



FUNDING APPLICATION RFP
For Current OJJDP Funded YouthBuild Affiliated Programs
2017 OJJDP BRIDGE Cycle 3 Mentoring Funding

Due: November 14, 2016

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 \$14,000-\$56,000, is to strengthen and enhance a solid group mentoring component in your program, based on best practices, dedicated staff, and agency support, which will address the issues surrounding young men of color. In addition, the program will receive \$4,800 for a YouthBuild (YB) Graduate Mentor, who should be a young man of color. This equates to \$400 per month to assist with the YouthBuild Graduate Mentor’s transportation and group mentoring preparation expenses. The YB Graduate Mentor will aid our effort to assist former graduates in giving back to other young men of color. This is a capacity building grant which will allow .25 FTE funding for your current Mentoring Coordinator. The length of the mentoring programmatic cycle is 12 months where programs provide group mentoring to young men of color 16-17 years old meeting twice per month for two hours. Utilize the **YouthBuild BRIDGE Mentoring Toolkit: [Book I](#) and [Book II](#)** located on the Mentoring CoP to assist with planning out the group mentoring sessions.

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 the number of 16-17 year old young men of color it can successfully provide group mentoring services for. Under the YouthBuild USA Mentoring Logic Model, “successful” means a group mentoring program made up of young men of color ages 16-17 years old meeting twice per month for two hours per meeting over a 12 month period. Group mentoring will be comprised of adult male mentors of color (including 1 YouthBuild Graduate Mentor, who should also be a young man of color, per program and mentors recruited through community-based partners) working with youth at a ratio of 2 mentors for every 6-8 youth. Ideally, this should run in conjunction with your current Mentoring program. *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 number of youth to start with in order to finish with the number required by your funding level. Be sure you have the minimum number that matches your population.

Programs must have at least this number of young men of color 16-17 year olds who will enter group mentoring at the beginning of the program cycle.	Programs must at minimum recruit male mentors of color at a ratio of 2 mentors for every 6-8 youth.	Programs can apply for annual pass-through subawards in the following amounts.	1 YouthBuild Graduate Mentor per program (\$400/month for 12 months)	Total Potential Subaward
3-7	1-2 mentors	\$14,000	\$4,800	\$18,800
8-14	2-4 mentors	\$28,000	\$4,800	\$32,800
15-21	4-6 mentors	\$42,000	\$4,800	\$46,800
22-30	6-8 mentors	\$56,000	\$4,800	\$60,800

I. Instructions

- Fill out the identifying information using the following Google Form link: [2017 YouthBuild USA OJJDP BRIDGE Cycle 3 Mentoring Funding Application: Identifying Information for RFP](#). Make sure to print the completed form 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 “[BRIDGE Mentoring Subaward RFP Cycle 3 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 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 with any corresponding addendums to ybmrfp@youthbuild.org to arrive by close of business November 14, 2016.** Use YouthBuild USA OJJDP BRIDGE Cycle 3 Mentoring Program RFP 2017 in the Subject line of the email. For questions, you may email ybmrfp@youthbuild.org.

II. 2016-2017 Timeline

Oct. 20	RFP/Application Release
Nov. 14	RFP/Application Due
Dec.9	Announcements made on subaward recipients
Dec.16	Subaward agreements sent out
Dec. 30	Signed subaward agreements and award acceptance due
Jan. 1	Subaward funding for Jan. 1 – Dec. 2017 cycle begins
Jan. 31-Feb. 3	Mentoring Coordinators are invited to attend the YouthBuild Mentoring Track Days Jan. 31 – Feb. 1 and the National Mentoring Summit in Washington, D.C. Feb. 2-3. More information will follow if awarded.

III. Scoring

Scoring of proposal will take into consideration:

- Prior Mentoring experience
- Potential for sustainability
- Data.YouthBuild (DYB) and MentorCore compliance
- Fiscal management sustainability and history
- Number of 16-17 year old young men of color available
- YouthBuild USA departmental input
- Familiarity with the YouthBuild Mentoring model and best practices of mentoring
 - Recruitment
 - Screening
 - Training
 - Matching
 - Monitoring
 - Transitioning the match

PROGRAM NARRATIVE

Directions: Your program has just completed your proposal for Cycle 1 of the YouthBuild USA YouthBuild Mentoring OJJDP-funded mentoring work. This BRIDGE Mentoring Initiative is to be considered an enhancement or augmentation of your already existing mentoring program, putting extra attention on 16 and 17 year old young men of color, including those who are currently in your program. It is a separate OJJDP grant so there will be separate reporting for both YouthBuild USA and for you, should you be selected. However, with your Cycle 1 proposal just submitted, you have already given YouthBuild USA some of the same information required for this BRIDGE Mentoring Initiative (performance measures, data and financial controls, information on your sponsoring organization, most recent audit, etc.). To avoid redundancy, we will apply those elements from your Cycle 1 proposal to your program's BRIDGE Mentoring proposal. Should any of these elements differ for the BRIDGE Mentoring proposal, please make sure to notify the YouthBuild USA Mentoring Staff.

The program narrative that includes project summary, project/program design, and timeline, should be approximately three (3) to four (4) pages in length. The budget should be completed on the template 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 Summary (1 page): Please describe your current mentoring program and how these additional funds for group mentoring to 16-17 year old young men of color would further strengthen, enhance, and/or integrate mentoring within your YouthBuild program.

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 in managing this enhancement of your ongoing mentoring work. How will you support and supervise this Mentoring Coordinator?
- Identify a plan for recruiting and training male mentors of color and the YouthBuild Graduate Mentor; include how your program will create a “mentor rich environment”.
- Share your plan for recruiting young men of color from your regular mentoring program into the group mentoring piece.
- Share your plan for developing guidelines for the frequency, duration, and nature of group mentoring 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. Sample lift plan documents are available [here](#).
- Describe your plans for supporting the mentors during the program and after the year.
- Describe your plans for distinguishing the group mentoring from your regular mentoring program activities.
- Describe your plans for supporting the mentor/mentee matches for the months after graduation from YouthBuild up to a total of 12 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 increasing resources. Please briefly describe some new and/or existing opportunities for renewing or utilizing relationships to support your proposed mentoring program.
- Describe your plans to integrate the one-on-one matches with the 12 months of BRIDGE group mentoring.

Timeline (1 page): Applicants will submit a 12 month timeline or milestone chart that indicates major tasks for implementing or enhancing a mentoring program and the group mentoring activity sessions. 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 male of color should receive 12 months of group mentoring services. Should your program not have a form that meets the above requirements, we've provided a suggested [Timeline Template](#).

Budget and Budget Narrative (1-4 pages) (Required Budget Template 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 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. YouthBuild Graduate Mentor, who should also be a young man of color, funds of \$4,800 must be allocated under the Consultant line item. This item cannot be reallocated and can only be used at a rate of \$400/month. Corresponding contract and invoices must be included for reimbursement. **You can only include indirect if you have a federally approved IDC rate.** A federally approved indirect cost letter must be provided as an addendum. **BRIDGE subaward funding falls under an OJJDP grant that was issued prior to the new OMB regulations regarding indirect costs. Therefore, the de minimus rate cannot be applied to this subaward. A budget narrative detailing each line item and the funding budget for it must be included clearly explaining the use of expenditures and how it relates to Mentoring.**

Budget/Budget Narrative Template Workbook Instructions:

- We have locked cells to avoid any possible errors with formulas and formatting. If at any time an adjustment is required, please request assistance from YBUSA staff.
- This Excel workbook contains four worksheets, however you will only complete the first two at this time.
 - 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, and 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 with a "Y" or "N". If yes, please enter the "RATE".
 - Budget Narrative (*Where you enter the justification for each budgeted line item.*)

- 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. You will use this worksheet all year as you report each month's expenses.
- Spend Down Plan (*NEW- to be used at a later time*)
 - This NEW 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.

We realize that using this new format will take some time to get used to, but please contact us with any questions.