

U.S. Department of Justice
Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention



OJJDP

State Relations and Assistance Division

EUDL Enforcing the Underage Drinking Laws Grant Program

Fiscal Year 2004 Application Kit

DEADLINE #1: January 30, 2004

Applicants must start their online applications on GMS.

DEADLINE #2: February 27, 2004

Applications must be completed online.

Office of Justice Programs
World Wide Web Homepage:
www.ojp.usdoj.gov

Office of Juvenile Justice and Delinquency Prevention
World Wide Web Homepage:
www.ojp.usdoj.gov/ojjdp

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How To Apply

The Office of Justice Programs (OJP) requires you to submit your application for funding through the OJP **Grants Management System (GMS)**. Access to this online application system through the Internet will expedite and streamline the receipt, review, and processing of your request for funding. Your final application will only be accepted through our online application system.

To learn how to begin your online application process, please see the Quick-Start Guide on page 2 of this Application Kit. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process. The toll-free number is 888-549-9901.

Please note the following critical dates/requirements:

- State designated agencies must complete their Applications for Federal Assistance (SF-424) online on GMS by January 30, 2004.
- State designated agencies must complete and submit their online applications on GMS no later than **February 27, 2004**.
- **Applications submitted via GMS must be in one of the following formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*).**
- Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **An application will not be considered complete until a valid DUNS number is provided by the applicant.** Organizations should verify that they have a DUNS number or take steps to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 800-333-0505.

Notice of Eligibility: Only the public agency designated by the Chief Executive (i.e., the Governor) of each state is eligible to apply for these funds. The term “state” means any state in the United States and the District of Columbia. Applicants who do not meet this criterion are not eligible to apply for this grant program.

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

‘ **Step 1.**

Using your established **EUDL** Internet account,* go to **www.ojp.usdoj.gov/fundopps.htm**. An online **GMS Application Procedures Handbook is available on this page**, and you may link directly to the Office of Justice Program’s (OJP’s) Grants Management System (GMS), which will provide online “help” screens.

‘ **Step 2.**

Select “**Logon to the Grants Management System (GMS)**” to apply for OJP grant funding.

‘ **Step 3.**

If you have never used GMS, click on “**New User? Register Here**” and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2004 Enforcing the Underage Drinking Laws Program Solicitation and begin working on it so that your registration will be sent to the Office of Juvenile Justice and Delinquency Prevention (OJJDP). You will receive confirmation through e-mail that you are eligible to submit an application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on “**Login.**” If your password has expired, you will receive an “Authentication Error” or “Unauthorized User” message. In this case, click on “Having Login Problems?” for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official’s name and contact information where appropriate.

‘ **Step 4. (Must be completed by January 30, 2004.)**

To submit your application online, complete the onscreen *SF-424 / Application for Federal Assistance*. After submission, you will receive confirmation through e-mail that you are eligible to submit an application.

‘ **Step 5. (Must be completed by February 27, 2004.)**

After receiving the confirmation e-mail described in Step 4, complete the online application, including the three required file attachments. After submission of the

finalized application, the online system will provide notification that the application has been received and sent to OJJDP. The GMS system will provide an application identification number for future reference.

If you have any questions about GMS, need to establish an Internet account, or require technical assistance with applying online, contact the **GMS Hotline at 888-549-9901.*

Application Checklist

A completed application will include items submitted on the Internet through the Office of Justice Programs (OJP's) Grants Management System (GMS). Please use this checklist to ensure that your application is complete.

Submit the following information online through GMS:

(See Quick-Start Guide.)

- G Application for Federal Assistance (SF-424).** For planning and application purposes, the state may use the amount of the FY 2003 awards: \$360,000. **States will be notified of the actual EUDL allocation once OJJDP receives its final appropriation.**

The **project period** is June 1, 2004, to May 31, 2006.

Note: All numbered items on the SF-424 must be completed. Failure to complete all sections may result in your application not being accepted for processing.

Block 16 on the SF-424: Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued to foster intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed federal financial assistance and direct federal development. The Order allows each state to designate a Single Point of Contact (SPOC) to perform this function. The official list of SPOCs is available at www.whitehouse.gov/omb/grants/spoc.html. Applicants from state and local units of government or other organizations providing services within a state are required to submit a copy of the application to the SPOC, if one exists, and if this program has been selected for review by the state. Applicants must contact their state SPOC to determine if the program has been selected for state review.

G Certifications/Assurances

Note: Applicants must "sign off" on these certifications and assurances electronically through GMS.

The certification form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Nonprocurement) and

Government-Wide Requirements for Drug-Free Workplace Grants.” The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in making awards.

G Program Attachments (3)

Note: Submit online as attachments in the order indicated below:

- **Attachment 1: Budget Detail Worksheet** (See Appendix A for a sample budget.)
- **Attachment 2: Program Narrative**
 - Provide a statewide strategy to enforce underage drinking laws, including plans for the continuation of the EUDL program if future federal funding is not made available.
 - Describe how EUDL funds will be used, in conjunction with existing state and local resources, to support implementation of programs and projects under the statewide strategy.
 - Describe how baseline data documenting underage drinking will be provided. Discuss the commitment the state has to provide pre- and post-data on the success of this program in your state. Provide an assurance that the state will cooperate with the national evaluation funded by OJJDP.
- **Attachment 3: Other Program Attachments**
 - Coordination Efforts: provide a narrative describing how the EUDL Designated State Agency’s efforts coordinate with the Formula Grants State Planning Agency.

Due Date:

All completed applications must be submitted online by 10:00 p.m. (ET) on February 27, 2004.

FY 2004 Enforcing the Underage Drinking Laws Grant Program

Introduction

The purpose of this Application Kit is to provide appropriate State agencies with instructions to apply for block grant funding under the Enforcing the Underage Drinking Laws (EUDL) Program. The State Relations and Assistance Division (SRAD) of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) has prepared this Application Kit to assist eligible applicants and to make the application process as simple as possible. Any questions regarding the use of this Kit should be addressed to your OJJDP State Representative or to the EUDL Program Manager, Ellen Shields-Fletcher, at 202-307-5924.

Program Administration

EUDL was established by Congress under the Appropriations Act and is managed by SRAD. Working with Juvenile Justice Specialists and EUDL Coordinators nationwide, SRAD assists states and the District of Columbia in the prevention and control of delinquency and in the improvement of juvenile justice systems. For additional information on grant programs administered in the Office of Justice Programs (OJP), see Appendix B for an overview of the organizational structure and mission of OJP, OJJDP, and SRAD.

Technical Assistance

OJJDP's Training and Technical Assistance for Enforcing the Underage Drinking Laws Program strengthens and supports efforts made by states and the District of Columbia, in cooperation with local jurisdictions, to reduce the availability of alcoholic beverages to and the consumption of alcoholic beverages by minors.

For more information about the Training and Technical Assistance for Enforcing the Underage Drinking Laws Program, contact Sharon Cantelon, Program Manager, at 202-616-3658.

Attachment 1: Budget Detail Worksheet

This attachment should include the budget amount for each program activity identified to receive Fiscal Year (FY) 2004 Enforcing the Underage Drinking Laws (EUDL) grant funds.

Program Implementation and Guidance

The FY 2004 EUDL Program is allocating block grants for every state and the District of Columbia to enforce state laws prohibiting the sale of alcoholic beverages to minors and to prevent the purchase or consumption of alcoholic beverages by minors. **States are instructed to use the FY 2003 allocation of \$360,000 for planning and budgeting purposes. States will be notified of the actual EUDL allocation once OJJDP receives its final appropriation.** Under the EUDL Program, activities may include:

- Statewide task forces of state and local law enforcement and prosecutorial agencies to target establishments suspected of a pattern of violations of state laws governing the sale and consumption of alcohol by minors.
- Public advertising programs to educate establishments about statutory prohibitions and sanctions.
- Innovative programs to prevent and combat underage drinking.

Planning and Administration Funds and Match Requirement

States may use up to 5 percent of funds awarded for planning and administration costs. There is no match requirement for this program.

Financial and Audit Requirements

All state agencies must adhere to the provisions of the Office of Management and Budget (OMB) Circular A-102: "Grants and Cooperative Agreements to State and Local Governments (Common Rule)," OMB Circular A-87: "Cost Principles for State, Local and Indian Tribal Governments," and OMB Circular A-133: "Audits of States, Local Governments, and Non-Profit Organizations," as applicable to financial assistance. Nonprofit organizations must adhere to the applicable OMB Circulars. Additional information and guidance on EUDL block grant funds are contained in OJP's *Financial Guide*, which includes information on accounting systems, allowable costs, audit requirements, financial records, and methods of payment. Copies of the guide are

available from the U.S. Department of Justice Response Center at 800–421–6770 or online at www.ojp.usdoj.gov/FinGuide/.

Supplanting Prohibition

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and an audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Suspension of Funding

OJJDP may suspend (in whole or in part) authority to drawdown or expend funds, terminate a grant, or impose another sanction on a recipient for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions placed on the grant award for EUDL.
- Failure to submit reports in a timely manner.
- Filing of a false certification in this application or in another report or document.
- Other good cause shown.

Before taking action, OJJDP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow 28 CFR Part 18 of U.S. Department of Justice regulations.

Attachment 2: Program Narrative

This attachment should describe the applicant's approach for the Enforcing the Underage Drinking Laws (EUDL) Program in the state. The designated state agency must submit a program plan describing the statewide strategy to support the following:

- ! A detailed description of how EUDL grant funds will be used (e.g., statewide taskforce, public advertising programs, and/or innovative programs), including plans for the continuation of the EUDL program if future federal funding is not made available.
- ! Plans for how EUDL funds will be used, in conjunction with existing state and local resources, to support implementation of programs and projects under the statewide strategy.
- ! A description of existing state-level baseline EUDL data, state-level capacity to support the EUDL initiative, and an assurance of the commitment to provide pre- and post-data related to underage drinking to facilitate the evaluation process.

Attachment 3: Other Program Attachments

The applicant should provide a narrative describing how the Enforcing the Underage Drinking Laws (EUDL) Designated State Agency's efforts coordinate with the Formula Grants State Planning Agency.

Designation of State Agency

The Chief Executive of each state has designated a state agency to receive and administer EUDL grant funds. If different than the state agency responsible for the administration of the Title II, Part B Formula Grants Program under the JJDP Act, the designated state agency shall collaborate with that agency in order to facilitate comprehensive and coordinated juvenile justice planning in the state.

Coordination Efforts

- **Who** are the points of contact at the Formula Grants State Planning Agency?
- **What** is the role of the State Planning Agency in this initiative?
- **Where** is the state focusing its efforts?
- **How often** do the representatives of both agencies meet to coordinate resources dedicated to the programs and projects funded under this initiative?

Appendix A: Sample Budget Summary Detail

Planning and Administration	\$ 18,000
Personnel	12,000
Fringe Benefits	4,600
Travel	1,400
Evaluation	5,000
Consultants/Contracts	
Statewide Task Forces	15,000
Local Task Forces	20,000
Public Advertising Programs	75,000
Innovative Programming	100,000
Public Awareness Campaign	92,340
Supplies/Other	
Enforcement Task Force	14,660
Miscellaneous	2,000
Total Project Costs	\$ 360,000*

Note: This is a suggested format; all categories may not apply to your state's plan. Remember to provide a brief budget narrative to explain each cost as it relates to your EUDL program plan.

*This amount is based on FY 2003 allocations and may change once OJJDP receives its final appropriation.

Appendix B: Overview of the Office of Justice Programs, the Office of Juvenile Justice and Delinquency Prevention, and the State Relations and Assistance Division

This appendix provides an overview of the organizational structure and mission of the Office of Juvenile Justice and Delinquency Prevention (OJJDP). Because OJJDP is one of five bureaus operating under the Office of Justice Programs (OJP), an overview of OJP is provided first to further orient state and local program managers.

Office of Justice Programs

The Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Justice Assistance Act of 1984, established OJP, which coordinates the activities of five program components: OJJDP, the Bureau of Justice Statistics, the National Institute of Justice, the Bureau of Justice Assistance, and the Office for Victims of Crime. OJP's organizational structure also includes the Office on Violence Against Women and the Office of the Police Corps and Law Enforcement Education. These offices are responsible for administering funds stemming from the passage of the Violent Crime Control and Law Enforcement Act of 1994.

The mission of OJP is to identify emerging criminal justice issues, develop and test promising approaches to address those issues, evaluate program results, and disseminate findings and other information to units of state and local government. OJP is led by an Assistant Attorney General, who by statute and delegated authority from the U.S. Attorney General coordinates policy, establishes priorities, focuses on national priorities, directs the general management of OJP efforts on national priorities, and directs the general management of OJP's five component bureaus and five program offices. OJP contains eight administrative support offices, including the Office of the Comptroller, the Office of General Counsel, the Office of Communications, the Office for Civil Rights, the Office of Budget and Management Services, the Office of Administration, the Equal Employment Opportunities Office, and the Office of the Chief Information Officer.

Office of Juvenile Justice and Delinquency Prevention

Congress enacted the Juvenile Justice and Delinquency Prevention (JJDP) Act in 1974 and reauthorized the program with the passage of the JJDP Act of 2002. This landmark legislation established the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to support local and state efforts to improve their juvenile justice systems. In accordance with the Act's purposes, OJJDP is the primary federal agency addressing the reduction of juvenile delinquency and improvement of the juvenile justice system nationwide. The activities reflected in OJJDP's mission encompass the spectrum of juvenile justice issues,

including researching the causes and correlates of delinquency, developing and implementing cost-effective programs that prevent delinquency and reduce recidivism, and providing training that enhances the operation of the juvenile justice system and assists youth service providers.

OJJDP's initiatives share a common purpose of promoting practical solutions to the problems challenging our nation's juveniles.

OJJDP is headed by an Administrator, who is a presidential appointee. OJJDP conducts its program activities through an Office of the Administrator and organizational components which address research, demonstration, and formula grants.

OJJDP's State Relations and Assistance Division (SRAD) manages the following funding streams: the Formula Grants Program; Challenge Grants activities under Part E of the JJDP Act; Title V Community Prevention Grant fund activities, which help states and territories prevent and treat delinquency and improve their juvenile justice systems; the Juvenile Accountability Block Grant (JABG) program; the Serious and Violent Offender Reentry Initiative; and the Enforcing the Underage Drinking Laws (EUDL) Program. SRAD, working with each participating states' Juvenile Justice Specialist, JABG Coordinator, or EUDL Coordinator, as appropriate:

- Oversees the development of comprehensive state juvenile justice plans that determine priorities for the expenditure of Formula Grant funds.
- Monitors state compliance with the JJDP Act core requirements: deinstitutionalization of status offenders, separation of juveniles and adults in institutions, removal of juveniles from adult jails and lockups, and addressing disproportionate minority contact where it is found to exist.
- Provides training and technical assistance to states in formulating and implementing their state plans.