

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



OJJDP FY 2023 Mentoring for Youth Affected by Opioid and Other Substance Misuse

Assistance Listing Number # 16.726

Grants.gov Opportunity Number: O-OJJDP-2023-171665

Solicitation Release Date: March 17, 2023 10:00 AM ET

Step 1: Application Grants.gov Deadline: May 04, 2023 11:59 PM ET

Step 2: Application JustGrants Deadline: May 18, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) seeks applications for funding to enhance and expand mentoring services for children and youth impacted by opioids and other substance misuse. This program furthers the DOJ's mission by supporting mentoring programs to reduce juvenile delinquency, substance misuse, and problem and high-risk behaviors such as truancy.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2023-00013-PROD	1: Project Sites	10	\$650,000.00	10/1/23 12:00 AM	36
C-OJJDP-2023-00014-PROD	2: Statewide and Regional	5	\$2,000,000.00	10/1/23 12:00 AM	36

Eligible Applicants:

Category 1: Mentoring Strategies for Youth Affected by Opioid and Other Substance Misuse (Project Sites)

- Eligible organizations are those that have been in existence for at least 3 years at the time of application, and have been directly delivering a structured mentoring program model.

Category 2: Statewide and Regional Mentoring Strategies for Youth Affected by Opioid and Other Substance Misuse

The following entities are eligible to apply:

- States
- Federally recognized Tribal governments
- National organizations (defined as organizations that have active affiliates or subawardees in at least 45 states)
- Organizations having statewide reach that provide mentoring services

For both categories, OJJDP will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

For information related to unforeseen technical issues beyond the control of the applicant and that impact submission, see the “**How to Apply**” section, **Experiencing Unforeseen Technical Issues**.

Pre-application Information Session

OJJDP will hold a solicitation webinar on April 20, 2023, at 2:00 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](#) and following the instructions. To use the time most efficiently, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than April 13, 2023. Submit your questions to grants@ncjrs.gov with the subject as “Questions for FY 2023 Mentoring Youth Affected by Opioid and Other Substance Misuse Webinar.”

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in

JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

[OJJDP's](#) guiding philosophy is to enhance the welfare of America's youth and broaden their opportunities for a better future. To bring these goals to fruition, OJJDP is leading efforts to transform the juvenile justice system into one that will [Treat Children as Children](#); [Serve Children at Home, With Their Families, in their Communities](#); and [Open Up Opportunities for System-Involved Youth](#). OJJDP encourages all proposed applications that work with youth to highlight how the proposed program aligns with these priorities.

OJJDP envisions a juvenile justice system centered on the strengths, needs, and voices of youth and families. Young people and family members with lived experience are vital resources for understanding and reaching persons involved or at risk of involvement with youth-serving systems. OJJDP asks stakeholders to join us in sustainably integrating bold, transformative youth and family partnership strategies into our daily work. OJJDP believes in achieving positive outcomes for youth, families, and communities through meaningful engagement and active partnerships, ensuring they play a central role in collaboratively developing solutions.

Applicants must describe how their proposed project/program will integrate and sustain meaningful youth and family partnerships into their project plan and budget. Depending on the nature of an applicant's proposed project, youth and family partnership could consist of one or more of the following:

- Individual-level partnership in case planning and direct service delivery (before, during, and after contact with youth-serving systems).
- Agency-level partnership (e.g., in policy, practice, and program development, implementation, and evaluation; staffing; advisory bodies; budget development).
- System-level partnership (e.g., in strategic planning activities, system improvement initiatives, advocacy strategies, reform efforts).

With this solicitation, OJJDP seeks to enhance and expand mentoring services for children and youth impacted by opioids and other drug misuse.

Statutory Authority

Department of Justice Appropriations Act, 2023, Pub. L. No. 117-328, 136 Stat. 4459, 4538.

Specific Information

Opioid and other substance misuse has caused extraordinary harm to families and communities all over America. As of 2019, 13% of persons aged 12 years and over in the United States had used illicit substances in the past month.^[1] In 2021, more than 106,000 persons in the United States died from drug-involved overdose, more than twice the number of deaths in 2015.^[2] As opioid and other substance misuse continues to rise across the country, it is clear that programs must provide physical health, mental health and substance use, and wellness strategies for not only the impacted youth, but their families/caregivers (hereafter “families”) and communities at large. The National Drug Control Strategy is focused on addressing the social factors that put some youth at increased risk for substance use, preventing use before it starts, and avoiding the escalation of use during the most critical period of substance use initiation.^[3] OJJDP recognizes that the impact of substance misuse among youth, their families, and communities can be a major risk factor for youth coming into contact with the juvenile justice system.

OJJDP aims to assist youth and their families negatively affected by opioids and other substances, especially youth in historically marginalized and underserved communities who will benefit the most from prevention and intervention programs. It should be noted that from 2019 to 2020, drug overdose death rates increased by 44% and 39% among non-Hispanic Black (Black) and non-Hispanic American Indian or Alaska Native (AI/AN) persons, respectively.^[4] This program supports the implementation and delivery of mentoring services to youth who are currently misusing or dependent on substances (including opioids, stimulants, and other licit or illicit substances), youth at risk for misusing substances, and youth with family members who are currently misusing or dependent on substances. Mentoring services can be one-to-one, group, peer, or a combination. Applicants must initiate mentoring services to youth who are 17 years old or younger at the time of admission to the program. Mentors must be an adult (age 18 or older), or in cases where peer mentoring models are being implemented, an older peer and under adult supervision. Funding is encouraged to support new mentoring matches, but can also support existing mentoring matches through program completion. However, the applicant must specify the number of new and existing matches to be served during the project period.

Research shows that adult and peer-support groups for those who are using substances or have used substances provide a sense of hope, increased self-efficacy, connections to treatment, and engagement in social networks.^[5] Mentoring programs for youth impacted by opioids and other substance misuse can have a remarkable impact on recovery, prevention of future use, and mitigation of other risks and harms.

The National Institute on Drug Abuse estimates that the relapse rate for substance use

treatment programs is between 40 and 60 percent. The increased stress of leaving treatment and returning to a home or community with multiple risk factors without adequate recovery and other supports can contribute to relapse and additional harmful behavior, including those harms negatively affecting the family members. This program will deliver high-quality youth mentoring services to help maintain recovery and will provide training to mentors to understand the signs and symptoms of substance use and misuse for those at risk of misusing opioids and other substances.

Although applicants must be mentoring organizations that have been in existence for at least 3 years at the time of application, funding may be used to support supplemental activities as part of the proposed mentoring model. However, only up to 20 percent of the total amount of project funds can be used to support other non-mentoring direct services, such as mental health and/or substance use treatment, or other supportive services identified and aligned with the project design. These non-mentoring costs must be specifically identified in the budget narrative. Applicants should describe their partnerships and referral services, and how they plan to address issues related to diversity, equity, and inclusion in their service delivery. Applicants are also expected to include a fully executed Mentoring Program Profile document (see Appendix A) as a part of their application.

The following provides additional details for the two categories under this solicitation:

Category 1: Mentoring Strategies for Youth Affected by Opioid and Other Substance Misuse (Project Sites). The focus of this category is to provide mentoring services as part of a prevention, treatment, recovery and supportive approach for those youth impacted by substance misuse. See the section titled Eligibility Information.

Mentoring organizations under Category 1 must establish a formal relationship with a public or private substance use treatment organization that can demonstrate they are licensed and/or accredited prior to application submission. This should include a fully executed or draft memorandum of understanding (MOU) or analogous document between the agencies, which includes confirmation that the selected substance use treatment organization is licensed and/or accredited. While not required at the time of application, applicants should describe this partnership and its importance to the program model. Applicants selected for funding without a fully executed MOU or analogous document will have a special condition placed on their award withholding funds until this requirement is satisfied. Please see section on **Memoranda of Understanding (MOUs) and Other Supportive Documents** section for guidance on what to include in the MOU.

Category 2: Statewide and Regional Mentoring Strategies for Youth Affected by Opioid and Other Substance Misuse. This category supports a broad-based approach to building mentoring program capacity in targeted regions throughout the country to help youth impacted by substance misuse. See the section titled Eligibility Information.

OJJDP is interested in supporting statewide or regional approaches to expanding mentoring services for these targeted youth. This may include states or statewide organizations providing subgrants to mentoring organizations in particular regions (especially rural communities), federally recognized Tribes supporting mentoring programs, and national mentoring organizations funding active chapters or subrecipients in areas (especially rural communities) with demonstrated high levels of substance misuse.

Mentoring organizations under Category 2 must establish formal relationships with public or private substance use treatment organizations that can demonstrate they are licensed and/or accredited prior to application submission. This should include fully executed or draft MOUs (or analogous documents) between the agencies, which includes confirmation that the selected substance use treatment organizations are licensed and/or accredited. While not required at the time of application, applicants should describe these partnerships and their importance to the program model. Applicants selected for funding without fully executed MOUs (or analogous documents) will have a condition placed on their award withholding funds until this requirement is satisfied.

Goals, Objectives, and Deliverables

Goals

The program's goal is to improve outcomes (such as improved academic performance and reduced school dropout rates) for youth impacted by opioids and other substance misuse through mentoring.

Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables, and Timeline web-based form.

OJJDP has identified the following program objectives:

[1] <https://www.cdc.gov/nchs/fastats/drug-use-illicit.htm>

[2] <https://nida.nih.gov/research-topics/trends-statistics/overdose-death-rates>

[3] Available at <https://www.whitehouse.gov/briefing-room/statements-releases/2022/04/21/fact-sheet-white-house-releases-2022-national-drug-control-strategy-that-outlines-comprehensive-path-forward-to-address-addiction-and-the-overdose-epidemic/>

[4] https://www.cdc.gov/mmwr/volumes/71/wr/mm7129e2.htm?s_cid=mm7129e2_w

[5] Repper, J., and Carter, T. 2011. "A review of the literature on peer support in mental health services." *Journal of Mental Health* 20: 392–411. <https://www.tandfonline.com/doi/full/10.3109/09638237.2011.583947>.

- Expand the capacity of existing mentoring programs to provide high-quality services to youth that reduce substance misuse, delinquency, or other problem behaviors.
- Promote the development of innovative approaches to mentoring youth impacted by opioids and other substance misuse.

Deliverables

- Programs will enhance and/or expand their mentoring services to meet the needs of youth impacted by opioids and other substance misuse.
- Applicants should identify the proposed target population(s), the exact number of youth to be served, the type of program model to be used (individual, group, or peer), and explain how the proposed mentoring approach will appropriately respond to their unique needs in a way that is likely to promote positive outcomes.
- Programs will expand capacity and increase implementation of quality standards based on the [Elements of Effective Practice](#).
- Programs will develop/utilize services (including educational and support services) for mentees and their families to address opioid or other substance misuse issues. Programs (in Categories 1 and 2) will partner with substance use treatment organizations to meet the array of needs presented by the target population of youth.
- Track the program's target population, new and existing matches, and delivered services as specified in the project design and Mentoring Program Profile attachment (see details below in Program Design and Implementation).

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights and

racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization (s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for the purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people,

Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2023-00013-PROD	1: Project Sites	10	\$650,000.00	10/1/23 12:00 AM	36
C-OJJDP-2023-00014-PROD	2: Statewide and Regional	5	\$2,000,000.00	10/1/23 12:00 AM	36

Awards, Amounts and Durations

Anticipated Number of Awards

Cat 1: 10 Cat 2: 5

Anticipated Maximum Dollar Amount of Awards

Cat 1: 650,000 Cat 2: 2,000,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$16,500,000.00

Additional Information

Award periods can range from 12 to 36 months.

Availability of Funds

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

OJJDP expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) 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 entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on pre-agreement costs (also known as pre-award costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

For Category 1, the applicant must partner with a substance use treatment agency. However, the primary applicant must directly implement the mentoring program. This program is not intended for a substance use treatment agency to provide mentoring services.

Applicants are expected to submit an attachment labeled “Mentoring organizational history” that demonstrates the timeframe that the organization has been in operation and providing mentoring services and details the mentoring services provided by the organization. This can include a statement on agency letterhead attesting to the start date of providing mentoring services. Links to organizational websites and/or press releases supporting this timeframe are encouraged to be included in the letter.

For Category 2, the applicant must partner with a substance use treatment agency. However, the primary applicant must directly implement the mentoring program. This program is not intended for a substance use treatment agency to provide mentoring services.

Applicants having statewide or regional reach are expected to demonstrate in the “Mentoring organizational capacity” attachment that the organization supports or operates mentoring programs on a statewide or regional basis. This can include a statement on agency letterhead attesting to supporting or operating mentoring programs in multiple jurisdictions across the state. Links to organizational websites and/or press releases supporting this capacity are encouraged to be included in the letter.

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

For the purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary

grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Application and Submission Information

Content of Application Submission

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)
- Executive Summary Chart (see required format below in Additional Application Components section)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation ("funding opportunity") **is** subject to [Executive Order \(E.O.\) 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website:

<https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant's State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State's process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to 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 "Program is subject to E.O. 12372 but has not been selected by the State for review."

Standard Applicant Information (JustGrants 424 and General Agency Information)

The "Standard Applicant Information" section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 30 numbered pages. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. If the proposal narrative fails to comply with these length restrictions, OJJDP may consider such noncompliance in peer review and in final award decision.

The Proposal Narrative must include the following sections:

a. Description of the Issue

Applicants should briefly describe the nature and scope of the problem that the program will address (i.e., opioid, and other substance misuse in the state, region, or Tribal community). 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. Any data

or research referenced in the narrative should include information about the source of the data and/or a citation. 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. Project Design and Implementation

Applicants should detail how the project will operate throughout the funding period and describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section. In this section, applicants should describe the proposed mentoring model to be implemented. Please note: All program deliverables (number of mentors recruited, mentees served, etc.) mentioned in this section must be tracked and should match those listed in the Mentoring Program Profile (see Appendix A).

OJJDP encourages applicants to select evidence-based practices for their programs. 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.

Applicants should describe their vision and plan for meaningfully and sustainably integrating youth and family partnership into their proposed project. Applicants should address any corresponding budget implications in their application's budget detail and budget narrative. For resources/guidance on effective youth and family partnership strategies and practices, click [here](#).

If an applicant believes that their project design is in no way amenable to incorporating youth and family partnership, the applicant should instead provide a detailed explanation and justification for excluding this element.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. 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.

Mentoring organizations under both categories must establish a formal relationship with a public or private substance use treatment agency prior to application submission. This should include a MOU (or analogous document) between the agencies. Applicants should describe this partnership and its importance to the program model. Applicants selected for funding without a fully executed MOU (or analogous document) will have a special condition placed on their award withholding funds until this requirement is satisfied.

Applicants should also describe:

- How they meet each of the qualifications outlined under the "Eligibility" section or the category under which they are applying.
- Their experience providing mentoring practices (informed by the research) of a similar scope and scale.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process that will be used to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's

reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at: <https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-juvenile-mentoring.pdf>.

OJJDP will require award recipients to submit performance measure data and performance reports in JustGrants. OJJDP will provide further guidance on the post-award submission process, if the applicant is selected for award.

Note on Project Evaluations

Research and/or evaluation activities are not supported under this program. Any costs associated with such activities will be disallowed. Project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Please see [OJP Grant Application Resource Guide](#) for further information about what constitutes research and evaluation.

Goal, Objectives, Deliverables and Timeline

The applicant will submit the project's goals, objectives, deliverables, and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

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 training/meeting, as OJJDP directs. This includes an in-person new grantee orientation meeting during the first year of the project period.

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 (\$500) = \$1,000, 2 people x 2 travel days x per diem (75% x \$76/day) = \$228, 2 people x lodging (\$251) x 2 nights = \$1,004). Use U.S. General Services Administration per diem rates found at www.gsa.gov.

Program Income

Program income means gross income earned by the nonfederal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance. See 2 C.F.R. § 200.80 (definition of “Program Income”). Program Income is not allowable per this solicitation.

Food and Entertainment Costs

Food and entertainment, including amusement, diversion, social activities, and any associated costs (i.e., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency. [See Section 3.13 of the DOJ Financial Guide.](#)

Incentives

Incentive means a monetary payment, or any other form of compensation given to the youth to complete the mentoring program. Incentives are not allowable per this solicitation.

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization,

the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

Pre-agreement Costs (also known as Pre-award Costs)

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

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

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this solicitation are not required to provide this disclosure.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include, for each named partner, a draft or fully executed MOU, Letter

of Intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to develop and submit MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement, (2) scope of the direct service(s) and other work to be performed under the agreement, and (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application. Additionally, the applicant should provide evidence that the substance use treatment organization is licensed and/or accredited.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Mentoring Organizational History for Category 1 or **Mentoring Organizational Capacity** for Category 2 (organizations having regional or statewide reach only)

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of Tribal authorizing documentation as an attachment. If applicable, the applicant will upload the Tribal authorizing documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on Tribal authorizing resolutions.

Executive Summary Chart

The following chart lists data that are deemed critical application elements and that are to be submitted with the application. Applicants are to provide this information in the exact chart format below in a separate attachment labeled “Executive Summary Chart.”

Both Categories 1 and 2	Number of youth to be served (new and continuation).	Number of mentors to be recruited and maintained.
Category 2 only	Number and name of jurisdictions where the applicant has provided mentoring services.	Number and name of jurisdictions where the mentoring services will take place under the grant.

Mentoring Program Profile

See Appendix A

Logic Model

Applicants may include as a separate attachment a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design.

Job Descriptions

Provide job descriptions of key personnel.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not

responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 11:59 pm eastern time on May 4, 2023.

The **full application** must be submitted in JustGrants by 8:59 pm eastern time on

May18, 2023.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the JustGrants deadline to request approval to

submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Description of the Issue (20%) - evaluate the applicant’s understanding of the program/issue to be addressed.
2. Project Design and Implementation (35%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (10%) - evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (5%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- 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 necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity.

Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant entity that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important Note on FAPIIS: An applicant may review and comment on any information about its organization that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

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 consider not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

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 and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for more information.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance 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.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

Other Information

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

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

<https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-juvenile-mentoring.pdf>.

Application Checklist

OJJDP FY 2023 Mentoring for Youth Affected by Opioid and Other Substance Misuse

This application checklist has been created as an aid in developing an application. For more information, reference [the OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$625,000 for Category 1.

- The federal amount requested is within the allowable limit(s) of \$2,000,000 for Category 2.

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

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**Application Step 1**

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:*

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

*If no Grants.gov receipt and validation email is received, or if error notifications are received:*

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](https://www.grants.gov/customer-support), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

**Application Step 2**

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***
- **Executive Summary Chart\***

Budget and Associated Documentation

- **Budget Web-Based form\***
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

#### Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Memorandum of understanding and/or Letters of Support
- Mentoring Program Profile (Appendix A)
- Logic Model
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

#### Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

**\* Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.**

#### Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.

- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Standard Solicitation Resources**

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.

### **Appendix A: Mentoring Program Profile**

## Appendix A: Mentoring Program Profile

### OJJDP FY 2023 Mentoring for Youth Affected by Opioids and Other Substance Misuse

**Applicant Name:**

**Application Number:**

Note that the Information provided should be specific to the proposed application and budget.

**Operational Structure:**

1. **Applicant organization:**

2. **Number of program locations:** \_\_\_\_\_

3. **Number of subgrantees proposed (if applicable):** \_\_\_\_\_

Please provide a separate attachment with a list of subgrantees if identified.

4. **Number of subrecipient services accessed** (contractors/consultants) (if applicable): \_\_\_\_\_

Please provide a separate attached listing of subrecipient service providers to be used that includes service, amount of contract, and location of the service provider.

5. **Committed partners** (please select all that apply):

Substance use provider  Juvenile justice agency  Law enforcement agency  School  Corporate sector  Faith-based organization  Other (please specify):  
\_\_\_\_\_

**Program Structure:**

6. **Match structure:** How is the mentoring primarily delivered? (please select one):

One-on-one

Group

Combined (Mentee receives both group and 1:1 mentoring)

Hybrid (Mentee is matched 1:1 to a mentor and delivered only in a group setting)

Do you use peer mentors in your match structure? Y or N

7. **Program focus** (please check all that apply as the primary focus of program):

Sports  STEM  Arts  Community service  Academics  
 Gender-specific  Gang prevention (targeted)  Youth with disabilities  
 College readiness  Substance misuse/impact  Youth victims (child abuse or exploitation)  General  Other (please specify):  
\_\_\_\_\_)

8. **Program location** (please select one):

Community-based or  Site-based (e.g., club) or  School-based

9. Total number of **youth to be served** as mentees: \_\_\_\_\_

Please ensure the numbers listed match the narrative portion of the solicitation.

10. Total number of proposed **mentors to be recruited**: \_\_\_\_\_ and Total number of **mentors to be accepted**: \_\_\_\_\_

Please ensure the numbers listed match the narrative portion of the solicitation.

11. Total number of **proposed matches**: \_\_\_\_\_

12. What is the **primary target population** for mentee recruitment? (please check all that apply):

\_\_\_\_\_ Single-parent household \_\_\_\_\_ Academically challenged \_\_\_\_\_ Gender  
\_\_\_\_\_ Race/ethnicity \_\_\_\_\_ Juvenile justice involvement \_\_\_\_\_ Victimization  
\_\_\_\_\_ Substance misuse/impact \_\_\_\_\_ Rural \_\_\_\_\_ Youth with disabilities  
\_\_\_\_\_ Other (please specify): \_\_\_\_\_

13. **Any additional program services** offered to mentees and their families?

\_\_\_\_\_ Case management \_\_\_\_\_ Group activities (in addition to primary mentoring)  
\_\_\_\_\_ Referral to other services \_\_\_\_\_ Counseling \_\_\_\_\_ Academic support \_\_\_\_\_  
Leadership development \_\_\_\_\_ Substance misuse intervention or treatment

14. Mentor **recruitment focus**, if specific:

15. **Number of training hours** required of recruited mentor before match: \_\_\_\_\_

16. **Duration of program service** for each youth: \_\_\_\_\_

17. **Length of match** expected: \_\_\_\_\_ (Note: May be the same length as program service in question 16)

18. **Frequency of match** contact expected: \_\_\_\_\_ (e.g., X per month; X per week)

19. **Intensity of match contact** expected: \_\_\_\_\_ (e.g., X hours)