



The **U.S. Department of Justice** (DOJ), **Office of Justice Programs** (OJP), **Office of Juvenile Justice and Delinquency Prevention** (OJJDP) (www.ojp.usdoj.gov/ojjdp), is pleased to announce that it is seeking applications for funding under its Mentoring Initiative for System Involved Youth. This program furthers the Department's mission by supporting the development and enhancement of mentoring programs for youth involved in the juvenile justice system, reentry, and foster care, as authorized by the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. 5665-5667.

Mentoring Initiative for System Involved Youth

Eligibility

Applicants are limited to public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including secular and faith-based nonprofit organizations).

(See "Eligibility," page 3.)

Deadline

All applications are due by 8:00 p.m. e.t. on April 17, 2006.

(See "Deadline: Application," page 3)

Contact Information

For assistance with the requirements of this solicitation, contact Gwendolyn Williams, Program Manager, at 202-616-1611 or gwendolyn.williams@usdoj.gov.

This application must be submitted through **Grants.gov**. The funding opportunity number is 1349. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

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Mentoring Initiative for System Involved Youth

C DFA # 16.726

Overview

OJJDP's Mentoring Initiative for System Involved Youth was established to support the development and enhancement of mentoring programs for youth involved in the juvenile justice system, reentry, and foster care. The initiative seeks to promote collaboration among community organizations and agencies committed to supporting mentoring services for such system involved youth. Its objective is to identify effective mentoring programs and determine how to enhance and expand these approaches for system involved youth.

Applicants will assess, develop, implement, and pilot mentoring strategies designed for system involved youth. Applicants are encouraged to incorporate best practices based on research and to consider a variety of mentoring approaches.

Deadline: Registration

The Grants.gov registration deadline is 8:00 p.m. e.t., April 3, 2006 (extended from March 1, 2006).

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. e.t., April 17, 2006.

Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including secular and faith-based nonprofit organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

To be eligible, applicants must:

- Identify youth involved in the juvenile justice system, reentry, or foster care as the target population to be served.
- Develop a 4-year strategic plan or enhance an existing plan to provide mentoring services for such system involved youth.
- Identify mentoring as a principal program strategy to serve the target population, e.g., in their mission statement.
- Identify and demonstrate partnerships with organizations that will work collaboratively to provide mentoring services to their target populations, as set forth in MOU's, letters of support, statement of work, etc.

Faith-Based and Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance requirements. (See "Additional Requirements," page 11).

Program-Specific Information

Applicants will assess, develop, implement, and pilot mentoring programs and strategies designed for system involved youth. Applicants are expected to incorporate best practices in mentoring derived from research and related literature and innovative strategies as practiced by the field in developing their project design (see "Project Design," page 8). Applicants are encouraged to consider a variety of mentoring approaches, such as one-to-one, group, student/peer, team, educational, and sports mentoring; professional development coaching; and other approaches best suited to meet the needs of the target population.

Awards will be made in the form of cooperative agreements. OJJDP uses cooperative agreements when the Office anticipates that there will be substantial collaboration between OJJDP and the award recipients during performance of the proposed activities. OJJDP will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation, including timely review and approval of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. OJJDP and the recipient jointly will coordinate topics addressed and services rendered. Where appropriate, the recipient will act jointly with OJJDP to determine modifications to the program plan or budget and to design data collection instruments. The OJJDP Program Manager will meet periodically with the recipient, at OJJDP's determination, throughout the duration of the project to discuss activities, plans, problems, and solutions. The award recipient will conduct the day-to-day activities of the project, including, specifically, operations, data collection, and analysis.

Purpose

The Office of Juvenile Justice and Delinquency Prevention's (OJJDP'S) Mentoring Initiative for System Involved Youth was established to support the development and enhancement of mentoring programs for youth involved in the juvenile justice system, reentry, and foster care.

Goals, Objectives, and Deliverables

The Mentoring Initiative for System Involved Youth Program seeks to serve as a catalyst to foster the collaboration of community involvement in developing and expanding mentoring programs to serve foster care, reentry and system involved youth. To this end, awardees are expected to engage relevant segments of the community to support the development and expansion of mentoring programs. Community stakeholders should be identified and later incorporated into a collaborative that will support the mentoring program. The collaborative will be expected to develop policies and procedures, and minutes documenting the life of the collaborative should be submitted with progress reports during the award period. OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, the awardees will provide and submit semi-annual progress reports in the Grants Management System (GMS).

Award Information

Up to \$1,600,000 will be provided to four mentoring partnerships through cooperative agreement awards, not to exceed \$400,000 each over a 4-year period. There is no match requirement.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Program Goal/Objective	Performance Measures	Data Grantee Provides
<p>Support the development, enhancement or expansion of mentoring strategies and/or programs that are designed for foster care, reentry, and juvenile justice system involved youth.</p>	<p>Outcome Percent of youth completing program requirements.</p> <p>Percent of mentors completing case assignments.</p>	<p>Number of youth who complete program requirements, compared to total number of youth involved in the program.</p> <p>Number of mentors who complete case assignments, compared to total number of members with case assignments.</p>
<p>Establish and strengthen collaboration among communities to support mentoring programs for foster care, reentry and juvenile justice system involved youth.</p>		

A logic model is a useful tool to use to illustrate how the chosen performance measures are related to the specific problems, goals and objectives, and design associated with the grant. (See “Project Design,” page 8.) To ensure that the Performance Measures selected by the grantee reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed the following online resource for applicants to use in selecting performance measures: <http://ojjdp.ncjrs.gov/grantees/performance.html>.

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—Grants.gov—is a one-stop storefront that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at <http://www.ojjdp.ncjrs.org/funding/grants.html>. Applicants who experience difficulties at any point during this process should call the Grants.gov Customer Support Hotline at 1–800–518–4726.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.726, titled “Mentoring Initiative for System Involved Youth,” and the funding opportunity number is 1349.

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

Application for Federal Assistance (SF–424)

Applicants must complete the Application for Federal Assistance (SF–424), a standard form used by most federal agencies. Applicants will need to provide the following information to complete the SF–424:

- ❖ *DUNS Number.* Applicants must have a DUNS number before beginning the application process. Applicants can request a free DUNS number by calling 866–705–5711 or online at <https://eupdate.dnb.com/requestoptions/government/ccreg/>.
- ❖ *CFDA Number.* The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation, Developing, Testing and Demonstrating Promising New Programs, is 16.726.

Assurances and Certifications

To receive federal funds under this program, applicants are required to review and accept the Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement. To accept the Assurances and Certifications in GMS, applicants should select the Assurances and Certifications link and click the “Accept” icon at the bottom of the screen. Applicants should verify that the contact information for their authorizing official is correct.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Please number pages “1 of 30,” “2 of 30,” and so forth.) Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. Applications that do not adhere to the required format may be deemed ineligible.

The program narrative must address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) project design; and (4) management and organizational capability. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

Statement of the Problem. Applicants must briefly describe the nature and scope of the problem in the jurisdiction to be addressed by this project. Local data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Goals, Objectives, and Performance Measures. Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

Goals—Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

Program Objectives—Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable. (Examples of measurable objectives might include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

Performance Measures—Award recipients are required to collect and report data in support of performance measures. (See "Performance Measures," page 6.) Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see "Project Design" below) associated with this grant.

Project Design. Applicants must describe the specific strategies that will be used to implement the proposed program. Applicants should develop a project design that will facilitate the gathering of data on the required performance measures.

The project design section of the program narrative should describe what applicants propose to do and how they intend to do it. Applicants should identify the program's target population and explain how the strategy will achieve the goals and objectives identified in the previous section.

This section should be detailed and describe how the project will operate throughout the duration of the funding period. Applicants are encouraged to select evidence-based practices for their programs. This section must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the OJJDP grant award.

The project design section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Finally, applicants should describe any research or evaluation studies that support the entire project design, or any of its components. Previous research related to the applicant's selected problem area should also be noted to indicate the applicant's understanding of the causes of—and potential solutions to—the problems to be addressed. A reference list that may prove helpful in this regard can be accessed at <http://www.ojdp.ncjrs.org/researchreferences>.

While applicants are expected to review the research literature for any relevant studies, they should also explore whether any unpublished local sources of research or evaluation data are available.

In addition to the narrative description of the project design, applicants must also submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the 4 years of the award. This timeline/milestone chart should be submitted as a separate attachment as stipulated in "Other Attachments," page 10.

Management and Organizational Capability. Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. This section of the program narrative must describe how the project will be managed and staffed locally. Management and staffing patterns should be clearly and evidently connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section. Applicants must outline a proposed staffing plan identifying key staff, describing their qualifications and experience, and indicating the percentage of time that each will devote to the project.

Applicants must support the description of their organizational and management capability by providing resumes of key personnel as stipulated in "Other Attachments," page 10.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities.

Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item.

Match Requirement: Match is not required for this program.

❖ **Budget Detail Worksheet.** The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the

percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.

- ❖ **Budget Narrative.** The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly, supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Indirect Cost Rate Agreement: Please attach a copy of your current federally approved indirect cost rate negotiated agreement, if indirect cost has been included in the budget.

A sample Budget Detail Worksheet form is available on the Grants/Funding section of OJP's Web site (www.ojp.usdoj.gov/forms.htm).

Please note: All funds listed in the budget will be subject to audit.

Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov application. Please note that although OJJDP does not assign specific point values to the attachments listed below, when appropriate, peer reviewers will consider them in rating applications. For example, reviewers will consider résumés in assessing "Management and Organizational Capability" or timelines in assessing "Project Design." Peer reviewers will not review any additional information other than that specified below.

- ❖ **Project abstract.** The project abstract should not exceed 200 words. It should briefly describe the project's purpose, identify the population to be served using grant funds, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Goals, Objectives, and Performance Measures," page 8), and the abstract should also describe how progress towards these goals will be measured. Finally, the abstract must contain a brief description of the connections between the project's activities and potential reductions in juvenile delinquency, child maltreatment, or other long-term goals. (See "Sample Project Abstract," page 13.)
- ❖ **Annualized project timeline** containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months/years in your timeline; instead prepare the timeline using "Year 1," "Month 1," etc. (See "Sample Project Timeline," page 14.)
- ❖ **Résumés** of all key personnel.
- ❖ **Job descriptions** outlining roles and responsibilities for all key positions.
- ❖ **Letters of support/commitment** and memorandums of understanding (where appropriate).

❖ **Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity (“service area”) in the formats specified below:

- **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each.

(example with street address)

ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)

ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

- **Map and street description.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Sarah Breen at Sarah.Breen@usdoj.gov.

Selection Criteria

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria.

- ❖ Statement of the Problem (20 points)
- ❖ Goals and Objectives (20 points)
- ❖ Project Design (25 points)
- ❖ Management and Organizational Capability (25 points)
- ❖ Budget (10 points)

See “Program Narrative,” page 7, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel.

Peer reviewers’ ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the U.S. Department of Justice, which may also give consideration to geographic distribution and regional balance when making awards. Detailed information about OJJDP’s peer review process can be found on the OJJDP Web site at <http://ojjdp.ncjrs.org/funding/peerreview.html>.

Additional Requirements

Successful applicants must agree to comply with additional requirements prior to receiving grant funding, including the following:

- ❖ Civil Rights Compliance
- ❖ Confidentiality and Human Subjects Protections regulations
- ❖ Anti-Lobbying Act
- ❖ Financial and Government Audit Requirements
- ❖ National Environmental Policy Act (NEPA) compliance
- ❖ DOJ Information Technology Standards
- ❖ Single Point of Contact Review
- ❖ Non-supplanting of State or Local Funds
- ❖ Criminal Penalty for False Statements
- ❖ Compliance with Office of the Comptroller Financial Guide (<http://www.ojp.usdoj.gov/FinGuide/>)
- ❖ Suspension or Termination of Funding
- ❖ Funding to Faith-based and Community Organizations (if applicable)
- ❖ Non-profit Organization
- ❖ Government Performance and Results Act (GPRA)
- ❖ Rights in Intellectual Property

Applicants are strongly encouraged to review the information pertaining to the above additional requirements prior to submitting their applications. Information about these requirements is available on the OJP Web site at <http://www.ojp.usdoj.gov/otherrequirements.htm>.

Accounting System and Financial Capability Questionnaire

To ensure that all grantees can properly discharge the public trust which accompanies the authority to expend public funds, all nonprofit and commercial organizations that have not previously received an award from OJP are required to complete a financial capability questionnaire. Adequate accounting systems must meet the criteria as outlined in the OJP Financial Guide. If applicable, applicants should submit this questionnaire as a component of their application. Financial statements are required. The Accounting System and Financial Capability Questionnaire form can be downloaded from OJP's Web site at

<http://www.ojp.usdoj.gov/forms.htm>. The completed questionnaire and required financial statements should be faxed to GMS at 202-354-4147. The application number should be clearly legible on each page.

Attachment A: Sample Project Abstract

The following is a sample project abstract.

In 2002, Johnson County had a truancy rate of 12 percent. Several studies have established that lack of commitment to school is a risk factor for delinquency (Dryfoos, 1990; Catalano et al., 1998). Although many factors are associated with truancy, previous research indicates a particularly strong correlation between truancy and lack of parental involvement (Catalano et al. 1998). The ABC Project seeks to increase the parental involvement in Johnson County's at-risk youth population to address the county's high truancy rate. The project's primary activity will be the operation of parenting classes for the parents of truant youth. The project will offer the classes twice a week for 12 weeks. The project seeks to serve at least 100 parents over a 2-year period. Progress will be measured by the number of participants attending the classes and the number of parents completing the 12-week course. The project will also track the truancy rates of the students of the parents who attended the classes for a year after program completion.

Attachment B: Sample Project Timeline

Month	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
1	Off-track student A begins garden/computer courses; students B and C begin homework/ tutoring.	Off-track students receive educational input when out of school, become reinvested in learning, and develop new skills in project areas. On-track students notice improvement in grades, attendance and mathematics and literacy skills.	Students designate and complete a certain project in these fields and learn about biology, math, art, design, and literacy through hands-on activities and active participation in a creative educational endeavor. On-track students receive individualized homework help and tailored "game-plan" for improved grades and attendance.	End of month 2.	Project Director, Alice Smith
2	Identify and provide counseling for at-risk students.	Provide individual and group counseling for up to 200 identified at-risk students. Referrals are ongoing throughout the school year.	Begin student referral process. Form 15 student peer groups consisting of 10 students and facilitated by coordinators who meet weekly throughout the year.	Ongoing.	Project Director, Alice Smith
3	Evaluation	Track student progress.	Administer quizzes and portfolio assessments, project progress assessment. Begin teacher check-ins, grade assessment, progress reports.	End of month 6.	Program Coordinator, John Smith
4					
5					