

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



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 its Fiscal Year (FY) 2010 Mentoring Research Best Practices. This program furthers DOJ's mission by fund research studies on juvenile mentoring that will inform the design and delivery of mentoring programs.

OJJDP FY 2010 Mentoring Research Best Practices

Eligibility

Applicants are limited to public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including faith-based and community organizations).
(See "Eligibility," page 3.)

Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply," page 7.) All applications are due by 5:00 p.m., Eastern Time, on Thursday, May 20, 2010.
(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to GMSHelpDesk@usdoj.gov. The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12:00 a.m., Eastern Time, (closed weekends and Federal holidays).

For assistance with any other requirement of this solicitation, call Michael Shader, Juvenile Justice Specialist, at 202-616-2605 or e-mail him at michael.shader@usdoj.gov.

Release Date: March 31, 2010

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OJJDP FY 10 Mentoring Research Best Practices CFDA # 16.726

Overview

This program seeks to enhance the understanding of mentoring as a prevention strategy for youth who are at risk of involvement or already involved in the juvenile justice system. While mentoring appears to be a promising intervention for youth, more evaluation work is needed to further highlight the components of a mentoring program that are most effective. In addition, there is a need for research specifically demonstrating the components of mentoring programs that have a significant impact in reducing juvenile delinquency and offending. This solicitation seeks to fund research studies on juvenile mentoring that will inform the design and delivery of mentoring programs. It is expected that the results of this effort will encourage a more effective utilization of resources as well as enhance the implementation of evidence-based best practices for juvenile mentoring. This program is authorized under the Department of Justice Appropriations Act, 2010, Pub. L. 111-117.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register and apply in GMS is 5:00 p.m. Eastern Time, on May 20, 2010. Please see the "How to Apply" section, page 7, for more details.

Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including faith-based and community organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

Program-Specific Information

Previous research indicates that the length, frequency, and quality of the mentoring relationship are important components of program success. Additionally, studies and evaluations of best practices indicate that mentoring programs that address both individual and environmental characteristics tend to be the most effective. However, more investigation is needed regarding how effective mentoring is as a delinquency prevention/intervention technique. Additional research in this area will also further the understanding of which components of a mentoring program have the greatest impact on risk-factors known to lead to delinquency and/or the incidence of juvenile delinquency and offending.

Applicants must clearly indicate a central research question and how it will help the field in designing and delivering mentoring program(s) for youth at-risk of involvement or already involved in the juvenile justice system. (Please see below for further definition of at-risk youth.) Applicants should present a thorough and reasonable research methodology and fully consider

and incorporate how the research will inform the field in program implementation and the allocation of resources.

At-risk Youth. For purposes of this solicitation, “at-risk youth” is defined as those youth who are identified to have a likelihood of becoming involved in the juvenile justice system due to possessing certain predictive/correlative characteristics, or who are already involved in the juvenile justice system. It is recognized that this is a broad definition and could be interpreted in different ways. Applicants should fully address how the behaviors, characteristics, factors, etc. identified for at-risk youth relate to involvement in the juvenile justice system.

Examples of possible research questions are listed below. Please note that these are presented merely as illustrative examples. Applicants are not limited to these questions. Applicants should indicate how they expect that the results of their proposed study will have practical applications to mentoring programming for at-risk youth.

Examples of Research Questions

- To what extent does providing ongoing training and support to mentors increase their effectiveness in working with at-risk youth?

The importance of ongoing training and support for mentors is noted by Dubois et al. (2002)¹ as a moderator of program effectiveness. Many mentoring programs provide some initial training but may not provide as much ongoing training and support for mentors. Additional research regarding the ongoing training of mentors could inform the optimal frequency and intensity of training that has the greatest impact on mentor effectiveness in working with at-risk youth.

- Is mentoring as an intervention/prevention strategy more effective for juveniles of varying levels of risk? Are some mentoring models more effective for juveniles at higher risk for offending/re-offending?

There is a need to further examine the links and effects of various intervention and prevention models to juveniles of varying levels of risk. More research could indicate how different mentoring models may be more or less effective depending on the juvenile’s risk level. This may also inform ways to improve the length and quality of the mentoring match.

- Is a youth-centered mentoring approach to mentoring more effective than a prescriptive approach for at-risk youth?

Previous research indicates that a youth-centered approach, which emphasizes the mentor and mentee working together to establish and achieve an agreed upon set of goals, can result in positive outcomes for youth. This differs from a more prescriptive/authoritarian approach in which the mentor primarily directs the nature and goals of the mentoring relationship. Additional research could further illustrate the characteristics of mentoring relationships that have the greatest impact on youth.

¹ Dubois, David L., Bruce E. Holloway, Jeffrey C. Valentine, & Harris Cooper. (2002). *Effectiveness of Mentoring Programs for Youth: A Meta-Analytic Review*. *American Journal of Community Psychology*, 30(2), 157-197.

- What are the factors that contribute to improvements in the length, quality, and frequency of mentoring matches for at-risk youth?

The length, quality, and frequency of mentoring matches have been connected to successful mentoring outcomes. Additional research could further examine the factors that influence and increase these characteristics. For example, it may inform the understanding of the extent to which environmental factors, such as location of mentor-mentee meetings; individual characteristics, such as the qualities in the mentor or mentee; organizational factors, such as staff to mentor ratios, etc. influence the length, quality, and frequency of mentoring matches. It could also demonstrate the interconnectedness among these.

- What are factors that may lead to the increased recruitment of mentors who are effective at working with at-risk youth?

Lack of effective recruitment strategies has been cited as an impediment to the success of mentoring programs. Additional research could inform how programs could increase targeted recruitment of mentors who have been shown to be effective in working with at-risk youth. This could include, but is not limited to, outreach methods and messaging, community partnerships, screening methods, follow-up approach, etc. that result in enrollment of a greater number of mentors who prove effective in working with at-risk youth.

- **Purpose**

The program's purpose is to support research that will further the understanding of evidence-based and effective practices in mentoring programs that serve at-risk youth.

- **Goals, Objectives, and Deliverables**

The program's goal is to generate research that has practical application for youth and juvenile justice service providers with mentoring programs for at-risk youth.

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 at-risk youth
- presenting the status and 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
- presenting how the findings from the proposed research study informs the field and moves it closer to best practices for mentoring.

Expected deliverables from successful applicants include the following:

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

- several reports on the study's findings, at least one of which should be suitable for publication in a refereed journal, as determined by OJJDP, and will document the theoretical and implementation issues and implications of the research—to be summarized in a second shorter version suitable for an OJJDP bulletin
- final grant report that will provide a detailed summary of the entire program from start to finish.

Amount and Length of Awards

OJJDP will make awards between \$500,000 and \$1,000,000 per award for a project period of 12–36 months. This is a one-time grant award. The maximum award is listed above; it is not a yearly amount. OJJDP expects to make several awards. Awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP expects to make any awards under this solicitation by September 30, 2010.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

Research, human subjects, IRB review, and confidentiality

The protection of human subjects of OJP-sponsored research is of critical importance. If OJP determines that a funded application involves research that includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain applicant's procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For further guidance regarding Federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP website (http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement. Match is not required for this program.

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What An application is Expected to Include,” page 9, for additional information. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantees Provide
To support research that will further the understanding of evidence-based and effective practices in mentoring programs that serve at-risk youth.	Percent of research-related deliverables (reports, etc.) completed on time.	Number of deliverables to be submitted to OJJDP (as outlined in the program narrative). Number of deliverables completed and submitted to OJJDP on time (as determined by the timeline in applicant proposal). Deliverables will differ depending upon the specific project requirements.
	Percent of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence.	Number of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP.

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Applications will be submitted through OJP’s Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process

immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12:00 a.m., Eastern Time (closed weekends and Federal holidays). The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](http://www.ojp.usdoj.gov/gmscbt/) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select OJJDP and the OJJDP FY 2010 Mentoring Research Best Practices
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating

your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (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."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact OJJDP staff **within 24 hours after the deadline** and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

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

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application is Expected to Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget or budget narrative, and a tribal resolution (if applicable), will not proceed to peer review and will not receive further consideration.

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

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business"

(as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

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 must 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 must be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

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

- **Statement of the Problem**

Applicants must briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). Data should be used 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 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 applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

Project Abstract. A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract must describe how progress towards these goals will be measured.

- **Performance Measures Requirements**

Applicants must describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

Goals. Applicants must describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must be clearly linked to the problem identified in the preceding section and measurable.

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," 7.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the funding period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

Logic Model. Applicants must include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html. The logic model must be submitted as a separate attachment, as stipulated in "Other Attachments," page 13.

Timeline. Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). The timeline must be submitted as a separate attachment, as stipulated in "Other Attachments," page 13. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns must be clearly connected to the project design described in the previous section. This section must describe the experience and capability of the applicant's organization and any contractors that will be

used to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Budget and Budget Narrative

Applicants must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant 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.

- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet must present a complete and detailed itemization of all proposed costs.

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated.

Indirect Cost Rate Agreement

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Accounting System and Financial Capability Questionnaire

First time applicants and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, for-profit, faith based organizations) should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at: http://www.ojp.gov/funding/forms/financial_capability.pdf.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 7.)

Tribal Authorizing Resolution

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application:

- logic model (see "Logic Model," page 11).
- timeline or milestone chart (see "Timeline," page 11)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions.

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values:

1. Statement of the Problem/Program (20 points)
2. Performance Measures Requirements (15 points)
3. Project/Program Design and Implementation (40 points)
4. Capabilities/Competencies (15 points)
5. Budget (10 points)

See "Program Narrative," page 10, for detailed descriptions of the above criteria.

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 be reviewing the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

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

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

Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)

- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000–Federal taxes certification requirement

Appendix: Application Checklist

OJJDP FY 2010 Mentoring Research Best Practices

The application check list has been created to aid you in developing your application.

Eligibility

- Public Agency
- State Agency
- Unit of Local Government
- Public University or College
- Federally Recognized Tribe
- Private Organization (including faith-based and community organizations)

The amount requested is within the allowable range of \$500,000 to \$1 million.

The application contains:

- Statement of the Problem/Program
- Project Abstract
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Performance Measures Requirements

Program Narrative/Abstract Format

- Double-spaced
- 12-point Standard Font
- 1" Standard Margins
- Narrative is 30 pages or less.

Other Components

- Standard-424 Form
- DUNS Number
- Logic Model
- Project Timeline
- Position Descriptions
- Résumés
- Certifications
- Indirect Cost Rate Agreement (if applicable)
- Accounting System and Financial Capability Questionnaire (if applicable)