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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is pleased to announce that it is seeking applications for funding under its Fiscal Year (FY) 2010 Enforcing Underage Drinking Laws Block Grants Program. This program furthers DOJ's mission by supporting and enhancing 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.

# OJJDP FY 2010 Enforcing Underage Drinking Laws Block Grants Program

## Eligibility

Only the 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, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands. Applicants that do not meet this criterion are ineligible to apply under this solicitation.

## Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required by 8:00 p.m., Eastern Time, January 28, 2010. (See "How To Apply," page 5.) All applications are due by 8:00 p.m., Eastern Time, on February 16, 2010. (See "Deadlines: Registration and Application," page 3.)

## Contact Information

For technical assistance with submitting an application, contact the GMS Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov). The GMS Support Hotline hours of operation are Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

For assistance with the requirements of this solicitation, call your OJJDP State Representative at 202-305-9005 or call Scott Pestridge, EUDL Block Grant Program Manager, at 202-514-5655 or e-mail him at [scott.pestridge@usdoj.gov](mailto:scott.pestridge@usdoj.gov).

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# **OJJDP FY 2010 Enforcing Underage Drinking Laws Block Grants Program (CFDA Number: 16.727)**

## **Overview**

The Enforcing Underage Drinking Laws Block Grants Program (EUDL Program) funds block grants to all states 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.

Statutory authority for the EUDL Program is found in Section 504 of the Juvenile Justice and Delinquency Prevention Act, 42 U.S.C. 5783, and statutes appropriating FY 2010 funding. From FY 1998 to FY 2009, \$25 million was appropriated annually for the EUDL program. To apply for FY 2010 EUDL funds, participating states must follow the application process outlined in this announcement.

## **Deadlines: Registration and Application**

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m., Eastern Time, on January 28, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. Eastern Time, on February 16, 2010. See "How to Apply," page 5, for more details.

## **Eligibility**

Only the 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, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands. Applicants that do not meet this criterion are ineligible to apply under this solicitation.

## **Program-Specific Information**

- **Purpose**

The program's purpose is to support and enhance 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 persons 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 combat underage drinking.

**Amount and Length of Awards**

OJJDP will notify each state of its respective FY 2010 allocation, pending enactment of the FY 2010 Appropriations Act. For planning purposes, states should use their FY 2009 funding levels (\$360,000). The awards are for a 2-year project and budget period lasting from June 1, 2010, to May 31, 2012. OJJDP anticipates that it should make any awards under this solicitation not later than September 30, 2010.

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

**Budget Information**

**Match Requirement.** There is no match requirement under this program.

**Performance Measures Requirements**

To assist DOJ in fulfilling its 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. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What an Application Must Include,” page 7, for additional information. 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>Percent 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>Percent 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

The applicant must submit their application through [GMS](#), a Web-based, data-driven application that provides cradle to grave support for the application, award, and management of grants at OJP. The applicant should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday, 7:00 a.m. to

9:00 p.m., Eastern Time. OJP highly recommends that the applicant register as early as possible to avoid delays in submitting an application by the deadline.

All applicants are required to complete the following six steps:

1. **Acquire a DUNS Number.** An application must have a DUNS number to be submitted in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their application 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 tracking entities receiving federal funds. The identifier is used 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, one-time activity. Call 1-866-705-5711 or apply online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) to obtain a DUNS number. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires all applicants (other than individuals) for federal financial assistance to maintain a current registration in the CCR database to receive funding. 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 registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire a GMS Username and Password.** If you are a new user, select the first time user link under the sign-in box of the [GMS](http://www.gms.gov) home page to create a GMS profile. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left side of the page. Select OJJDP and the OJJDP FY 2010 Enforcing Underage Drinking Laws Block Grants Program.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once you have submitted your application, GMS will display a confirmation screen stating your submission was successful. **Important:** OJP urges applicants to submit their applications at least 72 hours prior to the due date.

**Note: 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."

## **GMS Technical Issues**

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact OJJDP staff within 24 hours after the deadline and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and a GMS Help Desk tracking number(s). After OJJDP reviews the information you submit and contacts the GMS Helpdesk to validate the technical issues you reported, OJJDP will contact you to inform you whether your request to submit a late application has been approved. If the technical issues you reported cannot be validated, OJJDP will reject your application for failing to meet the deadline.

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 GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the solicitation; and (4) technical issues experienced with the applicant's computer or information technology environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page ([www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm)).

## **What an Application Must Include**

OJP recommends using appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all required attachments. Where résumés are required, OJP recommends that all résumés be included in a single file.

### **Standard Form-424**

See [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF-424. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### **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.** Applicants must include a project abstract as the first page of the program narrative, and it 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 the applicant will implement to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract must describe how the applicant will measure progress toward these goals.

**SMART.** All applicants must register with the OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system at [smart.gismapping.info](http://smart.gismapping.info). Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. Maps and reports generated that support the problem identified in this section should be submitted as attachments to the application. If the SMART System does not provide the most recent data or information to validate the problem, additional data points (e.g., local incidents of crime or community resources), as identified by the applicant, may be submitted instead (see "Other Attachments," page 9). Instructions specific to the FY 2010 solicitations will be posted on the home page of the SMART site. For questions about the SMART System, contact Dennis Mondoro at 202-514-3913 or [dennis.mondoro@usdoj.gov](mailto:dennis.mondoro@usdoj.gov).

## **Performance Measures Requirements**

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 report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 4). Applicants must describe the steps they will take to assemble the information needed to comply with



OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate post-award. (See [www.ojjdp.ncjrs.gov/grantees/pm/faq.html](http://www.ojjdp.ncjrs.gov/grantees/pm/faq.html) for more information)."

## **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.

A sample budget worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the applicant submits a different format, it must include the budget categories as listed in the 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 costs were calculated.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

**Plan for Collecting the Data Required for Performance Measures.** (See "Performance Measures," page 4.)

## 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.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements on acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)

- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting 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.

## Appendix: Sample Budget Detail Worksheet

|   |                     |
|---|---------------------|
| <b>Planning and Administration</b>  |                     |
| <b>Personnel</b><br>Program Coordinator (40,000 x 25%)  | \$10,000            |
| <b>Fringe Benefits</b><br>Employee FICA (\$10,000 x 7.65%) = \$765<br>Retirement (\$10,000 x 9.75%) = 975<br>Workers Comp (\$10,000 x 1.5%) = 150<br>Unemployment Comp (\$10,000 x 1.7%) = 170<br>Health Insurance (\$10,000 x 25%) = 2,500 | 4,560               |
| <b>Travel</b><br>National EUDL Conf.(lodging, airfare, per diem) = \$800<br>Regional EUDL Conf.(lodging, airfare, per diem) = 400   | 1,200               |
| <b>Supplies</b><br>Office Supplies and Postage  | 2,240               |
| <b>Planning and Administration Subtotal</b>   | 18,000 *            |
| <b>Purpose Area Funds</b>   |                     |
| <b>Consultants/Contracts (Subgrants)</b>  |                     |
| Statewide/ Local Task Forces  | 78,000              |
| Public Advertising Programs   | 170,000             |
| Innovative Programming  | 94,000              |
| <b>Total Project Costs</b>  | <b>\$360,000 **</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 EUDL Program Plan.

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

\*\* This amount is based on FY 2009 allocations and may change when OJJDP receives its FY 2010 appropriation.