The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applications for research on mentoring for high-risk youth. This program furthers the Department's mission by enhancing what is understood about mentoring as a prevention and intervention strategy for youth who are at high risk of involvement or involved in the juvenile justice system.

OJJDP FY 2014 High-Risk Youth Mentoring Research

Eligibility

Eligible applicants are limited to states (including territories), units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). *For-profit organizations must agree to forgo any profit or management fee.* (See Eligibility, page 4.)

OJJDP welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for the project.

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

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How To Apply," page 24.) All applications are due by 11:59 p.m. eastern time on May 12, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov**.

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 applications by the deadline must e-mail JIC@telesishq.com **within 24 hours after the application deadline** and request approval to submit their application.

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

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Contents

OJJDP FY 2014 High-Risk
Youth Mentoring Research
(CFDA #16.726)

Overview

Mentoring has been shown to be an effective intervention for youth; however, more research is needed to understand how youth at high risk for delinquency are best supported through mentoring. The High-Risk Youth Mentoring Research program will support research and evaluations to further examine how certain characteristics, components, and practices of mentoring programs can best support youth who are at particularly high risk for delinquency. This program is authorized by the Department of Justice Appropriations Act, 2014, P.L. 113-76, 128 stat. 5, 64.-65.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 12, 2014. See "How To Apply" on page 24 for details.

Eligibility

Eligible applicants are limited to states (including territories), units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

OJJDP welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for the project.

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

Program-Specific Information

This program supports research that will further the understanding of evidence-based and effective mentoring practices for youth at high risk for delinquency. Research has demonstrated that mentoring can be an effective prevention and intervention approach; however, there are certain moderators, or features, of mentoring programs that tend to be associated with better

effects.[1] In addition, a recent systematic review suggests that mentoring programs can have a positive effect on reducing delinquency for high-risk youth; however, it is less clear what key features, program design, and theories and processes were involved in the mentoring programs.[2] For example, a youth's risk profile may lead to mentors reporting challenges and may contribute to match closures.[3] Understanding not just the impact of a program, but the key programmatic elements of that program design is important to advancing effective, evidence-based practice in mentoring. This program will support research that investigates how a mentoring program's design, underlying conceptual and theoretical framework, and key program elements may moderate and mediate mentoring program effectiveness for youth at high risk for delinquency.

For purposes of this solicitation, youth at high risk for delinquency are those whose individual, familial, and environmental risks make them more likely to offend (or reoffend). Applicants should describe how they determine youth to be at high risk for delinquency and should include validated risk assessment instruments. OJJDP is also particularly interested in studying how mentoring can best support high-risk youth from one or more of the following populations:

- youth in juvenile justice diversion programs, community-based alternatives, and/or on probation

- detained youth (or youth in aftercare)

- youth with mental health needs

- children exposed to violence

- tribal youth.

Research under this program may include examining a stand-alone mentoring program (that serves a specific high-risk population only or high-risk youth within a broader population) or a program that offers mentoring as one of many service components that a youth receives as part of a continuum of care. For the latter, it will be important to disaggregate and illustrate the impact of mentoring within the multicomponent approach.

Purpose

Application Categories: This solicitation has two categories to support research of mentoring programs and practices for high-risk youth. Applicants should clearly indicate under which category they are applying and should not submit the same application under both categories. The categories have different limits on award amounts (see Amount and Length of Awards on page 10).

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

[2] Tolan, P., Henry, D., Schoeny, M., Bass, A., Lovegrove, P., and Nichols, E. 2013. "Mentoring Interventions to Affect Juvenile Delinquency and Associated Problems: A Systematic Review." *Campbell Systematic Reviews* 2013:10. http://campbellcollaboration.org/lib/project/48/

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

Category 1: Secondary data analysis and long-term followup (OJJDP-2014-3789). Under this category, OJJDP will support studies proposing secondary data-analysis of existing mentoring data or additional data collection to examine long-term outcomes of mentoring.

In supporting secondary data analysis of mentoring data, OJJDP seeks to encourage further examination of existing data to address questions that may not have been fully answered in a study's original analyses.

Additionally, some studies on mentoring have been criticized for their short-term followup of program participants. Consequently, OJJDP is interested in augmenting or extending the followup period on mentoring participants in currently funded or previous mentoring research. A longer followup period for mentoring participants is expected to enhance a study's analysis of the cost effectiveness of a mentoring strategy and allow for the examination of outcomes into adulthood, including system involvement or incarceration.

Category 2: New mentoring research and evaluations (OJJDP-2014-3790). OJJDP is interested in new research that is generalizable to additional jurisdictions. Consequently, it is prioritizing multi-site study samples with rigorous and scientifically valid methods to examine the quality of implementation, the implementation process, and outcomes.

Applicants under both categories should fully articulate the research design and outcomes to be examined including:

- a brief review of the relevant theories and research supporting the proposed approach.

- a detailed explanation of the research design, including why it is a scientifically valid approach and the most rigorous methods available for the program.

- a detailed explanation of the sampling plan:

  - OJJDP expects applications for evaluations under this solicitation to propose random selection and assignment of participants to experimental and control conditions, if feasible. Applications that include evaluation research but do not propose randomization should explain clearly why randomization is not feasible and propose a strong quasi-experimental design that can address the risk of selection bias.

  - sampling plans should address how the method will increase the scientific yield of the research while weighing it with practical challenges or costs with respect to program implementation.

  - the sampling plan in evaluation applications should also include a power analysis that supports the proposed number of subjects.

- a detailed explanation of the human subjects considerations.

- an explanation of the examination of the key program components, theoretical foundation, quality of the conceptual design, and implementation and fidelity. This includes, but is not limited to:

  - conceptual and theoretical framework

- o   dosage

- o   length of match
- o   partnerships

- o   manualized or documented policies and procedures

- o   participant experience and perception

- o   stakeholder (e.g. parents, mentors, youth, staff, etc.) experiences and perceptions

- o   delivery setting

- o   all other relevant programmatic activities and services.

- a detailed explanation of the outcomes to be examined. Outcomes of particular interest include:

  - o   juvenile delinquency/offending and justice system involvement (including both self-report and official records).

  - o   risk factors for delinquency, such as academic achievement, pre-delinquent forms of misconduct, substance use/abuse, social competence, quality of the parent-child relationship, social support from non-parental adult role models, mental health, and involvement in supportive programs and services.

  - o   positive outcomes for youth, including school achievement, healthy behaviors, and well-being indicators.

  - o   potential negative or harmful effects of the mentoring programs on youth.

  - o   the mediators and moderators of the impact of the program delivery including, but not limited to:

    - ▪   youth and mentor characteristics or backgrounds

    - ▪   documented policies and procedures

    - ▪   the practice models

    - ▪   key programmatic elements

    - ▪   other organizational or programmatic characteristics.

- a detailed explanation of the data sources, data collection tools, and data collection procedures, including:

  - o   how the applicant will collect and triangulate data from multiple sources and modalities, whenever feasible. It should also address gathering data on relevant outcomes from multiple sources, such as youth, parents, teachers, mentors, and/or institutional records.

- include, at a minimum, psychometrically-sound measurement tools that; (1) collect data from multiple sources; (2) are both practical (cost-efficient) and not likely to be susceptible to bias; and (3) are time- and cost-efficient for the number of assessments and different types of outcomes.

    - monitor and measure contamination of participants and measurement attrition.

- a detailed explanation of the statistical and data analyses anticipated. This should include, but is not limited to:

    - assessing the effects from differing perspectives, including "intent to treat" (i.e., the effect of offering the enhanced services to participants) and "treatment on the treated" (i.e., the effect of actually receiving the enhanced services).

    - consideration of additional relevant concerns, such as the clustered nature of the data, handling of missing data, and balancing of risks for Type I and II error.

    - consideration of how the potential for errors regarding findings of mediators and moderators of program effectiveness will be reduced through relevant models of the effects of youth mentoring relationships and findings from prior research regarding mediators and/or moderators of the effects of mentoring relationships and programs.

- a detailed explanation of the anticipated limitations and barriers in the approach and project.

- a plan to document the costs and benefits.

Category 1 applicants should address these items in the original study and the additional analyses or follow-up, as appropriate.

Applications under Category 1 may include proposals to evaluate existing OJJDP mentoring programs. Find recent OJJDP mentoring awards at: www.ojjdp.gov/funding/funding.html#2.

Goals, Objectives, and Deliverables

This program's goal is to generate research that has practical application for mentoring programs and juvenile justice practitioners and advances a better understanding of how key components, practices, and elements of mentoring programs can best support youth at high risk for delinquency.

The program's objectives include the following:

- identifying a current gap or need for research in the field of mentoring, which would further inform evidence-based practices in mentoring high-risk youth.

- advancing a better understanding of the theoretical basis, key components, important programmatic features, and conceptual basis for the program design to be studied and how it may best meet the needs of high-risk youth.

- presenting the knowledge base of the current literature on relevant mentoring practices and the capacity to answer the research question proposed.

- investigating the research question via a feasible and reasonable design and methodology.

- demonstrating whether the study of interest had an impact on risk factors associated with delinquent behavior and involvement in the juvenile justice system.

- showing how the findings from the proposed research study inform the field and move it closer to evidence-based practices for mentoring high-risk youth.

Deliverables. Proposals should describe all products that the grantee will produce from the project. Successful applicants will submit relevant reports and deliverables to OJJDP. These will be a part of their progress reporting or special reports and include the following:

- practitioner friendly overview documents highlighting the project's goals and objectives, as OJJDP requires. (Refer to *OJJDP News @ a Glance* and JuvJust publications for examples of the type of documents requested, www.ojjdp.gov/enews/enews.html.)

- practitioner friendly interim reports highlighting the project's progress and interim findings, as OJJDP requires.

- a detailed progress report to OJJDP every 6 months describing the status of the evaluation, methodological and implementation issues, progress toward the project goals, and any other issues that are relevant to the study's completion.

- a final, detailed report documenting the evaluation and its findings. This publication should include an executive summary and be suitable for a non-technical audience, to be disseminated at OJJDP's discretion.

- one or more scholarly products to result from each award under this solicitation, taking the form of one or more published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s), or book(s) in the academic press.

Evidence-Based Programs or Practices

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

- improving the quantity and quality of evidence OJP generates;

- integrating evidence into program, practice, and policy decisions within OJP and the field; and

- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a

change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov Web site and OJJDP's Model Programs Guide Web site 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, www.justice.gov/defendingchildhood/cev-rpt-full.pdf, and the recommendations of the National Research Council's Reforming Juvenile Justice: A Developmental Approach, www.nap.edu/catalog.php?record_id=14685 and consider incorporating the recommendations into their applications, where applicable.

Amount and Length of Awards

Category 1: Secondary data analysis and long-term followup. Under this category, OJJDP expects to make as many as 2 awards of as much as $300,000 for a project period of 1 to 5 years.

Category 2: New mentoring research and evaluations. Under this category, OJJDP expects to make 1 award of as much as $1 million for a project period of 3 to 5 years.

Under both categories, the applicant should outline how the final year of the project will include targeted dissemination and collaboration with OJJDP to integrate the findings into future mentoring programs and research.

Note: Because this is a research and evaluation program, applicants cannot use more than 10 percent of the funds to support direct service mentoring activities (such as matching or training that is outside of specific evaluation activities). These activities should also clearly connect to the proposed evaluation or research.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

OJJDP may, in select cases, provide supplemental funding in future years to awards under its research, development, and evaluation solicitations. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, OJJDP's assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and OJJDP's assessment of the progress of the work funded under the award.

Budget Information

Limitation on Use of Award Funds for Employee Compensation, Waiver. With respect to any award of more than $250,000 made under this solicitation, 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. The 2014 salary table for SES employees is available at www.opm.gov/salary-leave. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The OJJDP Administrator may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. Applicants requesting a waiver should include a detailed justification in the budget narrative of their applications. Applicants who do not submit a waiver request and justification with their applications should anticipate that OJP will request that they adjust and resubmit their budgets.

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 who 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 available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

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

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants who 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. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To generate research that has practical application for mentoring programs and juvenile justice practitioners and advances a better understanding of how the key components, practices, and elements of mentoring programs can best support youth at high risk for delinquency and offending.	Number of new policies, procedures, strategies, or interventions evaluated.	Number of new policies, procedures, strategies, or interventions evaluated.
	Number of gaps identified as a result of research.	Number of gaps identified as a result of research in the field of mentoring, which would further information evidence-based practices in mentoring high risk youth.
	Number of documents published.	Number of documents published (i.e. peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press).
	Number of deliverables that meet expectations.	Number of deliverables that meet expectations (as outlined in the solicitation).

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Is Expected To Include" on page 13 for additional information.

Human Subjects and Confidentiality Requirements

The following requirements must be met for all applications that propose to conduct research and include human subjects. Research is defined as follows:

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

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. Part 46 requires that an Institutional Review Board, in accordance with the regulations, review and approve most research involving human subjects that any federal department or agency conducts or supports before an award recipient may expend federal funds for that research. As a rule, persons who participate in federally funded research must provide their informed consent and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data (28 C.F.R. § 22.23). The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes (28 C.F.R. § 22.21)." Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time (28 C.F.R. § 22.27).

Applicants selected for an award will be required to submit all appropriate IRB and privacy documents prior to spending OJP funds for research-related activities.

What an Application Is Expected To 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 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.

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

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

   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. **Project Abstract**

   Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. 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 abstract will **not** count against the page limit for the program narrative. All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

If the proposal is funded, the abstract typically will become public information and be used to describe the work. The abstract should include a description of:

- the purpose of the project, the problem to be investigated, and the anticipated relevance to mentoring and juvenile justice policy, practice, and theory.

- the number of subjects in the study and a description of their characteristics, such as age, gender, race/ethnicity, and other pertinent attributes.

- the research design and methodology, including the type of data, collection strategies, instruments, study sites, and other methods or procedures. For an evaluation, clearly describe the type of evaluation (randomized control trial, quasi-experimental design, or process evaluation).

- the techniques proposed for data analysis.

- the category under which the applicant is applying.

- the expected deliverables, such as data sets, interim and final reports, and other dissemination plans.

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

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their 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) program design and implementation; (3) potential impact; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the project design section should clearly explain how the program's structure and activities will respond to the problem statement identified in the previous section.

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

   a. **Title Page** (not counted against the program narrative page limit). The title page should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and e-mail address) for both the applicant organization and the principal investigator.

   b. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (i.e., the need for more research on mentoring youth at high risk for delinquency). The applicant should use data to provide evidence of the need, demonstrate the size and scope of the need, and document the effects of the need 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 discuss whether they will target one of the priority populations noted on page 5 and describe how they will define and measure the individual, familial, and environmental risks for high-risk youth.

   Applicants should describe any research or evaluation studies that relate to the need and contribute to the applicant's understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

   c. **Project Design and Implementation.** Applicants should provide a detailed description of the research design and methods, including the research questions, hypotheses, description of sample, and analysis plan, as noted on pages 6-8. This includes detailed explanations of:

- the research design

- the sampling plan

- the human subjects considerations

- the key program components, theoretical foundation, quality of the conceptual design, and implementation and fidelity

- the outcomes to be examined

- the data sources, data collection tools, and data collection procedures

- the statistical and data analyses anticipated

- the anticipated limitations and barriers in the approach and project

- the documentation of costs.

Category 1 applicants should address each of the above items in the original study and sample and the follow-up or additional analysis, as relevant.

Performance Measures. Applicants should describe the performance measures that OJJDP will require successful applicants to provide. OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 11) 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.

Logic Model. Applicants should include a logic model that graphically illustrates the program's theory of change to be measured by the evaluation. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 19.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at www.ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 19.

d. **Potential Impact.** Applicants should describe the potential impact of the research and how it may inform or improve mentoring and juvenile justice-related policy, practice, and theory in the United States. This includes a description of:

- implications for mentoring and juvenile justice policy and practice.

- how applicants will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 8.

- a plan for dissemination to broader audiences (if applicable to the proposed project). Applicants should identify plans (if any) to produce or to make available to broader interested audiences, such as juvenile justice practitioners or policymakers, summary information from the planned scholarly products of the project, such as summaries of articles in peer-reviewed scientific journals, in a form that is readily accessible and useful to those audiences. (Such dissemination might include, for example, trade press articles or Webinars.)

e. **Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Applicants should address:

- experience and capacity to design and complete rigorous studies of youth programs of similar scope and size.

- experience and capacity to evaluate the target population and youth mentoring interventions/programs, in particular.

- whether a research advisory board will be included in the development and review of the research methodology.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 4, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.

- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.

- estimate of the percent of time that the partner will devote to the planning and operation of the project.

4. Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

Applicants should budget for two or three staff members to attend one 2- to 3-day meeting in Washington, DC. (The location and date of this training will be determined later.)

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

Note: Because this is a research and evaluation program, applicants cannot use more than 10 percent of the funds to support direct service mentoring activities (such as matching or training that is outside of specific evaluation activities). These activities should also clearly connect to the proposed evaluation or research.

a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants who submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

b. **Budget Narrative.** The budget narrative should thoroughly and clearly describe <u>every</u> 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 <u>all</u> 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. **Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold.** If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is

currently set at $150,000, the application should address the considerations outlined in the OJP Financial Guide.

5. **Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants who 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 assistance with identifying your cognizant agency, contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

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

Applicants who cannot submit an application that includes a fully executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of their applications (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJJDP will make use of and access to funds contingent on receipt of the fully executed legal documentation.

7. **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 <u>and</u> will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

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

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

- the federal or state funding agency.

- the solicitation name/project name.

- the point of contact information at the applicable funding agency.

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

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

b. **Research and Evaluation Independence and Integrity.** If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by OJJDP grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a

spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

c. logic model (see Logic Model, page 16)

d. timeline or milestone chart (see Timeline, page 16)

e. résumés of all key personnel

f. job descriptions outlining roles and responsibilities for all key positions

g. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 17)

h. evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

i. evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

8. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

Selection Criteria

1. Statement of the Problem (15 percent)
2. Project Design and Implementation (40 percent)
3. Potential Impact (15 percent)
4. Capabilities and Competencies (25 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.[4] (5 percent)

See What an Application Is Expected To Include, page 13, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. 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. In addition to peer review ratings, considerations for OJJDP's research award recommendations and decisions include, but are not limited to: (1) appropriateness and strength of research design, (2) planned dissemination of findings, and (3) potential impact on the field. Additional considerations for award recommendations and decisions also may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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

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[4] 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.

All final award decisions will be made by the Administrator of the Office of Juvenile Justice and Delinquency Prevention, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

Additional Requirements

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

- Civil Rights Compliance

- Civil Rights Compliance Specific to State Administering Agencies

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct

- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with Office of Justice Programs Financial Guide

- Suspension or Termination of Funding

- Nonprofit Organizations

- For-profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act of 2006 (FFATA)

- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement

- Active SAM Registration

- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)

- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must register in and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants who 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 e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

Note on File Names and File Types: Grants.gov <u>only</u> permits the use of <u>certain</u> <u>specific</u> characters in names of attachment files. Valid file names may include <u>only</u> 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 <u>any</u> characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

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 "&" format.**		

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:

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 to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. 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.

   Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

   Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

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-2014-3788.

6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by individual Competition IDs. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

   Category 1: Secondary data analysis and long-term followup. Competition ID: OJJDP-2014-3789
   Category 2: New mentoring research and evaluations. Competition ID: OJJDP-2014-3790

7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants who expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants who do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

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

   Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

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

Experiencing Unforeseen Grants.gov Technical Issues

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 in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their applications. 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 OJJDP 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.

- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site.

- failure to follow each instruction in the OJP solicitation.

- technical issues with the applicant's computer or information technology environment, including firewalls.

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

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 resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

OJJDP FY 2014 High-Risk Youth Mentoring Research

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____Acquire a DUNS number (see page 24)
_____Acquire or renew registration with SAM (see page 25)

To Register with Grants.gov:
_____Acquire AOR and Grants.gov username/password (see page 25)
_____Acquire AOR confirmation from the E-Biz POC (see page 25)

To Find Funding Opportunity:
_____Search for the funding opportunity on Grants.gov (see page 25)
_____Select the correct Competition ID (see page 25)
_____Download Funding Opportunity and Application Package
_____Sign up for Grants.gov e-mail notifications (optional) (see page 24)
_____Read **Important Notice: Applying for Grants in Grants.gov**

General Requirements:

_____Review "Other Requirements" Web page

Scope Requirement:

_____The federal amount requested is within the allowable limit(s) of $300,000 for Category 1
          applicants or $1 million for Category 2 applicants.

Eligibility Requirements:

_____State or territory
_____Unit of local government, including federally recognized tribal government
_____Nonprofit or for-profit organization, including tribal nonprofit and for-profit organization
_____Institution of higher education, including tribal institution of higher education

What an Application Is Expected to Include:

_____Application for Federal Assistance (SF-424) (see page 13)
_____Project Abstract (see page 13)
_____Program Narrative (see page 15)
_____Budget Detail Worksheet (see page 18*)*
_____Budget Narrative (see page 18)
          _____Employee Compensation Waiver request and justification (if applicable) (page 9)
          _____Read OJP policy and guidance on "conference" approval, planning, and reporting
                available at www.ojp.gov/funding/confcost.htm (see page 10)
_____Disclosure of Lobbying Activities (SF-LLL) (see page 26)
_____Indirect Cost Rate Agreement (if applicable) (see page 19*)*

_____Tribal Authorizing Resolution (if applicable) (see page 19)
_____Additional Attachments (see page 19)
 _____Applicant Disclosure of Pending Applications
 _____Research and Evaluation Independence and Integrity
 _____logic model (see page 16)
 _____timeline or milestone chart (see page 16)
 _____résumés of all key personnel
 _____job descriptions outlining roles and responsibilities for all key positions
 _____letters of support/memoranda of understanding (see page 17)
 _____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.
_____Accounting System and Financial Capability Questionnaire (see page 22)