**U.S. Department of Justice**
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

The U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, is pleased to announce that it is seeking applications for funding under its Support for Mentoring Initiatives. This program furthers the Department's mission by providing grants, cooperative agreements, and other assistance authorized by the Juvenile Justice and Delinquency Prevention Act of 2002

# OJJDP FY 2007
# Support for Mentoring Initiatives

## Eligibility

Applications are limited to private organizations, including faith- and community based organizations.

(See "Eligibility," page 3.)

## Deadline

All applications are due by 8:00 p.m. E.T., on June 8, 2007.

(See "Deadline: Application," page 3.)

## Contact Information

For assistance with the requirements of this solicitation, contact Gwen Williams, Grant Program Specialist, at gwendolyn.williams@usdoj.gov or 202-616-1611, or Cora Roy-Stevens, Grant Program Specialist, at cora.roy-stevens@usdoj.gov or 202-616-3659.

This application must be submitted through **Grants.gov**. The funding opportunity number is OJJDP-2007-1632. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726

# CONTENTS

Overview.....3

Registration……..……..….3

Deadline: Application……..……3

Eligibility……..3

Faith-Based and Other Community Organizations ……..…….4

Program-Specific Information……..4

Performance Measures……..…5

How To Apply……6

What an Application Must Include……..6

Standard Form–424……..……..6
Program Narrative……6
Budget and Budget Narrative……..9
Indirect Cost Rate Agreement ……..9
Other Attachments……..9

Selection Criteria……..……10

Review Process ……..……..11

Additional Requirements . . . . . ……..……11

# OJJDP FY 2007
# Support for Mentoring Initiatives
# CFDA # 16.726

## Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is pleased to announce that it is seeking applications for funding under its Support for Mentoring Initiatives Program. This program furthers the Department's mission by supporting the development and enhancement of mentoring programs. This initiative is authorized by Pub. L. No. 110-5, embedded secs. 101-104; Pub. L. No. 109-108, 119 Stat. 2290, 2302 (OJJDP Mentoring).

This solicitation invites applicants to propose the implementation of initiatives that will assist in the development and maturity of community programs to provide mentoring services to populations that are underserved due to locations, shortage of mentors, special physical or mental challenges of the targeted population, or other such situations identified by the community in need of mentoring services.

## Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) Register with Central Contractor Registry (CCR); 2) Register yourself as an Authorized Organization Representative (AOR); and 3) Be authorized as an AOR by your organization. For more Information, go to www.grants.gov. **Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.**

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., June 8, 2007.

## Eligibility

OJJDP invites applications from 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 section under "Additional Requirements" in this announcement.

## Program-Specific Information

Mentoring is a proven and effective approach to juvenile delinquency prevention. In the past decade, research has indicated a number of best practices in one-on-one mentoring. Information is also being reported on the positive effects of nontraditional approaches to mentoring. These innovative approaches have filled gaps in schools, institutions, and neighborhoods where mentors are needed to support youth facing difficult daily challenges.

- **Purpose**

The purpose of this program is to support organizations to implement initiatives that will develop new mentoring approaches or strengthen and expand existing mentoring programs. Examples may include support to address new mentoring approaches in underserved communities, such as public housing or tribal reservations, and efforts to recruit mentors from underused groups, such as college students, youth groups, and fraternal organizations. This initiative also seeks to promote collaboration among community agency and organizations committed to supporting mentoring services.

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

Applicants will select other organizations or mentoring programs to which they will provide guidance or mentoring support. Such support should include assisting with mentoring recruitment strategies and mentor retention, mentor training, mentor matching, developing and implementing evaluation plans, data collection and analysis, developing action plans and strategic plans, cultural competence, developing mentoring partnerships and coalitions, and educating community members.

- **Award Information**

It is anticipated that awards will range from $400,000 to $2 million for a period of up to 3 years. This program will not support the daily operational costs of existing mentoring organizations.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2007.

**Match Requirement:** Match is not required for this program.

## 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:

| Objective | Performance Measures | Data Grantee Provides |
|---|---|---|
| **Mentoring--Systems Improvement Project** (includes training and technical assistance).<br><br>Examples of objectives may include to enhance organizational capacity, improve program quality, and improve system effectiveness through provision of training and/or technical assistance. | **Mentoring--Systems Improvement Project**<br><br>Number of MOUs developed between agencies and organizations.<br><br>Number of program materials developed.<br><br>Number of planning activities conducted.<br><br>Percent of program staff trained.<br><br>Number of program policies changed, improved or rescinded.<br><br>Number of youth and/or families with whom a best/research practice was used. | **Mentoring--Systems Improvement project**<br><br>Number of MOUs developed between agencies and organizations.<br><br>Number of program materials developed.<br><br>Number of planning activities conducted.<br><br>Number of program staff trained, compared to total number of program staff.<br><br>Number of program policies changed, improved or rescinded.<br><br>Number of youth and/or families with whom a best/research practice was used. |

## 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 www.grants.gov. If you experience difficulties at any point during this process, please 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, and the funding opportunity number is OJJDP-2007-1632.

**A DUNS number is required.** 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 www.dunandbradstreet.com. Individuals are exempt from this requirement.

## What an Application Must Include

### Standard Form–424

Applicants must complete the Application for Federal Assistance (SF–424), a standard form used by most federal agencies, following the instructions it provides.

### 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/program narrative, (2) impact/outcomes and evaluation, (3) project/program design and implementation, and (4) capabilities/competencies. 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/Program Narrative**

Applicants must briefly describe the nature and scope of the problem in the jurisdiction to be addressed by this project (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). 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.

- **Impact/Outcomes and Evaluation**

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 5.) 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/Program Design and Implementation" below) associated with this grant.

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 mandatory performance measures. To determine those that apply to your application, visit ojjdp.ncjrs.gov/grantees/performance.html.

- **Project/Program Design and Implementation**

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

This 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.

Applicants should include a logic model that graphically illustrates how the chosen performance measures are related to the specific problems, goals, and program activities. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html.

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.

This 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. 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 duration of the award. This timeline/milestone chart should be submitted as a separate attachment as stipulated in "Other Attachments," page 10.

- **Capabilities/Competencies**

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.

**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 both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item:

- **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. A Budget Detail Worksheet template is available at www.ojp.usdoj.gov/Forms/budget.pdf.

- **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**

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/oc/indirectcosts.htm.

**Other Attachments**

Applicants must submit the following materials as attachments to their application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include:

- 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 Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html.)

- 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. 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 area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.

  - **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided.

(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/Program Narrative (20)
- Impact/Outcomes and Evaluation (20)
- Project/Program Design and Implementation (25)
- Capabilities/Competencies (25)
- Budget (10)

See “Program Narrative,” page 6, 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.

## Additional Requirements

- 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 *[hyperlink]*
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.