

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) is seeking applications for funding under the fiscal year (FY) 2017 Mentoring Opportunities for Youth Initiative. This program furthers the Department's mission by supporting mentoring programs to reduce juvenile delinquency, drug abuse, truancy, and other problem and high-risk behaviors.

OJJDP FY 2017 Mentoring Opportunities for Youth Initiative

Applications Due: March 13, 2017

Eligibility

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. OJJDP encourages applicants to minimize their administrative costs in an effort to subaward at least 90 percent of this award to active chapters or subrecipients, located in at least 38 states, while at the same time allowing for effective subrecipient oversight.

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, 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. The organization's headquarters must submit the application.

Category 3—Collaborative Mentoring Programs: Eligible applicants must be part of a collaborative of at least three and as many as five 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 enhancement (see definition of the same program design enhancement 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 that receive 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. 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 their participation is not required. National organizations are not eligible to apply.

For-profit organizations (as well as other recipients) must agree to forgo any profit or management fee.

Eligible applicants must provide mentoring services to youth who are 17 years old or younger at the time of admission to the program.

An organization that applies for funding in Category 1 may not apply for funds in any other category, but an organization that applies for funding in Category 2 may also apply as a member of the collaborative to receive funds in Category 3. See the chart below.

OJJDP FY 2017 Mentoring Opportunities for Youth Initiative:

Category 1	National Mentoring Programs	Funding limited to national organizations*
Category 2	Multistate Mentoring Programs	Funding limited to multistate organizations*
Category 3	Collaborative Mentoring Programs	Funding limited to collaboratives* and may include multistate organizations

*See above for full eligibility criteria.

OJJDP may elect to fund applications submitted under this FY 2017 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due by 11:59 p.m. eastern time (ET) on March 13, 2017.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#). For additional information, see [How To Apply](#) in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The [Grants.gov](#) Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays. An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** in order to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), by email at grants@ncjrs.gov, or by [web chat](#). Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. Answers to frequently asked questions that may assist applicants are posted at www.ojjdp.gov/grants/solicitations/FY2017/FAQ/MentoringOpps.pdf.

A solicitation review call will be held on January 26, 2017, from 1 to 2 pm ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link: <http://ojjdpтта.adobeconnect.com/e6zqvd04f8w/event/registration.html> and follow the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance, and no later than January 19, 2017. Submit your questions to grants@ncjrs.gov with the subject as Questions for Mentoring Opportunities for Youth webinar.

Grants.gov number assigned to this announcement: OJJDP-2017-10981

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OJJDP FY 2017 Mentoring Opportunities for Youth Initiative (CFDA 16.726)

A. Program Description

Overview

This solicitation supports applicant organizations as they strengthen and/or expand their existing mentoring activities with active chapters or subawardees and/or other mentoring organizations. Mentoring activities include direct one-on-one, group, peer, or a combination of these types of mentoring services for at-risk and underserved youth populations. Mentoring promotes positive behaviors, attitudes, and outcomes for youth and reduces risk factors. It has been shown to improve academic performance and/or social or job skills, support behavioral or other personal development, and reduce consumption of alcohol and other drugs.¹ Successful mentoring programs include matches between a mentor and one or more youth. Mentoring can take place in multiple and informal settings and in a school or program context. OJJDP supports the expansion of quality mentoring services for at-risk and high-risk youth.

Statutory Authority: Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2017. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution;" no full-year appropriation for the Department has been enacted for FY 2017.

Program-Specific Information

This program supports the implementation and delivery of one-on-one, group, peer, or a combination of these types of mentoring services to at-risk and high-risk youth populations through applicant mentoring organizations and their active chapters or subawardees and among mentoring collaboratives. This program also supports one or more enhancements to both improve access to and the impact of mentoring services. For the purposes of this solicitation, mentoring programs should support a structured relationship between an adult or trained peer and one or more youth. Successful applicants should implement programs that will recognize and address the factors that can lead to or serve as a catalyst for delinquency or other problem behaviors in targeted youth. Expansion of mentoring activities should create new opportunities for mentees' achievement.

This solicitation offers three program categories and applicants must designate the category for which they are applying. The same organization may NOT apply for funding in both Category 1 and Category 2, but an organization that applies for funding in Category 2 may also apply as a member of the collaborative to receive funds in Category 3. For-profit organizations must agree to forgo any profit or management fee.

¹ Office of Justice Programs. Mentoring Practice Profile. Available online: CrimeSolutions.gov, <https://www.crimesolutions.gov/PracticeDetails.aspx?ID=15>.

Category 1—National Mentoring Programs: This category supports organizations with the widest reach and capacity to provide youth mentoring services across the country. Only national organizations are eligible to apply in this category. (For the definition of a national mentoring program, see the Eligibility Information above.) OJJDP encourages applicants to minimize their administrative costs in an effort to subaward at least 90 percent of this award to active chapters or subrecipients, located in at least 38 states, while at the same time allowing for effective subrecipient oversight.

Priority considerations. Priority considerations for Category 1 include the following:

Target populations. Applicants must initiate mentoring services to youth who are 17 years old or younger. The target population should include those vulnerable youth who are identified as being at risk or high risk for involvement in the juvenile justice system. OJJDP **requires** applicants to develop and implement a plan to serve American Indian and Alaska Native (AI/AN) youth, both on and off reservations, with these grant funds. OJJDP also encourages applicants to target mentoring services to underserved populations, including children of parents on active military duty; children of incarcerated parents; lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth; youth with disabilities; and youth in rural communities.

Mentoring programs targeting these populations should highlight how the anticipated services would best support the unique needs of these populations, such as key partnerships, cultural sensitivity, or specialized curricula.

At-risk and high-risk youth. For the purposes of this solicitation, OJJDP defines at-risk and high-risk youth as those youth who are most likely to become involved in the juvenile justice system because they possess certain predictive/correlative characteristics, are already involved in the juvenile justice system, and/or reside in environments that have high rates of parental incarceration, community violence, drug markets, gang concentration, and failing schools. Risk factors for juvenile delinquency are multidimensional across individual, family, community, peer, and school factors. (For additional background on risk factors for juvenile justice involvement, see the [OJJDP Model Programs Guide Literature Review on Risk Factors](#).) Applicants should fully address how the behaviors, characteristics, factors, etc. identified for at-risk youth relate to involvement in the juvenile justice system

Category 2—Multistate Mentoring Programs: This category supports youth mentoring services in at least 5 states but fewer than 45 states. Only multistate organizations are eligible to apply in this category. For a definition of a multistate mentoring program, see the eligibility information above.

Priority considerations. Priority considerations for Category 2 include the following:

Broadest reach. Applicants should address how the proposed mentoring approach will reach a diverse and broad population of youth. OJJDP will consider the following factors in this determination: number of states where the applicant organization can show a history of providing mentoring services through subawards, number of states where the applicant organization proposes to use the awarded grant funds to provide mentoring services, number of program sites where the applicant organization can demonstrate a history of providing mentoring services through subawards, number of program sites where the applicant organization proposes to use the awarded grant funds to provide mentoring services, number of youth served, number of mentors recruited, and diversity in the youth being served.

Target populations. Applicants must initiate mentoring services to youth who are 17 years old or younger. The target population should include those vulnerable youth who are identified as being at risk or high risk for involvement in the juvenile justice system. In addition, OJJDP encourages applicants to target mentoring services to underserved populations, including AI/AN youth both on and off reservations, children of parents on active military duty, children of incarcerated parents, LGBTQ youth, youth with disabilities, and youth in rural communities.

Mentoring programs targeting these populations should highlight how the anticipated services would best support the unique needs of these populations, such as key partnerships, cultural sensitivity, or specialized curricula.

At-risk and high-risk youth. For the purposes of this solicitation, OJJDP defines at-risk and high-risk youth as those youth who are most likely to become involved in the juvenile justice system because they possess certain predictive/correlative characteristics, are already involved in the juvenile justice system, and/or reside in environments that have high rates of parental incarceration, community violence, drug markets, gang concentration, and failing schools. Risk factors for juvenile delinquency are multidimensional across individual, family, community, peer, and school factors. (For additional background on risk factors for juvenile justice involvement, see the [OJJDP Model Programs Guide Literature Review on Risk Factors](#).) Applicants should fully address how the behaviors, characteristics, factors, etc. identified for at-risk youth relate to involvement in the juvenile justice system.

Category 3—Collaborative Mentoring Programs: Eligible applicants must be part of a collaborative of at least three and as many as five mentoring organizations. OJJDP encourages multistate organizations to participate, but their participation is not required. Each mentoring organization that is a part of the collaborative must:

- **Provide services in at least one location that is independent of the other organizations.** Examples include but are not limited to five organizations implementing five mentoring programs in the five boroughs of New York City; or three mentoring organizations implementing a mentoring program in a rural community, an urban community, and a suburban community.
- **Implement the same program design enhancement.** For purposes of Category 3, the program design enhancements to be implemented by the mentoring organizations participating in the collaborative are defined on page 9. For example, if the applicants propose to revise recruitment strategies and implement a new training module, then all of the collaborative applicants must agree to implement these same new strategies under this funding program. It does not mean the applicants need to start with the same mentoring model or approach, although those approaches should be similar enough to support collaborative work in implementing the new program design.
- **Ensure that no individual will receive duplicate services from more than one member of the collaborative.**
- **Have an established mentoring program at the time the application for funding is submitted.** Each mentoring organization included in the collaborative must demonstrate

that they have been operational and have been providing mentoring services for at least one year prior to the application date.

- **Submit memoranda of understanding (or analogous documents) demonstrating a formal collaborative partnership.** One organizational member must be clearly identified as the lead applicant.

The collaborative may include different organizations receiving funding from the same parent organization; however, official organizational charts must reflect that the organizations operate independently and at different locations. OJJDP encourages applicants to consider partnering with organizations in such a manner that will best leverage shared costs for training or program-related activities; for example, sharing training resources for mentors and/or closure activities for mentees. All organizations involved in the collaborative should demonstrate their specific role and experience related to the proposed mentoring program.

Priority considerations. Priority considerations for Category 3 include the following:

Target populations. Applicants must initiate mentoring services to youth who are 17 years old or younger. The target population should include those vulnerable youth who are identified as being at risk or high risk for involvement in the juvenile justice system.

At-risk and high-risk youth. For the purposes of this solicitation, OJJDP defines at-risk and high-risk youth as those youth who are most likely to become involved in the juvenile justice system because they possess certain predictive/correlative characteristics, are already involved in the juvenile justice system, and/or reside in environments that have high rates of parental incarceration, community violence, drug markets, gang concentration, and failing schools. Risk factors for juvenile delinquency are multidimensional across individual, family, community, peer, and school factors. (For additional background on risk factors for juvenile justice involvement, see the [OJJDP Model Programs Guide Literature Review on Risk Factors](#).) Applicants should fully address how the behaviors, characteristics, factors, etc. identified for at-risk youth relate to involvement in the juvenile justice system.

Goals, Objectives, and Deliverables

The program's goal is to improve outcomes, such as improved academic performance and reduced school dropout rates for at-risk, high-risk, or underserved youth; and reduce negative outcomes (including juvenile delinquency and gang participation) through mentoring. To achieve this goal, program objectives focus on supporting eligible programs to (1) provide quality mentoring services tailored to the needs of the identified at-risk, high-risk, or underserved youth target population and (2) align grantees' mentoring programs with research and evidence on effective mentoring practices.

OJJDP has identified the following program objectives:

1. **Provide mentoring services tailored to the needs of the identified at-risk, high-risk, or underserved youth target populations.** Applicants under all categories should describe the proposed target population(s) and how they are at risk, high risk, and/or underserved. Successful applicants should implement programs that recognize and address the factors that can lead to or serve as a catalyst for delinquency or other problem behaviors in at-risk

youth (e.g., lack of education or employment opportunities, high-crime neighborhoods, lack of parental supervision). Applicants should:

- a. Clearly define the target population(s).
- b. Identify the risk factors and service needs associated with the target population(s).
- c. Explain how the proposed mentoring approach will appropriately respond to the unique needs of the target population(s) in a way that is likely to promote positive outcomes.

2. Develop and implement program design enhancements that further align with research and evidence on effective mentoring approaches. Applicants should be responsive to the following areas:

- a. Address each of the six core standards of practice areas listed in the *Elements of Effective Practice for Mentoring*,² as highlighted on [OJJDP's National Mentoring Resource Center website](#), to explain the current mentoring approach being used by the mentoring organizations. These six core standards of practice are:
 - o Recruitment.
 - o Screening.
 - o Training.
 - o Matching and initiation.
 - o Monitoring and support.
 - o Closure.
- b. Identify and implement program design enhancements in **one or more** of the six core standards of practice to integrate additional evidence-based practices. This may include implementing changes to better align with the benchmarks identified in *Elements of Effective Practice for Mentoring*; integrating findings from the programs, practices, and resources highlighted on the "[What Works in Mentoring](#)" section of the [OJJDP National Mentoring Resource Center](#); or applying other similar types of reliable research. Applicants should clearly identify the source of the research evidence they are using as the basis for the enhancement.
- c. Address how the applicant will further promote **family engagement** across each of the six core standards of practice identified above. Research indicates that mechanisms that support and involve parents in mentoring programs increase the chances for positive outcomes for the mentoring relationship.³ This includes, but is not limited to, discussing how families will be engaged in an orientation process, receive program information, understand expectations, and participate in specific activities that the mentoring organization hosts or that provide additional outreach to parents. Parents include both official and unofficial caretakers.

² Mentor. *Elements of Effective Practice for Mentoring*, 4th edition. Available online: http://www.mentoring.org/images/uploads/Final_Elements_Publication_Fourth.pdf.

³ Dubois, D.L., Holloway, B.E., Valentine, J.C., and Cooper, H. 2002. Effectiveness of Mentoring Programs for Youth: A Meta-Analytic Review. *American Journal of Community Psychology* 30(2):157–197.

OJJDP envisions a transformed juvenile justice system that recognizes and builds on the strengths, values, and diversity of families and communities to best serve the children and youth who come into contact with the system, and to improve both safety and quality of life for all. This system will honor and support families before, during, and after their children have contact with the system.

- d. For **Category 3 applicants**, address how the program design enhancements in one or more of the six core standards of practice will result in new collaborative responses to serving at-risk or high-risk youth; for example, funding will support the development of a centralized recruiting system to serve all members of the collaborative.

The Goals, Objectives, and Deliverables are directly related to the performance measures set out in the table in [Section D. Application and Submission Information](#), under "Program Narrative."

Equitable Access to OJJDP-funded Programs

OJJDP promotes an unbiased juvenile justice system in which all youth are treated fairly and have equal access to the services and programs they need. Research indicates that failure to provide equitable treatment may perpetuate and exacerbate a cycle of arrest and incarceration that disproportionately impacts vulnerable youth. OJJDP may give priority consideration to applications that document the applicant's capacity to serve all vulnerable youth at risk or high risk for involvement in the juvenile justice system. This includes applicants' capacity to serve youth without regard to their race, color, national origin, religion, disability, sex, sexual orientation, gender identity, or gender expression. Such capacity may be documented by articulating a plan for meeting the needs of all youth or by demonstrating a record of such service. Applicants should also review the OJP Standard Assurances for information about the applicable nondiscrimination provisions.

Evidence-Based Programs or Practices

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

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. Applicants may use the OJP CrimeSolutions.gov website and

OJJDP's [Model Programs Guide](#) website to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Additional Resources

OJJDP encourages applicants to review the recommendations from the [Attorney General's National Task Force on Children Exposed to Violence](#) and the [Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence](#), and the National Research Council's [Reforming Juvenile Justice: A Developmental Approach](#) and [Implementing Juvenile Justice Reform](#) and consider incorporating the recommendations into their applications, where applicable.

Performance Partnership Pilots.

Applicants under this OJJDP program may be eligible to apply for or participate as a partner in the Performance Partnership Pilots program (P3), subject to funding availability. The Performance Partnership Pilots is authorized by Section 526 of Division H of P.L. 113–76, and further extended through subsequent appropriations acts for FYs 2015 and 2016, including Section 219 of Division B of P.L. 113–235 and Section 219 of Division B of P.L. 114–113. The P3 program seeks to identify cost-effective, outcome-focused strategies at the state, regional, and local levels that support improved outcomes for disconnected youth (individuals between the ages of 14 and 24 who are low income and either homeless, in foster care, involved in the juvenile justice system, unemployed, or not enrolled in or at risk of dropping out of an educational institution). The program is particularly designed for organizations that have multiple sources of federal funding from the participating agencies. Find more information about the program and the application process at <http://youth.gov/youth-topics/reconnecting-youth/performance-partnership-pilots/consultation/p3-overview>.

B. Federal Award Information

Under Category 1, an application may be for a performance period of as long as 3 years. The requested award amount should cover the entire proposed period of performance and be based on the allowable costs associated with the program, including but not limited to the costs of planning and implementing the proposed program. OJJDP encourages applicants to minimize their administrative costs in an effort to subaward at least 90 percent of this award to active chapters or subrecipients, located in at least 38 states, while at the same time allowing for effective subrecipient oversight. Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget.

Under Category 2, an application may be for a period of performance of as long as 3 years. Applicants that meet the minimum requirement of having active chapters or subawardees in at least five states may request as much as \$2 million, and those applicants that demonstrate the broadest reach (as detailed above) may request as much as \$5 million. See the priority considerations for Category 2 listed on pages 6–7. The requested award amount should cover the entire proposed period of performance and be based on the cost of implementing the proposed program. Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget.

Under Category 3, an applicant may request as much as \$1.25 million for a minimum period of performance of 1 year and as long as 3 years. The requested award amount should cover the entire proposed period of performance and be based on the cost of implementing the proposed

program. Based on the availability of funding, OJJDP may request that an applicant selected for funding reduce their proposed budget.

When making final award decisions, OJJDP will consider geographic coverage; providing services to underserved populations, including rural and tribal communities; and the peer review process. OJJDP expects to award grant funds under this solicitation no later than September 30, 2017.

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

Type of Award

OJJDP expects that any award under this solicitation will be made in the form of a grant. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities⁴) must, as described in the Part 200 Uniform Requirements⁵ as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-

⁴ For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (“subgrantee”) to carry out part of the funded award or program.

⁵ The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available [here](#).

Budget Information

Cost Sharing or Match Requirement

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

Preagreement Costs (also known as Preaward Costs)

Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving preagreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for preagreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide](#) for more 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.⁶ The 2017 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Nonfederal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that

⁶ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he or she would do under the award.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

Costs Associated With Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section under "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from

accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that OJJDP has designated to be critical, will neither proceed to peer review nor receive further consideration. For this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, or Budget Narrative, a memoranda of understanding (or analogous documents) demonstrating a formal collaborative partnership for **Category 3**, and the Executive Summary chart (see required format below in the Additional Attachments section). An applicant may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

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

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

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

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. Current OJP award recipients, when completing the field for “Legal Name,” should use the same legal name that appears on the prior year award document, which is also the legal name stored in OJP’s financial system. On the SF-424, enter the legal name in box 5 and Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice (GAN) updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. An applicant must attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3), etc.) to confirm the legal name, address, and EIN entered into the SF-424.

Intergovernmental Review: This solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of state Single Points of Contact (SPOC) at the following website: www.whitehouse.gov/omb/grants_spoc/. If the state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list must make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process.

(An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the “Program is subject to E.O. 12372 but has not been selected by the state for review.”)

2. Project Abstract

Applications should include a high-quality abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

The abstract should briefly describe the category under which the application is being submitted, the project’s purpose, the type of mentoring to be implemented (one-on-one, peer, and/or group), the target population to be served, the number of youth to be served, the number of mentors to be recruited, and the activities that the applicant will implement to achieve the project’s goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in Note on Project Evaluations on page 22. All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

Category 1 applicants must detail in their abstract how they will include AI/AN youth.

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

In the project abstract template, each applicant is asked to indicate whether it gives OJP permission to share the applicant's project abstract (including contact information for individuals) with the public. Granting (or failing to grant) this permission will not affect OJP’s funding decisions. Moreover, if the application is not funded, providing permission will not ensure that OJP will share the abstract information, nor will it assure funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 30,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

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

The following sections should be included as part of the program narrative:⁷

- a. **Statement of the Problem.** Applicants should 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.). The applicant should use 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 the target population and 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 their 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.

- b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program’s goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

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

⁷ For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

Target Population. Applicants should describe their target population. For Category 1 applicants, this must include AI/AN youth.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project’s desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide training on substance abuse to 40 mentors, to increase the percentage of youth who successfully complete their current academic grade, or to expand family-based activities to cover an additional 50 at-risk youth.)

Performance Measures. OJP will require each successful applicant to submit specific performance measures data as part of its reporting under the award (see “[General Information About Post-Federal Award Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

The application should describe the applicant's plan for collection of all of the performance measures data listed in the table below under “Data Recipient Provides,” should it receive funding. OJJDP does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the [Data Reporting Tool](#). Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Description	Data Recipient Provides
To provide direct one-on-one, group, or peer mentoring services to underserved youth populations.	Number of youth enrolled in the program.	Number of youth matched with a mentor during the reporting period.	Number of program youth matched with a mentor during the reporting period. Total number of youth enrolled in the program during the reporting period.

	<p>Number of matches meeting mentoring program requirements.</p>	<p>Number of matches meeting program requirements in length (in months) and hours during the reporting period.</p>	<p>Enter the intended minimum length of the match in months.</p> <p>Number of youth whose match met the intended minimum match length during the reporting period.</p> <p>Number of youth whose match exceeded the intended minimum match length during the reporting period.</p> <p>Number of youth who had matches that closed early during the reporting period.</p> <p>Enter the intended minimum hours per month that mentors and mentees were expected to meet (match meetings).</p> <p>Number of youth whose mentor/mentee match meetings met the minimum number of hours during the reporting period.</p> <p>Number of youth whose mentor/mentee match meetings exceeded the minimum number of hours during the reporting period.</p> <p>Number of youth whose mentor/mentee match meetings did not meet the minimum.</p>
	<p>Percent increase in the number of program mentors recruited.</p>	<p>Number of new mentors recruited during the reporting period. Recruited mentors are those who have completed requirements to be ready for training.</p>	<p>During the reporting period:</p> <p>Number of mentors at the beginning of the reporting period.</p> <p>Number of mentors at the close of the reporting period.</p> <p>Number of mentors added (ready for training) during the reporting period.</p>
	<p>Percent of program mentors who successfully completed training.</p>	<p>Number and percent of program mentors who successfully completed training during the reporting period.</p>	<p>Number of mentors who successfully completed training during the reporting period.</p> <p>Number of mentors who entered the training program during the reporting period.</p>

	Percent of trained program mentors with increased knowledge of the program area.	Number of trained program mentors demonstrating increased knowledge of the program during the reporting period.	Number of trained mentors demonstrating increased knowledge of the program during the reporting period, as reported in a survey tool. Number of trained program mentors.
	Mentor retention rate.	Number of program mentors that the program retained in the reporting period.	Number of mentors who left the program during the reporting period. Total number of mentors at the end of the previous reporting period. Total number of mentors in the program during the reporting period.
	Percent increase in youth enrolled since the beginning of the grant period.	Increase in the number of youth enrolled (being mentored) since the beginning of the program.	Number of youth enrolled at the beginning of the program. Number of youth currently enrolled.
	Percent of mentoring programs with active partners.	Percent of mentoring programs with active partners representing the following types of groups: nonprofit service organizations and/or faith-based organizations, private industry, secondary education provider, postsecondary education provider or vocational training provider, and other active partners.	Number of mentoring programs with active partners representing the following types of groups: nonprofit service organizations and/or faith-based organizations, private industry, secondary education provider, postsecondary education provider or vocational training provider, and other active partners. Number of mentoring programs.
	Number of program youth served. Number of youth served with an evidence-based program or practice.	An unduplicated count of the number of youth served by the program during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the	Number of youth carried over from the previous reporting period, plus new admissions during the reporting period. Number of youth served with an evidence-based program or practice.

		<p>reporting period.</p> <p>Number of youth served with an evidence-based program or practice includes program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources).</p>	
	<p>Number of youth who successfully complete the program.</p>	<p>Number and percent of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that mentees must meet before program completion. The total number of youth includes those youth who have exited successfully and those who have exited unsuccessfully.</p>	<p>Number of youth who exited the program having completed program requirements.</p> <p>Number of youth who exited the program during the reporting period, successfully or unsuccessfully.</p>
	<p>Percent of program youth who offend or reoffend (short and long term).</p>	<p>Number and percent of participating program youth who were adjudicated for a new delinquent offense during the reporting period or 6–12 months post-program completion.</p>	<p>Number of youth who offend (new offense).</p> <p>Number of youth who reoffended.</p> <p>Number of youth in program.</p>

	Percent of program youth exhibiting a desired change in the targeted behavior (short and long term).	Number and percent of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6–12 months post-program completion.	<p>Number of youth exhibiting a desired change in the targeted behavior (behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.) reported in a pre- and post-test.</p> <p>Number of youth exhibiting a desired change in behavior 12 months following the initial placement with a mentor.</p> <p>Number of youth in the program.</p>
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Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measures data reporting requirements, likely do not constitute “research.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

Research, for purposes of human subjects protection for OJP-funded programs, is defined 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).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the [“Requirements related to Research”](#) webpage of the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements," available through the [OJP Funding Resource Center](#). Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

c. Project Design and Implementation. Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 8:

- 1. Provide mentoring services that are tailored to the needs of the identified at-risk, high-risk, or underserved youth target population.**

Applicants should:

- a. Clearly define the target population(s).
- b. Identify the risk factors and service needs associated with the target population(s).
- c. Explain how the proposed mentoring approach will appropriately respond to the unique needs of the target population(s) in a way that is likely to promote positive outcomes.

2. Develop and implement program design enhancements that further align with research and evidence on effective mentoring approaches.

Applicants should:

- a. Address each of the six core standards of practice listed in the *Elements of Effective Practice for Mentoring*,⁸ as highlighted on [OJJDP's National Mentoring Resource Center website](#), to explain the current mentoring approach. These six core standards of practice are:
 - Recruitment.
 - Screening.
 - Training.
 - Matching and initiation.
 - Monitoring and support.
 - Closure.
- b. Identify and implement program design enhancements in one or more of the six core standards of practice to integrate additional evidence-based practices.
- c. Address how family engagement will be further promoted across each of the six core standards of practice.
- d. Address (for Category 3 applicants) how the enhancements in one or more of the six core standards of practice will result in new collaborative responses to serving at-risk or high-risk youth.
- e. For Category 1, applicants should include in this section their detailed plan to serve AI/AN youth, both on and off reservations, with these grant funds.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design.

⁸ Mentor. *Elements of Effective Practice for Mentoring*, 4th edition. Available online: http://www.mentoring.org/images/uploads/Final_Elements_Publication_Fourth.pdf.

See sample logic models [here](#). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 29.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” [here](#)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 29. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

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

Applicants should describe:

- How they meet each of the qualifications outlined under Priority Considerations and Program-Specific Information on pages 5–8 for the category under which they are applying.
- Their experience providing mentoring practices (informed by the research) of a similar scope and scale.
- Their ability to implement the stated program and enhancements.
- Category 1 applicants should include a detailed description of their experience in serving AI/AN youth through mentoring services.

Letters of Support/Memoranda of Understanding. 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.
- Estimate of the percentage of time that the partner will devote to the planning and operation of the project.

For Categories 1 and 2, applicants may include letters of support from involved agencies, but they are not required.

Letters of support may be addressed to the OJJDP Administrator. Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

4. Budget and Associated Documentation

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

Applicants should budget funds to support as many as two staff to travel once each year of the project to participate in a 2-day national and/or local mentoring partnership meeting, as OJJDP directs. Applicants should budget approximately \$2,000 per person to attend the meetings and record this as part of the travel line item in the budget. The Office of the Chief Financial Officer requires cost calculations for all line items in your budget, including this required travel. The cost breakdown should include airfare, per diem rate, lodging, number of travelers, number of days, etc. (for example, 2 people x airline ticket (\$400) = \$800; 2 people x 2 days per diem (\$71/day) = \$284, 2 people x lodging (\$207) x 2 nights = \$828). Use U.S. General Services Administration [per diem rates](#).

For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJ Grants Financial Guide](#).

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. An applicant that submits its budget in a different format should use the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should break out costs by year.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For

example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the budget narrative should describe costs by year.

c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make subawards. Applicants also may propose to enter into procurement contracts under the award.

Whether—for purposes of federal grants administrative requirements—a particular agreement between a recipient and a third party will be considered a subaward or a procurement contract under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to subawards and to procurement contracts under awards differ markedly.

In general, the central question is the relationship between what the third party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other nonfederal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a subaward or is instead a procurement contract under an award.

Additional guidance on the circumstances under which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) webpage.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and budget narrative.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and budget narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement.

An applicant that (at the time of its application) intends—without competition—to enter into a procurement “contract” that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

d. Preagreement Costs

For information on preagreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (i.e., unexpired), federally approved indirect cost rate, or
- (b) The recipient is eligible to use, and elects to use, the *de minimis* indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (that is, unexpired) federally approved indirect cost rate must attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant's accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, contact the OCFO Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

Certain OJP recipients have the option of electing to use the *de minimis* indirect cost rate. An applicant that is eligible to use the *de minimis* rate and that wishes to use the *de minimis* rate should attach written documentation to the application that advises OJP of both (1) the applicant's eligibility to use the *de minimis* rate and (2) the applicant's election to do so. If an eligible applicant elects the *de minimis* rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The *de minimis* rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the *de minimis* rate.)

6. Tribal Authorizing Resolution (if applicable)

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

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every applicant (other than an individual applying in his or her personal capacity) must download, complete, and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#) as part of its application.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of

this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk.
- The date the applicant was designated high risk.
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address).
- The reasons for the high-risk status, as set out by the federal awarding agency.

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities must provide all of the information requested on the form [Disclosure of Lobbying Activities \(SF-LLL\)](#). An applicant that does not expend any funds for lobbying activities must enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

9. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/memoranda of understanding when assessing "capabilities/competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

a. Applicant Disclosure of Pending Applications

Each applicant must disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant must disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward ("subgrant") federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement

comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above must provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable federal or state funding agency.

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

Each applicant should include the table as a separate attachment to its application. The file should be named "Disclosure of Pending Applications." The applicant legal name on the application must match the entity named on the Disclosure of Pending Applications statement.

Any applicant that does not have any pending applications as described above must submit, as a separate attachment, a statement to this effect: "[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application."

- b. Executive summary chart.** The following chart is considered to be a critical application element, and is required to be submitted as a part of the original application.

Executive Summary Chart						
All 3 Categories			Categories 1 and 2 only		Category 2 only	
Number of youth served (include number of AIAN youth for Category 1)	Number of mentors to be recruited	Type of mentoring (individual, group, peer, or combination)	Number and name of states where the applicant currently has subawardees	Number and name of states where the mentoring services will take place under this grant	Number and location of sites where the applicant currently provides services through subawardees	Number and location of sites where the mentoring services will take place under this grant

- c. For Category 3 only, in addition to the required Executive Summary chart, include a list of the names and locations of each mentoring organization included in the mentoring collaborative and the proposed program design enhancement(s) to be funded through this grant.
- d. Logic model (see page 23).
- e. Timeline or milestone chart (see page 24).
- f. Résumés of all key personnel.
- g. Job descriptions outlining roles and responsibilities for all key positions.
- h. Letters of support/memoranda of understanding from partner organizations (see page 24).

How To Apply

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome or another browser, contact Grants.gov Customer Support.

Note on Attachments: Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Ensure that all required documents are attached in either Grants.gov category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	Applicants must use the “&” format in place of the ampersand (&) when using XML format for documents.		

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System (DUNS) number) requirements. If an applicant entity has not fully complied with applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps except 1, 2, and 4.)

- 1. Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

- 2. Register with SAM.** SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

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

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://apply07.grants.gov/apply/OrcRegister>. Individuals registering with Grants.gov should go to www.grants.gov/web/grants/applicants/individual-registration.html.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.726, titled "Juvenile Mentoring Program," and the funding opportunity number is OJJDP-2017-10981.

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

Category 1—National Mentoring Programs: Competition ID: OJJDP-2017-11586. An organization that has active chapters or subawardees in 45 or more states.

Category 2—Multistate Mentoring Programs: Competition ID: OJJDP-2017-11588. An organization that has active chapters or subawardees in at least 5 states but fewer than 45 states.

Category 3—Collaborative Mentoring Programs: Competition ID: OJJDP-2017-11589. Applicants must be part of a collaborative of at least three and as many as five mentoring organizations. One organization must be clearly identified as the lead applicant and the others identified as subrecipients.

- 7. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date, to allow time to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification. Applications must be successfully submitted through Grants.gov by 11:59 p.m. ET on March 13, 2017.

Click [here](#) for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues—beyond the applicant's control—which prevent the applicant from submitting the application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must email the Response Center at grants@ncirs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties and must 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: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desk to verify 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 untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- 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, such as issues with firewalls or browser incompatibility.

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

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, Statement of the Problem, is worth 15 percent of the entire score in the application review process.

1. Statement of the Problem (15%)
2. Goals, Objectives, and Performance Measures (10%)
3. Project Design and Implementation (35%)
4. Capabilities and Competencies (35%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁹ (5%)

See "What an Application Should Include," page 14, for the criteria that the peer reviewers will use to evaluate applications.

⁹ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as critical elements.
- The applicant must not be identified in SAM as excluded from receiving federal awards.

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. 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. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OJP include underserved populations, geographic diversity, strategic priorities, and available funding, as well as the extent to which the budget detail worksheet and budget narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award. If OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System; "FAPIS").

Important note on FAPIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIS, in its assessment of the risk posed by applicants.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity.
2. Quality of the management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the [DOJ Grants Financial Guide](#).
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies.
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements.
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

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 may take into account not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2017. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9 p.m. ET on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes, regulations, and executive orders (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements](#),” available in the [OJP Funding Resource Center](#). In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The webpages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements](#)” are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute or program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semiannual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP website at <http://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103–62, and the GPRA Modernization Act of 2010, Public Law 111–352, OJP will require any recipient, post award, to provide the data listed as “Data Recipient Provides” in the performance measures table in [Section D. Application and Submission Information](#) under “Program Narrative,” so that OJP can calculate values for this solicitation's performance measures.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement-sensitive information.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, email your résumé to ojpeerreview@lmsolas.com. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Application Checklist

OJJDP FY 2017 Mentoring Opportunities for Youth Initiative

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see page 33)
- Acquire or renew registration with SAM (see page 33)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 33)
- Acquire AOR confirmation from the E-Biz POC (see page 33)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 33)
- Select the correct Competition ID (see page 34)
- Download Funding Opportunity and Application Package (see page 34)
- Sign up for Grants.gov email [notifications](#) (optional) (see page 32)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 14)

After Application Submission, Receive Grants.gov Email Notifications That:

- (1) Application has been received
- (2) Application has either been successfully validated or rejected with errors (see page 34)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact Grants.gov and/or SAM regarding technical difficulties. Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 34)
- Contact the Response Center at grants@ncjrs.gov to request to submit the application after the deadline because of unforeseen technical issues. Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 34)

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements](#)" in the OJP Funding Resource Center.

Scope Requirement:

- Category 2: The federal amount requested is within the allowable limit of \$ 5 million.
- Category 3: The federal amount requested is within the allowable limit of \$ 1.25 million.

Eligibility Requirement:

_____ Category 1: National organization with active chapters or subawardees in 45 or more states.

_____ Category 2: Multistate organization with active chapters or subawardees in at least 5 states but fewer than 45 states.

_____ Category 3: Collaborative mentoring programs of at least three and as many as five mentoring organizations. One organization must be clearly identified as the lead applicant and the others identified as subrecipients.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 15)
- _____ Intergovernmental Review (see page 15)
- _____ Project Abstract (see page 16)
- _____ Program Narrative (see page 17)
- _____ Budget Detail Worksheet (see page 25)
- _____ Budget Narrative (see page 25)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 27)
- _____ Tribal Authorizing Resolution (if applicable) (see page 28)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 28)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 29)
- _____ Additional Attachments (see page 29)
 - _____ Applicant Disclosure of Pending Applications
 - _____ Executive Summary Chart
 - _____ For Category 3 only, in addition to the required Executive Summary chart, include a list of the names and locations of each mentoring organization included in the mentoring collaborative and the proposed program design enhancement(s) to be funded through this grant.
 - _____ Logic model
 - _____ Timeline or milestone chart
 - _____ Résumés of all key personnel
 - _____ Job descriptions outlining roles and responsibilities for all key positions
 - _____ Letters of support/memoranda of understanding from partner organization
- _____ Request and Justification for Employee Compensation; Waiver (if applicable) (see page 13)