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 National Mentoring Programs. This program will provide support to programs that have a national scope and national impact on combating juvenile delinquency, reducing the victimization of children, and improving the juvenile justice system through mentoring activities. 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 2008
National Mentoring Programs

Eligibility

Applicants are limited to national organizations, including community and faith-based nonprofit organizations.

(See "Eligibility," page 3.)

Deadline

All applications are due by 8:00 p.m. E.T., on June 20, 2008.
(See "Deadline: Application," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Patrick Dunckhorst, Grant Program Specialist, at patrick.dunckhorst@usdoj.gov or 202-514-4158.

This application must be submitted through Grants.gov. The Funding Opportunity Number is OJJDP-2008-1897. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1–800–518–4726

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OJJDP FY 2008 National Mentoring Programs CFDA # 16.726

Overview

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 National Mentoring Programs. This program furthers the Department's mission by supporting the development and enhancement of mentoring programs. This initiative is authorized by the Consolidated Appropriations Act, 2008, Pub. L. No. 110-161.

This solicitation invites applicants to propose the implementation of ready 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 several weeks to validate and confirm your registration and to receive your user password. OJJDP highly recommends that you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline. There are three steps to complete before you may register: (1) register with the Central Contractor Registry (CCR); (2) register 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:** You must renew your CCR registration once a year. If you fail to renew your registration, OJJDP may prohibit you from submitting your application through Grants.gov.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., June 20, 2008.

Eligibility

Applicants are limited to national organizations, including community and faith-based nonprofit organizations. National organizations are defined as having a presence in a majority of states; having materials or programs in use by organizations located in a significant number of states; or those with a national reputation that have pioneered programs that serve as a basis for other organizations and provide training or technical assistance in a significant number of states.

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, DOJ invites and encourages faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs to apply for assistance awards to fund eligible grant activities. DOJ will consider faith-based and other community organizations for awards on the same basis as other eligible applicants and, if they receive assistance awards, DOJ will treat them on an equal basis with all other grantees in the administration of such awards. DOJ will not favor nor discriminate against any eligible applicant or grantee 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. Faith-based organizations, however, may not use DOJ grant awards 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, the grantee must separate such religious activity in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs that DOJ funds may not discriminate in the provision of services based on a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the Civil Rights Compliance section under "Additional Requirements" in this announcement, which applicants are encouraged to review.

Program-Specific Information

This solicitation supports youth mentoring programs. For the purpose of this solicitation, mentoring programs involve a structured relationship between an adult or trained peer and one or more youth, with one-on-one mentoring the preferred model. Mentoring is a process designed to achieve specific goals, such as improved academic performance or social or job skills, or to support behavioral or other personal development. Mentoring uses relationships to teach, impart, or institute changes in behaviors or attitudes. Successful mentoring programs include programs that match a mentor with one or more youth and can take place in multiple and informal settings, as well as in a school or program context. Successful mentoring programs include faith-based and small community-based operations, as well as national organizations that support local affiliates. OJJDP-supported research and evaluations indicate that mentoring relationships should be structured to support a relationship that lasts at least twelve months or through an entire school year. Research further finds that mentoring relationships that last two or more years significantly increase positive outcomes for youth. Since structured support is critical for the mentoring relationship, best practices require significant training for the mentor, oversight of the relationship, and data collection to track the relationship and positive outcomes arising from it.

- **Purpose**

The purpose of this program is to support organizations that have mentoring programs ready for implementation that will strengthen and expand existing mentoring activities. OJJDP is especially interested in programs that seek to increase participation of mentors by underrepresented groups (e.g., Hispanic and African-American adult males), programs that target children of single-parent families, and organizations that focus on making truancy prevention a priority in improving school attendance.

This initiative also seeks to promote collaboration among national youth service organizations that support mentoring activities and community organizations committed to supporting mentoring services.

Applicants will implement, monitor, and assess mentoring strategies. They are strongly encouraged to incorporate best practices based on research and to consider a variety of mentoring approaches that are national in scope. Priority will be given to organizations who have mentoring programs ready for implementation, who can monitor and collect performance measure data from all affiliates and associated programs and use the data to achieve successful outcomes, who work in areas of high community disadvantage as designated by use of OJJDP's SMART tool, and who can demonstrate collaboration with at least two of the following institutions: schools, law enforcement, a community- or faith-based organization, a national program focused on activities complementary to mentoring (e.g., job training, literacy, parenting), or an afterschool learning program.

- **Award Information**

This program will fund multiple awards for a period of up to 3 years. This program will not support indirect costs for management and administrative expenses in excess of 10%.

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, 2008.

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
The broad program objectives include the following:		OJJDP has an online system (www.ojjdp-dctat.org) for grantee transmittal of performance measures data. For detailed information on specific programs, see the OJJDPs Performance Measures Web site (http://ojjdp.ncjrs.gov/grantees/pm/).
1. Improve youth outcomes in at-risk youth mentoring programs by establishing and strengthening collaborative community approaches	1. Percent of mentoring programs with active partners representing each of the following groups: non-profit service organization and/or faith-based organization; private industry; secondary education provider; and post-secondary education provider or vocational training provider (additional active partners may also be added)	Number of mentoring program partners with an MOU in place and type of each organization. Number of mentoring program partners that provide direct support and type (example of support type include funding, in-kind services such as mentors, space, training, skill-building opportunities for youth, etc.) [Note: this defines "active" mentoring partners]
	2. Number of program youth served	Number of program youth served
	3. Percent of youth successfully completing program requirements	Number of youth successfully completing program requirements
	4. Percent of program youth who offend or reoffend	Number of program youth who offend or reoffend
	5. Percent of program youth exhibiting desired change in targeted behaviors (depends on specific behavior targeted and may include substance use, antisocial behavior, truancy, gang involvement, etc.)	Number of program youth exhibiting desired change in targeted behaviors
2. Establish and/or improve the administration of mentoring programs for at-risk, underserved youth, including the expansion of mentoring strategies and program design	1. Percent of youth served with whom an evidence-based program or practice was used	Number of youth served with whom an evidence-based program or practice was used Total number of mentors enrolled to participate at the beginning of the project (prior to grant program implementation).

3. Enhance and improve the organizational capacity and system efficiency and cost effectiveness through training and technical assistance and other strategies	1. Percent of program mentors trained	Number of program mentors Number of mentors trained
	2. Percent of trained program mentors with increased knowledge of program area.	Number of trained mentors with increased knowledge of program area (e.g., through pre-post testing of knowledge retention).
.	3. Percent increase in the number of program mentors	Number of new mentors recruited since grant was awarded.
	4. Percent of mentors cleared for assignment to mentor youth	Number of mentors who have completed all requirements and are available for assignment to mentor youth.
	5. Average tenure of mentors.	Average length of time, in days, mentors remain with the program.
	6. Percent increase in the number of youth served by mentors (those who have successfully completed screening, clearance and training requirements as a result of the new grant program.)	Number of youth enrolled at the beginning of the program (prior to grant program implementation). Number of youth awaiting assignment to mentors at the beginning of the program (prior to program implementation) Total number of youth assigned to mentors during the grant program period.
	7. Percent increase in youth enrolled since the beginning of the program.	Number of youth currently enrolled

How to Apply

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

Grants.Gov Instructions. Applicants can find complete instructions at www.grants.gov. Applicants experiencing difficulties at any point during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov does not support the Microsoft Vista operating system. Nor can Grants.gov process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Documents should be saved using "Word 97-2003 Document (*.doc)" format. Other disallowed file types include, the following extensions: com, bat, exe, vbs, cfg, dat, db, dbf, dll, ini, log, ora, sys, and zip.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.543, and the funding opportunity number is OJJDP-2008-1897.

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 tracking entities receiving federal funds. The identifier is used 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. Call 1–866–705–5711 or apply online at www.dunandbradstreet.com to obtain a number. 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 associated with this grant (see "Project/Program Design and Implementation," below).

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.

Evidence based practices will be given the same weight as an applicant's history of demonstrating results achieved. Applicants may propose programs that have not been the subject of formal evaluation by third parties; however, they are encouraged to include examples of the program's success. If the applicant is aware that programs similar to the program proposed have been evaluated and the applicant has or can cite to that evaluation, such information should be provided. 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.

SMART. Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. OJJDP will be offering additional training and guidance on the SMART system and this new requirement. In the interim, all applicants should access the SMART system at http://smart.gismapping.info and follow the guidance that is provided on the sign-in page. All applicants will be required to register with the SMART system, become familiar with the data and information that is currently available, and generate a report, based upon the guidance for their particular solicitation.

Timeline. In addition to the narrative description of the project design, applicants must 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. Applicants should not use actual calendar dates in their timelines; instead the timeline should use "Year 1," "Month 1," "Quarter 1," etc. (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 12. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **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.

- **Program Abstract**

Applicants must provide a brief summary describing your proposed project, including goals, objectives, major activities to be carried out, and expected outcomes. The program abstract must not exceed one half page of 8½ by 11-inches.

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 http://www.ojp.usdoj.gov/funding/forms/budget_detail.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 http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Other Attachments

Applicants must submit the following materials in as attachments to their application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), Excel worksheet, 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 (see "Timeline," page 10).

- résumés of all key personnel.

- job descriptions outlining roles and responsibilities for all key positions.

- letters of support/commitment and memorandums of understanding (MOUs) from partner organizations.

- **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)   (example with no street address)
ABC Associates   ABC Associates
123 First Street   First Street and Holiday Drive
Shrewsbury, PA 17361   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 Dennis Mondoro at Dennis.Mondoro@usdoj.gov

Selection Criteria

1. Statement of the Problem/Program Narrative (20 Points)
2. Project/Program Design and Implementation (30 Points)
3. Capabilities/Competencies (20 Points)
4. Budget (10 Points)
5. Impact/Outcomes and Evaluation (20 Points)

Review Process

OJP is committed to ensuring a standardized process for awarding grants. The Office of Juvenile Justice and Delinquency Prevention reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. The Office of Juvenile Justice and Delinquency Prevention may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. 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. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with the Office of Juvenile Justice and Delinquency Prevention, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding 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 Chief Financial Officer [Financial Guide](#)

- 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 http://www.ojp.usdoj.gov/funding/other_requirements.htm.