



FUNDING APPLICATION RFP

For YouthBuild Affiliated Starter Mentoring Programs **FY16 Cycle 2 (2018) OJJDP Starter Mentoring Program Funding**

Due: September 29, 2017

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 \$12,000 capacity building pass-through grant is to plan and launch a solid mentoring component in your program. This subaward will also help with outreach and support of mentoring services for American Indian and Alaskan Native Youth, enhancement of family 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 2016 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.

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

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 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.**

Benefits of the YouthBuild Mentoring network membership include:

- Full access to Community of Practice website www.youthbuildmentoringalliance.org
- 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

II. Instructions

- Fill out the identifying information using the following Google Form link: [FY16 Cycle 2 \(2018\) 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 "[FY16 Starter Subaward RFP Cycle 2 Attachment](#)" which contains**



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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 Friday, September 29, 2017. Use YouthBuild USA OJJDP Mentoring Starter Program RFP FY16 Cycle 2 (2018) in the Subject line of the email. For questions, you may email ybmrfp@youthbuild.org.

Starter programs new to the YouthBuild mentoring model can apply for pass-through funding in the amount of \$12,000 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 seven (7) mentors in preparation for launch of a successful mentoring initiative, which includes four (4) successful 12-month matches that begin in the first funding cycle. Group mentoring must begin no later than 9/30/2018.

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 8 matches and the funding level will increase to \$24,000. Based on the success of a program, there is a possibility of a starter program moving to the \$45,000 (requiring a minimum of 15 matches), the \$75,000 (requiring a minimum of 25 matches), or the \$120,000 funding level (requiring a minimum of 40 matches).

III. 2017-2018 Subaward Timeline

Aug. 29	RFP/Application Release
Sept. 29	RFP/Application Due
Nov. 10	Announcements made on subaward recipients and subaward agreements sent out
Dec. 15	Signed subaward agreements and award acceptance
Jan. 1	Subaward funding for Jan. 1 – Dec. 31, 2018 cycle begins
Jan. 23- Jan. 26	Mentoring Coordinators from funded programs are invited to attend the YouthBuild Track Days Jan. 23-24, 2018 and the National Mentoring Summit Jan. 25-26, 2018 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 elements of effective mentoring practices



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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 [FY16 Starter Subaward RFP Cycle 2 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, 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 family 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):

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 (including A-133 component if applicable). *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 9/30/2018 and each young person should receive 12 months of mentoring services. Should your program not have a form that meets the above requirements, we've provided a suggested [Timeline Template](#).



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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.

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 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). Funds for travel to (including flight, baggage fees, meal per diem, etc.) and lodging (4 nights at the government rate of \$201/night plus tax) 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. 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. 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. 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 (*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.



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- 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".
- o 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.
- o 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.
- o 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.