

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 \(OJP\)](#), the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is pleased to announce that it is seeking applications for funding for the OJJDP FY 10 Strategic Enhancement to Mentoring Programs. This program furthers the Department's mission by supporting evidence-based enhancements to improve the services that mentoring programs offer youth at risk for delinquency or becoming involved with the juvenile justice system.

OJJDP FY 2010 Strategic Enhancement to Mentoring Programs

Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public school systems, universities and colleges, federally-recognized Indian tribal governments (as determined by the Secretary of the Interior and published in the *Federal Register*)), private organizations (including faith-based, tribal and community organizations), and institutions of higher education (including tribal institutions of higher learning).

(See "Eligibility," page 3)

Deadline

Applicants must register with [OJP's Grant Management System \(GMS\)](#) prior to submitting their application.

(See "How To Apply," page 8.)

All applications are due by 8:00 p.m. Eastern Time on April 14, 2010.

(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The [GMS](#) Support Hotline hours of operation are Monday-Friday, 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, contact Jennifer Tyson, Program Manager, at (202) 305-1598 or Jennifer.Tyson@usdoj.gov or Michael Shader, Program Manager, at (202) 616-2605 or Michael.Shader@usdoj.gov.

Release Date: February 26, 2010

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OJJDP FY 2010 Strategic Enhancement to Mentoring Programs

CFDA Number: 16.726

Overview

While research indicates that quality mentoring is a promising delinquency prevention technique, certain program characteristics and elements are moderators of its effectiveness. This solicitation invites eligible applicants to propose evidence-based enhancements that are among these moderators of program effectiveness. The three strategies include: (1) involving the parents in activities or services, (2) providing structured activities and programs for the mentoring matches, and (3) developing and implementing on-going training and support for mentors.¹ This initiative is authorized by the Department of Justice Appropriations Act, 2010, P.L. 111-117.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register and apply in GMS is 8:00 p.m. Eastern Time on April 14, 2010. Please see the “How to Apply” section, page 8, for more details.

Eligibility

OJJDP invites applications from public agencies, including state agencies; units of local government; public school systems; universities and colleges; federally-recognized Indian tribal governments, as determined by the Secretary of the Interior and published in the *Federal Register*; private organizations, including faith-based; tribal and community organizations; and institutions of higher education (including tribal institutions of higher learning). OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant for correspondence, award, and management purposes and the others indicated as co-applicants. The primary applicant must meet all eligibility requirements, as detailed below.

To be eligible, applicants must:

- Identify the primary program strategy to enhance mentoring services as one of the following: (These strategies are defined further in “Program-Specific Information” on page 4)
 1. involving the parents of mentoring participants in program activities or providing or coordinating services for them.
 2. adding or enhancing the structured activities for the mentor and mentoring participant.

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

3. adding or enhancing the ongoing training available to mentors.
- Demonstrate an established youth mentoring program to which one of the three eligible enhancements will be applied.
 - Identify, as the target population, youth (younger than 18) who already have come or are at risk of coming into contact with the juvenile justice system.

Qualified mentoring programs. For the purpose of this solicitation, qualified mentoring programs involve a structured relationship between an adult, compensated or voluntary, and one or more youth, with one-on-one or group-mentoring. Research indicates that youth who participated in mentoring relationships that lasted a year or longer demonstrated improvements in academic, psychosocial, and behavioral measures, while those youth in mentoring relationships that lasted between 3 months and 1 year had fewer indications of positive effects. Additionally, youth who had been in a mentoring relationship that lasted fewer than 3 months reported decreases in measures of self-worth and perceived scholastic competence.² OJJDP recommends that mentoring matches be structured to last for a minimum of 12 months.

Qualified established programs. An established youth mentoring program is defined as one in which the following characteristics have been in place for at least 1 year and to which the strategic enhancement will be applied: (1) has provided mentoring services to a particular target population that will continue under the enhancement; (2) has operated in a particular geographic region that will continue under the enhancement; and (3) has used a mentoring model (i.e. one-on-one, group, etc.) that will continue under the enhancement.

Eligible applicants who propose to provide direct services to youth must not include youth who are age 18 or older in the population to be served.

Program-Specific Information

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.³ Applying the findings of this research, this solicitation provides an opportunity for existing mentoring programs to enhance their efforts in the three programmatic elements (involving parents, providing structured activities, and conducting ongoing mentor training). These enhancements will likely contribute to the quality of the mentoring program as well as the efforts to address both individual and environmental factors that contribute to delinquency.

Applicants must indicate **one** of these program strategies listed below as their primary focus. Applicants must detail how their project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in this solicitation. Applicants should fully detail the extent to which they will apply the enhancement to an eligible mentoring program.

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

³ Dubois et al., 2002.

1. The involvement of parents in the project and the provision of services for them.

Research indicates that mechanisms that support and involve parents in mentoring programs increase the chances for positive outcomes.⁴ For the purposes of this solicitation, family and parental involvement includes, but is not limited to, creating specific activities for in which mentors, youth participants, and parents participate together, including informal recreational activities that the mentoring organization hosts and additional outreach to parents. It also includes coordination or provision of family services, which is defined as services to address one or more needs of the family of the mentoring participant. Parents include both official and unofficial caretakers.

2. The delivery of structured activities and programs for the mentoring match.

For the purposes of this solicitation, structured activities are defined as activities that are the result of planning, curriculum development, and program design that the mentor and mentoring participant(s) can engage in together. The activities should incorporate a youth-centered approach that allows the mentor and mentee to work together to establish and achieve an agreed upon set of goals. Research demonstrates that this approach, focused on providing structured support to the developmental needs of the youth, can increase the effectiveness of the mentoring program.⁵ Examples of structured activities can include, but are not limited to, community involvement/engagement projects, job skills, and career-path related activities, recreational and educational games, and cultural-specific programs.

3. The implementation or expansion of on-going training and support for mentors.

Research demonstrates that ongoing training and support for mentors is a moderator of program effectiveness⁶ beyond providing a single, initial orientation or training. For the purposes of this solicitation, training and support for the mentor is defined as opportunities for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth mentees. This training should focus primarily on building support and development opportunities for mentors that target the skills and abilities to respond to the needs of youth and support their development. This can include, but is not limited to, training in youth development, building relationships, improving communication techniques, crisis procedures and responses, and leadership training. It may also include training staff to be more effective trainers of mentors.

Purpose

The purpose of this program is to enhance the capacity and effectiveness of established mentoring programs by: (1) augmenting the involvement of and services for the mentoring participants' parents; (2) expanding structured activities and opportunities for the mentors and mentoring participant(s); and (3) increasing the availability of ongoing mentor training and support.

⁴ Ibid.

⁵ Rhodes, Jean E., and DuBois, David L. 2006. Understanding and Facilitating the Youth Mentoring Movement. Society for Research in Child Development, *Social Policy Report*. Vol 20 (3) Retrieved from: http://www.srcd.org/index.php?option=com_docman&task=doc_download&gid=79 . Citing: Balcazar, Davies, Viggers, and Tranter. In press; Balcazar, Keys, & Garate, 1995; Davidson & Redner, 1988; Hamilton & Hamilton, 2005; Larose, Chaloux, Monaghan, & Tarabulsky, 2006; and Langhout, Rhodes, & Osborne, 2004.

⁶ Dubois et al., 2002.

Goals, Objectives, and Deliverables:

The goal of this program is to reduce juvenile delinquency, drug abuse, truancy, and other problem and high-risk behaviors. The objective of this program is to increase the likelihood of positive outcomes for mentoring participants by supporting the involvement of parents of mentoring participants or providing/coordinating services for them, the opportunities for structured activities for mentoring matches, and the ongoing options for mentors to further develop their mentoring-related skills and abilities.

Successful applicants that accept an award under this solicitation are agreeing to participate in an external OJJDP evaluation to assess implementation and program effectiveness.

Amount and Length of Awards

OJJDP will make awards between \$200,000 and \$500,000 per award for a project period of 18 to 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 under each of the focus areas. OJJDP expects to make any awards under this solicitation by September 30, 2010.

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

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.

Travel. Applicants must budget for up to two people to attend two or more OJJDP-sponsored training events. See page 14 for further details.

Match Requirement. Match is not required for this program.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What an Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data. Performance measures for this solicitation are as follows:

| Objective | Output Measure | Reporting Format |
|--|--|---|
| Reduce the likelihood of juvenile delinquency, drug abuse, truancy, and other problem and high-risk behaviors among participating youth and increase the likelihood of positive outcomes for mentoring participants. | Number and percent of youth with whom an evidence-based practice was used. | A. Number of youth served using an evidence-based model or program.* B. The number of youth served. C. Percentage (A/B). |
| | Percentage increase in youth enrolled since the beginning of the program. | A. Enrollment at the beginning of the program (beginning of the grant period). B. Current Enrollment. C. Percentage (A/B). |
| | Percentage of mentoring programs with active partners. | A. Number of mentoring programs with active partners. B. Number of mentoring programs. C. Percentage (A/B). |
| | Number of program youth served. | A. Number of program youth carried over from the previous reporting period plus new admissions during the reporting period. |
| | Number and percentage of program youth completing program requirements. | A. Number of program youth who exited the program having completed program requirements. B. Total number of youth who exited the program during the reporting period (both successfully and unsuccessfully). C. Percentage (A/B). |
| | Number and percentage of program youth who offend or reoffend. | A. Number of program youth with a new offense. B. Number of youth in program. C. Percentage (A/B). |

| Objective | Output Measure | Reporting Format |
|-----------|--|---|
| | The number and percentage of program youth who have exhibited an improvement in antisocial behavior, family relationships, social competence, gang resistance involvement, substance use, school attendance, GED completion, grade point average, or perception of social support. | A. Number of program youth served during the program period with the noted behavioral change. B. Total number of youth served during the reporting period. C. Percentage (A/B). |

* Evidence-based programs/practices have been shown, through rigorous evaluation and replication, to be effective at preventing/reducing juvenile delinquency, victimization, and related risk factors. They may be derived from a variety of valid sources, such as OJJDP’s Model Programs Guide, and may include practices adopted by agencies, organizations, and staff that are generally recognized as best practices, based on research literature and the degree to which it is based on a clear, well-articulated theory or conceptual framework for delinquency or victimization prevention/intervention.

For more information about OJJDP performance measures, contact Janet Chiancone at janet.chiancone@usdoj.gov.

In addition to data specific to the goals of the program, OJJDP will expect grantees to cooperate fully with OJJDP-funded evaluators seeking to collect baseline, process, and impact data and to collaborate across sites to document qualitative and quantitative measures.

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](#) 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 Strategic Enhancement to Mentoring Programs.
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 Addressing All of the Requirements Outlined in 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 Must Include

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

Standard Form 424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424. 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 20 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 20," etc. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count and should be presented as separate attachments. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) project abstract, (2) statement of the problem, (3) performance measures requirements, (4) project/program design and implementation, and (5) capabilities/competencies. The connections among these sections must be clearly delineated. For example, the applicant must directly derive the goals and objectives 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.

Project Abstract. Applicants must include a project abstract as the first page of their program narrative. The abstract 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 the applicant will implement to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Performance Measures Requirements," page 11). The abstract must describe how the applicant will measure progress toward these goals. The abstract must also indicate which of

the three strategic enhancement strategies the applicant is selecting as its primary focus (see “Program-Specific Information,” page 4).

- **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.). Applicants should use local data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

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

At-risk youth: Applicants must fully detail how they are defining and targeting at-risk youth. For purposes of this solicitation, the term at-risk youth is defined as those youth who are identified to have a likelihood of being victimized, of becoming involved in the juvenile justice system, or of other related negative outcomes due to possessing certain predictive/correlative characteristics. It may also include those 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 the behaviors, characteristics, factors, etc. of the target population that make them at-risk.

SMART. Applicants must demonstrate that they have queried OJJDP’s Socioeconomic Mapping and Resource Topography (SMART) system to determine program placement in a community facing significant need. Applicants should submit maps and reports that support the problem identified in this section as attachments to their application. If the SMART System does not provide the most recent data or information to validate the problem, the applicant may submit other data points (e.g., local incidents of crime or community resources) instead (see “Other Attachments,” page 15). OJP strongly encourages discretionary grant applicants to use the enhanced functionality in the SMART system when justifying the need for funding in their locality. All applicants must register with the SMART system at smart.gismapping.info, and become familiar with the data, information, and functionality. Instructions specific to the FY 2010 solicitations will be posted on the home page of the SMART site. OJJDP is available to provide additional training and guidance on the SMART system and this new requirement.

- **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 that OJJDP will also require successful applicants to provide its performance measures (see page 7).

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 percentage of youth who successfully complete their current academic grade, 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 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 project period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. OJJDP encourages applicants 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. OJJDP encourages applicants to refer to mentoring enhancement strategies used in the [OJJDP Model Programs Guide](#).

Applicants must present a program design based on one, primary strategic enhancement to mentoring strategy (see "Program-Specific Information," page 4).

OJJDP will assess how well applicants incorporate the following mentoring program elements into their program design:

1. Evidence of an established mentoring program (as defined on page 3). Examples of evidence can include, but are not limited to, the program's history (including the circumstances of its creation and how long it has been in existence), mission, and accomplishments.
2. Program structure and history of the established mentoring program (as defined on page 4) including:
 - the structure/design of the mentoring sessions (This can include, but is not limited to: one-on-one or group mentoring, compensated or voluntary, designed length of the relationship, etc.).
 - a defined target population and criteria for youth selection.
 - mentor recruitment, screening, and selection procedures.
 - when mentoring takes place, how often mentors and mentoring participants meet, how long the sessions last, and where they meet.
 - standards of conduct.

- a demonstration of capacity to deliver a mentoring program, which includes measures of success. These can include, but are not limited to, average length of mentoring match, number of youth served, number of mentors recruited, documented participant behavioral changes, documented outcomes, etc.

3. Selection of the mentoring enhancement as **one** of the following:

- a plan for involving parents and families (focus area one).
- a plan for implementing structured mentoring activities that incorporate a youth-centered, goal-oriented approach (focus area two).
- a plan for ongoing training and support for mentors (focus area three).

4. A detailed description of how the enhancement will be implemented including:

- key activities and program elements involved in implementing the enhancement.
- how the enhancement will be incorporated into the pre-existing mentoring program structure and framework.
- relevant staff development or training.
- expected implementation challenges and how those challenges will be addressed.

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 applicant must submit the logic model as a separate attachment, as stipulated in “Other Attachments,” page 15.

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 applicant must submit the timeline as a separate attachment, as stipulated in “Other Attachments,” page 15. On receipt of an award, the grantee may revise the timeline based on training and technical assistance that OJJDP will provide.

- **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 and evidently connected to the project design described in the previous section. Applicants must describe the experience and capability of the applicant’s organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. If partner organizations will assist with project activities, memoranda of understanding from those organizations describing their roles in the project and any resources, tangible or intangible, that they will contribute should be attached to the application.

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. Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

Travel: Applicants must budget for as many as two people to attend two or more OJJDP-sponsored training events. For purposes of budgeting, applicants should plan on these events occurring in Washington, DC, over 2.5 days. Applicants must also include calculations for these items and should refer to [GSA Per Diem Rates](#) for an estimate of costs.

- **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 to 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 a tribe or tribal organization or a third party submits an application proposing to provide direct services or assistance to residents on tribal lands, the application must include 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. 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, the application must include a resolution from all tribes that will receive services or 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:

- SMART data (or other relevant data source; see "SMART," page 11)
- Logic model (see page 13).
- Timeline (see page 13).
- Résumés of all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.
- Letters of support/commitment and memoranda of understanding (Only required if proposing a collaboration or partnership to complete key programmatic goals and implementation) (see "Capabilities/Competencies," page 13).

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. Abstract (5 percent)
2. Statement of the Problem (15 percent)
3. Performance Measures Requirements (15 percent)
4. Project/Program Design and Implementation (45 percent)
5. Capabilities/Competencies (10 percent)
6. Budget (10 percent)

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will review 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. Peer review panels will evaluate, score, and rate eligible applications. 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, the Assistant Attorney General, who may also consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final grant award decisions.

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 Strategic Enhancement to Mentoring Programs

The application check list has been created to aid you in developing your application. If any of the items listed below are missing, the application may not move forward for review.

Eligibility

- State Agency
 - Unit of Local Government
 - Public School System
 - University or College
 - Federally Recognized Tribe
 - Private Organization
 - Tribal or Community Organization
 - Institution of Higher Education
- The amount requested does not exceed \$500,000**

The application contains:

- Project Abstract
- Statement of the Problem/Program
- Performance Measures Requirements
- Project Design and Implementation
- Capabilities/Competencies
- Budget Detail Worksheet
- Budget Narrative
- Tribal Resolution (If Applicable)

Program Narrative/Abstract Format:

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 20 pages or less

Other Required Components:

- Standard 424 Form
- DUNS number
- CCR Registration
- Program Narrative Indicates Application Category
- SMART
- Logic Model
- Project timeline
- Job/Position descriptions
- Certifications
- Accounting System and Financial Capability Questionnaire (if applicable)