



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 fiscal year (FY) 2016 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 2016 Mentoring Opportunities for Youth Initiative

Applications Due: May 2, 2016

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, two 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, two or more independent organizations that form a collaborative to meet the five-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 mentoring organizations that form the collaborative must each provide services in at least one location that is independent of the other mentoring organizations and must all implement the same program design (see definition of the same program design on page 7). Mentoring 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 mentoring organizations receiving funding from the same parent organization; however, official organizational charts must reflect that the mentoring organizations operate independently and at different locations. Each mentoring organization within the collaborative must already have an established mentoring program (operational for at least 1 year) 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 the chart below.

OJJDP FY 2016 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 Programs	Funding limited to collaboratives* and may include multistate organizations

*see above for full eligibility criteria

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

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 May 2, 2016.

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, TTY 301-240-6310 (Hearing impaired only), by e-mail at grants@ncjrs.gov, or by [web chat](#). Response Center hours of operation are 10 a.m. to 6 p.m. eastern time, Monday through Friday. Answers to frequently asked questions that may assist applicants are posted at www.ojjdp.gov/grants/solicitations/FY2016/FAQ/MentoringOpportunitiesFAQ.pdf.

A solicitation review call will be held on March 15, 2016, from 1 to 2 pm EST. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link: <http://ojjdptta.adobeconnect.com/e7jxyzq11i2/event/registration.html> and follow the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than March 7, 2016. Please submit your questions to grants@ncjrs.gov with the email subject as Questions for Mentoring Opportunities for Youth Webinar.

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OJJDP FY 2016 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. 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.¹ 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. OJJDP supports the expansion of quality mentoring services for at-risk and high-risk youth.

This program is authorized pursuant to the Consolidated Appropriations Act, 2016, P.L. 114-113; 129 Stat. 2242.

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. 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 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. (For the definition of a national

¹ Office of Justice Programs. Mentoring Practice Profile. Retrieved, from CrimeSolutions.gov, <http://www.crimesolutions.gov/PracticeDetails.aspx?ID=15>

mentoring program, see the 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 populations.** 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 develop and implement a plan to serve American Indian and Alaska Native (AI/AN) youth with these grant funds, both on and off reservations. OJJDP also encourages applicants to target mentoring services to underserved populations, including 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. For a definition of a multistate mentoring program, see the eligibility information above.

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

- **Broadest reach.** Applicants should address how the proposed mentoring approach will reach a diverse and broad population of youth. OJJDP will consider the following factors in this determination: number of states where the applicant organization can show 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, number of mentors recruited, and diversity in the youth being served.

- **Target populations.** 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 underserved populations, including 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 Programs: 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 mentoring 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 9) 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, 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 organizations in such a manner that will best leverage shared costs for training or program-related activities. All organizations involved in the collaborative should demonstrate their specific role and experience related to the proposed mentoring program.

Priority considerations. The priority considerations for Category 3 are below.

- **Target populations.** 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, such as improved academic performance and reduced school drop-out rates for at-risk, high-risk, or underserved youth, and reduce negative outcomes, including juvenile delinquency and gang participation, through mentoring. To achieve this goal, program objectives focus on supporting qualified programs to (1) provide quality mentoring services tailored to the needs of the identified at-risk, high-risk, or underserved youth target population and (2) align grantees' mentoring programs with research and evidence on effective mentoring practices.

OJJDP has identified the following program objectives:

1. **Provide mentoring services tailored to the needs of the identified at-risk, high-risk, or underserved youth target populations.** Applicants under all categories should describe the proposed target population(s) and how they are at risk, high risk, and/or underserved. Successful applicants should implement programs that 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, high-crime neighborhoods, lack of parental supervision). Applicants should:

- a. Clearly define the target population(s).
- b. Identify the risk factors and service needs associated with the target population(s).
- c. Explain how the proposed mentoring approach will appropriately respond to the unique needs of the target population(s) in a way that is likely to promote positive outcomes.

2. Develop and implement enhanced practices that further align with research and evidence on effective mentoring approaches. Applicants should be responsive to the following areas:

- a. Address each of the six core standards of practice areas listed within the *Elements of Effective Practice for Mentoring*,² as highlighted on [OJJDP's National Mentoring Resource Center website](#), to explain the current mentoring approach. These six core standards of practice are:
 - Recruitment.
 - Screening.
 - Training.
 - Matching and Initiation.
 - Monitoring and Support.
 - Closure.
- b. Identify enhancements in **one or more** of the six core standards of practice to integrate additional evidence-based practices. This may include implementing changes to better align with the benchmarks identified in *Elements of Effective Practice for Mentoring*; integrating findings from the programs, practices, and resources highlighted on the ["What Works in Mentoring" section of the OJJDP National Mentoring Resource Center](#); or applying other similar types of reliable research. Applicants should clearly identify the source of the research evidence they are using as the basis for the enhancement.
- c. Address how the applicant will further promote **family engagement** across each of the six core standards of practice identified above. Research indicates that mechanisms that support and involve parents in mentoring programs increase the chances for positive outcomes for the mentoring relationship.³ 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.

² Mentor. *Elements of Effective Practice for Mentoring 4th Edition*.
http://www.mentoring.org/images/uploads/Final_Elements_Publication_Fourth.pdf

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.

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.

- d. For Category 3 applicants, address how the enhancements in the six core standards of practice will result in new collaborative responses to serving at-risk youth. For example, funding will support the development of a centralized recruiting system to serve all members of the collaborative.

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.
- 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) website and OJJDP's [Model Programs Guide](#) website are two 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 recommendations of 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 or participate as a partner in the Performance Partnership Pilots program authorized by Section 526 of Division H of P.L. 113-76, and further extended through subsequent appropriations acts for fiscal years 2015 and 2016, including Section 219 of Division B of P.L. 113-235 and Section 219 of Division B of P.L. 114-113. Pilots 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-funding from the participating agencies. 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 for 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. Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget.

Under Category 2, an application may be for a project period for as long as 3 years. Applicants that meet the minimum requirement of having active chapters or subawardees in at least five states may request as much as \$2 million; and those applicants that demonstrate the broadest reach (as defined above) may request as much as \$5 million. See the priority considerations for Category 2 listed on pages 6-7. The requested award amount should cover the entire proposed project period and be based on the cost of implementing the proposed program. Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget.

Under Category 3, an applicant may request as much as \$1.25 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. Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget.

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, 2016. 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 Award⁴

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

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity⁵) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

⁴ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

⁵ For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) 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 recipient’s (and any subrecipient’s) compliance with statutes, 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 recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, 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

Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

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.⁶ The 2016 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.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

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.

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 conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training 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](#).

⁶ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

C. Eligibility Information

For additional eligibility information, see the title page.

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,” “Résumés”) for all attachments. Also, OJP recommends that applicants include résumés 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 preapplications, 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 go to this [website](#) to find the names and addresses of their state’s Single Point of Contact (SPOC). 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 category under which the application is being submitted, the project's purpose, the population 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 indicate whether the applicant will use any portion of the project budget to conduct research as described in Note on Project Evaluations on page 21. 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 webpage 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., gaps in training, streamlined screening system, 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. 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 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 expand family-based activities to cover an additional 50 at-risk youth.)

Performance Measures

To demonstrate program progress and success, as well as, 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
To provide direct one-on-one, group, or peer mentoring services to underserved youth populations.	Number of youth enrolled in the program.	Number of youth matched with a mentor during the reporting period.	Number of program youth matched with a mentor during the reporting period. Total number of youth enrolled in the program during the reporting period.
	Number of matches meeting mentoring program requirements.	Number of matches meeting program requirements in length (in months) and hours during the reporting period.	Enter the intended minimum length of the match in months. Number of youth whose match met the intended minimum match length during the reporting period. Number of youth whose match exceeded the intended minimum match length during the reporting period. Number of youth who had matches that closed early during the reporting period. Enter the intended minimum hours per month for mentors

			<p>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>
	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.	<p>During the reporting period:</p> <p>Number of members at the beginning of the reporting period.</p> <p>Number of mentors at the close of reporting period.</p> <p>Number of mentors added (ready for training) during the reporting period.</p>
	Percentage of program mentors successfully completing training.	The number and percentage of program mentors successfully completing training during the reporting period.	<p>Number of mentors who successfully completed training during the reporting period.</p> <p>Number of mentors who entered the training program during the reporting period.</p>
	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.	<p>Number of trained mentors demonstrating increased knowledge of the program during the reporting period, as reported in a survey tool.</p> <p>Number of trained program mentors.</p>
	Mentor retention rate.	The number of program mentors that the program retains within the reporting period.	<p>Number of mentors who left the program during the reporting period.</p> <p>Total number of mentors at the end of the previous reporting period.</p>

			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 vocational training provider, or other active partners.	Number 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, and post-secondary education provider or vocational training provider, and other active partners. Number of mentoring programs.
	Number of program youth served. Number of youth served with an evidence-based program or practice.	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	Number of youth carried over from the previous reporting period, plus new admissions during the reporting period. Number of youth served with an evidence-based program or practice.

		Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	
	Number of youth who successfully complete the program.	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.	Number of youth who exited the program having completed program requirements. Number of youth who exited the program during the reporting period, successfully or unsuccessfully.
	Percentage of program youth who offend or reoffend (short and long term).	The number and percentage of participating program youth who were adjudicated for a new delinquent offense during the reporting period or 6-12 months post program completion.	Number of youth who offend (new offense). Number of youth who reoffended. Number of youth in program.
	Percentage of program youth exhibiting desired change in the targeted behavior (short and long term).	The number and percentage of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6-12 months post program completion.	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. Number of youth exhibiting a desired change in behavior 12 months following the initial placement with mentor. Number of youth in the program.

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](#) webpage. Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

- 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 identified in the objectives on pages 8-10:

- 1. Provide mentoring services that are tailored to the needs of the identified at-risk, high-risk, or underserved youth target population.**

Applicants should:

- a. Clearly define the target population(s).
- b. Identify the risk factors and service needs associated with the target population(s).

- c. Explain how the proposed mentoring approach will appropriately respond to the unique needs of the target population(s) in a way that is likely to promote positive outcomes.
2. **Develop and implement enhanced practices that further align with research and evidence on effective mentoring approaches.**

Applicants should:

- a. Address each of the six core standards of practice listed within the *Elements of Effective Practice for Mentoring*,⁷ as highlighted on [OJJDP's National Mentoring Resource Center website](#), to explain the current mentoring approach. These six core standards of practice are:
 - Recruitment.
 - Screening.
 - Training.
 - Matching and Initiation.
 - Monitoring and Support.
 - Closure.
- b. Identify program enhancements in each of the six core standards of practice, to integrate additional evidence-based practices.
- c. Address how family engagement will be further promoted across each of the six core standards of practice.
- d. Address (for Category 3 applicants) how the enhancements in the six core standards of practice will result in new collaborative responses to serving at-risk youth.

For Category 1, applicants should include in this section their detailed plan to serve American Indian and Alaska Native (AI/AN) youth with these grant funds, both on and off reservations.

Finally, 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 26.

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

⁷ Mentor. *Elements of Effective Practice for Mentoring 4th Edition*.
http://www.mentoring.org/images/uploads/Final_Elements_Publication_Fourth.pdf

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 26. 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 each of the qualifications outlined under Priority Considerations and Project-Specific Information on pages 5-8 for the category under which they are applying.
- Their experience providing mentoring practices (informed by the research) of a similar scope and scale.
- Their ability to implement the stated program and enhancements.
- Category 1 applicants should include a detailed description of their experience in serving American Indian and Alaska Native youth through mentoring services.

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

Letters of Support/Memoranda of Understanding. For Category 3 only, the lead applicant organization must include signed and dated letters of support or memoranda of understanding (or analogous documents) from all mentoring organizations in the collaborative that include the following:

- Expression of support for the program and a statement of willingness to participate and collaborate with it.
- Description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational.

- Estimate of the percentage of time that the partner will devote to the planning and operation of the project.

For Categories 1 and 2, applicants may include letters of support from involved agencies, but these are not required. Letters of support may be addressed to OJJDP Administrator Robert L. Listenbee.

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 a 2-day national and local mentoring partnership meeting, 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](#).

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. The Budget Detail Worksheet should be broken down by year.
- 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 noncompetitive procurements of products or services, where the noncompetitive 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](#).
- d. **Preagreement Cost Approvals.** For information on preagreement costs, see Section [B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the *de minimis* indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

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, please 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 at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the *de minimis* indirect rate, attach written documentation to the application that advises OJP of both the applicant's eligibility (to use the *de minimis* rate) and its election. If the applicant elects the *de minimis* method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁸

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

⁸ See 2 C.F.R. § 200.414(f).

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, you 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.
- Reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing 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 to their application. The file should be named “Disclosure of Pending Applications.”

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 the applicant currently provides mentoring services, as defined in Eligibility (see page 1) for **Category 1 and 2. For items b and c in this section, use the following chart format to provide this information.**

# of states where the applicant currently has subawardees	# of sites where the applicant currently provides services through subawardees	List the states and sites where current subawardees exist	# of states where the mentoring services will take place under this grant	# of sites where the mentoring services will take place under this grant	List the states and sites where proposed subawards will be made

- d.** List of locations the mentoring services will be implemented for **Category 3.**

- e. Logic model (see page 22).
- f. Timeline or milestone chart (see page 22).
- 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 for **Category 3** (see page 23).
- 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 the Part 200 Uniform Requirements as set out at 2 C.F.R. 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 primary source 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 Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please insure all required documents are attached in the mandatory category.

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 organization until the applicant organization 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. SAM registration and renewal can take as long as 10 business days to complete. 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-2016-9179.
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-2016-9280. An organization that has active chapters or subawardees in 45 or more states.

Category 2—Multistate Mentoring Programs: Competition ID: OJJDP-2016-9460. An organization that has active chapters or subawardees in at least 5 states but fewer than 45 states.

Category 3—Collaborative Mentoring Programs: Competition ID: OJJDP-2016-9461. Applicants must be part of a collaborative of at least three and as many as five mentoring organizations. One organization must be clearly identified as the lead applicant and the others identified as subrecipients.

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. 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 May 2, 2016.

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 applicants must e-mail the Response Center at grants@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:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- 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 [webpage](#).

E. Application Review Information

Selection Criteria

OJJDP will use the following five selection criteria 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.⁹ (5 percent)

See What an Application Should Include, page 14, 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.”

⁹ 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.

- Applicants will be checked against the System for Award Management (SAM).

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.
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 award recipients.
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 sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The

email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). 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 requirements¹⁰ 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.

¹⁰ 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)).

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 Part 200 Uniform Requirements. 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 Federal Awarding Agency Contact(s), see the title page.

For 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 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 résumé to ojppeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. **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 2016 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 29)
- Acquire or renew registration with SAM (see page 29)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 30)
- Acquire AOR confirmation from the E-Biz POC (see page 30)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 30)
- Select the correct Competition ID (see page 30)
- Download Funding Opportunity and Application Package
- Sign up for Grants.gov email [notifications](#) (optional) (see page 28)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read [OJP policy and guidance](#) on conference approval, planning, and reporting (see page 13)

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

- (1) application has been received,
- (2) application has either been validated or rejected (see page 30)

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

- Contact the Response Center at grants@ncjrs.gov regarding technical difficulties (see page 31)

General Requirements:

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

Scope Requirement:

- 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 \$1.25 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 programs of at least three and as many as five mentoring organizations. One organization must be clearly identified as the lead applicant and the others identified as subrecipients.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Intergovernmental Review (see page 14)
- _____ Project Abstract (see page 15)
- _____ Program Narrative (see page 16)
- _____ Budget Detail Worksheet and Budget Narrative (see page 24)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 25)
- _____ Tribal Authorizing Resolution (if applicable) (see page 25)
- _____ Applicant Disclosure of High Risk Status (see page 26)
- _____ Additional Attachments (see page 26)
 - _____ 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 for Category 3
 - _____ 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 28)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 28)
- _____ Employee Compensation Waiver request and justification (see page 13)