



FUNDING APPLICATION RFP
For Former OJJDP Funded YouthBuild Affiliated Programs
OJJDP Mentoring Funding
Due: October 31, 2014

I. Application Identification and Information

Are you a previously OJJDP YouthBuild USA NMA funded program?

_____ If yes, list the Year _____ Funded Amount _____ then continue below

_____ If no, stop here and go to YouthBuild Affiliated Starter Mentoring Program RFP

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

Sponsoring organization's name (if applicable): _____

Sponsoring organization address (if applicable): _____

City/State/Zip: _____

Name of your YouthBuild program: _____

Program Address: _____

City/State/Zip Code: _____

Primary contact name, job title, email address, and phone number for this application: _____

Secondary contact name, job title, email, and phone number for this application: _____

Who is completing this application (include name, job title, and contact information)? _____

DUNS Number _____

EIN Number _____

If you are currently receiving any YouthBuild grants, please list which ones and their start and end date (i.e. AMC, DOL, PSE):

Fiscal Point of Contact Name & Title (for this grant): _____

Fiscal Contact Number & Email Address: _____

Please list your program's fiscal year: _____

Data Point of Contact Name & Title (for this grant): _____

Data Contact Number & Email Address: _____

II. Program Information and Requested Funding Level

1. Number of 16-17 year old young people enrolled in your program (based on most recent program year data, at time of enrollment).

16-year-olds _____

17-year-olds _____

2. Start and end dates of your proposed 15 month mentoring program cycle (3 months group mentoring and 12 months one-on-one): _____

If rolling admissions, check here _____

3. What level of pass-through funding are you applying for? (Please check **only one** below after carefully referring to the chart below and reading the example provided.)

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 12 consecutive months, for a total of 15 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 of 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 15 months for at least this many young people...	Can apply for annual pass-through grants in the following amounts...
33	25	\$38,000
16	12	\$20,000
10	7	\$10,000

Example: If you are applying for \$20,000, you will need to have a minimum of sixteen (16) young people not older than age 17.

_____ \$38,000 per year. Site commits to at least 25 young people matched with mentors successfully for 15 months (beginning with 33 matches and concluding with a minimum of 25 successful matches)

_____ \$20,000 per year. Site commits to at least 12 young people matched with mentors successfully for 15 months (beginning with 16 matches and concluding with a minimum 12 successful matches)

_____ \$10,000 per year Site commits to at least 7 young people matched with mentors successfully for 15 months (beginning with 10 matches and concluding with a minimum of 7 successful matches)

4. Sponsoring Organization/Agency support. If you are part of a larger organization, do you have its agreement for adding mentoring services? Yes _____ No _____

(If yes, a letter of support is required. Describe the type of support that will be provided by the sponsoring organization, including oversight, fiscal responsibility.)

III. 2014-2015 Timeline

Oct. 1	RFP/Application Release
Oct. 31	RFP/Application Due
Nov. 24	Announcements made on subaward recipients
Dec. 5	Subaward agreements sent out
Dec. 26	Signed subaward agreements and award acceptance due (this is the earliest program start date)
Jan. 1	Subaward funding for Jan. 1 – Dec. 2015 cycle begins

IV. Instructions:

- Read the “Subawardee Requirements” below to re-affirm that you are in agreement and compliance.
- Use the “Checklist” sheet at the end 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** to mmedina@youthbuild.org or mail **to arrive by October 31, 2014** to Melissa Medina at 58 Day Street, Somerville, MA 02144. For questions, you may call or email Melissa Medina at (617) 741-1204.

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 \$10,000-\$38,000, is to strengthen and enhance a solid mentoring component in your program, based on best practices, dedicated staff, and agency support, which will improve program outcomes and increase graduate success, and prevent or reduce anti-social, delinquent, or destructive behavior, and reduce recidivism for those who have been court-involved. This is a capacity building grant. The length of the mentoring programmatic cycle is 15 months.

V. Subawardee Requirements (Federal proposals are heavy in requirements, even if the subaward amounts are small. This is unavoidable. If interested in more detail, see this [attachment](#).)

Programmatic Requirements: Members of the YouthBuild USA National Mentoring Alliance are eligible to apply if they agree to the following requirements:

- **Commit to implementing a 15-month cycle of high-quality mentoring consisting of 3 months group mentoring and 12 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 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.
- 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.
- **Monitor and support matches for a period of 15 months**, to include group mentoring and one-on-one portions of the mentoring relationships (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 15 months must be roughly 30% more than your stated target at completion. For example, if you have promised 11 successful matches lasting 15

months, you must begin with 14 matches. Select your level accordingly. (See chart at bottom of “Checklist” for specific numbers.)

- Actively **participate in NMA 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 in the funding level selected above on page 2.

Data Requirements

- Be up to date on WebSTA-Q data, and submit quarterly reports.
- Collect data and submit to YouthBuild USA complete and timely OJJDP data required every six months.
- Participate in mentoring research projects as appropriate. Maintain accurate and complete mentor and mentee files (ensuring that all mentees are included in WebSTA-Q) using an automated tracking system, called MentorCore..

Fiscal Requirements

- Submit to YouthBuild USA, on a monthly basis by the 20th of each month for the previous month’s expenses, a Federal Financial Report (FFR) for reimbursement, a Monthly Expense Report, and back up documentation.
- Reimbursement requests must be submitted via Dropbox <https://www.dropbox.com/>. 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, including the A-133 component (if applicable) with their proposal. 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.
- Federal IDC. You can only include indirect/overhead in your budget if you have a federally negotiated indirect cost rate (IDC; an ODDJP requirement). City or state does not qualify.

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 will be asked to participate in and host a site visit from a YouthBuild USA National Mentoring Alliance staff person, OJJDP staff, or applicable consultant/coach during the subaward cycle.
- The subawardee will ensure that the Mentoring Coordinator participates in all NMA hosted trainings, webinars, monthly conference calls, and all other technical assistance and training activities provided by YouthBuild USA.
- The Mentoring Coordinator will use the NMA Community of Practice (COP) as the “first stop” for grant requirements, i.e. TA requests, information exchange and management, access to data input requirements, access to forms, and resources/tools. The NMA COP will be located at <http://youthbuildmentoringalliance.org>.
- 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.

VI. Scoring

Scoring of proposal will take in consideration:

- Prior Mentoring experience
- Potential for sustainability
- WebSTA-Q compliance
- MentorCore compliance
- Fiscal management sustainability and history
- Population of 16-17 year old students
- YouthBuild USA departmental input
- Familiarity with the NMA model and best practices of mentoring
 - Recruitment
 - Screening
 - Training
 - Matching
 - Monitoring
 - Transitioning the match

PROGRAM NARRATIVE

Directions: The program narrative that includes 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 one (1) to two (2) page budget attachment with a one (1) – two (2) page budget narrative. 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 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 additional 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 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 15 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 program, the applicants will need to collect and report data to YouthBuild USA on key performance measures required by OJJDP, as follows:

- Number of youth enrolled at the beginning of the mentoring program.
- Number of youth awaiting assignment to mentors at the beginning of the program.
- Total number of youth assigned to mentors during the grant program period.
- Number of 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 program youth exhibiting desired change in targeted behavior.
- Total number of mentors 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.
- Percentage of youth successfully completing program requirements.
- Percentage of program youth who offend or re-offend.
- Youth and mentor demographic information and characteristics.
- Information about the mentoring activities and meeting frequency.
- Number of program staff trained and number and nature of coaching and TA sessions.

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 twenty-one (21) of the stated thirty (30) age appropriate matches). 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, and reporting relationships 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 a short and long term goals document for success in six areas: education, career, health, positive family and social relationships, leadership, and financial assets.
- If your mentoring approach includes group activities that help build a “mentor-rich environment” in addition to one-to-one mentoring matches, describe the group activities.
- Describe your plans for supporting the mentors during the program year.
- Describe your plans for matching and supporting the mentor/mentee matches for the months after graduation from YouthBuild up to a total of 15 months of mentoring services.
- 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 increase resources. Please briefly describe some new and/or existing opportunities for renewing or utilizing relationships to support your proposed mentoring program.

Description of Financial Systems (2 pages): 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 your electronic financial system
- How invoices are maintained
- Type of accounting system used
- Segregated accounting systems
- Chart of accounts
- Maintenance of records
- Expense authorization procedures
- Indirect and fringe rate computations
- Ability to handle ACH transactions
- Systems in place to handle a federal award (DUNS, EIN)
- Regular program audits (including A-133 component if applicable)

Describe the type of support provided by the Sponsoring Organization. (1 page): Please describe the type of support that will be provided by the sponsoring organization to include oversight, fiscal responsibility, and day to day interactions.

Timeline (1 page): Applicants will submit a 15 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 or quarter for the 15 months. Each young person should receive 15 months of mentoring services. Keep in mind that for fiscal purposes you are budgeting on a 12 month period understanding that cohorts and funding will overlap.

Budget and Budget Narrative (1-4 pages) (Budget Form attached): Applicants must use the attached [Budget Form](#) to provide a detailed computation for each budget line item, listing the cost of each item and how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted 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, and Other Costs (for example, adult mentor background checks which usually cost about \$50 per background check for each adult). If your mentoring program budget includes other funds in addition to the federal OJJDP funds, please list. . In addition, if you are required to complete an A-133 audit, please attach a copy of your most recent audit. Attached is a budget sample for your reference. **You can only include indirect if you have a federally approved IDC rate.** A budget narrative detailing each line item and the funding budget for it must be included clearly explaining the use of expenditures.

OJJDP MENTORING FUNDING PROPOSAL CHECKLIST

DONE	THINGS YOU SAY YOU WILL DO	DOES YOUR DESIGN & PROPOSAL COVER THE FOLLOWING POINTS?
	Recruit	Is your starting pool of 16-17 year olds large enough to support the match requirement? Are you recruiting 30% more mentors to start? (See chart at bottom of page.) Is your recruiting plan described?
	Screen	What tools do you use? Application, interview, CRC, fingerprinting, etc.
	Train	Do you provide 4-6 hours of training for mentors AND mentees?
	Match	Do you match 30% more at beginning of program cycle than your target successful match numbers? (See chart at bottom of page.) Do you match face to face, use a contract, and have a formal matching ceremony?
	Support	Will you provide close supervision of the relationship in the first three critical months, then monthly after that for a total of 15 months?
	Activities	Are your mentor-rich activities both on and off site? Are you exposing the mentees to a wide range of experiences?
	Life Plan	Do you use a Life Plan, are there short and long term goals, are the goals SMART? Specific, measurable, actionable, realistic, timely.
	Assess	Do you establish a baseline at the beginning? Do you assess at graduation, and 6 month post-graduation? Are all potential mentoring students entered into WebSTA-Q?
	Mentor Coordinator	Do you hire or assign a dedicated mentor coordinator? Is the role described?
	Mentor Model	Is your mentoring philosophy consistent with the YouthBuild mentor model? Primarily 3 month group mentoring followed by 12 month of 1:1 relationship.
	Data Collection	Do you explain the data points you will collect and report on, and the collection methods you will use?
	Partnerships	Do you highlight and explain your use of partnerships?
	Integrated as a core element	Is mentoring integrated into your YouthBuild program? Is staff trained in the mentoring element?

DONE	THINGS YOU SAY YOU WILL MONITOR	NOTES
	Strong bonds between mentor and mentee	Are you monitoring Trust, Respect, Open communications, and Empathy in the relationship?
	Duration of relationship	Does the relationship last 15 months? Do you say how you are supporting them during group mentoring and the one-on-one portion, including post-graduation?
	Monthly contact hours	Do the matches have 4 contacts a month, two face to face? Do you use the life plan as the driver of the relationship?
DONE	THE POSITIVE EFFECTS YOU WILL EVALUATE	NOTES
	Graduation	What is your performance measure?
	GED	What is your performance measure?
	Placement	What is your performance measure?
	Low recidivism	What is your performance measure?
	Emotional well-being of mentee	What is your performance measure?
	Social skill development	What is your performance measure?
DONE	TIMELINE AND BUDGET	NOTES
	Sustainability Plan	Have you provided a clear and detailed sustainability plan including programmatic, fiscal, and future funding plans?
	Time Line	Is your time line clear, detailed, and in alignment with your Program design?
	Budget	Are the majority of your funds supporting a Mentoring Coordinator salary? If you list indirect cost, is your indirect rate federally approved (required by OJJDP)?

Chart 1.

Level A. For new programs only

Level B. \$10k For previously funded programs who have completed one successful year as a Starter

Program. To get to 7 successful matches at 15 months, must begin with 10 matches at program start

Level C. \$20k. To get to 12 successful matches at 15 months, must begin with 16 matches at program start

Level D. \$38k. To get to 25 successful matches at 15 months, must begin with 33 matches at program start