



The [U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking applications for funding under the OJJDP FY 2008 Enforcing the Underage Drinking Laws Block Grant Program. This program furthers the Department's mission by supporting and enhancing states' and local jurisdictions' efforts to prohibit the sale of alcoholic beverages to minors and the purchase and consumption of alcoholic beverages by minors.

OJJDP FY 2008 Enforcing the Underage Drinking Laws Block Grant Program

Eligibility

Applicants are limited to the public agency that the chief executive (i.e. the governor) of each state and territory designates.

(See "Eligibility," page 3)

Deadline

All applications are due by 8:00 p.m. E.T., on January 31, 2008.

(See "Deadline: Application," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact your OJJDP State Representative at 202-307-5924 or Scott Pestrige, EUDL Program Manager, at 202-514-5655 or scott.pestridge@usdoj.gov

Applicants must submit their application through [OJP's Grants Management System \(GMS\)](#). For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-549-9901.

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OJJDP FY 2008 Enforcing the Underage Drinking Laws Block Grant Program CFDA # 16.727

Overview

The Enforcing the Underage Drinking Laws (EUDL) Program allocates block grants for every state and the District of Columbia to enforce state laws prohibiting the sale of alcoholic beverages to minors and to prevent the purchase or consumption of alcoholic beverages by minors.

The statutory authority for the EUDL Block Grant Program may be found within Section 504 of the Juvenile Justice and Delinquency Prevention Act, 42 U.S.C. 5783 and the 2008 Consolidated Appropriations Act. Congress has delegated the authority to administer the EUDL Program to the Office of Juvenile Justice and Delinquency Prevention (OJJDP), in the U. S. Department of Justice's (DOJ's) Office of Justice Programs (OJP). From fiscal years (FYs) 1998 to 2007, Congress appropriated \$25 million annually to OJJDP for its EUDL program.

To apply for fiscal year FY 2008 EUDL funds, participating states must follow the application process outlined in this announcement.

Deadline: Registration

Applicants must register with GMS prior to applying. The [GMS](#) registration deadline is 8:00 p.m. E.T., January 17, 2008.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., January 31, 2008.

Eligibility

Only the public agency that the chief executive (i.e., the governor) of each state designates is eligible to apply for these funds. The term "state" means any state of the United States, including the District of Columbia. Applicants who do not meet this criterion are not eligible to apply for this grant program.

Subgrant Opportunities for Faith-Based and Other Community Organizations:

Although only the designated state agency is statutorily eligible to apply directly to OJJDP for EUDL Block Grant funds, faith-based and other community organizations are eligible to apply as subgrantees to the state agency that administers these funds. (Contact information for state EUDL coordinators is available at

<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, the state will 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.

OJJDP encourages applicants to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

Program-Specific Information

- **Purpose**

The EUDL Program supports and enhances states' and local jurisdictions' efforts to prohibit the sale of alcoholic beverages to minors and the purchase and consumption of alcoholic beverages by minors. (For the purpose of this solicitation, "minors" are defined as individuals under the age of 21.)

- **Goals, Objectives, and Deliverables**

Activities under the EUDL Program may include:

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

- **Award Information**

OJJDP will notify each state of its respective FY 2008 allocation, pending congressional enactment of the FY 2008 Appropriations Bill. For planning purposes, states should use their FY 2007 funding levels (\$350,000.)

The awards are for a 2-year project and budget period lasting from June 1, 2008, to May 31, 2010. All awards are subject to the availability of appropriated funds and any modifications

or additional requirements that may be imposed by law. OJJDP anticipates that the Office should make any awards under this solicitation no later than September 30, 2008.

Match requirement. Match is not required for this program.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act, P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Purpose Area	Performance Measures	Data to Be Collected
To support youth/statewide task forces.	<p>Number of youth involved in task force activities (e.g., educational work with law enforcement, serving on task force boards/committees).</p> <p>Number of agencies involved in task force activities that support underage drinking prevention or enforcement.</p>	<p>Number of youth involved in task force activities.</p> <p>Number of agencies involved in task force activities that support underage drinking prevention or enforcement.</p>
To support public advertising campaigns.	Number of earned media coverage episodes/events (interviews, op-ed pieces, TV coverage, etc.).	Number (by type) of earned media coverage episodes/events related to EUDL activities, underage drinking prevention, and/or enforcement.
To support innovative and collaborative programs to prevent and combat underage drinking.	<p>Percent of EUDL grantees/subgrantees implementing one or more evidence-based best practices (e.g., underage drinking programs, practices, or strategies).</p> <p>Number of grantees involved in one or more innovative underage drinking enforcement activities (e.g., retail compliance checks, third party provision operations, party patrols, youth oriented impaired driving enforcement).</p> <p>For grantees conducting compliance checks:</p> <p>Percentage change in retail establishments that are in compliance from the first to the second reporting period.</p>	<p>Number of EUDL grantees/subgrantees implementing evidence-based best practices, compared with total number of grantees/subgrantees.</p> <p>Number of grantees involved in one or more innovative underage drinking enforcement activities.</p> <p>Number of retail establishments found compliant, compared to total number of retail establishments checked for compliance for each reporting period.</p>

Grantees will report the aforementioned performance measures on-line via the Data Collection Technical Assistance Tool (DC-TAT). For more information on performance measures and DC-TAT, please visit <http://www.ojjdp-dctat.org/>.

How To Apply

Grants Management System Instructions. Applicants must submit their applications through the online GMS. Applicants should begin the process early, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit www.ojp.gov/funding/Masterjobaids.pdf or <http://www.ojp.usdoj.gov/gmscbt/>. For additional information, call the GMS Help Desk at 1-888-549-9901. (Please note that GMS does not accept executable files as application attachments. Disallowed file types include, but are not limited to, the following extensions: com, bat, exe, cfg, .dat, db, dbf, dll, ini, log, ora, sys, vbs, and zip.)

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.727.

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at www.dunandbradstreet.com to obtain a number. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form 424

Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use, following the instructions it provides.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Number pages "1 of 30," "2 of 30," and so forth.) Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. OJJDP may deem applications that do not adhere to the required format to be ineligible.

This attachment should describe the applicant's approach for the EUDL Program in the state. The program narrative must contain the following components:

Program Description. Provide a detailed description of how the state will use EUDL grant funds (e.g., creating a statewide task force, public advertising programs, and innovative programs), including plans for the continuation of the EUDL program if future federal funding is not made available. To complete this section, use the following outline:

Problem Statement. Briefly state a priority juvenile justice problem or need that the program intends to address.

- a. **Program Goals.** Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.
- b. **Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and the applicant should clearly connect them to the problems identified in the preceding section. The objectives should be measurable.
- c. **Planned Activities and Services.** Describe specific steps that the grantee will take or projects that the grantee will fund to accomplish each objective. This part of the program description must summarize which agencies will implement the program, where and when activities will take place, the specific services that the agencies will provide, who will benefit from the services, and the target population. This section must indicate how the program relates to similar state or local programs directed at the same or similar problems.
- d. **Baseline Data.** Provide a description of the existing state-level baseline EUDL data, state-level capacity to support the EUDL initiative, and an assurance of the state's commitment to provide pre- and post-data related to underage drinking to facilitate the evaluation process.
- e. **Performance Measures.** OJJDP requires award recipients to collect and report data in support of performance measures. (See "Performance Measures," Page 5.) Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design associated with this grant.

To ensure that the Performance Measures that the grantee selects reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed mandatory performance measures. To determine those that apply to your application, visit ojjdp.ncjrs.gov/grantees/performance.html.

- f. **SMART.** Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. OJJDP will be offering additional training and guidance on the SMART system and this new requirement. In the interim, all applicants should register with the SMART system at <http://smart.gismapping.info>, and become familiar with the data and information that is currently available.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. Applicants must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit. States may use up to 5 percent of awarded funds for planning and administration costs. (See Appendix A, page 12, for a Sample Budget Detail Worksheet).

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the applicant calculated the cost. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A Budget Detail Worksheet template is available at www.ojp.usdoj.gov/Forms/budget.pdf.

- **Budget Narrative**

The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and justify all proposed costs. In the budget narrative, applicants should explain how they calculated fringe benefits, how they estimated travel costs, why they must purchase particular items of equipment or supplies, and how they calculated overhead or indirect costs (if applicable). The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Other Attachments

Applicants must submit the following materials in a single file as an attachment to their GMS application. Applicants must submit the Other Attachments as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt).

Designation of State Agency. The chief executive of each state has designated a state agency to receive and administer EUDL grant funds. If different than the state agency that administers the Title II, Part B, Formula Grants Program under the JJDP Act, the designated state agency shall collaborate with that agency to facilitate comprehensive and coordinated juvenile justice planning in the state.

Coordination Efforts. The applicant should provide a narrative describing how the EUDL-designated state agency's efforts coordinate with the Formula Grants State Planning Agency. The narrative should include:

- a. Plans for how the state will use EUDL funds, in conjunction with existing state and local resources, to implement programs and projects under the statewide strategy.

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

Geographic Information. To help OJP develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area that the funded activity (“service area”) will serve in the formats specified below. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.

- **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided.

(example with street address)
 ABC Associates
 123 First Street
 Shrewsbury, PA 17361

(example with street address)
 ABC Associates
 First Street and Holiday Drive
 Shrewsbury, PA 17361

- **Map and street description.** Provide a road map (with local detail) with the service area clearly depicted. Mark the map with information identifying the federal formula/block award number it is tied to, including state name, and subgrantee contact name and phone number. Also, include a written description of streets bounding the service area. If GIS files are available, e-mail them to Dennis Mondoro at Dennis.Mondoro@usdojgov.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements

- Compliance with [Office of the Comptroller Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.

Appendix A: Sample Budget Detail Worksheet

Planning and Administration	
Personnel Program Coordinator (40,000 x 25%)	\$10,000
Fringe Benefits Employee FICA (\$10,000 x 7.65%) = \$765 Retirement (\$10,000 x 9.75%) = 975 Workers Comp (\$10,000 x 1.5%) = 150 Unemployment Comp (\$10,000 x 1.7%) = 170 Health Insurance (\$10,000 x 25%) = 2,500	4,560
Travel National EUDL Conf.(lodging, airfare, per diem) = \$800 Regional EUDL Conf.(lodging, airfare, per diem) = 400	1,200
Supplies Office Supplies and Postage	1,740
Planning and Administration Subtotal*	17,500
Purpose Area Funds	
Consultants/Contracts (Subgrants)	
Statewide/ Local Task Forces	68,500
Public Advertising Programs	170,000
Innovative Programming	94,000
Total Project Costs	\$350,000**

Please note that this is a sample format. All categories may not apply to your state plan. Remember to provide a budget narrative to explain each cost as it relates to your EUDL Program Plan.

* The total for planning and administration cannot exceed 5 percent of the total award.

** This amount is based on FY 2007 allocations and may change when OJJDP receives its FY 2008 appropriation.