

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding from currently funded Safe Schools/Healthy Students (SS/HS) grantees under its Fiscal Year (FY) 2010 Mentoring for the Safe Schools/Healthy Students Initiative. This program furthers the Department's mission by supporting the enhancement of the positive outcomes of the SS/HS Initiatives and by supporting the development and enhancement of mentoring programs. This initiative is authorized by Department of Justice Appropriations Act, 2010 (Pub. L. 111-117).

## **OJJDP FY 2010 Mentoring for the Safe Schools/Healthy Students Initiative**

### **Eligibility**

Applicants are limited to current Safe Schools/Healthy Students Initiatives grantees.  
(See "Eligibility," page 3.)

### **Deadline**

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 8) All applications are due by **5:00 p.m., Eastern Time, on June 15, 2010**.  
(See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](#) Support Hotline hours of operation are 24 hours, seven days a week, except Federal holidays.

For assistance with any other requirement of this solicitation, call Kara McDonagh, Program Specialist, at 202-305-1456 or e-mail her at [kara.mcdonagh@usdoj.gov](mailto:kara.mcdonagh@usdoj.gov); or call Sharie Cantelon, Program Specialist, at 202-616-3658 or e-mail her at [sharie.cantelon@usdoj.gov](mailto:sharie.cantelon@usdoj.gov).

Grants.Gov number assigned to announcement: **OJJDP-2010-2734**

**Release Date: April 30, 2010**

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# **OJJDP FY 2010 Mentoring for the Safe Schools/Healthy Students Initiative (CFDA # 16.726)**

## **Overview**

The SS/HS Initiative is a joint effort by the U.S. Departments of Education, Health and Human Services, and Justice to support schools and communities in creating safer and healthier learning environments. This solicitation invites current Safe Schools/Healthy Student grantees to develop proposals that will increase the capacity of their SS/HS collaborations to develop and implement community-based mentoring programs or to expand and enhance existing mentoring programs and strategies. This program advances the provision of integrated resources for prevention and early intervention services for children and youth by supporting effective evidence-based mentoring services to young people who are underserved. The intent of this program is to demonstrate new mentoring efforts or to expand existing mentoring efforts that work in concert with a grantee's SS/HS comprehensive plan.

## **Deadlines: Registration and Application**

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 5:00 p.m. eastern time on June 15, 2010. Please see the "How to Apply" section, page 8, for more details.

## **Eligibility**

The eligible applicant is the local educational agency (LEA) that served as the applicant for the SS/HS grant. Eligibility is limited to current SS/HS Initiative grantees funded in fiscal years 2007, 2008, or 2009 and are in good standing with respect to those requirements associated with their Federal SS/HS award. This means, at a minimum, that each grantee has received a scheduled continuation award and is not on reimbursement status.

Applicants must describe programs that target individuals under age 18.

## **Program-Specific Information**

Safe Schools/Healthy Students projects involve partnerships between the local educational agency, local public mental-health authorities, law enforcement, and juvenile justice entities that work together on comprehensive community-wide plans designed to create safe and drug-free schools and promote healthy childhood development. Community-based mentoring programs, for the purposes of this solicitation, involve a structured relationship between an adult or trained peer and one or more youth that takes place in the community and is supported by members of the community. Mentoring is a process designed to achieve specific goals and uses relationships to teach, impart, or institute changes in behavior or attitudes.

This program seeks to promote the innovative use of mentoring as a component of an existing SS/HS community-wide strategy. The development of effective and targeted mentoring initiatives in the context of SS/HS has the capacity to augment positive gains in many of the SS/HS elements.

Mentoring programs are expected to be integrated into the overall SS/HS strategy. To maximize the benefit from participation in this strategy, proposed mentoring programs should demonstrate strong collaborative relationships among a variety of existing and new partners that leverage resources present in the community. Successful applicants will be expected to revise their current SS/HS Memorandum of Agreement and corresponding logic model with a section related specifically to mentoring, each partner's commitment to supporting and integrating the mentoring component, and the goals, objectives, and outcomes for the mentoring program.

Mentoring relationships should be structured to support a relationship that lasts at least 1 year or through an entire school year. Research indicates that relationships that last 2 or more years significantly increase positive outcomes for youth. Research also suggests that mentor-mentee relationships that end prematurely can result in negative outcomes for the mentee. Accordingly, attention should be given to creating matches with a high likelihood to endure. Research also demonstrates that mentoring programs in which mentors have both frequent contact with mentees and knowledge of and contact with their mentees' families have significantly better outcomes.

Because structured support is crucial for the mentoring relationship, significant training for the mentor, oversight of the relationship, and data collection to track the relationship and outcomes arising from it are critical components.

- **Purpose**

The program's purpose is to support the reduction of negative behavior in youth (e.g., truancy, bullying) and enhance positive behavior and relations with their families, peers, school personnel, and other community members through implementation of an effective evidence-based mentoring initiatives. These changes in targeted behavior, through the development of strategic mentoring programs in the context of the overall SS/HS strategy, should lead to additional gains in the levels of violence reduction, improvements in school environments and safety, increased violence prevention activities, reductions in substance use, and increased behavioral, social and emotional sources for students.

- **Goals, Objectives, and Deliverables**

As a result of this program, selected school districts currently implementing the SS/HS initiative will:

1. develop and execute a strategic plan that will establish community-based mentoring for students who exhibit negative behaviors. These behaviors may include truancy, bullying, participation in violent incidents, etc. This program-focused plan should complement the overarching strategic plan for SS/HS by implementing a new mentoring program or expanding an existing mentoring program.
2. outline and implement a plan to recruit train, and sustain mentors and mentees. The applicant is free to select one or a combination of mentoring approaches (i.e., one-to-one,

group mentoring, etc.); however, the applicant must justify the approach selected by presenting information to show that is based on evidence-based standards for practice that is supported by research; and will result in the greatest positive impact on youth in the most cost-effective and sustainable manner available.

3. implement the components of the program to reduce incidents of targeted negative behaviors which may include, but are not limited, to the following:
  - truancy
  - bullying incidents
  - first-time offenses involving the school system
  - first-time offenses that involve the justice system
  - recidivism
  - involvement in violent incidents.

OJJDP will assign major tasks and deliverables under this guidance based on a review of the application. At a minimum, the grantees will submit semiannual progress reports through OJP's Grants Management System as well as report on progress in the required annual SS/HS performance report.

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

One-time awards will be made for up to \$300,000 for a 3-year award period. This amount is for the entire award period. No additional awards will be made in subsequent years.

All 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 awards under this solicitation by September 30, 2010.

**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**

All applicants for OJP funds are advised that the Department of Justice defines *research* as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). If OJP determines that a funded application involves research and 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 includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of “research.” All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. 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](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 10, for additional information. Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
Improve outcomes in mentoring programs for at-risk youth by establishing and strengthening collaborative community approaches.		OJJDP has an online system for grantee performance measures data reporting. To access, see ( <a href="http://ojjdp.ncjrs.gov/grantees/pm">ojjdp.ncjrs.gov/grantees/pm</a> )
	Number of program	Number of program youth

<p>Establish and/or improve the administration of mentoring programs for at-risk, underserved youth, including the expansion of mentoring strategies and program design.</p> <p>Enhance and improve organizational capacity, system efficiency, and cost-effectiveness through training and technical assistance and other strategies.</p>	youth served	carried over from the previous reporting period, plus new admissions during the reporting period
	Number and percent of program youth completing program requirements	<p>Number of program youth who exited the program having completed program requirements</p> <p>Total number of youth who exited the program during the reporting period (both successfully and unsuccessfully)</p>
	Number and percent of program youth who offend or reoffend	<p>Number of program youth with a new offense</p> <p>Number of youth in program</p>
	Percent of youth with whom an evidence-based practice was used	<p>Number of youth served using an evidence-based model or program</p> <p>The number of youth served</p>
	Percent of youth who exhibit a desired change in the targeted behavior.	Number of youth who exhibit a desired change in the targeted behavior. The targeted behavior will depend upon the program's goals, activities and target population.
	Increase in number of program mentors recruited	The increase in number of program mentors recruited (ready for training) during the reporting period
	Percent of program mentors successfully completing training	<p>Number of program mentors successfully completing training during the reporting period</p> <p>Number of program mentors present during the reporting period</p>
	Percent of trained program mentors with increased knowledge of the program area	<p>Number of trained program mentors demonstrating increased knowledge of the program during the reporting period</p> <p>Number of trained program mentors</p>

	Mentor retention	The number of mentors who have left the program during the reporting period  The total number of mentors in the program during the reporting period
	Increase in youth enrolled since the beginning of the grant program	Number of youth enrolled at the beginning of the reporting period  Number of NEW youth added during the reporting period
	Percent of mentoring programs with active partners	Number of mentoring programs with active partners. (Active partners provide direct support, i.e., funding and in-kind services such as mentors, space, training, skill-building opportunities for youth)

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours a day, seven days a week, except Federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following:

1. **Acquire a DUNS Number.** A DUNS number is required for [Grants.gov](http://Grants.gov) registration. 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 applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity.

Obtain a DUNS number by calling 1–866–705–5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. 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](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.726, titled "Juvenile Mentoring Program," and the funding opportunity number is OJJDP-2010-2734.
6. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

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

If you experience unforeseen Grants.gov technical issues beyond your control that 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 Grants.gov Help Desk tracking number(s). After the program office reviews all of the

information submitted, and contacts the Grants.gov Help Desk 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 Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://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 4-24**

See [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF 4-24. 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) performance measures requirements, (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 scope and nature of the problems they hope to address through mentoring. They also must describe their underage target. This description should include:

- recent or current efforts to address the reduction of targeted behaviors
- recent or current efforts to implement mentoring programs, if applicable
- challenges encountered with their prior or current mentoring program, including recruitment of mentors, sustainment of the program, and delivery of training and technical assistance to mentors, if applicable
- rationale for the development of the newly proposed mentoring program to address the negative behavior of the target population
- challenges in developing and implementing strategic plans focused on mentoring data, at least as current as 2007, in regard to the following issues:
  - truancy
  - bullying
  - first-time school-based offenses other than truancy and bullying
  - first-time offenses of the target population that involve the justice system, listed by type of offense
  - recidivism of the target population.
- discussion of other issues that the target population has experienced that mentoring would possibly reduce
- discussion of family, school, and community issues that mentoring may positively impact
- discussion of current SS/HS mentoring and other related activities and how the proposed project would complement those efforts.

**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. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percent of youth who successfully complete their current academic grade, or to expand counseling services to cover an additional 50 at-risk youth.)

**Performance Measures.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see “Performance Measures,” page 6.) 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](http://www.ojjdp.ncjrs.gov/grantees/pm/faq.html) for more information.)

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that will be used to implement the proposed program. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures.

This section of the program narrative should provide a detailed description of what applicants propose to do and how they intend to do it. Applicants should demonstrate that their proposed implementation plan is achievable within the designated timeframe and resources available, and that their program design is both cost-efficient and effective. Applicants should identify the program’s target population and explain how the proposed strategy will achieve the goals and objectives identified in the previous section.

Evidence-based practices will be given the same weight as an applicant’s history of demonstrating results achieved. Applicants may propose programs that have not been the subject of formal evaluation by third parties; however, they are encouraged to include examples of the program’s success. If the applicant is aware that programs similar to the proposed program have been evaluated and the applicant has or can cite that evaluation, such information should be provided. Finally, applicants should describe any research or evaluation studies that support the entire project design or any of its components. Previous research

related to the applicant's selected problem area should be included to demonstrate that the applicant understands the causes of—and potential solutions to—the problems to be addressed.

The application should describe in a detailed manner how the project will operate throughout the duration of the funding period and must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the OJJDP grant award and/or the SS/HS award if it is scheduled to end before the OJJDP award. This information should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

In addition, OJJDP will assess how well applicants incorporate the following priorities into their program design:

- Overall evidence of creativity and innovation to incorporate the use of mentoring to address youth and community needs. While it is critical to incorporate evidence based practices into the program design, the ways in which those practices are employed to address specific local needs while integrating existing resources and partnerships requires unique and thoughtful program planning.
- integration of a mentoring component into the overall SS/HS strategy, including:
  - evidence of support from community stakeholders.
  - evidence of strong SS/HS community partnerships that include public and private agencies, faith-based communities, and/or tribal organizations; this should include examples of specific SS/HS accomplishments/achievements to demonstrate the strength of the partnerships involved.
  - knowledge of overall SS/HS strategy and evidence that the mentoring program is targeted to complement existing strategy and to leverage additional gains in positive youth and community outcomes.
  - Discussion of how applicants will transition the closeout of SS/HS grants without adversely affecting the continuation of the mentoring program.
- evidence of a strong mentoring program design, including:
  - defined target population.
  - identification of the types of individuals who will be recruited as mentors.
  - identification of the type(s) of mentoring that the program will offer and a rationale for such choices.
- program structure that has been identified or developed.
  - the nature of the mentoring sessions, with preference accorded models driven by the needs and interests of the youth.

- criteria for youth selection.
- a plan for when mentoring will take place, how often mentors and mentoring participants will meet, how long the sessions should take place, and where they will meet, with preference accorded programs with strategies that aim to provide a higher intensity and longer duration of contact between mentor and mentee.
- standards of conduct.
- a staff development plan.
- documentation of program procedures.
- a comprehensive system for managing program information.
- a plan for involving parents and families.
- a resource development plan to support sustainability.

**MOA and Logic Model.** Applicants must include a revised SS/HS Memorandum of Agreement and logic model that specifically includes mentoring related activities and graphically illustrates how the performance measures are related to the project’s problems, goals, objectives, and design. The MOA and logic model must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 16

**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](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 16. 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. Applicants must also include an explanation of how current SS/HS operations/management/staffing will complement the proposed mentoring project. 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.

Applicants will provide information on how the mentoring component will be coordinated and managed. Applicants should detail the number of hours that staff or a staff person will commit to the program. Applicants also will provide information on the staffing pattern for providing consistent training and technical assistance to the mentors, and how those who will be providing this service will utilize OJJDP’s guidance on training and technical assistance. Finally, applicants will describe how the SS/HS local evaluator will assist with data collection and program assessment.

## **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](http://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](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](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](http://www.ojp.gov/financialguide/index.htm).

**Plan for Collecting the Data Required for Performance Measures.** (See "Performance Measures," page 6.)

## **Other Attachments**

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

- logic model and revised SS/HS MOA (see "MOA and Logic Model," page 14)
- timeline or milestone chart (see "Timeline," page 14)
- 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 for the selection criteria:

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also 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. Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality 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 for Safe Schools/Healthy Students Initiatives

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

#### Eligibility Requirement

- Safe Schools/Healthy Students grantee funded in fiscal years 2007, 2008 or 2009.
- Applicant is in good standing with respect to those requirements associated with their federal award. This means at a minimum, that each grantee has received scheduled continuation award and is not on reimbursement status.
- The applicant is the local education agency (LEA) that served as the applicant for the SS/HS grant.
  
- Amount requested does not exceed \$300,000.**

#### Application Components

- Statement of the Problem
- 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

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