



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](http://www.ojp.usdoj.gov/ojjdp)), is pleased to announce that it is seeking applications for funding under its Evaluation of Mentoring Initiative for System Involved Youth. This program furthers the Department's mission by supporting a program evaluation that will assess the process and effect of mentoring programs for youth involved in the juvenile justice system, reentry, or foster care, as authorized by the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. 5665-5667.

# Evaluation of 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 Michael Shader, Program Manager, at 202-616-1611 or [michael.shader@usdoj.gov](mailto:michael.shader@usdoj.gov).

This application must be submitted through **Grants.gov**. The funding opportunity number is 1350. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

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# Evaluation of Mentoring Initiative for System Involved Youth CDFA # 16.726

## Overview

OJJDP's Evaluation of Mentoring Initiative for System Involved Youth was established to support a program evaluation that will assess the process and effect of mentoring programs for youth involved in the juvenile justice system, reentry, or foster care. Specifically, this evaluation will assess the four mentoring sites receiving awards under OJJDP's Mentoring Initiative for System Involved Youth, which 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 14).

## **Program-Specific Information**

While some mentoring programs have shown promising outcomes, mentoring has yielded mixed results as an intervention strategy. Research, however, indicates characteristics of mentoring programs that increase the likelihood for positive outcomes. These characteristics include the length, frequency, and quality of the mentoring relationship. While mentoring appears to be a promising intervention for disadvantaged youth, more evaluation work is needed to determine the components of a mentoring program that are necessary for bringing about desired changes.

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) 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 successful applicant for the Evaluation of Mentoring Initiative for System Involved Youth will be required to:

- ❖ Conduct a formal literature review that details previous research on mentoring with disadvantaged youth. The literature review will synthesize previous findings and describe various approaches to mentoring.

- ❖ Conduct a process evaluation for the four mentoring sites receiving awards under the Mentoring Initiative for System Involved Youth. The process evaluation will document implementation of program activities and include information on lessons learned. In particular, the evaluator will assess the average length of participation by youth in the program and average tenure of mentors. The evaluator may also amass information on the number of new matches, types of activities, length of matches, frequency and duration of meetings, and perceptions of relationships.
- ❖ Conduct an outcome evaluation for the four mentoring sites receiving awards under the Mentoring Initiative for System Involved Youth. The outcome evaluation will measure the program's impact on participants. Outcome variables of interest include antisocial behavior, social competencies, and, in the case of youth in foster care, school attendance. Applicants are encouraged to submit quasi-experimental designs that include a matched comparison group that does not receive mentoring and to measure other variables that may influence mentoring outcomes and other intermediate outcomes connected to delinquency. Applicants may also wish to submit evaluation plans based on the specific population mentored (youth involved in the justice system, reentry, or foster care).

The awardee will also provide and submit semi-annual progress reports in the Grants Management System (GMS).

## **Award Information**

One evaluation award will be made for a maximum amount of \$500,000. The award period is 48 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
Support a program evaluation that will assess the process and effect of mentoring programs for youth involved in the juvenile justice system, re-entry, or foster care at the four mentoring sites receiving OJJDP awards for the Mentoring Initiative for System-Involved Youth.	<p><b>Outcome</b> Percent of requested evaluation products delivered on time.</p> <p>Percent of requested evaluation products meeting required specifications.</p>	<p>Number of requested evaluation products delivered on time, compared to total number of evaluation products requested.</p> <p>Number of requested evaluation products meeting required specifications met, compared to total number of evaluation products requested.</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 9.) 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 1350.

**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 and objectives, (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.** In this section of the program narrative, applicants must:
  - ❖ Demonstrate an understanding of the literature on mentoring and its use as an intervention strategy for youth involved in the juvenile justice system, reentry, or foster care.
  - ❖ Demonstrate knowledge of the systems that respond to youth involved in the juvenile justice system, reentry, or foster care, including, but not limited to, child protective services, schools, healthcare providers (including primary care, mental health, and public health), law enforcement, domestic violence service providers, early childhood care providers, and courts.
- **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 and outlines 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.** In this section of the program narrative, applicants must present a project design that proposes a structure for the evaluation and a detailed and specific evaluation plan that (1) meets the requirements set forth in this announcement, (2) proposes a strategy to engage sites in the evaluation, and (3) presents a plan to disseminate evaluation findings.

The project design may address the following evaluation questions regarding interventions implemented at the four mentoring sites receiving awards under the Mentoring Initiative for System Involved Youth:

- ❖ What type of mentoring strategy was implemented in each site and what was the rationale for this approach?
- ❖ Was the funding used to start a new program or augment an existing one?
- ❖ What lessons were learned from the implementation process of either starting a new program or augmenting an existing one?
- ❖ What strategies were employed to increase the tenure of mentors and the length of program participation by juveniles?
- ❖ What were the average length of participation by youth and the average length of tenure for mentors for each program site?
- ❖ What was impact of mentoring on the program participants’ anti-social behavior, social competencies, and, in the case of foster youth, school attendance?
- ❖ Are certain mentoring approaches more effective with certain populations than others?
- ❖ How do the length, frequency, and quality of mentoring relationships influence the likelihood of successful outcomes?

Applicants are invited to propose additional evaluation questions.

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 evaluation. This timeline/milestone chart should be submitted as a separate attachment as stipulated in “Other Attachments,” page 13.

- **Meets Announcement Requirements**

The evaluation design proposed should be detailed and specific and include the following required components:

- ❖ A quasi-experimental methodology that clearly identifies the hypotheses to be tested and how the proposed methodology will maximize the ability to test these hypotheses.
- ❖ A strategy for identifying, recruiting, and retaining appropriate control/comparison groups, including a discussion of anticipated challenges and how they will be addressed for specific populations.
- ❖ A description of quantitative and qualitative data collection and analysis methods, the tools to be used, and the applicant's expertise in these techniques. Process evaluation and outcome evaluation components will be required to address the evaluation questions effectively.
- ❖ Multiple levels of analysis, including analysis of pre- and post-intervention participant-level data, and cross-site comparison of participant outcomes when similar populations are targeted.
- ❖ Procedures for collecting, managing, storing, and transmitting data, including data to be collected from comparison/control group subjects twice a year. Applicants should identify the software and data verification procedures that will be used in this regard and describe the procedures that will be used to remove identifying information from data prior to submission to OJJDP.
- ❖ A logic model linking evaluation questions, data elements, data sources, data collection strategies, and analytical techniques.

In developing a procedure to collect data, the applicant should adhere to the following requirements:

- ❖ *Informed Consent Procedures.* Applicants must describe the procedures to be used to obtain informed consent from all families from whom the evaluator will collect data. Informed consent procedures must inform participants that case-level data absent any identifying information will be reported to OJJDP. Sample informed consent forms should be included as stipulated in "Other Attachments," page13.
- ❖ *Institutional Review Board Clearance.* Applicants must provide evidence of receipt of at least provisional institutional review board clearance for data collection activities, including reporting case-level data absent any identifying information to OJJDP, and submit evidence of such clearance as stipulated in "Other Attachments," page13.
- ❖ *Paperwork Reduction Act.* Pursuant to the Paperwork Reduction Act (44 U.S.C. 3501 et seq.), applicants should plan to have all data collection instruments and schedules approved by the OMB. The timeline/milestone chart should allow a minimum of 270 days for this purpose. The Act is available at <http://www.archives.gov/federal-register/laws/paperwork-reduction/>.

- **Strategy To Engage Sites**

The successful applicant will demonstrate their ability to establish and maintain a collaborative, responsive, and mutually satisfactory relationship with the sites while adhering to standards of scientific rigor in implementing the evaluation.

- **Plan To Disseminate Findings**

In addition to the required semi-annual progress reports, the evaluator will be required to develop products to inform OJJDP about the implementation and outcomes of the program.

The following is a list anticipated products:

- ❖ A description of the interventions implemented at each site.
- ❖ A literature review of mentoring as an intervention strategy.
- ❖ Articles suitable for publication in a peer-reviewed journal.
- ❖ Manuscripts for an OJJDP bulletin.
- ❖ A final report which includes findings and analysis from the process and outcome evaluations

The applicant is invited to recommend other products.

The evaluator should plan to present findings at professional and research conferences.

The applicant is invited to propose additional strategies for sharing the findings of the evaluation with the evaluated sites and disseminating them to researchers and practitioners.

- **Management and Organizational Capability.** In this section of the program narrative, applicants must:

- ❖ Demonstrate the applicant's experience in managing a multi-site evaluation project of this size and scope and its capacity to do so.
- ❖ 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.
- ❖ Describe the applicant's experience in developing and sustaining collaborative and participatory evaluator-research relationships with program sites, service providers, and

Applicants must support the description of their organizational and management capability by providing resumes of key personnel as stipulated in "Other Attachments," page 13.

## 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 of up to \$500,000 to cover the 4-year period of the award, which 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](http://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.

- ❖ Project 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 evaluation. 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 16.)
- ❖ Résumés of all key personnel.
- ❖ Job descriptions outlining roles and responsibilities for all key positions.
- ❖ Sample informed consent forms.
- ❖ Evidence of provisional institutional review board clearance.
- ❖ **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](mailto: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 (10 points)
- ❖ Goals, Objectives, and Performance Measures (10 points)

- ❖ Project Design (50 points)
  - Meets Announcement Requirements (30 points)
  - Strategy To Engage Sites (10 points)
  - Plan To Disseminate Findings (10 points)
- ❖ Management and Organizational Capability (20 points)
- ❖ Budget (10 points)

See “Program Narrative,” page 8, 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					