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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 the OJJDP FY 09 Enforcing the Underage Drinking Laws Block Grants 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 09

## Enforcing the Underage Drinking Laws Block Grants Program

### Eligibility

Applicants are limited to the public agency that the chief executive (i.e., the governor) of each state designates is eligible to apply for these funds.

(See "Eligibility," page 3.)

### Deadline

Registration with [GMS](#) is required prior to application submission.

(See "Registration," page 3.)

All applications are due by 8:00 p.m., Eastern Time, on February 17, 2009.

(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 Pestridge, EUDL Program Manager, at 202-514-5655 or [Scott.Pestridge@usdoj.gov](mailto:Scott.Pestridge@usdoj.gov).

This application must be submitted through OJP's [Grants Management System](#) (GMS). For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-549-9901, option 3.

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



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# **OJJDP FY 09 Enforcing the Underage Drinking Laws Block Grants 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 Grants Program may be found within Section 504 of the Juvenile Justice and Delinquency Prevention Act, 42 U.S.C. 5783 and statutes appropriating FY 2009 funding. Congress has delegated the authority to administer the EUDL Program to the Office of Juvenile Justice and Delinquency Prevention, in the U. S. Department of Justice's Office of Justice Programs. From fiscal years (FYs) 1998 to 2008, Congress appropriated \$25 million annually for the EUDL Program.

To apply for fiscal year FY 2009 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., Eastern Time, February 17, 2009.

## **Deadline: Application**

The due date for applying for funding under this announcement is 8:00 p.m., Eastern Time, February 17, 2009.

## **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 and the District of Columbia or as otherwise indicated by statute. 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 faith-based and other community organizations are statutorily ineligible to apply to OJJDP for EUDL Block 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/resource/elist.asp](http://ojjdp.ncjrs.gov/statecontacts/resource/elist.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.

If a subgrantee organization 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 circumstances under which this may occur, and the certifications that may be required, see the section titled, "Funding to Faith Based Organizations" on the "other Requirements for OJP applications webpage at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Applicants are encouraged to review the [Civil Rights Compliance](#) section, under "Additional Requirements" in this announcement.

## **Program-Specific Information**

- **Purpose**

The EUDL Program supports and enhances the efforts of states and local jurisdictions 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 younger than 21 years old.

- **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 deter underage drinking.



- **Award Information**

OJJDP will notify each state of its respective FY 2009 allocation, pending congressional enactment of the FY 2009 Appropriations Bill. For planning purposes, states should use their FY 2008 funding levels (\$350,000.) The awards are for a 2-year project and budget period lasting from June 1, 2009, to May 31, 2011. 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, 2009.

**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 the Department in fulfilling its responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures (outlined in the table below) for which grantees will be required to submit data during the grant period. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures and must discuss their data collection methods. Mandatory performance measures for this solicitation are as follows:

Program Goal	Performance Measures	Data Grantees Provide
Program goals will depend on the Program Areas selected, as outlined below.	The following are mandatory measures for EUDL Block Grants grantees, by Program Area.	OJJDP has an online system ( <a href="http://www.ojjdp-dctat.org">www.ojjdp-dctat.org</a> ) for grantee transmittal of performance measures data. For detailed information on specific measures and resources, see OJJDP's Performance Measures Center ( <a href="http://ojjdp.ncjrs.gov/grantees/pm">ojjdp.ncjrs.gov/grantees/pm</a> )
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 events related to EUDL activities, underage drinking prevention, and enforcement.
To support innovative and collaborative programs to prevent and combat underage drinking.	<p>Percentage of grantees implementing one or more evidence-based program or practice.</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 found to be in compliance.</p>	<p>Number of grantees.</p> <p>Number of grantees implementing one or more evidence-based program or practice.</p> <p>Number of grantees involved in one or more innovative underage drinking enforcement activities.</p> <p>Number of retail establishments checked for compliance.</p> <p>Number of retail establishments found compliant from prior to current reporting period.</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

**Grants Management System Instructions.** Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, 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/gmscbt/](http://www.ojp.gov/gmscbt/) and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Support Hotline at 1-888-549-9901, option 3, from 7:00 a.m. to 9:00 p.m., Eastern Time.

**Note: OJP cannot accept any application with attachments in Microsoft Vista or Microsoft 2007 format.** 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 extension ".docx." Please ensure the documents you are submitting 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.”

**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 tracking 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 [www.dnb.com/us/](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 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 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.

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.



**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.

**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.

**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 toward 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. Applicants should submit maps and reports that support the problem identified in this section as attachments to the application. If the SMART System does not provide the most recent data or information to validate the problem, the applicant may submit additional data points (e.g., local incidents of crime or community resources), that the applicant has identified, instead (see "Other Attachments," page 9). OJJDP strongly encourages discretionary grant applicants to use the enhanced functionality in the SMART system when justifying the need for funding in their locality. Potential subgrant applicants also should be encouraged to use the SMART system (or an analogous GIS application) when applying for funds from the administering agencies of OJJDP's formula and block grants programs. 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 2009 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.

- **Impact/Outcomes and Evaluation/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 OJJDP will require them to provide.

**Goals.** Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

**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.



**Performance Measures.** Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 5).

### **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. 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.

- **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. States may use up to 5 percent of awarded funds for planning and administration costs. (See Appendix A, page 12, for a Sample Budget Worksheet.).

- **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. 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).

1. SMART data (see "SMART," page 8).
2. 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.



3. 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. points of contact for the Formula Grants State Planning Agency.
  - c. the role of the state planning agency in this initiative.
  - d. where the state is focusing its efforts.
  - e. how often agency representatives meet to coordinate resources dedicated to the programs and projects funded under this initiative.

## **Review Process**

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by 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 when making awards.

## **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



## Appendix A: Sample Budget Worksheet

<b>Planning and Administration</b>	
<b>Personnel</b> Program Coordinator (40,000 x 25%)	\$10,000
<b>Fringe Benefits</b> 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
<b>Travel</b> National EUDL Conf.(lodging, airfare, per diem) = \$800 Regional EUDL Conf.(lodging, airfare, per diem) = \$400	\$1,200
<b>Supplies</b> Office Supplies and Postage	\$1,740
Planning and Administration Subtotal	\$17,500 *
<b>Purpose Area Funds</b>	
Consultants/Contracts (Subgrants)	
Statewide/ Local Task Forces	\$68,500
Public Advertising Programs	\$170,000
Innovative Programming	\$94,000
<b>Total Project Costs</b>	<b>\$350,000 **</b>

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 plan.

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

\*\* This amount is based on FY 2008 allocations and may change when OJJDP receives its FY 2009 appropriation.