

## Frequently Asked Questions

### OJJDP FY 2016 Mentoring Opportunities for Youth Initiative Updated 4/5/16

FAQ's from the 3/15/16 webinar.

**1. Has the OJJDP FY 2016 Mentoring Opportunities for Youth Initiative solicitation been revised?**

Yes, on April 5, 2016, in response to the webinar hosted on 3/15/16, the following revision was made on page 9 of the solicitation under the heading 2.b.

Original language: Identify enhancements in each of the six core standards of practice to integrate additional evidence-based practices.

Revised language: Identify enhancements **in one or more** of the six core standards of practice to integrate additional evidence-based practices.

**2. I had trouble getting logged in to the webinar on 3/15/16. Will the full recording be available?**

The full recording for the webinar can be accessed at:  
<http://ojjdptta.adobeconnect.com/p5fdn0aqqp8/>

**3. For Category 1, page 1 states 45 states while page 11 states 38 states; please clarify.**

The reference on page 1 of the solicitation is for eligibility and page 11 is for pass-through funding requirements. The difference is that in order to be eligible for Category 1, you must have active affiliates in at least 45 states. The 38 state requirement represents the number of states that you must pass-through funding to support if awarded.

**4. For category 3, are there specific numbers for the criteria that are being looked for to meet broadest reach?**

No, there are not specific numbers set for each of the seven criteria listed under the heading of "Broadest Reach" on page 6 of the solicitation.

**5. Under Category 2, it states we must currently provide services in 5 states. Will we be required to provide services in these five states or could we provide services in 3 of the 5?**

To be eligible for Category 2, applicants must "have operated an established mentoring program for at least 3 years and have active chapters or subawardees in at least 5 states but fewer than 45 states." If awarded, there is no pass-through requirement for Category 2. OJJDP is interested in using the mentoring funds in this category to have the "broadest reach". Please see page 6 for detailed information on this criteria.

**6. We are a local law enforcement agency and we have a non-profit organization which has 4 different at-risk youth programs. Are we allowed to apply under Category 3?**

To be eligible for Category 3, applicants must be part of a collaborative of at least three and as many as five mentoring organizations. Each mentoring organization that is a part of the collaborative must meet all five criteria outlined on pages 7-8 of the solicitation.

**7. For Category 3, are each of the organizations required to perform direct service? Or can the lead organization be an indirect service organization (pass through)?**

To be eligible for Category 3, applicants must be part of a collaborative of at least three and as many as five mentoring organizations. Each mentoring organization that is a part of the collaborative must meet all five criteria outlined on pages 7-8 of the solicitation.

**8. Under category 3, can you be more specific in terms of "same program design"?**

According to page 7 of the solicitation, the "same program design is considered to be the mentoring enhancement (as defined on page 9) that the applicants will implement, if funded under this solicitation." These enhancements must be aligned with the six core standards of practice listed within the *Elements of Effective Practice for Mentoring*.

**9. To clarify, for Objective 2, should these be enhancements that we're already doing or enhancements that we plan to do?**

Either scenario regarding enhancement implementation for the proposed program is allowable.

**10. What is the average or typical range of Indirect Cost rates?**

Each applicant attains their own individual Indirect Cost rate. Please see page 25 of the solicitation and the DOJ 2015 financial guide for further information. The link to the DOJ financial guide is on page 2 of the solicitation.

**11. For Category 3, can the mentoring locations of the collaborating organizations be located in the same city but providing services at different locations?**

Yes. To be eligible for Category 3, applicants must be part of a collaborative of at least three and as many as five mentoring organizations. Each mentoring organization that is a part of the collaborative must meet all five criteria outlined on pages 7-8 of the solicitation.

**12. For Category 3, can the partner organizations be regional or should they be national?**

The eligibility criteria for the partner mentoring organizations included in the collaborative for Category 3 is listed on pages 7-8 of the solicitation. National organizations are not eligible to apply and multistate organizations are encouraged to apply, but not required.

**13. What information should be demonstrated in a graphic logic model?**

Per the solicitation on page 22, “applicants should include a logic model that geographically illustrates how the performance measures are related to the project’s problems, goals, objectives, and design.” There is a link on page 22 of the solicitation for sample logic models.

**14. For the AI/AN tribal resolution requirement, can we supply the authorizing tribal resolution after we have received FY16 funds? It will be difficult to obtain for the appropriate period without assurance of funding.**

According to p. 25 of the solicitation, applicants proposing to provide direct services or assistance to residents on tribal lands should include in their application a resolution, letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands.”

**15. In the Category 3: Does this mean 3 -5 total applicants? If you have the lead and 2 more that is the 3, correct?**

Yes, the requirement under Category 3 is that you must be “a part of a collaborative of at least three and as many as five mentoring organizations.” As for your question, if you are the lead applicant, you must have two other mentoring organizations involved in the collaborative to meet the minimum threshold of three mentoring organizations.

**16. I'm unclear whether the lead applicant has to submit an MOU separate from the MOUs with the partners of the collaborative.**

The lead applicant must submit a memorandum of understanding (or analogous document) that demonstrates the formal collaborative partnership as a part of the application. According to the solicitation (pp. 8 and 23), “Applicants must submit memoranda of understanding (or analogous documents) demonstrating a formal collaborative partnership. One organization must be clearly identified as the lead applicant; however, subrecipients may be part of multiple Collaborative Mentoring Program proposals.” and “For Category 3 only, the lead applicant organization must include signed and dated letters of support or memoranda of understanding (or analogous documents) from all mentoring organizations in the collaborative that include the following: Expression of support for the program and a statement of willingness to participate and collaborate with it; Description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational; and Estimate of the percentage of time that the partner will devote to the planning and operation of the project.”

**17. MOUs are to be included in the program narrative or as an attachment?**

MOUs should be included as attachments to the application.

**18. Where do I find a list of what is "allowable" in the budget categories?**

Please review the DOJ 2015 financial guide. The link is on page 24 of the solicitation.

**19. Can applicants use the federal de minimis indirect cost rate (10%)?**

As stated on page 25 of the solicitation: "indirect costs are allowed only under the following circumstances: The applicant has a current, federally approved indirect cost rate; or the applicant is eligible to use and elects to use the de minimis indirect cost rate described in the Part 200 Uniform Requirement..."

**20. For category 3 applications, if the lead organization runs several mentoring programs, does that qualify? Or, must we work with a different 501(c)(3)?**

Category 3 is intended to support a collaboration of at least 3 and as many as 5 mentoring organizations. This means separate or different organizations. Each mentoring organization that is a part of the collaborative must meet all five criteria outlined on pages 7-8 of the solicitation.

**21. Is the \$2,000 travel expenses per year or for all years of the grant?**

As stated on page 24 of the solicitation: "Applicants should budget funds to support as many as two staff to travel once **each** year of the project to participate in a 2-day national and local mentoring partnership meeting."

**22. What type of local data are you looking for to determine/justify a need for a mentoring program?**

According to p. 16 of the solicitation under "Statement of the Problem", applicants should describe the "nature and scope of the problem that the program will address." This may include population/demographics, crime data, substance abuse, truancy, school data, etc.

**23. The solicitation states the budget detail worksheet (and narrative) must be broken down by year. This is new instruction. If we have a single year/cycle but it runs 18 months do we have to prepare a 12 period and 6-month period, or can we do a single 18-month period as in the past?**

As per the solicitation, "The Budget Detail Worksheet should be broken down by year." This refers to a 12 month period (i.e., 10/1/16 – 9/30/17). If you have a budget that goes beyond one year, it should be broken down by year. In your case, the 6 months beyond 9/30/17 should be considered a separate year.

**24. Our program is school-based - both mentors (college) and mentees -- so there will be a limit to our ability to increase numbers - how can we deal with that?**

Each applicant's program design is unique to their organization and service area. Please feel free to research possible ideas on mentor recruitment and program expansion at the OJJDP

National Mentoring Resource Center ([www.nationalmentoringresourcecenter.org](http://www.nationalmentoringresourcecenter.org)).

**25. Is there a minimum 2015 budget requirement for the lead organization to have had when requesting \$2.5 million in funding from OJJDP**

Please refer to the Federal Award Information section of the solicitation on p. 11 for more information on the funding limits for each category.

**26. Some of our students are over age 17 - how would we deal with that?**

According to p. 2 of the solicitation, “At the time of application, eligible applicants must provide mentoring services to youth who are 17 years old and younger.”

**27. What defines "operating independently"? Can Category 3 include chapters of a regional organization, each chapter having its own board of directors but all having combined 990 tax filings?**

As stated on page one of the solicitation: “The collaborative may include different mentoring organizations receiving funding from the same parent organization; however, official organizational charts must reflect that the mentoring organizations operate independently and at different locations.”

**28. Who determines the "intended minimum match length"?**

There is no specific language in the solicitation referencing a prescribed “intended minimum match length”. Please refer to the OJJDP National Mentoring Resource Center for more information on best practices regarding length of mentoring relationships.

**29. How does geographic diversity factor into your award decisions (if at all)? Last year's national applicant awardees were concentrated on the East Coast with only one award on the West Coast.**

According to page 11 of the solicitation, “When making final award decisions, OJJDP will factor geographic coverage; serving underserved populations, including rural and tribal communities; and the peer review process.”

**30. In Category 3- how should we list sites of services for Community-based mentoring programs?**

In your application, you should list the different locations (i.e., cities, counties, states) where the mentoring programs will be implemented.

**31. Last year, there were only 4 awards in category 3. What number is expected in 2016?**

The number of awards can vary each year based on the volume of applications submitted and

amount of funds available.

**32. For category 2 & 3 - can we partner with someone that is a current partner under OJJDP funding but wants to expand their programming?**

Yes, current awardees can be a part of the collaborative in Category 3. Each mentoring organization that is a part of the collaborative must meet all five criteria outlined on pages 7-8 of the solicitation. For Category 2, “two or more independent organizations that form a collaborative to meet the five-state requirement do not satisfy OJJDP’s definition of a multistate organization.”

**33. Do you have to be an organization that has been established for over one year to apply?**

Yes, as stated on page 1 of the solicitation for Category 3: “Each mentoring organization within the collaborative must already have an established mentoring program (operational for at least one year) at the time they submit an application for funding.” For Category 2, “Eligible applicants are limited to multistate organizations, defined as organizations that have operated an established mentoring program for at least 3 years.....”

**34. Do projects have to be co-ed, or can they be gender specific? Can you serve only girls or only boys?**

There is nothing in the solicitation that would prohibit mentoring organizations from serving both genders or providing gender-specific mentoring services.

**35. The Letters of Support and Memoranda of Understanding are listed as attachments in pg.28 of the RFP but the webinar stated that they should be part of the 30 page narrative. Please clarify.**

Letters of Support and MOUs can be submitted as attachments, and do not count as a part of the 30 page narrative.

**36. Can collaborating agencies cover multiple counties?**

Yes.

**37. About how often is this solicitation open? Is it annual or less regularly?**

OJJDP publishes solicitations on an annual basis.

**38. We use 3 mentoring models within the program. Given we need to address each of the six core standards of practice across the narrative, would it be better to structure that narrative section by the 6 elements and describe each model's aspect there, or describe each of the six elements under a heading for each model.**

OJJDP is not in a position to provide specific guidance on how to format your grant application beyond the instructions given in the solicitation outlining required elements.

**39. Category 3 question: can the fiscal agent be considered one of the required 3 mentoring agencies?**

For Category 3, applicants must be part of a collaborative of at least three and as many as five mentoring organizations. Each mentoring organization that is a part of the collaborative must meet **all** five criteria outlined on pages 7-8 of the solicitation. The fiscal agent could be considered one of the required mentoring organizations if it meets all five criteria.

**40. Is there a certain number of youth or states that qualifies an organization for "broadest reach" in Category 2?**

There is no set number of youth or states that qualifies an organization for "broadest reach" in Category 2. Please see page 6 of the solicitation for the "broadest reach" criteria.

**41. For Category 3, do the organizations need to have an existing collaboration to apply**

No, a collaboration can be formed as a part of the application.

**42. We have partial funding from a different OJJDP grant (National 4-H Council). Can we write for this funding under category 3?**

Yes, current OJJDP grantees can apply to be part of a collaborative in Category 3 as long as they meet the stated criteria on p. 7-8 of the solicitation.

**43. Once awarded in a 3 year cycle, will the applicant have to reapply yearly for funding?**

No, the applicant applies for the funding amount to cover the entire 12-36 month award period. Please see page 11 of the solicitation for further information.

**44. Is there no longer a standard for group mentoring of no more than 4 youth to one mentor (adult)?**

There is no set number or standard amount of youth per mentor ratio defined in the solicitation for group mentoring.

**45. Are we allowed to collaborate with (and include in our budget) a resource who will help us to develop the tools for the enhancement? For example, hire a company to develop online mentor training.**

There is nothing in the solicitation that would prohibit this activity. Please review the DOJ 2015 financial guide for additional information on allowable costs. The link is on page 24 of the solicitation.

## **Solicitation Specific FAQs**

**1. What is the deadline for this solicitation?**

All applications are due by 11:59 PM, Eastern Time on May 2, 2016.

## 2. Who is eligible to apply?

**Category 1—National Mentoring Programs:** Eligible applicants are limited to national organizations, defined as organizations that have active chapters or subawardees in at least 45 states. Applicants must include a list of active chapters or subawardees and the states where they are located as an attachment to their application. For purposes of this solicitation, 2 or more independent organizations that form a collaborative to meet the 45 state requirement do **not** satisfy OJJDP's definition of a national organization. The organization's national headquarters must submit the application, and OJJDP requires successful applicants to subaward 90 percent of this award to active chapters or subawardees in at least 38 states.

**Category 2—Multistate Mentoring Programs:** Eligible applicants are limited to multistate organizations, defined as organizations that have operated an established mentoring program for at least 3 years, and have active chapters or subawardees in at least 5 states but fewer than 45 states. Applicants must include a list of active chapters or subawardees and the states where they are located as an attachment to their application. For purposes of this solicitation, 2 or more independent organizations that form a collaborative to meet the 5 state requirement do **not** satisfy OJJDP's definition of a multistate organization. The organization's headquarters must submit the application.

**Category 3 —Collaborative Mentoring Programs:** Eligible applicants must be part of a collaborative of at least 3 and as many as 5 mentoring organizations. Under the award, the mentoring organizations that form the collaborative must each provide services in at least one location that is independent of the other mentoring organizations and must all implement the same program design (see definition of the same program design on page 7). Mentoring organizations within the collaborative must ensure that no individual will receive duplicate services from more than one member of the collaborative. The collaborative may include different mentoring organizations receiving funding from the same parent organization; however, official organizational charts must reflect that the mentoring organizations operate independently and at different locations. Each mentoring organization within the collaborative must already have an established mentoring program (operational for at least one year) at the time they submit an application for funding. OJJDP encourages applicants to consider partnering with those organizations – and in such a manner – that will best leverage shared costs for training or program-related activities. Applicants must submit memoranda of understanding (or analogous documents) demonstrating a formal collaborative partnership. One organization must be clearly identified as the lead applicant; however, subrecipients may be part of multiple Collaborative Mentoring Program proposals. OJJDP encourages multistate organizations to participate in Collaborative Mentoring Programs, but participation of a multistate organization is not required. National organizations are not eligible to apply.

## 3. What is an active chapter or subawardee?

For purposes of this solicitation, OJJDP defines an active chapter or subawardee as a local branch of an organization or a local affiliated organization. All such relationships must be formalized in a contract or other written agreement between the parties involved, and must pre-date this solicitation. Relationships formed for purposes of eligibility for this solicitation do not constitute an active chapter or subawardee.

**4. Who is eligible to apply under Category 3?**

Eligible applicants must be part of a collaborative of at least 3 and as many as 5 mentoring organizations. The collaborative may include different mentoring organizations receiving funding from the same parent organization; however, official organizational charts must reflect that the mentoring organizations operate independently and at different locations. Each mentoring organization within the collaborative must already have an established mentoring program (operational for at least 1 year) at the time they submit an application for funding.

**5. Is there a match requirement?**

There is no match required.

**6. Is there a minimum or maximum funding amount that I can apply for?**

Under Category 1, OJJDP intends to fund as many as five awards. An application may be for a project period of as long as 3 years.

Under Category 2, an application may request as much as \$5 million for a minimum project period of 12 months and a maximum of 36 months.

Under Category 3, an application may request as much as \$1.25 million for a minimum project period of 12 months and a maximum of 36 months.

**7. What is the CFDA number?**

The CFDA number for this solicitation is 16.726.

**8. How many applications were received last year and how many awards were made?**

Under Category 1, OJJDP received six applications and made four awards.

Under Category 2, OJJDP received 30 applications and made 13 awards.

Under Category 3, OJJDP received 73 applications and made 4 awards.

**9. Is there a list of awardees from prior years?**

OJJDP posts the prior year's awards on its [website](#).

**10. What date should I list as the start date on the SF-424 form?**

Applicants may begin their proposed project dates on or after October 1, 2016.

**General FAQs**

**11. How do I apply for this funding opportunity?**

Applicants will submit their applications through Grants.gov, a “one-stop storefront” to find funding opportunities and apply for funding. To find complete instructions on how to register and submit an application, go to [www.Grants.gov](http://www.Grants.gov).

## **12. Who do I contact for help with Grants.gov?**

If the applicant experiences technical difficulties during this process, call the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, 24 hours a day, 7 days a week, except federal holidays.

## **13. What is a DUNS number and how do I get one?**

The Office of Management and Budget requires that all agencies, businesses, and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply [online](#) to obtain a number. Individuals are exempt from this requirement.

## **14. What is the System for Award Management (SAM), and how do I register?**

SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must register in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a prerequisite for Grants.gov registration.) Applicants must update or renew their SAM registration annually to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account, and
- Log into SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

## **15. What information is included in the page limit?**

The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 30,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page

limit. Material required under the “Project Abstract”, “Budget and Budget Narrative”, and “Other Attachments” sections will not count toward the program narrative page count. In addition, applicants may provide bibliographical references as a separate attachment that will not count toward the 30 page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider the application to be noncompliance in peer review and final award decisions.

**16. Is there a budget format or sample that is available?**

A budget detailed worksheet form is available on OJP’s [website](#). When using this form, you must also include a budget narrative, in MS Word or PDF format, as a separate attachment.

**17. In my application, do I need to address all performance measures listed in this specific solicitation?**

A summary of the specific performance measures that OJJDP will use to measure grantee performance is under the section within the solicitation titled Performance Measures. Applicants should include a brief narrative discussion in their application that indicates their understanding of the performance measures for this solicitation and how they intend to provide the required data to OJJDP.

**18. Can I submit a paper version via U.S. mail instead of an electronic application through the Grants.gov system?**

No. Applicants must submit their applications electronically. OJJDP will not accept paper submissions.

**19. How does the review and awarding process work? How can I track the status of my application?**

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. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. During that time, you may be asked additional questions about your application for clarification purposes.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who also may give

consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

To prevent compromising the integrity of the competitive review process, OJJDP will not discuss details regarding the status of your applications until all awards have been made to grant recipients. It is anticipated that awards will be made no later than September 30, 2016.

**20. How will I be notified if my agency is selected to receive an award?**

Both the point of contact and the authorizing official listed on the grant application will receive an e-mail award notification, which will provide further information on procedures for receiving funds. Applicants receiving an award will be notified by September 30, 2016.

**21. How will I be notified if my agency is not selected to receive an award?**

Both the point of contact and the authorizing official listed on the grant application will receive an email notification and a summary of the peer review comments by October 30, 2016.

**22. I am experiencing technical difficulties submitting my applications to Grants.gov. Is there an alternate way to submit my application?**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant must e-mail the Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time.
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls.

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the [OJP funding webpage](#).**

