



**FUNDING APPLICATION ATTACHMENT**  
**For YouthBuild Affiliated Former Funded Mentoring Programs**  
**FY19 Cycle 1 (2020) OJJDP Mentoring Program Funding**

**SUBAWARDEE REQUIREMENTS**

**I. Programmatic Requirements:** Members of the YouthBuild Mentoring (YBM) network are eligible to apply if they agree to the following requirements (as a formerly funded program, you are already part of the YBM network):

- **Commit to implementing a 12-month cycle of high-quality mentoring for 16 and 17 year old YouthBuild students consisting of 3 months group mentoring and 9 months of one-on-one mentoring** services that adhere to research-based practices, including: recruiting and screening qualified mentors; providing pre-match and ongoing training; offering community service and other enrichment activities for matches; monitoring matches over time; collecting data, and engaging new partners to support mentoring efforts.
- Use the **majority of the grant funds to pay for a half-time to full-time mentoring coordinator** dedicated to building the mentoring component for 16 and 17 year olds.
- Implement core elements of a YouthBuild mentoring approach that includes use of a goal setting **Life Plan**, and teaching youth to find and sustain their own support network, providing a “**mentor rich environment**” through which youth can meet potential mentors of their own choosing. Sample life plan documents are available [here](#).
- **Monitor and support matches for a period of 12 months**, to include group mentoring and one-on-one portions of the mentoring relationships, with an emphasis on providing support and guidance to the mentees as they transition out of the YouthBuild environment upon graduation (post-graduation mentor may be same as mentor for program phase or may include additional mentors).
- **Begin with 30% more matches than target.** Given a 30% drop out rate in a typical YouthBuild program, your mentoring matches at the beginning of the 12 months must be roughly 30% more than your stated target at completion. For example, if you have promised 20 successful matches lasting 12 months, you must begin with 26 matches. Select your funding level accordingly.
- Actively **participate in YouthBuild Mentoring activities** to create a peer-supported learning community (for example, through conference calls, webinars, the Community of Practice website, trainings, and web-based forums).
- **Funding levels.** Commit to the number of matches for 16 and 17 year olds in the funding level selected on the [FY19 Cycle 1 \(2020\) YouthBuild USA OJJDP Mentoring Former Funding Application: Identifying Information for RFP](#).
- Engage and actively participate in mentoring programmatic development with your assigned YouthBuild Mentoring coach and/or approved consultant at least once a month via phone, as well as via email or with approval, face-to-face.



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- We have established a partnership with MENTOR to develop a YouthBuild Mentoring Coordinator's track in concert with the National Mentoring Summit. All Mentoring Coordinators from funded programs are invited and highly encouraged to attend the Summit and the YouthBuild Mentoring Track Days offered on January 28 - 31, 2020. This training track will provide coordinators with the evidence-based practices required to effectively provide and organize group mentoring services at their local programs.

#### **I. Data Requirements:**

- Be up to date on Data.YouthBuild (DYB) data. **All 16-17 year olds placed in the mentoring initiative must be YouthBuild students and placed in DYB.** They must be in DYB prior to group mentoring. Please remember this is a YouthBuild USA requirement. DYB Data Verification Dates are as follows: Q1: Jan - Mar (No later than April 30), Q2: Apr - Jun (No later than July 31), Q3: Jul - Sep (No later than October 31), and Q4: Oct - Dec (No later than January 31). The DYB Support Team at YouthBuild USA (617-299-9089 or [DYBsupport@youthbuild.org](mailto:DYBsupport@youthbuild.org)) is available to support you as you provide data for the Affiliated Network and your mentoring grant. The training schedule can be found on the DYB Knowledge Base <http://dybhelp.youthbuild.org>. There are also a number of resources available there including a glossary, "How To" documents, and training videos that will walk you through the system. DYB Frequently Asked Questions can be found at [http://dybhelp.youthbuild.org/knowledge\\_base/topics/frequently-asked-questions-13](http://dybhelp.youthbuild.org/knowledge_base/topics/frequently-asked-questions-13).
- **DCTAT information:** Collect data and submit to YouthBuild USA complete and timely OJJDP data required every six months. DCTAT is an OJJDP requirement and is due semi-annually. The subawardee will be required to submit data by July 20 for the January 1 to June 30 reporting period and by January 20 for the July 1 to December 31 reporting period (date subject to change by YBM if deemed necessary). (This includes completing the GED/Diploma Mandatory Indicator.) Please ensure you listed a Data Point of Contact under the identifying information section on the Google Form. Should this point of contact change, please notify YouthBuild USA Mentoring staff via email. An instructional DCTAT webinar will take place prior to the next reporting period and its recording will be located on the Community of Practice website. The subawardee also agrees to do a 6 month status report in conjunction with the bi-annual DCTAT reporting due each January 20 and July 20 of the award period. The required "6 month status report" includes: complete enrollment activity, primary accomplishments and progress toward objectives, primary challenges/problems encountered, success stories and other unique program outcomes; significant staff or program changes, community service projects, and other accomplishments, including national and local YouthBuild Mentoring



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- activities. **If data reporting requirements are not up to date, reimbursement requests will not be paid until complete information is submitted.**
- Update the MentorCore automated mentoring program management tool no later than the first Friday of the month. YouthBuild Mentoring coaches and/or consultants will review this information with you on coaching calls. **If data reporting requirements are not up to date, reimbursement requests will not be paid until complete information is submitted.**
- Participate in mentoring research projects as appropriate. Cooperate with YouthBuild USA and any researchers contracted or partnering with YouthBuild USA to assess, evaluate, or otherwise tell the story of the YouthBuild Mentoring network and mentoring within YouthBuild programs. Such cooperation may entail submission of additional data, participation in surveys or focus groups, or coordination of feedback from mentors, mentees, and other stakeholders. Failure to comply can result in the interruption of reimbursements until requirement is fulfilled.
- Maintain accurate and complete mentor and mentee files, ensuring that all mentees are included in Data.YouthBuild (DYB), and have the ability to use an automated tracking system, called MentorCore, which should be updated monthly.
- Engage and actively participate in mentoring programmatic development with your assigned mentoring coach at least once a month via phone, as well as via email or with approval, face-to-face.
- Include the Youth Initiated Mentoring (YIM) Nomination Form in your mentoring program's intake process to assist in encouraging youth voice. The [YIM Nomination Form](#) is located on the YouthBuild Mentoring Community of Practice website.

#### **II. Fiscal Requirements:**

- Submit to YouthBuild USA, on a monthly basis by the 20th of each month for the previous month's expenses: a signed Federal Financial Report (FFR) for reimbursement, a Monthly Expense Report, and backup documentation. Per the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Programs, all expenses submitted for reimbursement must be allowable, allocable, and reasonable. Backup documentation must include copies of the monthly general ledger, signed staff time sheets that show allocation to the OJJDP grant, the payroll register, fringe rate detail (if applicable), consultant contracts (if applicable), activity approval emails (if applicable), invoices for expenses charged to OJJDP, and any other documentation as necessary to support the request. This documentation will be used to verify and justify monthly reimbursement to the subawardee. Should a month have no expenses, programs still need to submit the checklist, along with the MER and FFR showing \$0 expenses.



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- **All grants to sites reimbursements will be paid via ACH.** Reimbursements received after the due date will be processed in the next request to OJJDP and can result in a delay of payment. YouthBuild USA will strive to reimburse subawardees within a 30-day period. Reimbursement may take up to 45 days from submission of a complete and accurate request. **Requests submitted after 90 days will not be reimbursed.** Late reimbursements will require extended processing time and will be processed after on time submissions from all other programs are processed. If data reporting requirements are not up to date, the reimbursement request will not be paid until complete information is submitted.
- Any variance in excess of 10% from the subawardee's contracted budget will require a Budget Modification to be submitted to YouthBuild Mentoring staff at [MentoringFR@youthbuild.org](mailto:MentoringFR@youthbuild.org) using the required standardized form located on the same Excel workbook as the budget and budget narrative.
- Reimbursement requests must be submitted via Dropbox <https://www.dropbox.com/> notifying [MentoringFR@youthbuild.org](mailto:MentoringFR@youthbuild.org) of the submission. Dropbox is a free file storage website. This will allow large files to be submitted.
- Programs will be required to submit their most current audited financial statements with their proposal. If you are also required to complete the A-133 component, attach that as well. An A-133 audit report is necessary if the subawardee expends more than \$750,000 in federal funds in one year, performed in accordance with the Single Audit Act, as amended. Audits must be kept current and submitted on a yearly basis per the program's fiscal year. If the subawardee is not required to perform an A-133 audit, the subawardee will notify YouthBuild USA in writing. \*If your organization has already submitted your most recent audit to another department at YouthBuild USA, please specify.
- Travel to YBM approved trainings (i.e. National Mentoring Summit) must be allocated to the appropriate line item in the subawardee's budget. The cost of training new staff after an initial training will be the responsibility of the program.
- Cost for the monthly maintenance of the MentorCore mentoring program management system at a rate of \$45/month, totaling \$540, must be allocated to the appropriate line item in the subawardee's budget. Awarded programs will be billed yearly for this cost by CiviCore and will be responsible for making timely payments. More information to follow if awarded.
- Federal IDC:
  - In an effort to relieve administrative burden, the Office of Management and Budget (OMB) specified that non-federal entities that have never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10 percent of modified total direct costs, which may be used indefinitely. If the subaward recipient chooses to utilize the de minimis rate, it must do so consistently for all



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- federal awards until such time they choose to negotiate a rate.
- In order to charge anything higher than 10 percent for indirect/overhead in your budget, the subawardee must have a federally negotiated indirect cost rate (IDC; an OJJDP requirement). City or state does not qualify. A copy of your federally approved indirect cost rate letter (reflecting the period of the potential subaward) must be included as an addendum to your proposal.

#### **III. Additional Requirements under this Grant:**

- YouthBuild USA will verify that subawardees do not appear on the Federal Excluded Parties List System. Should a subawardee appear on this list, they will not be eligible to receive OJJDP funding.
- The subawardee may be asked to participate in and host a YouthBuild USA Mentoring site visit from a YouthBuild USA Mentoring staff person, OJJDP staff, or applicable consultant/coach during the subaward cycle.
- The subawardee will ensure that the Mentoring Coordinator is aware of all opportunities to participate in YouthBuild Mentoring hosted trainings, webinars, monthly conference calls, monthly technical assistance calls/emails with assigned coach, and all other technical assistance and training activities provided by YouthBuild USA.
- The Mentoring Coordinator will use the YouthBuild Mentoring Community of Practice (COP) as the “first stop” for grant requirements, i.e. information exchange and management, access to data input requirements, access to forms, and resources/tools. The YouthBuild Mentoring COP is located at [www.youthbuild.org/ybmentoring](http://www.youthbuild.org/ybmentoring).
- The subawardee must retain and make available all financial reports, supporting documentation, statistical records, evaluation and program performance data, member information and personnel records for three years from the date of the submission of the final Federal Financial Report by YouthBuild USA.
- The subawardee will respond in a timely manner to requests made by YouthBuild USA related to the grant or grant administration. Requests will only be made that are relevant to the management of the grant. Requests for extensions for submission of this information and any other required materials must be made to YouthBuild USA with reasonable notice relative to the submission deadline.
- Programs are responsible to immediately provide update of personnel changes.

If selected for this grant, you will be **obliged to comply with the standard federal regulations and grant requirements**, to be specified in more detail in your subaward agreement, covering accounting safeguards and controls:

- Federal rules and regulations related to the following:



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- Adequate accounting systems and financial records to accurately account for funds awarded to them
- Adequate payroll processing system (outside payroll company vs. internal processing)
- Audit results or audit notes, independent auditor review
- Prior restricted grants experience (indicate if prior federal funding has been received)
- Internal controls
  - Accounting/Fiscal policies
  - Segregation of duties
  - Written fiscal and HR policies & procedures
  - Cost allocation policy
  - Federally approved indirect rate or de minimis rate of 10 percent
- Funding Restrictions
- Administrative Costs and Requirements
- Salary, Overtime, and Bonus Limitations
- Intellectual Property Rights
  - Including but not limited to applicable disclosures
- Nondiscrimination and Equal Opportunity
  - Including, but not limited to, all required postings, disclosures on public communications and grievance policies
- Debarment and Suspension; Drug Free Workplace
  - Including, but not limited to, maintenance of a drug free workplace policy
- Other Legal Requirements
  - Such as those governing religious activities, lobbying and fundraising, and transparency
- Special conditions under the Grant Agreement related to the following:
  - Consultants: contracts must be submitted prior to any expenses being incurred
  - Publicity funding
  - Public announcements and related disclosure requirements
  - Executive Order 12928
  - ACORN Prohibition
- Maintenance of accurate and complete procurement files to track compliance with grant requirements.
- Prohibited from commingling funds: Funds specifically budgeted and/or received for one grant award may not be used to support another grant award.