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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 the OJJDP FY 2008 Enforcing Underage Drinking Laws Discretionary Program: University/College Initiative. This program furthers the Department's mission by seeking to reduce the availability of alcoholic beverages to and consumption of alcoholic beverages by university/college students younger than 21 years old.

# OJJDP FY 2008 Enforcing Underage Drinking Laws Discretionary Program: University/College Initiative

## Eligibility

Only those state agencies presently designated to administer the Enforcing Underage Drinking Laws (EUDL) Block Grants Program, including those with active EUDL discretionary programs, are eligible to apply. A list of eligible state agencies is available at <http://www.udetc.org>.

(See "Eligibility," page 3)

## Deadline

All applications are due by 8:00 p.m. E.T., on June 13, 2008.

(See "Deadline for Applications," page 3)

## Contact Information

For assistance with the requirements of this solicitation, contact Sharon Cantelon, Program Manager, at (202) 616-3658 or [sharie.cantelon@usdoj.gov](mailto:sharie.cantelon@usdoj.gov).

Applicants must submit their applications through Grants.gov. The Funding Opportunity Number is OJJDP-2008-1846 For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

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# OJJDP FY 2008 Enforcing Underage Drinking Laws Discretionary Program: University/College Initiative CDFA Number: 16.727

## Overview

The Enforcing the Underage Drinking Laws (EUDL) Program supports and enhances efforts by states and local jurisdictions to prohibit the sale of alcoholic beverages to minors and the purchase and consumption of alcoholic beverages by minors, defined as individuals younger than 21 years old. This program furthers the Department of Justice's mission by seeking to reduce the availability of alcoholic beverages to and consumption of alcoholic beverages by university/college students who are minors, as authorized by the Consolidated Appropriations Act, 2008, Pub. L. No. 110-161.

## Registration

Registering with [Grants.gov](http://www.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 recommends that you register as early as possible to prevent delays in submitting your application package by the deadline. There are three steps that you must complete before you may register: (1) register with 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](http://www.grants.gov). **Note:** You must renew your CCR registration once a year. If applicants fail to renew their CCR registration, OJJDP may prohibit them from submitting their grant applications through [Grants.gov](http://www.grants.gov).

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., June 13, 2008.

## Eligibility

Only those state agencies presently designated to administer the EUDL Block Grants Program, including those with active EUDL discretionary programs, are eligible to apply. A list of the eligible state agencies is available at <http://www.udetc.org>.

Applicants must designate one or more 2-year or 4-year university/college and adjacent community partnerships that will implement the program described in this document.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

## Program-Specific Information

OJJDP is focusing its 2008 EUDL discretionary funding on addressing underage drinking by university/college students and is committed to establishing university- and college-based programs in partnership with adjacent communities to implement research-based and promising practices that will reduce underage drinking among university/college youth younger than 21, with a special emphasis on an environmental strategies approach. Successful applicants will be required to collaborate with a national evaluation.

- **Purpose**

OJJDP's FY 2008 EUDL Discretionary Program: University/College Initiative will support the reduction of the availability of alcoholic beverages to and the consumption of alcoholic beverages by university/college students younger than 21 years old.

OJJDP also encourages applicants to seek innovative partnerships that will result in the creative implementation of evidence-based programs. Such partnerships should include but are not limited to campus administration, a variety of enforcement types, students groups, and faith-based and community organizations.

- **Goals, Objectives, and Deliverables**

As a result of this initiative, selected universities and colleges and their adjacent communities will:

- decrease the number of first-time alcohol-related incidents.
- decrease the incidence of unintentional injuries related to alcohol consumption among underage persons.
- reduce alcohol-related traffic injuries or fatalities among underage persons.

OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, the grantees will provide and submit semi-annual progress reports in the Grants Management System (GMS).

- **Award Information**

OJJDP will provide up to \$900,000 to each of three states through grant awards for a 3-year effort. Each state must provide subgrants to one or more university/college campuses and community partnerships to implement the program.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that the Office will make any awards under this solicitation by 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
<p>To reduce underage drinking among underage university students in selected campuses and adjacent communities by:</p> <ul style="list-style-type: none"> <li>• systematically implementing evidence-based enforcement of underage drinking laws</li> <li>• enhancing evidence-based underage drinking prevention planning and programming, while emphasizing an environmental strategies approach.</li> </ul> <p>Applicants should identify their specific objectives, based on campus and community needs and resources. Examples of specific objectives are outlined on page 8.</p>	<p>Percentage reduction in the number of first time alcohol-related incidents.</p> <p>Percentage reduction in the incidence of unintentional injuries related to alcohol consumption among underage university students.</p> <p>Percentage reduction in the number of alcohol-related traffic injuries or fatalities involving underage university students.</p> <p>Number of other underage drinking programs undertaken or coordinated with.</p> <p>Number of underage drinking coalitions developed or strengthened.</p> <p>Number of evidence-based strategies implemented.</p> <p>Number of underage drinking training and technical assistance events conducted.</p> <p>Number of new underage drinking policies established.</p> <p>Number of existing underage drinking policies improved.</p>	<p>Number of first time alcohol-related incidents involving university students (baseline and post-program implementation)</p> <p>Number of unintentional injuries related to alcohol consumption among underage university students (baseline and post-program implementation).</p> <p>Number of alcohol-related traffic injuries/fatalities involving underage persons (baseline and post-program implementation).</p> <p>Number of other underage drinking programs undertaken and/or coordinated with.</p> <p>Number of underage drinking coalitions developed or strengthened.</p> <p>Number of evidence-based strategies implemented.</p> <p>Number of underage drinking training and technical assistance events conducted.</p> <p>Number of new underage drinking policies established.</p> <p>Number of existing underage drinking policies improved.</p>

## 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.** Applicants can find complete instructions at [www.grants.gov](http://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 16.727, and the funding opportunity number is OJJDP-2008-1846.

**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](http://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 that most federal agencies use, 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, 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. OJJDP may deem applications that do not adhere to the required format to be ineligible.

The program narrative must address the following selection criteria: (1) program abstract, (2) statement of the problem/program narrative, (3) impact/outcomes, (4) project/program design and implementation, and (5) capabilities/competencies. Applicants should clearly delineate the connections between and among each of these sections. For example, the applicant should derive directly the goals and objectives 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.

- **Program Abstract**

The project abstract should not exceed 200 words. It should briefly describe the project's purpose, identify the population to be served using grant funds, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Impact/Outcomes," page 8). The abstract should also describe how progress towards these goals will be measured (see "Sample Project Abstract," page 16).

- **Statement of the Problem/Program Narrative**

Applicants must briefly describe the nature and scope of the underage drinking problem in the selected college/universities and adjacent communities that this program will address. Applicants should use local data 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 and how this grant will enhance or add new research-based programming to prior or existing work.

OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or do not comply with format requirements.

1. Applicants should include the following information (at least as current as 2005) from the selected university/college and adjacent community:
  - number of minor-age university/college youth on campus and in the community.
  - off-premise outlet compliance with underage drinking laws in the selected communities.
  - data on underage university/college youth issues related to underage drinking (e.g., number of unintentional injuries related to alcohol consumption, number of alcohol-related traffic injuries/fatalities, number of first-time alcohol-related incidents).
  - DWI incidences in the selected communities.
  - letter from the campus police chief providing data reflecting the number of contacts and arrests for underage drinking and indicating willingness to continue its relationship with the applicant, including providing data, throughout the project.
  - letter from the local prosecutor with campus jurisdiction indicating willingness to share data on arrests and prosecutions related to underage drinking and outlining the policies of the prosecutor's office in handling underage drinking offenses.
  - data on alcohol-related hospital and emergency room admissions.
2. Applicants should discuss policy issues within the selected university/college campus and adjacent community. This discussion must include current underage drinking policies and practices set out by university/college owned and regulated housing, need for changes, and willingness to review current policies.

3. Applicants should discuss other underage drinking issues that the selected communities have experienced as they relate to underage university/college youth.

- **Impact/Outcomes**

Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project's goals and objectives, applicants should be aware of the performance measures that OJJDP will require successful applicants to provide.

**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. The goal of this solicitation is to assist applicants in reducing drinking among underage university students in selected campuses and adjacent communities by systematically implementing evidence-based enforcement of underage drinking laws and enhancing evidence-based underage drinking prevention planning and programming, while emphasizing an environmental strategies approach.

**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 the applicant should clearly connect them to the problems identified in the preceding section. The objectives should be measurable. Examples of objectives that might be identified include:

1. increasing enforcement of minimum drinking age laws.
2. implementing and enforcing other laws and increasing publicity to reduce alcohol-impaired driving.
3. restricting alcohol retail outlet density.
4. establishing or enhancing responsible beverage service policies in social and commercial settings.
5. forming or enhancing a campus and community coalition involving major stakeholders, including but not limited to law enforcement, judicial officer, residence director, and alcohol and other drug coordinator.
6. adopting or enhancing campus-based policies and practices that appear to be capable of reducing high-risk alcohol use. Such policies could include:
  - reinstating Friday classes and exams to reduce Thursday night partying and possibly scheduling Saturday morning classes.
  - implementing alcohol-free, expanded late-night student activities.
  - eliminating keg parties on campus where underage drinking is prevalent.
  - requiring the use of tamper proof identification for all campus attendees to assure that minimum drinking age laws are enforceable
  - making the manufacture, distribution or use of false identification credentials for the purpose of a disciplinary rule infraction and automatic referral to campus law enforcement



- establishing alcohol-free dormitories.
  - employing older, salaried resident assistants or hiring adults to fulfill that role.
  - controlling or eliminating alcohol at sporting events and prohibiting tailgating parties that encourage alcohol use.
  - refusing sponsorship gifts from the alcohol industry to avoid perception that underage drinking is acceptable.
  - banning alcohol on campus, including at faculty and alumni events.
7. increasing enforcement at campus-based events that promote drinking.
  8. increasing publicity about enforcement of underage drinking laws on campus and eliminating mixed messages.
  9. consistently enforcing disciplinary actions associated with policy violations.
  10. conducting marketing campaigns to correct student misperceptions about alcohol use.
  11. regulating happy hours and sales.
  12. informing new students and parents about alcohol policies and penalties before arrival and during orientation.

**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 the 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 [oijdp.ncjrs.gov/grantees/performance.html](http://oijdp.ncjrs.gov/grantees/performance.html).

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that they will use 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 they identified in the previous section. OJJDP encourages applicants to add in-kind or other sources of funding to this project. If added support is acquired, this section must describe the added resources and how the applicant will utilize them to support this project.

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](http://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. OJJDP encourages applicants to select evidence-based practices for their programs. OJJDP also encourages applicants to seek innovative partnerships that will result in the creative implementation of evidence-based programs. Such partnerships should include but are not limited to campus administration, a variety of enforcement types, students groups, and faith-based and community organizations. 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. Where a research or evaluation based practice is not proposed, applicants should provide data demonstrating actual results demonstrated by similar programs or prior program use.

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.

**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 register with the SMART system at <http://smart.gismapping.info>, and become familiar with the data and information that is currently available.

Finally, applicants should describe any research or evaluation studies that support the entire project design, or any of its components. Applicants should note previous research related to their selected problem area to indicate they understand the causes of—and potential solutions to—the problems they will address. While OJJDP expects applicants 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. Citation of research or evaluation studies will be considered and given similar weight to program designs where results can be demonstrated.

**Timeline.** 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 for the duration of the award. Applicants should not use actual calendar months and years in their timelines; instead the timeline should use “Year 1,” “Month 1,” etc. (see “Sample Project Timelines” at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline should be submitted as a separate attachment, as stipulated in “Other Attachments,” page 13. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

The applicant will:

1. ensure the engagement of qualified campus-community coordinators who will ensure that appropriate community data is collected and submitted to OJJDP via the grantee agency; joint campus-community activities are planned and executed in collaboration; and consistent, collaborative communication between the selected campuses and communities is maintained.

2. ensure coordination with other programs that are addressing underage drinking in the jurisdictions selected to participate in the OJJDP FY 2008 EUDL Discretionary Program: University/College Initiative.
3. coordinate training and technical assistance that reflect collaboration between the selected universities/colleges and adjacent communities.
4. work with communities to ensure that work plans reflect [evidence-based practices](#). Selected campuses and communities will:
  1. jointly develop a work plan established on baseline campus and community data that includes best and promising activities that will achieve the solicitation's performance measures.
  2. develop or strengthen coalitions that should include, at a minimum, representatives from campus and community law enforcement, the campus and community justice system, campus residence director, campus alcohol and other drug coordinator, local health agencies, and youth. The community should describe the coalition in terms of its participants, mission, and anticipated outcomes.
  3. seek innovative joint campus and community ways to affect positive change in enforcing underage drinking laws and reducing underage drinking behavior, including innovative partnerships comprised of but not limited to campus administration, a variety of enforcement types, students groups, and faith-based and community organizations.
  4. use training and technical assistance that the EUDL state-level agency and the OJJDP training and technical assistance provider offers. At a minimum, OJJDP will require the state EUDL coordinator and local coordinators to attend the annual national leadership conference that OJJDP's training and technical assistance provider conducts.
  5. enhance policies and procedures related to underage drinking.
  6. implement innovative ways to educate the selected campuses and communities, including parents, about underage drinking issues.
  7. assess and improve law enforcement responses to underage drinking offenses, both on and off campus, implementing best practices that include:
    - compliance checks.
    - strategies to reduce the social availability of alcohol to underage persons.
    - policy changes related to underage drinking.
    - DWI enforcement focused on underage persons.
    - other environmental strategies for reducing underage alcohol consumption.

- **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 applicant will manage and locally staff the project. Applicants should clearly connect management and staffing patterns 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 the applicant will use to effectively implement and manage this effort and its associated federal funding. Applicants should highlight any prior experience implementing projects of similar design or magnitude in this section.

The state will provide a minimum half-time manager for the initiative. The state program manager will monitor, coordinate, and provide training and technical support for the implementation sites in collaboration with OJJDP's technical assistance and training support from the EUDL national training and technical assistance provider, where appropriate. This individual may be the EUDL Block grant state coordinator. In the event the half-time requirement precludes fulfilling this role, the state may contract for this position.

Each state program manager will work with their selected communities to ensure that each community has, at a minimum, a half-time local campus/community coordinator. A full-time campus/community coordinator is preferred, if possible. The campus/community coordinator must have experience in and knowledge of campus enforcement and a strong working relationship with the community that includes law enforcement and the judicial system. The campus/community coordinator will develop and maintain a local coalition or similar body to select and implement best and most promising practices, maintain a strong working relationship between the selected campus and community, and assist with collection of outcome data.

### **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. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

Applicants must include in the budget funds to support the State EUDL coordinator and local coordinators to attend the annual national leadership conference that OJJDP's training and technical assistance provider conducts. In addition, applicants must include in the budget funds to support up to 2 staff to travel to Washington, DC for a 3 day grantee training meeting to be held in Fall 2008. This meeting will provide training on programmatic and financial reporting; using the Grants Management System (GMS); OJJDP's SMART system; and the Helping America's Youth (HAY) Strategies and Tools for Communities to Help Youth.

- **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 applicant calculated the cost. For example, under costs for personnel, the applicant should show the annual salary rate and the percentage of time that each employee paid through grant funds will devote to the project. 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](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). If the applicant will augment the project with other sources of funding, the applicant should describe this under “Project/Program Design and Implementation,” page 9, not in the budget section.

The applicant’s budget for a 3-year scope of work should address the following elements or explain why a particular element is omitted:

1. a campus/community coordinator, (see description of the coordinator’s role under “Capabilities/Competencies,” page 11.)
2. compliance checks.
3. DWI enforcement enhancement.
4. data collection.

- **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 justify 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.

### **Other Attachments**

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

1. annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization (see “Timeline,” page 10).
2. résumés of all key personnel.
3. job descriptions outlining roles and responsibilities for all key positions.
4. letters of support/commitment and memorandums of understanding (where appropriate).
5. **Geographic Information.** To help OJP develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information

on the geographic area that the funded activity (“service area”) will serve 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.** Provide a road map (with local detail) with the service area clearly depicted. Mark the map 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, e-mail them to Dennis Mondoro at [Dennis.Mondoro@usdoj.gov](mailto:Dennis.Mondoro@usdoj.gov)

## Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Statement of the Problem (10 points)
2. Goals and Objectives (15 points)
3. Project/Program Design and Implementation (25 points)
4. Performance Measures and Evaluation (20 points)
5. Capabilities/Competencies (15 points)
6. Budget and Budget Narrative (15 points).

## Review Process

OJP is committed to ensuring a standardized process for awarding grants. OJJDP 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. OJJDP may use either internal or external peer reviewers or a combination thereof to review applications under this solicitation. 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. 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.

Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all 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 OJJDP, 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 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](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## **Attachment: Sample Project Abstract**

The following is a sample project abstract.

In 2002, Johnson County had a truancy rate of 12 percent. Several studies have established that lack of commitment to school is a risk factor for delinquency (Dryfoos, 1990; Catalano et al., 1998). Although many factors are associated with truancy, previous research indicates a particularly strong correlation between truancy and lack of parental involvement (Catalano et al. 1998). The ABC Project seeks to increase the parental involvement in Johnson County's at-risk youth population to address the county's high truancy rate. The project's primary activity will be the operation of parenting classes for the parents of truant youth. The project will offer the classes twice a week for 12 weeks. The project seeks to serve at least 100 parents over a 2-year period. Progress will be measured by the number of participants attending the classes and the number of parents completing the 12-week course. The project will also track the truancy rates of the students of the parents who attended the classes for a year after program completion.