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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 FY 09 Enforcing the Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking. This program furthers the Department's mission by reducing the availability of alcoholic beverages to and the consumption of alcoholic beverages by persons serving in the U.S. Air Force who are younger than 21 years old.

# OJJDP FY 09 Enforcing the Underage Drinking Laws Discretionary Program: Initiative to Reduce Underage Drinking

## Eligibility

Applicants are limited to state agencies presently designated for administration of the Enforcing the Underage Drinking Laws (EUDL) Block Grant Program, including those with active EUDL Discretionary Program grants.

(See "Eligibility," page 4.)

## Deadline

Registration with [Grants.gov](#) is required prior to application submission.  
(See "Registration," page 3.)

All applications are due by 8:00 p.m., Eastern Time, on February 24, 2009.  
(See "Deadline: Application," page 3.)

## Contact Information

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

This application must be submitted through [Grants.gov](#). For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or send an e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The hours of operation for the Grants.gov Support Hotline are Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

The Funding Opportunity Number assigned to this announcement is OJJDP-2009-2030.

# CONTENTS

Overview.....	3
Registration.....	3
Deadline: Application.....	3
Eligibility.....	4
General Statement of Eligibility.....	4
Subgrant Opportunities for Faith-Based and Other Community Organizations.....	4
Program-Specific Information.....	5
Performance Measures.....	6
How To Apply.....	8
What an Application Must Include.....	9
Standard Form–424.....	9
Program Narrative.....	9
Budget and Budget Narrative.....	14
Other Attachments.....	15
Selection Criteria.....	15
Review Process.....	16
Additional Requirements . . . . .	16

# OJJDP FY 09 Enforcing the Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking CDFA #16.727

## Overview

OJJDP's Enforcing the Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking seeks to reduce the availability of alcoholic beverages to and the consumption of alcoholic beverages by persons serving in the U.S. Air Force who are younger than 21 years old. The initiative will provide funds to local civilian communities to implement research-based and promising practices to enforce underage drinking laws and prevent underage service personnel from consuming alcohol in collaboration with active duty installations implementing the underage component of the Air Force's Culture of Responsible Choices program. This program is authorized by the Juvenile Justice and Delinquency Prevention Act of 1974 and statutes appropriating FY 2009 funds.

## Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur, and it can take several weeks for first-time registrants to receive their confirmations and user passwords. OJJDP highly recommends that applicants register as early as possible to prevent delays in submitting their application packages by the deadline. The registration process for organizations involves the following steps: (1) obtain a Data Universal Numbering System (DUNS) number, (2) register your organization with the Central Contractor Registration (CCR) database, (3) register with Grants.gov's Credential Provider and obtain a username and password, (4) register with Grants.gov to establish yourself as an Authorized Organization Representative, and (5) have the E-Business Point of Contact assign the "Authorized Applicant Role" to you. For further information, visit [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).

**Note:** You must renew your CCR once a year. Failure to renew the CCR 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., Eastern Time, February 24, 2009.

Within 24-48 hours after submitting its electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will advise whether the application has been received and validated or has been rejected and why.

**Important:** Applicants are urged to submit their application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused rejection.

If an applicant experiences unforeseen Grants.gov technical issues beyond your control, it must contact OJP staff within 24 hours after the due date and request approval to submit its

application. At that time, OJP staff will require the applicant to e-mail the complete grant application and its DUNS number and provide all Grants.gov Help Desk tracking numbers. After OJP reviews the information submitted and contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact the applicant to approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology environment.

## Eligibility

Applicants are limited to state agencies presently designated for administration of the EUDL Block Grants Program, including those with active EUDL Discretionary Program grants. A list of the eligible state agencies is available at <http://www.udetc.org>. States that are currently implementing a EUDL/Air Force partnership award (viz., Arizona, California, Hawaii, and Montana) are ineligible and should not apply.

**Subgrant Opportunities for Faith-Based and Other Community Organizations.** Although faith-based and other community organizations are statutorily ineligible to apply for EUDL Discretionary Grants funds, OJJDP encourages them to respond to the requests for proposals from the state agency that administers these funds. (Contact information for state EUDL coordinators is available at [ojjdp.ncjrs.gov/statecontacts/resourcelist.asp](http://ojjdp.ncjrs.gov/statecontacts/resourcelist.asp).)

State grantees must consider faith-based and other community organizations for awards on the same basis as other eligible applicants and, if these organizations receive assistance awards, treat them on an equal basis with all other subgrantees in the administration of such awards. The state shall not favor or discriminate against any eligible subgrantee 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 funds passed through States 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 groups, however, may not use their DOJ award 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 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 that DOJ funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If a subgrantee applicant 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, visit the [Civil Rights Compliance](#) link, under "Additional Requirements" in this announcement.

## Program-Specific Information

Responding to preliminary evidence suggesting that community and base cooperation can reduce underage drinking and its accompanying negative effects on the community, OJJDP entered into a partnership with the U.S. Air Force in 2006. OJJDP seeks to establish partnerships between civilian communities and the Air Force to implement and evaluate research-based and promising practices to reduce underage drinking.

This program constitutes an expansion of the original partnership between OJJDP and the Air Force.

- **Purpose**

The program's purpose is to support the reduction of the availability of alcoholic beverages to and the consumption of alcoholic beverages by persons serving in the U.S Air Force who are younger than 21 years old.

- **Goals, Objectives, and Deliverables**

As a result of this initiative, it is intended that selected civilian communities and Air Force installations will:

- decrease the number of first-time alcohol related incidents.
- decrease 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 through OJP's Grants Management System.

- **Award Information**

OJJDP will award up to \$500,000 to each of up to four states for the first 18 months of a 3-year project period. Funding for the remaining 18 months is anticipated to be approximately \$450,000, based on the availability of FY 2010 funds. Each state must provide subgrants to a minimum of one and a maximum of three civilian communities for program implementation.

Grantees may use as much as 5 percent of the grant award for on-base activities that are a critical element of the overall project and use best practice or research-based prevention activities that support environmental strategies designed to change the physical, social, legal, and economic environment associated with the use of alcohol by underage persons. Such strategies include the simultaneous implementation of enforcement of underage drinking laws (holding both adults and youth accountable), policy development, and education/awareness-building efforts.

**Limitation on Use of Award Funds for Employee Compensation; Waiver.** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the

total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the Federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application.

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

## Performance Measures

To assist in fulfilling DOJ’s responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants that receive funding under this solicitation must participate in an evaluation of the initiative by working cooperatively with OJJDP, NIAAA, and the designated evaluator to provide data that measure the result of their work. OJJDP will, in large part, determine the grantee’s performance based on their level of cooperation with the evaluation and related activity. For this solicitation, OJJDP has identified mandatory performance measures, outlined in the table below, for which applicants selected for funding will be required to submit data during the grant period. In their proposal narrative, applicants must describe their understanding of the requirement to participate in the evaluation and discuss their data collection methods. Mandatory performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p>The program’s goal is to reduce underage drinking in selected communities by systematically implementing best or promising practices that attain the objectives of increasing the enforcement of underage drinking laws and enhancing research-based prevention planning and programming focused on underage drinking among underage U.S. Air Force personnel.</p>	<p>The following are mandatory measurements for grant recipients.</p> <p>Reduction in the number of alcohol-related offenses involving underage military personnel.</p> <p>Reduction in alcohol-related traffic injuries or fatalities where alcohol use by underage military personnel may have been a factor.</p> <p>Reduction in the incidence of unintentional injuries related to alcohol consumption by underage military personnel.</p>	<p>The following data must be submitted to the evaluator, as directed by OJJDP.</p> <p>Number of DUIs/DWIs among underage military personnel.</p> <p>Number of traffic accidents involving underage military personnel where alcohol may have been a factor.</p> <p>Number of crimes against persons, property, or pets where alcohol consumption by underage military personnel may have been a factor.</p> <p>Number of alcohol-related traffic injuries or fatalities where alcohol use by underage military personnel may have been a factor.</p> <p>Number of emergency room visits where alcohol consumption by underage military personnel may have been a factor.</p>

	<p>Increase in the number of activities designed to deter underage drinking by military personnel.</p> <p>Increase in the number of underage military personnel participating in activities designed to deter underage drinking.</p> <p>Increase in the level of coordination between the grantee and other underage drinking programs in the community.</p>	<p>Number of activities designed to deter underage drinking by military personnel.</p> <p>Number of underage military personnel participating in activities designed to deter underage drinking.</p> <p>Number of meetings between the grantee and other underage drinking programs in the community.</p> <p>Number of other underage drinking programs with whom the grantee has coordinated activities.</p> <p>Number of activities/events co-sponsored by the grantee and other underage drinking programs in the community.</p> <p>Number of partners in underage drinking coalition, including law enforcement, judicial system, military, local health agencies, postsecondary education, and local school district, as appropriate.</p>
	<p>Increase in the implementation of innovative approaches to underage drinking prevention/intervention.</p>	<p>Number of innovative approaches to underage drinking prevention/intervention implemented.</p>
	<p>Increase in provision of underage drinking prevention training/technical assistance.</p>	<p>Number of training events conducted.</p>
	<p>Establishment and enhancement of policies related to underage drinking.</p>	<p>Number of new policies established.</p> <p>Number of existing policies improved.</p>
	<p>Increase in level of compliance with laws against selling to minors among establishments selling liquor.</p>	<p>Level of compliance with laws against selling to minors among establishments selling liquor.</p>

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## 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 is a "one-stop storefront" that provides a unified process for customers of federal grants to find funding opportunities and apply for funding.

**Grants.gov Instructions.** Complete instructions can be found 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, Monday-Friday from 7:00 a.m. to 9:00 p.m., Eastern Time, or e-mail [support@grants.gov](mailto:support@grants.gov).

**Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application with attachments in Microsoft Vista or Microsoft 2007 format.** GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), WordPerfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt) and may include Microsoft Excel (\*.xls) files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of ".docx." Please ensure the documents you are submitting in Grants.gov are saved using "Word 97-2003 Document (.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, 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, titled "Enforcing Underage Drinking Laws Program," and the Funding Opportunity Number is OJJDP-2009-2030.

**DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) 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 for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

**Central Contractor Registration.** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).



## 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 with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered “1 of 30,” etc. Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance measure data collection plan, (3) project/program design and implementation, and (4) capabilities/competencies. The connections among these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must 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 that this project will address. This description should include:

- data, at least as current as 2006, from the selected Air Force installation in regard to the following:
  - underage Air Force personnel stationed at the installation.
  - off-premise outlet compliance with underage drinking laws in the selected communities.
  - Air Force personnel 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.)
  - driving while intoxicated incidences in the selected communities.
- discussion of policy issues within the selected communities and between the selected communities and the Air Force installations.
- discussion of other underage drinking issues that the selected communities have experienced as they relate to Air Force personnel.

**Project Abstract.** A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, 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 and Evaluation/Performance Measures," below). The abstract must describe how progress towards these goals will be measured.

**SMART.** Applicants must demonstrate that they have queried OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system to determine program placement in a community facing significant need. Maps and reports generated that support the problem identified in this section should be submitted as attachments to the application. If the SMART System does not provide the most recent data or information to validate the problem, additional data points (e.g., local incidents of crime or community resources), as identified by the applicant, may be submitted instead (see "Other Attachments," page 15). Discretionary grant applicants are strongly encouraged to use the enhanced functionality in the SMART system when justifying the need for funding in their locality. All applicants must register with the SMART system at [smart.gismapping.info](http://smart.gismapping.info), and become familiar with the data, information, and functionality. Instructions specific to the FY '09 solicitations will be posted on the home page of the SMART site. OJJDP is available to provide additional training and guidance on the SMART system and this new requirement.

- **Goals, Objectives, and Performance Measure Data Collection Plan**

Applicants must describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

**Goals.** Applicants must describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

**Performance Measures.** Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 6.)

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the funding period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

Applicants should detail any leveraged resources from local sources, cash or in kind, to support the project and discuss plans for sustainability beyond the grant period.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Applicants must describe their plan for achieving the grant's goals and objectives through coalition activities. OJJDP requires applicants to provide information regarding implementation of best and most promising practices to prevent underage drinking among military personnel. The applicant must describe efforts to deter underage drinking to date in the local civilian communities that have been nominated to participate in the EUDL discretionary grant program.

**Program Components.** OJJDP requires local civilian communities to implement the minimum program components annually. Applicants must describe how they will implement the following objectives:

- coordination of a local coalition with broad civilian community representation.
- development and implementation of a program plan that includes the following activities designed to deter underage drinking of military personnel:
  - at least two compliance check operations conducted per year, such that at least 90 percent of off-premise alcohol outlets within the civilian community have been checked within each year.
  - at least four additional enforcement operations conducted per year to be selected from the list of best practices and most promising practices.
  - adoption of one new local policy or improvement in at least one existing local policy related to underage drinking.
  - at least four driving while intoxicated/driving under the influence enforcement operations per year with a focus on underage military personnel.
  - implementation of at least one event per quarter that provides an alternative to drinking among underage military personnel.
  - development and implementation of a communication protocol (e.g., Web site, media campaign) to emphasize the dangers of underage drinking (e.g., 0-0-1-3) among military personnel.

**Requirements for National Evaluation.** Grantees must be able to support the efforts of a national evaluation. Grantees must exhibit their ability to support the national evaluation by possessing, or proposing to implement, the following capacities:

- ability to distinguish between military personnel (younger than and older than 21 years old) and civilians who have committed alcohol-related offenses within the local community and on-base.
- appointment of a single point of contact for national evaluation efforts.

- coordination with the national evaluator to provide data quarterly.
- collection of demographic data for the military and civilian personnel, including the following:
  - underage and of-age military personnel by month.
  - underage and of-age military personnel awaiting deployment by month.
  - underage and of-age military personnel deployed by month.
  - underage and of age military personnel returned from deployment by month.
  - underage and of-age military personnel processed in by month.
  - underage and of-age military personnel processed out by month.
- provision of data summarized in the Performance Measures table above.

The state applicant will:

- ensure the engagement of qualified civilian community coordinators who will collect and share appropriate community data with the evaluator, joint civilian community/Air Force activities are planned and executed in collaboration with Air Force designees, and consistent, collaborative communication with the Air Force installation is maintained. OJJDP strongly recommends that the community coordinator have experience in working with local law enforcement and Air Force personnel to maximize collaboration.
- ensure coordination with other programs that address underage drinking in the jurisdictions selected to participate in this initiative.
- coordinate training and technical assistance that reflect collaboration between Air Force installations and the selected civilian communities.
- work with the civilian communities to ensure that they base their work plans on research-based and promising practices. A reference list that may prove helpful in this regard can be accessed at <http://www.ojjdp.ncjrs.org/researchreferences>.

State-selected communities will:

- collaborate with the Air Force installation to develop a work plan established on baseline civilian community and Air Force data that includes best practices and promising activities that will attain the solicitation's performance measures.
- develop or strengthen coalitions that should include, at a minimum, representatives from law enforcement, the justice system, Air Force, local health agencies, post-secondary education, and, as appropriate, the local school district. The community should describe this coalition in terms of its participants, mission, and anticipated outcomes.
- seek innovative ways to affect positive change in enforcing underage drinking laws and reducing underage drinking behavior in collaboration with Air Force installations.
- use training and technical assistance provided by the EUDL state-level agency and the OJJDP training and technical assistance provider. At a minimum, OJJDP will require the state EUDL coordinator and local coordinators to attend the annual National Leadership Conference that the OJJDP training and technical assistance provider conducts.

- enhance policies and procedures related to underage drinking.
- implement innovative ways to educate the civilian community about underage drinking issues in collaboration with Air Force installations.
- in collaboration with the Air Force installations, assess and improve law enforcement responses to underage drinking offenses, implementing best practices that include:
  - compliance checks.
  - strategies to reduce the social availability of alcohol to underage persons.
  - policy changes related to underage drinking.
  - driving while intoxicated enforcement focused on underage persons.
  - other environmental strategies for reducing underage alcohol consumption.

**Logic Model.** Applicants must include a logic model that graphically illustrates how the performance measures are related to the project’s problems, goals, objectives, and design. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 15.

**Timeline.** Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 15. 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. Management and staffing patterns must be clearly and evidently connected to the project design described in the previous section. Applicants must 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, highlighting any previous experience implementing projects of similar design or magnitude.

The state will provide, at a minimum, a half-time program manager, who will monitor, coordinate, and provide training and technical support to implementation sites in collaboration with Air Force installations, where appropriate, with support from the EUDL national training and technical assistance provider. The manager may be the EUDL Block Grant state coordinator. However, should the half-time requirement preclude the state coordinator from fulfilling this role, the state may contract for this position.

The state program manager will work with their selected communities to ensure that each has, at a minimum, a half-time local coordinator and an effective collaborative relationship with an Air

Force installation. A full-time local coordinator with an understanding of military life is preferred, if possible. The local 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 with the Air Force, and assist the evaluator in collecting data to support the evaluation.

Applicants must demonstrate their ability to partner with selected civilian communities and Air Force active duty installations and obtain a support letter between the civilian community and the base commander of a State-based Air Force installation. In addition, applicants must justify their selection based on the community's proximity to an Air Force active duty installation. (A list of Air Force installations is available at [http://www.millennium-ark.net/News\\_Files/Military/Mil\\_Install.html#U.S.%20Summary](http://www.millennium-ark.net/News_Files/Military/Mil_Install.html#U.S.%20Summary). Air Force installations are designated "AF" in the "Branch" column.)

### **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 a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. All funds listed in the budget will be subject to audit.

Since there is no match requirement, any additional resources added to this effort are not to be described in this section but should be discussed in the Program Narrative.

OJJDP strongly encourages applicants to plan for a 3-year project period and detail appropriately the first year's planning and initial implementation in the Budget Narrative and Budget Detail Worksheet, which should address the following budget elements or explain why a particular element is omitted:

- a community coordinator, who will gather performance outcome data from the community and serve as a liaison to the Air Force installation.
- compliance checks.
- driving while intoxicated enforcement enhancement.
- data collection.
- participation, including the state and civilian community coordinators, in training opportunities and the annual National Leadership Conference.
- other activities that promote the achievement of the performance outcome measures and collaboration with the Air Force installation.

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid

through grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A budget 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).

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget worksheet (particularly, supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must 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.

### **Other Attachments**

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing “Capabilities/Competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- SMART data (see “SMART,” page 10).
- logic model (see “Logic Model,” page 13).
- timeline or milestone chart (see “Timeline,” page 13).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment, (see “Capabilities/Competencies,” page 13).

### **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:

- Statement of the Problem/Program Narrative (20 points)
- Goals, Objectives, and Performance Measures (15 points)
- Project Design (40 points)
- Management and Organizational Capability (15 points)
- Budget (10 points)

See “Program Narrative,” page 9, for detailed descriptions of the above criteria.

## Review Process

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP screens each application to ensure 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 review the applications submitted under this solicitation as well. OJJDP 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 DOJ employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. OJJDP will initially screen applications to determine whether the applicant meets all eligibility requirements. Peer review panels will evaluate, score, and rate only applications that eligible applicants submit and that meet all other requirements. 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, OJP's 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, OJP's Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding, will make all final grant award decisions.

## Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each is available at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- 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 and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.