Budget Detail Worksheet [here](#). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.
- b. **Budget Narrative.** The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided 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.

- c. **Noncompetitive procurement contracts in excess of simplified acquisition threshold.** If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally-approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally-approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal [here](#).

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, the applicant must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high-risk;
- Date the applicant was designated high-risk;
- The high-risk point of contact name, phone number, and email address, from that federal agency; and
- Reasons for the high-risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. 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.

- a. Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding

(e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

- b. list of active chapters or subawardees and states where the mentoring services will take place under this grant for **Categories 1 and 2**.
- c. list of active chapters or subawardees and states where they are located, as defined in Eligibility (see page 1) for **Category 1 and 2**.
- d. list of locations the mentoring services will be implemented for **Category 3**.
- e. logic model (see, Logic Model, page 24)
- f. timeline or milestone chart (see Timeline, page 24)
- g. résumés of all key personnel
- h. job descriptions outlining roles and responsibilities for all key positions

- i. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 25)
- j. evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
- k. evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

How To Apply

Applicants must register in and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application [here](#). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJJDP strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on file names and file types. Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

Grants.gov is designed to forward successfully submitted applications 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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 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 a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and validating 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. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants cannot successfully submit their applications until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Access information about SAM registration procedures [here](#).

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. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go [here](#).
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 an organization can have more than one AOR.
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-2015-4137.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Category 1—National Mentoring Programs: Competition ID: OJJDP-2015-4182. An organization that has active chapters or subawardees in 45 or more states.

Category 2—Multistate Mentoring Programs: Competition ID: OJJDP-2015-4183. An organization that has active chapters or subawardees in at least 5 states but fewer than 45 states.

Category 3 —Collaborative Mentoring Partnerships: Competition ID: OJJDP-2015-4184. Applicants must be part of a collaborative of at least three and as many as five mentoring organizations that each provide services in at least one location that is independent of the other organizations.

7. **Submit a valid 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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate applications. If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How To Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant must e-mail the Response Center at responsecenter@ncjrs.gov **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

Note: OJJDP does not automatically approve requests. After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time
- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site
- failure to follow each instruction in the OJP solicitation
- technical issues 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](#).

E. Application Review Information

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 15 percent of the entire score in the application review process.

1. Statement of the Problem (15 percent)
2. Goals, Objectives, and Performance Measures (10 percent)
3. Project Design and Implementation (35 percent)
4. Capabilities and Competencies (35 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives

should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.¹⁶ (5 percent)

See *What an Application Should Include*, page 15, 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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”
- Applicants will be checked against the General Services Administration’s Excluded Parties List.

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. 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 under prior OJJDP and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity.

¹⁶ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.
3. History of performance.
4. Reports and findings from audits.
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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 may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OJJDP and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, or other federal regulations that will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements¹⁷ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements that may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 C.F.R §§ 200.327 and 200.328. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the title page.

For additional contact information for Grants.gov, see the title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of

¹⁷ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@imbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

OJJDP FY 2015 Mentoring Opportunities for Youth Initiative

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 30)
- _____ Acquire or renew registration with SAM (see page 30)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 31)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 31)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 31)
- _____ Select the correct Competition ID (see page 31)
- _____ Download Funding Opportunity and Application Package
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 29)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov email notifications that:

- _____ (1) application has been received,
- _____ (2) application has either been validated or rejected (see page 31)

If no Grants.gov receipt, and validation or error notifications are received:

- _____ contact OJJDP regarding experiencing technical difficulties (see page 32)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit within the Category you are applying under.
- _____ Category 2: The federal amount requested is within the allowable limit of \$5 million.
- _____ Category 3: The federal amount requested is within the allowable limit of \$1.5 million.

Eligibility Requirement:

- _____ Category 1: National organization with active chapters or subawardees in 45 or more states.
- _____ Category 2: Multistate organization with active chapters or subawardees in at least 5 states but fewer than 45 states.
- _____ Category 3: Collaborative Mentoring Partnership of at least three and as many as five mentoring program sites. The organizations within the collaborative must all implement

the same program design. Each organization within the collaborative must already have an established mentoring program at the time the application for funding is submitted.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 16)
- _____ Project Abstract (see page 16)
- _____ Program Narrative (see page 17)
- _____ Budget Detail Worksheet and Budget Narrative (see page 25)
 - _____ Employee Compensation Waiver request and justification (see page 14)
 - _____ Read OJP policy and guidance on conference approval, planning, and reporting available [here](#). (see page 15)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 29)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 26)
- _____ Tribal Authorizing Resolution (if applicable) (see page 27)
- _____ Applicant Disclosure of High Risk Status (see page 27)
- _____ Additional Attachments (see page 27)
 - _____ applicant disclosure of pending applications
 - _____ list of active chapters or subawardees and states where the mentoring program will take place under this grant for Categories 1 and 2.
 - _____ list of active chapters or subawardees and the states where they are located, as defined in Eligibility (see title page) for Category 1 and 2.
 - _____ list of locations the mentoring services will be implemented for Category 3.
 - _____ logic model
 - _____ timeline or milestone chart
 - _____ 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, if applicable.
 - _____ evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.
- _____ Financial Management and System of Internal Controls Questionnaire (see page 29)