



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is pleased to announce that it is seeking applications for funding under its FY 09 Enforcing the Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking. This program furthers the Department's mission by reducing the availability of alcoholic beverages to and the consumption of alcoholic beverages by persons serving in the U.S. Air Force who are younger than 21 years old.

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

Eligibility

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

(See "Eligibility," page 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 May 21, 2009
(See "Deadline: Application," page 3.)

Contact Information

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

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

Note: The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

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

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

Overview

OJJDP's Enforcing the Underage Drinking Laws Discretionary Program: Initiative To Reduce Underage Drinking seeks to reduce the availability of alcoholic beverages to and the consumption of alcoholic beverages by persons serving in the U.S. Air Force who are younger than 21 years old. The initiative will provide funds to local civilian communities to implement research-based and promising practices to enforce underage drinking laws and prevent underage service personnel from consuming alcohol in collaboration with active duty bases implementing the underage component of the Air Force's Culture of Responsible Choices program. This program is authorized by the Juvenile Justice and Delinquency Prevention Act of 1974, as amended and the Department of Justice Appropriations Act, 2009, Pub. L. 111-8.

Registration

Applicants must register with GMS prior to applying. The deadline to register is 8:00 p.m. Eastern Time on May 21, 2009.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. Eastern Time on May 21, 2009.

Eligibility

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

Program-Specific Information

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

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

- **Purpose**

The program's purpose is to support the reduction of the availability of alcoholic beverages to and the consumption of alcoholic beverages by persons serving in the U.S Air Force who are younger than 21 years old. (Please see attachment A for "Background Paper on Air Force Policy Enforcing Zero Tolerance for Underage Drinking in Conjunction with Building a Culture of Responsible Choices".)

- **Goals, Objectives, and Deliverables**

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

- decrease the number of first-time alcohol related incidents.
- decrease incidence of unintentional injuries related to alcohol consumption among underage persons.
- reduce alcohol-related traffic injuries or fatalities among underage persons.

OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, the grantees will provide and submit semi-annual progress reports through OJP's Grants Management System.

- **Award Information**

OJJDP will award up to \$950,000 to two states for a 3-year (36-month) project period. Each state must provide subgrants to a minimum of one and a maximum of three civilian communities for program implementation. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

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

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.) 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. The justification should include: the particular qualification and expertise of the individual, the

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

Match Requirement. Match is not required for this program.

Performance Measures

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

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

	<p>Increase in the number of underage military personnel participating in activities designed to deter underage drinking.</p> <p>Increase in the level of coordination between the grantee and other underage drinking programs in the community.</p> <p>Increase in the implementation of innovative approaches to underage drinking prevention/intervention.</p> <p>Increase in provision of underage drinking prevention training/technical assistance.</p> <p>Establishment and enhancement of policies related to underage drinking.</p> <p>Increase in level of compliance with laws against selling to minors among establishments selling liquor.</p>	<p>Number of underage military personnel participating in activities designed to deter underage drinking.</p> <p>Number of meetings between the grantee and other underage drinking programs in the community.</p> <p>Number of other underage drinking programs with whom the grantee has coordinated activities.</p> <p>Number of activities/events co-sponsored by the grantee and other underage drinking programs in the community.</p> <p>Number of partners in underage drinking coalition, including law enforcement, judicial system, military, local health agencies, postsecondary education, and local school district, as appropriate.</p> <p>Number of innovative approaches to underage drinking prevention/intervention implemented.</p> <p>Number of training events conducted.</p> <p>Number of new policies established.</p> <p>Number of existing policies improved.</p> <p>Level of compliance with laws against selling to minors among establishments selling liquor.</p>
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For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at 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 <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

Note: OJP cannot accept any application with attachments in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). . 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," and the Funding Opportunity Number is OJJDP-2009-2030.

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

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

What an Application Must Include

Standard Form–424

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

Program Narrative

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

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance measure data collection plan, (3) project/program design and implementation, and (4) capabilities/competencies. The connections among these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem**

Applicants must briefly describe the nature and scope of the problem in the jurisdiction that this project will address. This description should include:

- data, at least as current as 2006, from the selected Air Force base in regard to the following:
 - underage Air Force personnel stationed at the base.
 - off-premise outlet compliance with underage drinking laws in the selected communities.
 - Air Force personnel issues related to underage drinking (e.g., number of unintentional injuries related to alcohol consumption, number of alcohol-related traffic injuries/fatalities, number of first-time alcohol-related incidents.)
 - driving while intoxicated incidences in the selected communities.
- discussion of policy issues within the selected communities and between the selected communities and the Air Force bases.
- discussion of other underage drinking issues that the selected communities have experienced as they relate to Air Force personnel.

Project Abstract. A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Impact/Outcomes and Evaluation/Performance Measures," below). The abstract must describe how progress towards these goals will be measured.

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

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

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

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

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

- **Project Design and Implementation**

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

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

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

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

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

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

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

- ability to distinguish between military personnel (younger than and older than 21 years old) and civilians who have committed alcohol-related offenses within the local community and on-base.
- appointment of a single point of contact for national evaluation efforts.
- coordination with the national evaluator to provide data quarterly.
- collection of demographic data for the military and civilian personnel, including the following:
 - underage and of-age military personnel by month.
 - underage and of-age military personnel awaiting deployment by month.
 - underage and of-age military personnel deployed by month.
 - underage and of age military personnel returned from deployment by month.
 - underage and of-age military personnel processed in by month.
 - underage and of-age military personnel processed out by month.
- provision of data summarized in the Performance Measures table above.

The state applicant will:

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

State-selected communities will:

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

Logic Model. Applicants must include a logic model that graphically illustrates how the performance measures are related to the project’s problems, goals, objectives, and design. Sample logic models are available at ojidp.ncjrs.gov/grantees/performance.html. The logic model must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 14.

Timeline. Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at ojidp.ncjrs.gov/grantees/timelines.html). The timeline must be submitted as a separate attachment, as stipulated in “Other Attachments,” page 14. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Management and staffing patterns must be clearly and evidently connected to the project design described in the previous section. Applicants must describe the experience and capability of the applicant’s organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

The state will provide, at a minimum, a half-time program manager, who will monitor, coordinate, and provide training and technical support to implementation sites in collaboration with Air Force 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 their selected communities to ensure that each has, at a minimum, a half-time local coordinator and an effective collaborative relationship with an Air Force 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, and assist the evaluator in collecting data to support the evaluation.

Applicants must demonstrate their ability to partner with selected civilian communities and Air Force active duty bases and obtain a support letter between the civilian community and the base commander of a State-based Air Force base. In addition, applicants must justify their selection based on the community’s proximity to an Air Force active duty base. (A list of Air Force bases is available at http://www.millennium-ark.net/News_Files/Military/Mil_Install.html#U.S.%20Summary. Air Force bases are designated “AF” in the “Branch” column.) (Please see Attachment C for a template base commander support letter.)

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. All funds listed in the budget will be subject to audit.

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

OJJDP strongly encourages applicants to plan for a 3-year project period and detail appropriately the first 8-12 months of 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 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 Conference.
- other activities that promote the achievement of the performance outcome measures and collaboration with the Air Force base.

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A budget worksheet template is available at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

- **Budget Narrative**

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

particular items of equipment or supplies must be purchased, and how overhead or indirect costs, if applicable, were calculated.

Other Attachments

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

- logic model (see “Logic Model,” page 12).
- timeline or milestone chart (see “Timeline,” page 12).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment, including a letter from the U.S. Air Force Base Commander, (see “Capabilities/Competencies,” page 12).

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

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

See “Program Narrative,” page 8, for detailed descriptions of the above criteria.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation as well. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. OJJDP will initially screen applications to determine whether the applicant meets all eligibility requirements. Peer review panels will evaluate, score, and rate only applications that eligible

applicants submit and that meet all other requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, OJP's Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, OJP's Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding, will make all final grant award decisions.

Additional Requirements

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

- [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.

Attachment A: Underage Component of Culture of Responsible Choices Program

BACKGROUND PAPER ON AIR FORCE POLICY ENFORCING ZERO TOLERANCE FOR UNDERAGE DRINKING IN CONJUNCTION WITH BUILDING A CULTURE OF RESPONSIBLE CHOICES

PURPOSE

To outline the AF-wide prevention plan specifically targeting underage alcohol use.

- ❖ To be used in conjunction with the recently introduced overarching Air Force Culture of Responsible Choices (CORC) program.
- ❖ The alcohol portion of CORC is based on the successful pilot program from F.E. Warren Air Force Base.
 - “**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.

DISCUSSION

The AF has a zero tolerance approach to underage drinking and views this as incompatible with AF core values.

The responsible choice for the underage Air Force member is not consuming alcohol at all.

- ❖ Underage drinking represents a clear and present danger to mission, morale, and discipline:
- ❖ Average of 5300 alcohol-related incidents/year in the AF for the past 5 years
- ❖ Individuals under 21 account for almost 10% of the total Air Force but commit approximately 40% of the alcohol related incidents.
- ❖ Underage drinking is the second most frequent alcohol related incident (DUI most common)
- ❖ Two out of five Airmen (E1-E3) report that drinking negatively impacts their work performance.
- ❖ AF-wide: 33% suicides, 57% sexual assaults, 29% domestic violence, and 20-25% motor vehicle accidents are alcohol related.

Four core CORC elements as they apply to underage drinking:

- ❖ **1) Leadership Level:** Involves interventions to develop base leaders' awareness of the scope of underage drinking and the importance of base leadership sending a clear and powerful message that underage drinking is not acceptable (leadership includes all levels from Installation Commander to unit supervisors)
- ❖ **2) Individual Level:** Involves screening all Airmen and educating them about being responsible for their own choices. This education includes identifying each individual's role in base culture and initiatives promoting a zero tolerance underage drinking.
 - Direct supervisors involved and must promote commitment to zero tolerance for underage alcohol consumption.
- ❖ **3) Base Level:** Enhance awareness of the safety, health, administrative and legal consequences of underage drinking.
 - Persistent and dynamic public messages promoting no drinking as the norm for underage members and busting alcohol myths.
 - Two CORC slogans to establish cultural and behavioral norms: "Work Hard/Play Smart" and "0-0-1-3" with emphasis on the two zeros targeting underage specific efforts.
 - Implement wide variety of alcohol-free late-night activities for underage members, families, and singles.
- ❖ **4) Local Community Level:** Efforts at population level for the community that directly targets cultural beliefs, environmental, policy, and activities that promote zero underage drinking.
 - Develop prevention coalitions with community agencies; enlist support and review possible unintended consequences of policies impacting the community.

CONCLUSION

Standardized AF-wide implementation of this effort to target underage drinking following official release of a CORC CONOPS.

- ❖ "Train the trainer" sessions in FY 06 at one base in each MAJCOM.
- ❖ Primary outcomes include a 25% decrease in ARIs (underage drinking, DUIs, blood alcohol content, crimes).
- ❖ To track the frequency of alcohol related incidents a dashboard is under development for the base leadership to view.

Attachment B: OJJDP Guidance for Use of EUDL Funds to Support Alcohol-Free Alternative Activities and Location Venues for Underage Airmen in the United States Air Force at Participating Base Installations

CORE EUDL/USAF PROGRAM REQUIREMENTS:

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the United States 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 in which to achieve success in reducing 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 implemented 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 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. Recommendations have been made by military personnel involved in the base experience 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, sites are encouraged 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 supported by EUDL funds 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, it is recommended 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, it is recommended 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 the efforts 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 in order 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 installations.

Attachment C: Support Letter Template

INSTRUCTIONS

1. All proposals should include a letter of support signed by the Commander of each Air Force bases included in the proposal.
2. A support letter template follows. Although its use is not required, it is highly recommended. 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 the "Enforcing the Underage Drinking Laws Discretionary Program: Initiative to Reduce Underage Drinking."
2. If funded, I would like **Air Force base name** to collaborate with **community agency applying for funding** in this important project designed 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, USAF, local health agencies, postsecondary education, and, as appropriate, the local school district.
 - b. Access to appropriate state and national training for the purpose of enhancing base and community coordination of the program.
 - c. Access to program evaluation findings from the National Institute on Alcohol Abuse and Alcoholism (NIAAA), National Institutes of Health.
 - 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
 5. Other environmental strategies for reducing 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 in an effort 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 Airman. All data shared with NIAAA 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 of the details of the cooperative agreement with the base. In particular specify what the base is agreeing to (e.g. time period of the commitment, access to the base or base populations, who will participate, commitment of resources to include such things such as personnel time or monetary commitment).

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

COMMANDER’S SIGNATURE BLOCK