



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 2012 Enforcing Underage Drinking Laws Discretionary Program: Initiative to Reduce Underage Drinking in the Military. This program furthers the Department's mission by seeking to reduce the consumption of alcoholic beverages by underage enlisted personnel serving in the U.S. Air Force and U.S. Marine Corps.

OJJDP FY 2012 Enforcing Underage Drinking Laws Discretionary Program: Initiative to Reduce Underage Drinking in the Military

Eligibility

Applicants are limited to the state agency that the state's governor has designated to administer the Enforcing Underage Drinking Laws Block Grants Program. A general list of the eligible state agencies is available at www.udetc.org.

OJJDP may elect to make awards in future fiscal years for applications submitted under this solicitation, dependent on the merit of the applications and the availability of appropriations.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See How To Apply, page 11.) All applications are due by 11:59 p.m. eastern time on May 16, 2012. (See Deadlines: Registration and Application, page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at **800-518-4726**, **606-545-5035**, or via e-mail to support@grants.gov.
Note: Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live Web chat](#). JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

For specialized assistance with formulating civilian partnerships with the U.S. Marine Corps, contact Dr. Keita Franklin at 703-784-0275 or via e-mail to keita.franklin@usmc.mil.

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OJJDP FY 2012 Enforcing Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking in the Military (CFDA #16.727)

Overview

This program seeks to reduce the availability of alcoholic beverages to and the consumption of alcoholic beverages by persons serving in the U.S. Air Force and/or the U.S. Marine Corps 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 bases. This program is authorized by the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. 5665-5667, and by the Department of Justice Appropriations Act, 2012, Public Law 112-55.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. In addition, applicants are urged to submit applications **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 a rejection notification. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 16, 2012. See How To Apply, page 11, for details.

Eligibility

Applicants are limited to the state agency that the state's governor has designated to administer the Enforcing Underage Drinking Laws Block (EUDL) Grants program. A general list of the eligible state agencies is available at www.udetc.org.

All EUDL state agencies may form civilian community partnerships with U.S. Air Force or U.S. Marine Corps bases, with the following exceptions: Arizona, California, Hawaii, Montana, Missouri, and Wyoming may not submit applications to continue work with civilian communities and U.S. Air Force bases where EUDL demonstration efforts were implemented or are currently being implemented under prior year solicitations. (Note: This restriction does not apply to partnerships with the Marine Corps.) These six states may submit applications if they propose to support civilian communities and U.S. Air Force base partnerships that they have not worked with yet.

Program-Specific Information

Responding to preliminary evidence suggesting that community and base cooperation can reduce underage drinking and the accompanying negative effects on the community, OJJDP entered into a partnership with the U.S. Air Force in 2006. That partnership resulted in demonstration efforts in Arizona, California, Hawaii, and Montana. OJJDP's expanded

partnership with the Air Force in 2009 resulted in demonstration efforts that are ongoing in Missouri and Wyoming. OJJDP seeks to establish new partnerships between civilian communities and the Air Force to implement and evaluate research-based and promising practices to reduce underage drinking. This program constitutes a third expansion of the original partnership between OJJDP and the Air Force. In addition, this program introduces a partnership between OJJDP and the U.S. Marine Corps to establish partnerships between civilian communities and Marine Corps bases, where possible, using the evidence-based approach tested with the U.S. Air Force. OJJDP will also evaluate program work on Marine Corps bases.

Each state must provide sub-grants 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 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.

Purpose

The program will support the reduction of the availability of alcoholic beverages to and the consumption of alcoholic beverages by enlisted personnel serving in the U.S Air Force and/or U.S. Marine Corps 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 U.S. Air Force and/or U.S. Marine Corps bases will:

- decrease the number of first-time alcohol-related incidents among underage persons.
- 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, grantees will submit semi-annual progress reports through OJP's Grants Management System.

Requirements for 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.

The state applicant will:

- Ensure the engagement of qualified civilian community coordinators who will collect and share appropriate community data with the evaluator, plan and execute joint civilian community/Air Force or Marine Corps activities, and maintain consistent, collaborative communication with the Air Force or Marine Corps base. OJJDP recommends that the community coordinator have experience in working with local law enforcement and Air Force or Marine Corps 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 or Marine Corps bases and the selected civilian communities.
- Work with the civilian communities to ensure that they base their work plans on research-based and promising practices. References that may prove helpful in this regard can be accessed at www.ojjdp.gov/publications/PubSearch.asp or www.udetc.org.

State-selected communities will:

- Collaborate with the Air Force or Marine Corps base to develop a work plan established on baseline civilian community and Air Force or Marine Corps 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 or Marine Corps, 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 effect positive change in enforcing underage drinking laws and reducing underage drinking behavior in collaboration with Air Force or Marine Corps bases.

- Use training and technical assistance that the EUDL state-level agency and OJJDP provide. At a minimum, OJJDP will require the state EUDL coordinator and local coordinators to attend the annual national leadership training 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 or Marine Corps bases.
- In collaboration with the Air Force or Marine Corps bases, 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.

Evidence-based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov and OJJDP's [Model Program Guide](#) Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

For this specific program, OJJDP is expanding its work with the U. S. Air Force and implementing the program in partnership with U.S. Marine Corps bases in response to preliminary evaluation evidence suggesting that community and base cooperation can reduce underage drinking and its accompanying negative effects on the community. The findings come from an independent evaluation that the National Institute on Alcohol Abuse (NIAAA) and OJJDP funded.

Amount and Length of Awards

OJJDP expects to make as many as three awards of as much as \$900,000 per award for a 36-month project period. The amount per award is for the entire award period. OJJDP will make no additional awards to successful applicants in subsequent years.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

OJJDP will enter into a cooperative agreement with the successful applicant. In furtherance of the goals and objectives described above, OJJDP's role will include the following tasks:

- Reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving major project-generated documents and materials used in the provision of project services.
- Providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs. No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP Web site at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable). If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement. This solicitation does not require a match. However, if a successful applicant proposes a voluntary match amount, it will be incorporated into the OJP-approved budget and subject to audit.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA) of 1993, Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	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.</p>	<p>The performance measures will differ, depending on the specific program goals and objectives. Examples are below:</p> <p>Reduction in alcohol-related traffic injuries or fatalities where an underage person's use of alcohol may have been a factor.</p> <p>Reduction in the number of alcohol-related offenses involving underage persons.</p>	<p>The following data must be submitted to the evaluator, as directed by OJJDP:</p> <p>Number of DUIs/DWIs among underage persons.</p> <p>Number of traffic accidents involving underage persons where alcohol may have been a factor.</p> <p>Number of crimes against persons, property, or pets where alcohol consumption by underage persons may have been a factor.</p> <p>Number of alcohol-related traffic injuries or fatalities where an underage person's use of alcohol</p>

	<p>Reduction in the incidence of unintentional injuries related to underage persons' consumption of alcohol.</p> <p>Increase in the number of activities designed to deter underage drinking.</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>may have been a factor.</p> <p>Number of emergency room visits where an underage person's consumption of alcohol may have been a factor.</p> <p>Number of activities designed to deter underage drinking.</p> <p>Number of underage persons 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>
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section What an Application Is Expected To Include on page 13 for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research", which is defined as follows:

Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities. 28 C.F.R. § 46.102(d). The following information pertains to applications that propose to conduct research and involves human subjects:

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. Part 46 requires that most research involving human subjects that is conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board (IRB), in accordance with the regulations, before federal funds are expended for that research. As a rule, persons who participate in federally funded research must provide their "informed consent" and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving

human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data. 28 C.F.R. § 22.23. The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes." 28 C.F.R. § 22.21. Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time. 28 C.F.R. § 22.27.

OJP has developed a decision tree www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a specific statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to "generalizeable knowledge" or if they intend to use the information solely for the purpose of internal improvements and/or to meet OJP's performance measures data reporting requirements.** If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

For additional information visit the "Research and Protection of Human Subjects" and the "Confidentiality" sections of the OJP "Other Requirements" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier sub-awards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier sub-recipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding sub-awards will be made through the FFATA Sub-award Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no sub-award of an award made under this solicitation may be made to a sub-recipient (other than an individual) unless the potential sub-recipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726, 606-545-5035**, or via e-mail to support@grants.gov, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. 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 sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. Note that there can be more than one AOR for the organization.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.727 titled “Enforcing Underage Drinking Laws Program” and the funding opportunity number is OJJDP-2012-3274.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **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 a rejection notification.

Note: Grants.gov will forward the application to OJP’s Grants Management System (GMS). 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.”

Note: Duplicate Applications. If an applicant submits multiple versions of an application, OJJDP will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must email the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by OJJDP.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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 all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant’s computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Is Expected To Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OJJDP to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, a Budget Narrative, and a letter of commitment from the base commander.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF 424 are available at www.grants.gov/assets/SF424Instructions.pdf.

2. 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 should 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 should be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Additional Attachments" sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) project abstract; (2) statement of the problem; (3) goals, objectives, and performance measures; (4) program design and implementation; and (5) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

The following sections should be included as part of the program narrative.

- a. Project Abstract.** Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see Goals, Objectives, and Performance Measures, below). The abstract should describe how the applicant will measure progress toward these goals.

Permission to Share Abstract and Contact Information with Private Funders. It is unlikely that OJJDP will be able to fund all competitive applications the Office receives, but may have the opportunity to share unfunded competitive application information with private foundations. Applicants should indicate whether they give OJJDP permission to share their abstract and contact information for both the authorized representative and point of contact with potentially interested private foundations. Granting this permission will not affect OJJDP's funding recommendations, and if the application is not funded, it will not guarantee that information will be shared, nor does it guarantee funding from any other source.

- b. Statement of the Problem.** 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 2009, from the selected Air Force or Marine Corps base in regard to the following:
 - Underage Air Force or Marine Corps personnel stationed at the base.
 - Off-premise outlet compliance with underage drinking laws in the selected communities.
 - Air Force or Marine Corps 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 or Marine Corps bases.
- Discussion of other underage drinking issues that the selected communities have experienced as they relate to Air Force or Marine Corps personnel.

- c. Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should 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 should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: Conduct two annual compliance check operations in 90 percent of off-premise establishments in Anywhere, USA, with a 100 percent compliance rate by year three.)

Performance Measures. OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 8.) OJJDP does not require applicants to submit performance measure data with their applications. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

- d. Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their programs.

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 must describe their plan to achieve 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.

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

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

- Coordination of a local coalition with broad civilian community and military representation.
- Development and implementation of a program plan that includes the following activities to deter underage drinking by underage 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:**” **0** underage drinking, **0** DUIs, and if you are of age and choose to drink alcohol then **1** drink per hour with a max of **3** drinks per night.) among military personnel.

Logic Model. Applicants should 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 www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 18.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, 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.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 18. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- e. Capabilities and Competencies.** Applicants should describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant’s organization and any contractors that the applicant will use to 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 or Marine Corps bases, 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 his or her selected communities to ensure that each has, at a minimum, a half-time local coordinator and an effective collaborative relationship with an Air Force or Marine Corps base. 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 or Marine Corps, 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 or Marine Corps active duty bases and obtain a support letter between the civilian community and the base commander of a state-based Air Force or Marine Corps base (See Attachments B for the appropriate Air Force template letter. Contact Dr. Keita Franklin for the appropriate Marine Corps template letter.) In addition, applicants must justify their selection based on the community's proximity to an Air Force or Marine Corps active duty base. (A list of Air Force bases is available at www.millennium-ark.net/News_Files/Military/Mil_Install.html#U.S.%20Summary. Air Force bases are designated "AF" in the "Branch" column.) For assistance with connecting with Marine Corps bases, contact Dr. Keita Franklin at 703-784-0275 or via e-mail to keita.franklin@usmc.mil.

3. Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

The budget should include the necessary expenses for travel to and stay at a 2.5 day national leadership training event held in Washington, DC.

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 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 or Marine Corps base.
- 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 Training.
- Other activities that promote the achievement of the performance outcome measures and collaboration with the Air Force or Marine Corps base.

Each state must provide sub-grants to a minimum of one and a maximum of three civilian communities for program implementation.

Applicants may budget as much as 5 percent of the cooperative agreement 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. See Appendix A.)

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

- a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants who submit the budget in a different format should include the budget categories listed in the sample budget worksheet. The budget detail worksheet should be mathematically sound.
- b. **Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost-effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures the applicant provides in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

5. Additional Attachments

Applicants should 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 and/or letters of support/memoranda of understanding when assessing “Capabilities/Competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- logic model (see Logic Model, page 16)
- timeline or milestone chart (see Timeline, page 16)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letter of commitment from the base commander (see Appendix B for an Air Force template letter that applicants may use to obtain the base Wing Commander support. Contact Dr. Keita Franklin at 703-784-0275 or via e-mail to Kieta.franklin@usmc.mil to obtain a template letter for Marine Corps commander support.)

6. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP’s funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#). Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#). Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#) (Required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted.)

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 20 percent of the entire score in the application review process.

1. Statement of the Problem (15 percent)
2. Goals, Objectives, and Performance Measures (20 percent)
3. Program Design and Implementation (40 percent)
4. Capabilities and Competencies (15 percent)
5. Budget (complete; reasonable and allowable; cost-effective, and necessary for project activities)(10 percent)

See What an Application Is Expected To Include, page 13, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

OJP is committed to ensuring a fair and open 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 the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum 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 for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act

- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Appendix A: OJJDP Guidance for Use of EUDL Funds to Support Alcohol-Free Alternative Activities and Location Venues for Underage Airmen in the U.S. Air Force at Participating Bases

Core EUDL/USAF program requirements:

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the U.S. Air Force (USAF) acknowledge that the Enforcing Underage Drinking Laws (EUDL) military discretionary project is a complex demonstration grant with many programmatic details and challenges. Because this is a demonstration project, sites are asked to adhere to the solicitation requirements and explore innovative ways to reduce underage airmen's access to alcohol, consumption of alcoholic beverages, and alcohol-related incident rates.

Background:

Although alcohol-free alternative activities in the general population have not been well evaluated, research suggests that when these social events are included in a comprehensive environmental strategy prevention plan and coordinated to support enforcement, policy development, and education, they may contribute to the overall effectiveness of strategies to reduce underage access and consumption of alcoholic beverages. Research also suggests that active involvement of the target population in the planning, coordination, and execution of such activities leads to greater success. Alcohol-free alternative activities as a stand-alone intervention, however, have not been proven to be effective. In the military setting, the F.E. Warren experience suggests that alcohol-free alternative activities are an important component of a comprehensive plan to reduce ARIs by underage airmen. Military personnel involved in the base experience have recommended that replication of the F.E. Warren model include these types of opportunities to support responsible, positive choices by underage airmen, thereby helping to change social norms relative to alcohol use by the target population.

Use of EUDL funds for on-base activities:

The applicant must ensure that (1) linkages are made between on-base activities and the overall program that demonstrate how the proposed funding of alcohol-free alternative activities and/or venues directly support the core solicitation requirements, (2) other federal funding guidelines and restrictions are adhered to, and (3) data is collected that will enable proper evaluation of the added component.

Although the grant does not require matching funds, OJJDP encourages sites, whenever possible, to obtain in-kind support, donations, discounts, etc. to enhance program efforts and pay for non-EUDL approved items such as consumables (e.g., food, prizes), building construction, facility staffing, and others as outlined in the federal funding guidelines. Sites should communicate with their EUDL State Coordinator and/or OJJDP program manager for direction and clarification as needed.

Examples of appropriate ways to utilize EUDL funds:

Sites are encouraged to work with the national technical assistance and training provider to ensure that alcohol-free alternative activities and location venues that EUDL funds support are appropriately linked to support core grant requirements, have long-lasting effects, and are sustainable. The following are tips and suggested examples:

- Alcohol-free alternative activities should be strategically planned and coordinated to coincide with underage drinking enforcement operations and/or policy development efforts on/off base and include an educational alcohol prevention component that supports the enforcement and/or policy change effort. A simple formula to follow is Alcohol-free alternative activity (e.g., Non-athletic Olympics, halo tournament, block party, etc.) + alcohol prevention message/educational component + data collection for evaluation purposes. Examples are as follows:
 - If a site were to host a non-athletic Olympics, OJJDP recommends that the site (1) plan and coordinate the event to coincide with underage drinking enforcement operations, such as sobriety checkpoints or saturation patrols that are typically scheduled during high risk times of the year; (2) include an educational component such as fatal vision goggle demonstrations and a guest speaker to talk about the demonstration (e.g., enforcement speaker); (3) include alcohol prevention messages such as information about alcohol laws and consequences related to impaired driving; and (4) collect data that will help demonstrate the effectiveness of the event (e.g., alcohol incident rates from past and current time periods, such as Halloween weekend 2007 and Halloween weekend 2008, provided the enforcement operation and alcohol-free event occurred during this time period).
 - If a site were to host a themed dorm party, OJJDP recommends that the site (1) plan and coordinate the event to support policy development efforts, such as social host laws that hold adults accountable for their role in providing alcohol for underage parties in social settings; (2) include an educational component such as a skit about house parties, the dangers of underage alcohol use in party situations, and the need for a social host law as a prevention tool; (3) include alcohol prevention messages such as alcohol laws and consequences related to underage drinking in social settings; and (4) collect data that will demonstrate the effectiveness of the effort (e.g., policy passage, alcohol incidence rates).
- Engage airmen in meaningful leadership activities that can help them advance their career and provide certificates of appreciation that can be included in their personnel files. Examples may include but are not limited to the following:
 - alcohol prevention presentations to military leaders, community groups and organizations, businesses, enforcement agencies, the judiciary, etc. to educate them about alcohol policy change efforts and how they would enhance enforcement of underage drinking laws to improve public safety, health, and well being.
 - assistance with alcohol policy review and development by volunteers;
 - activities to recruit underage airmen to assist enforcement with minor decoy operations;
 - media advocacy efforts (e.g., letters to the editor, op-eds, press releases, public service announcements, press conferences);
 - monitoring of social networks (e.g., MySpace, Facebook, Xanga, Hi5, Craigslist) to inform enforcement of underage drinking parties as a means to prevent such parties from ever occurring and/or to break up underage parties to protect underage attendees from potentially harmful consequences and hold adult providers accountable for their role in the event;

- assistance with community prevention efforts such as alcohol purchase surveys, shoulder tap surveys, merchant education, sticker shock program (i.e. alcohol law and consequence information on stickers that are placed on alcohol containers, pizza boxes, etc.), etc.;
 - assistance with development and dissemination of alcohol prevention messages;
 - Web-based alcohol education resources for underage airmen (e.g., Web page development and maintenance for airmen to include alcohol prevention messages, listing of alcohol-free alternative activities, alcohol laws and consequences, effects of alcohol on the human body, risks associated with alcohol use, etc.);
 - alcohol education presentations to base personnel, schools, parents, and community members; and
 - assistance with alcohol prevention events on/off base, such as health fairs, community forums (e.g., town hall meetings, public hearings), youth leadership trainings, etc.
- Funding support consideration of location venues on base that will promote underage alcohol prevention efforts should creatively engage airmen, base leaders, and the base community so as to achieve long lasting and meaningful impact. Refer to direction provided earlier on justification requests, adherence to federal funding guidelines, and contact support for clarification and additional guidance. Examples for use of such facilities may include the following:
 - EUDL meetings and presentations;
 - EUDL training opportunities (e.g., minor decoy training, security forces training on underage drinking enforcement techniques, environmental strategies training, media advocacy, etc.);
 - leadership activities for airmen, such as monitoring of social networks, media advocacy support, Web page development and maintenance for alcohol education resources for underage airmen, etc.;
 - alcohol-free alternative activities that support core grant requirements;
 - alcohol education resources; and
 - community forums to address underage alcohol issues on and off base.

Appendix B: Support Letter Template

INSTRUCTIONS

1. All proposals should include a letter of support that the commander of each Air Force base has signed.
2. A support letter template follows. Although its use is not required, OJJDP recommends that applicants use it. In any event, each letter of support should include pertinent details in regard to the base's participation in the proposed EUDL initiative.
3. The text in red should be substituted with the appropriate information in black.

INSTALLATION LETTERHEAD HERE

Date

MEMORANDUM FOR: Principal Investigator for EUDL proposal

FROM: Installation Commander's office symbol

SUBJECT: Letter of support for insert the title of your proposal

1. I have been briefed on the purpose and proposed procedures of the "Enforcing Underage Drinking Laws Discretionary Program: Initiative to Reduce Underage Drinking in the Military."
2. If funded, I would like Air Force base name to collaborate with community agency applying for funding in this important project to reduce underage drinking.
3. As a part of this collaboration, base name, will benefit from:
 - a. Establishment or enhancement of a community coalition to address underage drinking 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.
 - b. Access to appropriate state and national training to enhance base and community coordination of the program.
 - c. Access to program evaluation findings.
 - d. Enhanced community policies and procedures related to underage drinking.
 - e. Collaborative opportunities with community and other appropriate enforcement to improve enforcement responses to underage offenses, implementing best practices that include:
 1. compliance checks;
 2. strategies to reduce social availability of alcohol to underage persons;

3. policy changes related to underage drinking;
4. driving while intoxicated (DWI) enforcement focused on underage persons; and
5. other environmental strategies to reduce underage alcohol consumption.

Specify any of the other details of the cooperative agreement with the base. In particular, specify what the community agency applying for funding will do to reduce underage drinking in underage active duty Air Force members.

4. As a part of this collaboration, **base name**, will agree to the following:
 - a. **Base name** will provide relevant baseline data to NIAAA and OJJDP and continue to collect and share data during the life of the program for purposes of the evaluation. Data will include information about alcohol-related incidents involving underage airmen. All data shared with an evaluator and OJJDP as a result of this program will be stripped of any personal identifying information prior to release.
 - b. **Base name** will participate in joint enforcement trainings and enforcement efforts with EUDL enforcement not otherwise prohibited by law, regulation, or policy. **Base name** will not become involved in civilian law enforcement activities unless permitted by law, regulation, and policy.
 - c. **Base name** will collaborate with the national EUDL training and technical assistance provider.

Specify any other the details of the cooperative agreement with the base. In particular, specify what the base agrees to do (e.g., length of the commitment, access to the base or base populations, who will participate, commitment of resources to include such things as personnel time or monetary commitment).

5. You may contact, **name and phone number for the base POC** with questions about this letter.

COMMANDER'S SIGNATURE BLOCK

Appendix C: Application Checklist

OJJDP FY 2012 Enforcing Underage Drinking Laws Discretionary Program: Initiative to Reduce Underage Drinking in the Military

This application checklist has been created to assist in developing an application.

Eligibility Requirement:

- State agency that administers the EUDL Block Grants Program.
- The federal amount requested is within the allowable limits of \$900,000.
- Letter of support from the military base commander.

What an Application Should Include:

- Disclosure of Lobbying Activities (SF-LLL) (see page 12)
- Application for Federal Assistance (SF 424) (see page 13)

- Program Narrative (see page 13)
 - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
 - Abstract
 - Statement of the Problem
 - Goals, Objectives, and Performance Measures
 - Program Design and Implementation
 - Capabilities/Competencies

- Budget Detail Worksheet and Budget Narrative (see page 17)
- Indirect Cost Rate Agreement (if applicable) (see page 18)

- Additional Attachments (see page 18)
 - logic model
 - timeline or milestone chart
 - résumés of all key personnel
 - job descriptions for all key positions
 - letters of support/memoranda of understanding from partner organizations

- Other Standard Forms, Certifications, and Other Components, (see page 19) including:
 - DUNS number
 - CCR registration
 - Certifications
 - Accounting System and Financial Capability Questionnaire