



FUNDING APPLICATION RFP

For YouthBuild Affiliated Starter Mentoring Programs

FY19 Cycle 1 (2020) OJJDP Starter Mentoring Program Funding

Due: October 31, 2019

Background: YouthBuild USA is releasing this Request for Proposal for Starter Mentoring Programs with funding from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The purpose of this \$24,000 capacity building pass-through grant is to plan and launch a solid YouthBuild Mentoring model in your program. This subaward will also help with outreach and support of mentoring services for American Indian and Alaskan Native Youth, enhancement of law enforcement engagement by utilizing mentoring, and substance abuse prevention. The intent of mentoring in this context is to provide YouthBuild participants with guidance during the program year, but especially in the critical transition period after graduation. Through the OJJDP FY 2019 Mentoring Opportunities for Youth Initiative Award, YouthBuild USA will expand access to mentoring for youth in YouthBuild programs new to formal mentoring that will develop a formal evidence-based mentoring component. Selected Starter Mentoring subaward programs will receive the training, onsite and remote technical assistance, tools, and resources needed to establish a quality and durable mentoring component. **The length of the YouthBuild Mentoring programmatic cycle is 12 months.**

All YouthBuild Accredited, Full, and Provisional Affiliates are encouraged to apply.

TRAINING AND TECHNICAL ASSISTANCE SERVICES:

As a YouthBuild USA OJJDP FY19 Cycle 1 Mentoring Subaward recipient (if funded), you are entitled to an additional \$7,500 to cover the cost of training and technical assistance (TA) services to be provided by YouthBuild USA (YB USA) or a YB USA approved consultant. This \$7,500 amounts to one day per month at a rate of \$625 per 8 hour day. These dollars will automatically be added into your subaward agreement, if funded.

TA would include, but is not limited to, one-on-one support (phone/online/in person), mentoring related resources and research, that will enable YouthBuild programs to establish or enhance a quality based YouthBuild Mentoring program. For the months of January through December 2020, YouthBuild USA is providing **funded programs** with an additional \$7,500 to cover these TA Services. Selected TA Provider services must begin no later than 01/01/2020 and must end by 12/31/2020.

You are required to **select either the YouthBuild USA Mentoring Department or a Consultant approved by YouthBuild USA as your training and technical assistance provider.** In your subaward agreement, you will have the opportunity to review the training and technical assistance provider options and select your training and technical assistance provider.

I. YouthBuild Mentoring (YBM)

YouthBuild Mentoring (YBM) is a network of YouthBuild programs, both funded and not funded, committed to embedding quality, evidence-based mentoring using the Mentoring Elements of Effective Practice into the DNA of their programs. There are currently over 100 programs in the YBM network. **Applying for this RFP automatically makes you a part of YouthBuild Mentoring.**



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Benefits of the YouthBuild Mentoring network membership include:

- Full access to Community of Practice website www.youthbuild.org/ybmentoring
- Regular updates on YouthBuild Mentoring news, events, funding opportunities, and resources
- Eligibility for mentoring subawards through YouthBuild USA as a YouthBuild Affiliated program
- Access to mentoring webinars and other virtual events
- Operations manual, Training materials, Young Persons' "Ready For Mentoring Guide" and other mentoring resources
- YouthBuild USA Mentoring templates and forms
- E-learning modules
- Invites to participate in YBM Track Days, Monthly Webinars, and Regional Training/Meetings

II. Instructions

- Fill out the identifying information using the following Google Form link: [FY19 Cycle 1 \(2020\) YouthBuild USA OJJDP Mentoring Starter Funding Application: Identifying Information for RFP](#). Make sure to print the completed form with your answers before hitting "Submit" and attach it as an addendum to your RFP/Application.
- Federal proposals are heavy in requirements no matter the amount of the subawards. This is unavoidable. Read the "[FY19 Starter Subaward RFP Cycle 1 Attachment](#)" which contains **Subawardee Programmatic, Data, Fiscal, and Additional Requirements**, then certify that you are in agreement and compliance on the above Google Form link.
- Please email your RFP/Application with any corresponding addendums to ybmrfp@youthbuild.org to arrive by close of business Thursday, October 31, 2019.
 - Use *YouthBuild USA OJJDP Mentoring Starter Program RFP FY19 Cycle 1 (2020)* in the Subject line of the email. For questions, email ybmrfp@youthbuild.org.

Starter programs new to the YouthBuild mentoring model can apply for pass-through funding in the amount of \$24,000 in the first year to prepare for a fully realized mentoring effort in the second year. It is expected that in the first year, Starter Programs will recruit, screen, and train up to eleven (11) mentors in preparation for launch of a successful mentoring initiative, which includes eight (8) successful 12-month matches that begin in the first funding cycle. Group mentoring must begin no later than 9/30/2020. **Be mindful that the programmatic period will extend past the fiscal end date of the subaward in order to meet the 12 months of mentoring services.**

Note: If programs are successful in the first year and selected in the second year, the mentor match requirements for new programs will be a minimum of 15 matches and the funding level will increase to \$45,000; based on funding availability. Based on the success of a program, there is a possibility of a starter program moving to the \$60,000 (requiring a minimum of 20 matches), the \$90,000 (requiring a minimum of 30 matches), or the \$120,000 funding level (requiring a minimum of 40 matches).



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III. 2019-2020 Subaward Timeline

Sept. 26	RFP/Application Release
Oct. 31	RFP/Application Due
Nov. 22	Announcements made on subaward recipients and subaward agreements sent out
Dec. 16	Signed subaward agreements and award acceptance
Jan. 1	Subaward funding for Jan. 1 – Dec. 31, 2020 cycle begins
Jan. 28 - 31	Mentoring Coordinators from funded programs are invited to attend the YouthBuild Track Days Jan. 28-29, 2020 and the National Mentoring Summit Jan. 30-31, 2020 in Washington, D.C. More information will follow if awarded.

IV. Scoring

Scoring of proposal will take into consideration:

- Prior Mentoring experience
- Potential for sustainability
- Prior and Current Data.YouthBuild (DYB) compliance
- Fiscal management sustainability and history
- Population of 16-17 year old students
- YouthBuild USA departmental input
- Vision and philosophy of mentoring
- Familiarity with the Mentoring Elements of Effective practices

PROGRAM NARRATIVE

Directions: The program narrative that includes a project description, description of financial systems, timeline, and letter of support, should be approximately six (6) pages, along with budget and budget narrative to be completed on the Excel workbook provided in the Budget section below. Applicants are encouraged to be specific in their responses. Please use single spacing and twelve (12) point font. **Clearly label each section utilizing the headings below. Please respond to the following required components of the program narrative.** Suggested page limits are provided for each with a brief description.

REQUIRED PROGRAM NARRATIVE COMPONENTS TO BE COMPLETED:

Project Description (2 pages): In two pages, please provide an overview of your program's capacity and competency to meet the basic requirements of a Starter Mentoring Program subaward as detailed in the [FY19 Starter Subaward RFP Cycle 1 Attachment](#). Describe your vision and philosophy of mentoring, how mentoring fits in your existing program model, and your plan for adapting the YouthBuild Mentoring model into your program. Describe your current mentoring program and history with mentoring, if applicable,



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including how your program works with/plans to work with American Indian and/or Alaskan Native Youth, how your program incorporates/touches on substance abuse prevention, and how your program currently deals/works with law enforcement engagement issues. Include how these funds would further strengthen, enhance, and/or integrate mentoring within your YouthBuild program. Indicate the roles and responsibilities of the fiscal staff as well as their qualifications and experience managing a federal subaward.

Description of Financial Systems (2 pages):

*Note: Make sure to review the DOJ Grants Financial Guide located here:

<https://ojp.gov/financialguide/doj/index.htm>

Please address the following:

- Describe the roles and responsibilities of the fiscal staff as well as their qualifications and experience managing a federal subaward.
- Describe the type of accounting system used.
- Describe your segregated accounting systems.
- Describe your expense authorization procedures.
- Describe your systems in place to handle a federal award (DUNS, EIN).
- Include your regular program fiscal audit as an attachment. If you are also required to complete the A-133 component, attach that as well. *If your organization has already submitted your most recent audit to another department at YouthBuild USA, please specify.

Timeline (1 page) (Suggested Timeline Template attached): Applicants will submit a 12 month timeline or milestone chart that indicates major tasks for implementing a mentoring program. Please include how and to whom you will assign responsibility for major tasks and plot completion of tasks by month for the 12 months. As stated above, group mentoring must begin no later than 9/30/2020 and each young person should receive 12 months of mentoring services. Be mindful that the programmatic period will extend past the fiscal end date of the subaward in order to meet the 12 months of mentoring services. Use this [Timeline Template](#).

Letter of support provided by the Sponsoring Organization (if applicable) (1 page): A letter from the sponsoring organization (on their letterhead) should be included as an attachment. This letter should describe the type of support that will be provided by the sponsoring organization, to include oversight, fiscal responsibility, and the day to day interactions. If you do not have a sponsoring organization, please proceed to the next section.

Budget and Budget Narrative (1-4 pages) (Required Budget/Budget Narrative Template Workbook attached): Applicants must use this [Budget/Budget Narrative Template Workbook](#) to provide a detailed computation for each budget line item, listing the cost of each item and how it was calculated. (Please follow the instructions below.) For example, costs for personnel must show the annual salary rate and the percentage of time being billed to the mentoring program. YouthBuild programs are strongly encouraged to



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budget federal funds from YouthBuild USA in a few simple categories such as Personnel (salary, fringe benefits/fringe rate), Supplies (Please note that while supplies dollars are allowed in the budget, they must be justifiable to mentoring; the YouthBuild Mentoring Team may request additional information in order to justify costs to the subaward.), and Other Costs (for example, adult mentor background checks which usually cost about \$50 per background check for each adult). Funds for travel to (including flight, baggage fees, meal per diem, etc.) and lodging (4 nights at the 2020 government rate of \$184/night plus tax for Washington, D.C.) for the National Mentoring Summit should be allocated in your budget. Cost for the monthly maintenance of the MentorCore mentoring program management system at a rate of \$45/month for Sept. - Dec., totaling \$180, must be allocated to the appropriate line item in the subawardee's budget, under Other Expenses. Awarded programs will be billed for this cost by CiviCore and will be responsible for making timely payments. More information to follow if awarded. In addition, the \$7,500 for Training and Technical Assistance Services should be reflected under the Consultants line item. If your mentoring program budget includes other funds in addition to the federal OJJDP funds, please list. In an effort to relieve administrative burden, 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 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. If your program is electing to use the de minimis rate of 10 percent, make sure to state that in the budget narrative. A budget narrative detailing each line item must be included clearly explaining the use of expenditures and how it relates to Mentoring.

Budget/Budget Narrative Template Workbook Instructions:

- We have locked certain cells to avoid any possible errors with formulas and formatting. You are able to hide/unhide rows and columns, but if at any time, further adjustments are needed, please request assistance from YBUSA staff at MentoringFR@youthbuild.org.
- This Excel workbook contains four worksheets, however you will only complete the first two at this time (budget form and budget narrative).
 - Budget Form (*Where you enter the grant budget – All relevant information will populate in the subsequent worksheets.*)
 - Fill in your SITE NAME at the top of the page.
 - Fill in all Personnel's NAME, TITLE, percentage being charged to the grant, their full salary and budget for the year.
 - Under Fringe, please indicate if you use a fringe percentage with a "Y" or "N". If no, please break out all fringe benefit details. If yes, please enter the "Rate".
 - Under "Consultants" please be sure to include their NAME, TITLE and their RATE.



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- Under “Indirect Costs”, please indicate if you have a federally approved IDC rate (or de minimus rate of 10 percent) with a “Y” or “N”. If yes, please enter the “RATE”.
- Budget Narrative (*Where you enter the justification for each budgeted line item.*)
 - Under the Justification column, fill in the justification for each budgeted line item. The ones listed are just examples.
 - We have added a column for any possible Budget Modification justifications during the year. No action required for this column at this time.
- MER+Bud Mod (*Updated version of the Monthly Expense Report or MER*)
 - We have added a column for any possible Budget Modifications during the year. Instructions on how to complete a budget modification will be sent out if awarded. You will use this worksheet all year as you report each month’s expenses.
 - Before submitting the MER, please hide any columns and/or rows so it can be printed on one page.
- Spend Down Plan (*for YBM use only*)
 - This worksheet will help both your site and YBUSA keep track of your expenses on a quarterly basis in order to prompt any necessary conversations around the status of your spending throughout the year. No action required for this column at this time.

If any adjustments are needed, please contact MentoringFR@youthbuild.org.

Budget Items:

- Personnel/Consultants (Mentoring Coordinator)
 - Should be the first item for which you budget.
 - Provide hourly rate and total salary.
 - Budget for 12 months.
 - Be prepared to report wages/expenses on a monthly basis, not quarterly.
 - The percentage of hours that employees spend on the grant must total the wages that are budgeted.
- Supplies vs. Other Expenses
 - Your budget categories should be based on how you categorize your General Ledger.
 - Supplies = office supplies, program supplies, meeting expenses, etc.
 - Other expenses = items that require specific descriptions such as background checks, postage, occupancy, telephone expenses, etc.
 - Use a cover sheet for these types of expenses.
 - Please note that while supplies dollars are allowed in the budget, they must be justifiable to mentoring; the YouthBuild Mentoring Team may request additional information in order to justify costs to the subaward. Some supply items may require prior approval.



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- Supporting Documentation
 - When budgeting, keep in mind that all expenses have to be accompanied by a receipt or an external invoice.
 - Simple Budget = Simple Reimbursement Process.
- Travel to National Mentoring Summit
 - Must be included if your program chooses to attend.
- Travel to Regional Trainings
 - Must be included if your program chooses to attend.
- Mentor/Mentee Activities/Events
 - **While this is an allowable line item in your budget, please note that all activities and events (including supply or travel items related to it), for which you will be seeking reimbursement through OJJDP, must receive prior approval.**
- MentorCore
 - Must be included at a rate of \$45/month for 12 months equaling \$540. ****STARTER PROGRAMS:** This amount will only be \$180 (\$45/month for Sept. - Dec.). This may change if your program enrolls mentors/mentees sooner.
- Training and Technical Assistance Funds
 - Must be included in the Consultant line item regardless of which TA Provider is selected.
 - Will be at a rate of \$7,500 (1 day/month at \$625/day (8 hour day) rate).
 - Refer to your subaward agreement (if funded) for more information on this.
- Examples of Items to Include
 - Travel
 - Trainings (requires activity request approval)
 - Postage/Copies (must show justification on how it relates to Mentoring)
 - Background checks
 - Cell Phone/Communications (this must be reflected in your organizational policy)