



**FUNDING APPLICATION RFP**  
**For YouthBuild Affiliated Starter Mentoring Programs**  
**OJJDP National Mentoring Program Funding**  
Due: October 31, 2014

**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 \$7,000 capacity building pass-through grant is to plan and launch a solid mentoring component in your program. 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 National Mentoring Programs Award, YouthBuild USA will expand access to mentoring for youth in approximately 9 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. Application Identification and Information**

Are you a previously OJJDP YouthBuild USA National Mentoring Alliance funded program?

\_\_\_\_\_ If yes, stop here and go to Former OJJDP Funded YouthBuild Affiliated Program RFP

\_\_\_\_\_ If no, continue below

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 address, 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. **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. Participation in the YouthBuild USA National Mentoring Alliance (NMA) is required of those selected to receive federal pass-through funding.

The YouthBuild USA National Mentoring Alliance (NMA) is a group of YouthBuild programs committed to embedding quality, evidence-based mentoring into the DNA of their programs. There are currently over 100 programs in the NMA. The NMA Community of Practice Website ([www.youthbuildmentoringalliance.org](http://www.youthbuildmentoringalliance.org)) is an online portal providing resources for all NMA programs, regardless of funding source.

To join the National Mentoring Alliance, programs must email a request to Melissa Medina, Associate Director, Mentoring, at [mmedina@youthbuild.org](mailto:mmedina@youthbuild.org) containing Program Name, Address, Telephone Number, Sponsoring Organization, and Program point of contact with appropriate contact information including email address.

Benefits of YouthBuild USA NMA membership include:

- Full access to Community of Practice website
- Regular updates on NMA news, events, funding opportunities, and resources via the e-newsletter
- Eligibility for mentoring subawards through YouthBuild USA
- Access to mentoring webinars, e-learning modules, and other virtual events
- Operations manual, Training materials, Young Persons' "Ready For Mentoring Guide" and other mentoring resources
- YouthBuild USA NMA templates and forms
- E-learning modules

## IV. 2014-2015 Subaward Timeline

Oct. 1	RFP/Application Release
<b>Oct. 31</b>	<b>RFP/Application Due</b>
Nov. 24	Announcements made on subaward recipients
Dec. 5	Subaward agreements sent out
Dec. 26	Signed subaward agreements and award acceptance
Jan. 1	Subaward funding for Jan. 1 – Dec. 2015 cycle begins
Jan. 27	<i>Tentative:</i> Directors attend Mentoring workshop at National Directors' Association

## V. Instructions

- Read the “Subawardee Requirements” below to check that you are in agreement and compliance.
- Please email **your RFP/Application** to [mmedina@youthbuild.org](mailto:mmedina@youthbuild.org) or mail **to arrive by October 31, 2013** to Melissa Medina at 58 Day Street, Somerville, MA 02144. For questions, you may call or email Melissa Medina at (617) 741-1204.

Starter programs new to the YouthBuild mentoring model can apply for pass-through funding in the amount of \$7,000 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 at least 7 mentors, and be prepared to offer group mentoring to at least three (3) YouthBuild students 16 to 17 year olds. Group mentoring must begin no later than 9/30/2015.

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 7 matches and the funding level will increase to \$10,000. Based on the success of a program, there is a possibility of a starter program moving to the \$20,000 (requiring a minimum of 12 matches) or the \$38,000 funding level (requiring a minimum of 25 matches).

## VI. 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;

- Director will attend the YouthBuild Mentoring Directors Orientation at the National Directors’ Association (NDA).
- **Establish protocols for operating a formal mentoring program under the YouthBuild model**, which entails a 15-month cycle of high-quality mentoring consisting of 3 months group mentoring and 12 months of one-on-one mentoring;
- **Develop a start-up plan**, including a mentor recruitment strategy, to launch the YouthBuild model with 16 and 17 year olds in their program;
- **Designate your Mentoring Coordinator and participate in onsite and remote training and technical assistance** provided by YouthBuild USA related to mentoring by 7/15/2015;
- **Screen and train up to 7 mentors** in preparation for launch of a successful mentoring initiative, which includes 3 successful 15-month matches that begin in the first funding cycle;
- **Launch group mentoring** before the end of the subaward year.

## 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 into consideration:

- Prior Mentoring experience
- Potential for sustainability
- Prior and Current WebSTA-Q 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

**Project Description (No more than 2 pages):** In two pages or less, please provide an overview of your program's capacity and competency to meet the basic requirements of a Starter Mentoring Program subaward as detailed above. 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, and how these additional 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.

**Budget and Budget Narrative (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.