



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 Training and Technical Assistance Program for Mentoring Initiative for System Involved Youth. This program furthers the Department's mission by providing training and technical assistance for OJJDP's Mentoring Initiative for System Involved Youth, as authorized by the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. 5665-5667.

Training and Technical Assistance Program for 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 Scott Peterson, Program Manager, at 202-616-2368 or scott.peterson2@usdoj.gov.

This application must be submitted through **Grants.gov**. The funding opportunity number is 1344. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

CONTENTS

Overview.....	3
Deadline: Registration.....	3
Deadline: Application.....	3
Eligibility.....	3
Faith-Based and Other Community Organizations	3
Program-Specific Information.....	4
Purpose.....	4
Goals, Objectives, and Deliverables.....	5
Award Information.....	6
Performance Measures.....	7
How to Apply.....	8
What an Application Must Include.....	8
Application for Federal Assistance (SF-424).....	8
Assurances and Certifications.....	9
Program Narrative.....	9
Budget and Budget Narrative.....	11
Other Attachments.....	11
Selection Criteria.....	12
Review Process.....	12
Additional Requirements	13
Accounting Statement and Financial Capability Questionnaire.....	13
Attachment: Sample Project Timeline.....	15

Training and Technical Assistance Program for Mentoring Initiative for System Involved Youth

CDFA # 16.726

Overview

The Training and Technical Assistance Program for Mentoring Initiative for System Involved Youth will provide training and technical assistance for the Office of Juvenile Justice and Delinquency Prevention's (OJJDP's) Mentoring Initiative for System Involved Youth. That initiative will provide funds to faith- and community-based, nonprofit, and for-profit agencies to enhance and expand existing mentoring strategies; programs to develop, implement, and pilot test mentoring strategies and programs designed for youth involved in the juvenile justice system, reentry, or foster care.

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.

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 13).

Program-Specific Information

OJJDP's Training and Technical Assistance Program for Mentoring Initiative for System Involved Youth will serve the four mentoring sites receiving awards under OJJDP's Mentoring Initiative for System Involved Youth.

The award will be made in the form of a cooperative agreement. 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) Training and Technical Assistance Program for Mentoring for System Involved Youth Initiative was established to provide training and technical assistance for OJJDP's Mentoring Initiative for System Involved Youth.

Goals, Objectives, and Deliverables

The successful applicant for the Training and Technical Assistance Program for Mentoring Initiative for System Involved Youth will be required to:

- ❖ Provide training and technical assistance to the four mentoring sites receiving awards under OJJDP's Mentoring Initiative for System Involved Youth mentoring programs for system involved youth.
- ❖ Facilitate the development and use of research-driven training and technical assistance materials by these demonstration sites.
- ❖ Foster the use of effective program design elements.
- ❖ Assist in identifying, implementing, and sustaining community partnerships.
- ❖ Strengthen communication and information sharing among the demonstration sites.
- ❖ Increase the number of adult volunteers and enhance the skills of volunteers and professionals working with these programs.

Deliverables to be provided include:

- ❖ Developing a national inventory of mentoring organizations and agencies serving system involved youth that will be used to collect and disseminate technical assistance resources and implement the training and technical assistance program.
- ❖ Writing a monograph on available resources to support system involved youth.
- ❖ Developing a post-award strategic training and technical assistance plan in regards to implementing and enhancing service delivery for the four mentoring sites receiving awards under OJJDP's Mentoring Initiative for System Involved Youth.
- ❖ Conducting a planning meeting and orientation for these demonstration sites.
- ❖ Maintaining a moderated Listserv for sharing information among the demonstration sites.
- ❖ Conducting not less than eight cross-site training visits to enable representatives of the demonstration sites to assess onsite the innovations and accomplishments achieved by other mentoring programs, providing opportunities for observation, analysis, and potential replication. The successful applicant will be responsible for travel-related costs for two representatives from each of the four sites to attend eight cross-site trainings.

- ❖ Conducting two regional trainings on implementing and enhancing mentoring programs for system involved youth. The training sessions should be provided in the latter part of the second year of the cooperative agreement.
- ❖ Writing, editing, printing, and disseminating three technical assistance bulletins and three technical assistance briefs, addressing each of the three categories of system involved youth, viz., youth involved in the juvenile justice system, reentry, or foster care in a separate bulletin and brief.
- ❖ Conducting not less than eight onsite technical assistance visits to assist OJJDP-funded mentoring programs with significant program operation needs.
- ❖ Submitting a summary report on participant training evaluations to improve future delivery of training and technical assistance and provide insight into mentoring needs.
- ❖ Submitting four 6-month reports on the demonstration sites, detailing specific measures and outcomes.
- ❖ Submitting semi-annual progress reports in the Grant Management System (GMS).

Award Information

One training and technical assistance award will be made for a maximum amount of \$500,000. The award period is 24 months. 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>Through the delivery of training and technical assistance, this project will:</p> <ul style="list-style-type: none"> • support the enhancement and implementation of mentoring organizations who serve youth involved in the juvenile justice system, foster care, and reentry. • increase collaboration within communities that support mentoring organizations serving such system involved youth. 	<p>Number of MOUs developed between agencies and organizations</p> <p>Number of program materials developed</p> <p>Number of planning activities conducted</p> <p>Percent of program staff trained</p> <p>Number of program staff exhibiting increased knowledge of the program area</p> <p>Number of program policies changed, improved or rescinded</p> <p>Number of youth and/or families with whom a best/research practice was used.</p> <p>Percent of deliverables (e.g., national inventory, reports, curricula, monographs) completed on time. (See “Goals, Objectives, and Deliverables, page5.)</p> <p>Percent of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence</p>	<p>Number of MOUs developed between agencies and organizations</p> <p>Number of program materials developed</p> <p>Number of planning activities conducted</p> <p>Number of program staff trained, compared to total number of program staff</p> <p>Number of program staff exhibiting increased knowledge of the program area, as determined by pre- and post-testing</p> <p>Number of program policies changed, improved or rescinded</p> <p>Number of youth and/or families with whom a best/research practice was used.</p> <p>Number of deliverables that completed on time, compared to total number of deliverables.</p> <p>Number of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence, as compared to total number of deliverables</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 10.) 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 1344.

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/ccrreg/>.
- ❖ *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 clearly demonstrate an understanding of the needs addressed by the project and the issues relevant to current mentoring program practices. Applicants must address the problems associated with providing training and technical assistance to mentoring programs that vary widely in size, organizational structure, geographical location, target population identified in this solicitation.

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. Technical assistance and training relating to the objectives must be clearly stated and measurable.

Goals—Applicants should provide a broad statement, written in general terms, that conveys the program’s intent to address 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 7.) 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,” page 10) associated with this grant.

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 10.) 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>.

Project Design. Applicants must present a cohesive, detailed, and well-designed plan that constitutes a specific and effective approach to meeting the program’s goals, objectives, and requirements. Applicants should demonstrate how current research on mentoring will support program implementation, development of program materials, and service delivery and how they will convey research on promising mentoring program design elements to participants attending training programs, receiving technical assistance, and taking part in cross-site visits, as well as through the production and dissemination of literature.

Applicants must clearly describe how the required training and technical assistance tasks will be delivered given that mentoring programs operate in a wide range of settings with diverse cultural, ethnic, at-risk, and socioeconomic elements.

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 2 years of the award. This timeline/milestone chart should be submitted as a separate attachment as stipulated in “Other Attachments,” page 11.

Management and Organizational Capability. Applicants must describe how they will coordinate and manage the program to address training and technical assistance needs. 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. Assignment of major tasks must include specific staff experience in a particular area. Key staff should have significant experience with delivery of training and technical assistance and with mentoring programs. Applicants must demonstrate their production and computer capabilities or describe how they will meet requirements for production of required publications and materials and their computer capability to establish the required Listserv and otherwise communicate with mentoring programs.

Applicants must demonstrate how they will manage onsite and offsite technical assistance requests and describe their experience in planning conferences of diverse sizes. Applicants must support the description of their organizational and management capability by providing resumes of key personnel as stipulated in “Other Attachments,” page 11.

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 budget clearly for training and conference planning expenses and for the preparation of tangible training and technical assistance resources for mentoring programs on a national level (e.g., technical assistance bulletins (writing, editing, printing, and mailing), the listserv, conferences, and training and technical assistance curriculums).

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.

- ❖ 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. (5 "Sample Project Timeline," page 15.)
- ❖ 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 (15 points)
- ❖ Project Design (30 points)
- ❖ Management and Organizational Capability (20 points)
- ❖ Budget (15 points)

See “Program Narrative,” page 9, 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: 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					