



FUNDING APPLICATION RFP

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

Due: October 31, 2019

Background: YouthBuild USA is releasing this Request for Proposal for subawards with funding from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The purpose of these pass-through subawards, ranging from \$45,000-\$120,000, is to strengthen and enhance a solid YouthBuild Mentoring model in your program, based on best practices, dedicated staff, and agency support. By doing so, this will improve program outcomes, increase graduate success, prevent or reduce anti-social, delinquent, or destructive behavior, and reduce recidivism for those who have been court-involved. This subaward will also help with outreach and support of mentoring services for American Indian and Alaskan Native Youth, enhancement of law enforcement by utilizing mentoring, and substance abuse prevention. This is a capacity building grant. **The length of the YouthBuild Mentoring programmatic cycle is 12 months.**

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

Available Funding Levels: **Select level of funding on the corresponding Google Form.

The local program must realistically determine how many “successful” matches it can accommodate. Under the YouthBuild USA Mentoring Logic Model, “successful” means a 3 month group mentoring program followed by a one-to-one match that lasts 9 consecutive months, for a total of 12 months. ***Because there will be some inevitable drop off in mentoring matches and/or in attendance in YouthBuild, a site must have approximately 30% more 16-17 year olds that begin the mentoring program in order to meet the minimum for success.*** The chart below indicates the necessary starting point. Be sure you have the minimum number in the left hand column that matches your population.

Programs with at least this number of young people 16-17 year olds who will enter the initial group mentoring phase at the beginning of the program cycle...	That will result in successful matches that last 12 months for at least this many young people...	Can apply for annual pass-through grants in the following amounts...
52	40	\$120,000
39	30	\$90,000
26	20	\$60,000
20	15	\$45,000

Example: If you are applying for \$90,000 with a goal of 30 matches at the end of 12 months, you will need to start with 30% more, which is a minimum of thirty-nine (39) young people not older than 17 years of age.

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.



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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. Instructions

- Fill out the identifying information section using the following Google Form link: [FY19 Cycle 1 \(2020\) YouthBuild USA OJJDP Mentoring Former Funding Application: Identifying Information for RFP](#).
- **Make sure to print the completed form with 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 Former Funded 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.**
- Use the “[Proposal Checklist](#)” sheet to make sure your final proposal speaks to all the points on the checklist. This checklist is for reference only and does not need to be submitted with your proposal.
- 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 Former Funded Program FY19 RFP Cycle 1 (2020)** in the Subject line of the email. For questions, email ybmrfp@youthbuild.org.

II. 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 in Washington, D.C. Jan. 30 – 31, 2020. More information will follow if awarded.



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III. Scoring

Scoring of proposal will take into consideration:

- Prior Mentoring experience
- Potential for sustainability
- Data.YouthBuild (DYB) compliance
- MentorCore compliance
- Fiscal management sustainability and history
- Population of 16-17 year old students
- YouthBuild USA departmental input
- Familiarity with the YouthBuild Mentoring model and Mentoring Elements of Effective Practice
 - Recruitment
 - Screening
 - Training
 - Matching
 - Monitoring
 - Transitioning the match

PROGRAM NARRATIVE

Directions: The program narrative that includes the project summary, goals, program objectives, performance measures, project/program design, description of financial systems, type of support provided by sponsoring organization, and timeline, should be approximately eight (8) to ten (10) pages in length, not including the budget and budget narrative (use required Excel workbook in the Budget section below). Applicants are encouraged to be specific in their responses. Please use single spacing, Times New Roman, 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 section with a brief description.

REQUIRED PROGRAM NARRATIVE COMPONENTS TO BE COMPLETED:

Project Summary (1 page): Applicants should briefly describe what the anticipated effects of mentoring will be on your population served. Please summarize the activities that will be implemented to achieve the project's goals and objectives to include short-term and intermediate outcomes. Please describe your current mentoring program and how these funds would further strengthen, enhance, and/or integrate mentoring within your YouthBuild program.

Goal and Program Objectives (1 page): YouthBuild USA's goal is to use the OJJDP funds to increase outcomes in program completion and academic achievement for youth and reduced delinquency as well as



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increase access to quality mentoring. Please elaborate on these goals and add more of your own if you have different ones. Your program objectives will explain how the mentoring program will help you achieve the goals. Objectives will be measurable (i.e. Program will match thirty (30) age appropriate youth for a period of 12 months, beginning at the start of the program cycle and continuing post-graduation.). Applicants should list approximately four (4) to six (6) measurable objectives.

Performance Measures (1-2 pages): In addition to objectives specific to your Mentoring program, the applicants will need to collect and report data to YouthBuild USA on key performance measures required by OJJDP, as follows:

- Number of 16 and 17 year old youth enrolled at the beginning of the mentoring program.
- Number of 16 and 17 year old youth awaiting assignment to mentors at the beginning of the mentoring program.
- Total number of youth assigned to mentors during the grant mentoring program period.
- Number of mentoring program youth trained and served, ages 16-17, with evidence-based mentoring practices (to be elaborated through trainings, webinars, and handbooks).
- Number of mentoring program partners with an MOU in place and type of each organization, that provide direct support (example of support include funding and in-kind services, such as mentors, space, training, skill-building opportunities for youth, etc.).
- Number of mentoring program youth participating in the mentor program exhibiting desired change in targeted behavior.
- Total number of mentors recruited, enrolled, screened, and trained to participate at the beginning of the project.
- Number of trained mentors with increased knowledge of mentoring (i.e. through pre-post testing of knowledge retention).
- Average length of time, in days, mentors remain with the program.
- Number of youth currently enrolled in mentoring program.
- Percentage of youth successfully completing mentoring program requirements.
- Percentage of mentoring program youth who offend or re-offend.
- Mentee and mentor demographic information and characteristics.
- Information about the mentoring activities and meeting frequency. This would include:
 - Number of program youth who participate in mentor/mentee activities.
 - Number of mentors who participate in mentor/mentee activities.
- Number of mentoring program youth matched with a mentor.
- Number of youth whose match met/did not meet/exceeded the intended minimum match length.
- Number of youth who had matches that closed early.
- Number of youth whose mentor/mentee match meetings met/did not meet/exceeded the minimum number of hours each month.
- Number of program staff trained and number and nature of coaching and TA sessions.
- Number of American Indian and/or Alaskan Native Youth served.



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The application will describe how the appropriate data on each will be collected and reported. Applicants are able to use quantitative and/or qualitative data in measuring progress on each objective (i.e. Program has matched thirty (30) of the stated thirty-nine (39) age appropriate youth). Program measures also allow you to think about how you will determine if your measurable objectives are attainable and what information you need to collect to determine this.

Project/Program Design (1-2 pages): Please succinctly address the following key programmatic and operational aspects of implementing and/or enhancing a mentoring program.

- Describe the role of the Mentoring Coordinator, along with reporting relationships, sustainability, and support within the program.
- Identify a plan for recruiting and training mentors; include how your program will create a “mentor rich environment”.
- Share your plan for developing guidelines for the frequency, duration, and nature of mentor/mentee meetings and procedures for monitoring progress toward goals.
- Describe how your program will integrate the use of a Life Plan, as the “blueprint” for the mentoring relationship. “Life Plans” are documents for success used to keep track of short and long term goals in six areas: education, career, health, positive family and social relationships, leadership, and financial assets. Sample life plan documents are available [here](#).
- Your mentoring approach should include at a minimum, one group activity a month that helps build a “mentor-rich environment” in addition to one-to-one mentoring matches. Describe the anticipated group activities. The [BRIDGE curriculum](#) can be used to assist you with this. Describe your plans for supporting the mentors during the program year.
- Describe your plans for your mentor/mentee orientation and for matching and supporting the mentor/mentee matches during the 12 months of mentoring services and for the months after graduation from YouthBuild.
- Creating partnerships with public agencies, private for-profit organizations, and nonprofit organizations is an important aspect of a viable mentoring program for purposes ranging from recruiting mentors to increasing resources. Please briefly describe some new and/or existing opportunities for renewing or utilizing relationships to support your proposed mentoring program.
- Describe how your program works with or plans to work with American Indian and/or Alaskan Native Youth. If your program does not currently work with American Indian and/or Alaskan Native youth, please describe ways your program may strive to recruit that population.
- Describe how your program incorporates/touches on substance abuse prevention.
- Describe how your program currently deals/works with law enforcement engagement issues.



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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 (i.e. QuickBooks, outside firm/agency, etc.).
- 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.

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.

Timeline (1 page) (Suggested Timeline Template attached): Applicants will submit a 12 month timeline or milestone chart that indicates major tasks for implementing or enhancing 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. Each young person should receive 12 months of mentoring services. Use this [Timeline Template](#).

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 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, ground transportation, etc.) and lodging (4 nights at the 2020 government rate of \$184/night plus tax for Washington, D.C.) for the YouthBuild Mentoring Track Day and 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, totaling \$540, 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



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a timely payment. 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.
 - 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.



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- 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 (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.
- 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.



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- 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)