



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applicants for its Fiscal Year (FY) 2011 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 2011 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, Commonwealth of Puerto Rico, and the Virgin Islands. Applicants that do not meet this criterion are ineligible to apply under this solicitation.

(See "Eligibility," page 3.)

Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required by 8:00 p.m., Eastern Time, February 15, 2011. (See "How To Apply," page 6.) All applications are due by 8:00 p.m., Eastern Time, February 15, 2011. (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. GMS Support Hotline hours of operation are Monday-Friday, 6:00 a.m. to midnight Eastern Time, except for federal holidays.

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

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OJJDP FY 2011 Enforcing Underage Drinking Laws Block Grants Program (CFDA # 16.727)

Overview

The Enforcing Underage Drinking Laws Block (EUDL) Grants Program funds block grants to all states, the District of Columbia, the Commonwealth of Puerto Rico and the 4 Territories 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 statutes appropriating FY 2011 funding. From FY 1998 to FY 2010, Congress appropriated \$25 million annually for the EUDL program. To apply for FY 2011 EUDL funds, participating states must follow the application process outlined in this announcement. This program will be authorized by an act appropriating funds for the Department of Justice.

Deadlines: Registration and Application

Registration is required prior to application submission. The deadline to register in GMS is 8:00 p.m., Eastern Time, February 15, 2011, and the deadline to apply for funding under this announcement is 8:00 p.m., Eastern Time, February 15, 2011. See "How to Apply," page 6, for 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, Commonwealth of 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 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 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.

Evidence-based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

A multitude of resources and publications to assist states in their efforts to enforce underage drinking laws and prevent environmental conditions that contribute to underage drinking can be found at OJJDP's Underage Drinking Enforcement Training Center's Web site at www.udetc.org/Publications.htm.

Amount and Length of Awards

OJJDP will notify each state of its respective FY 2011 allocation, pending enactment of a FY 2011 appropriations act. For planning purposes, states should use their FY 2010 funding levels (\$356,400). The awards are for a 2-year project and budget period lasting from June 1, 2011, to May 31, 2013. OJJDP anticipates that it should make any awards under this solicitation not later than September 30, 2011.

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

Match Requirement. Match is not required for this program.

Performance Measures

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

Refer to "What an Application Is Expected To Include," page 8, 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 (www.ojjdp-dctat.org) for grantee transmittal of performance measures data.
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 programs or practices.</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 implementing one or more evidence-based programs or practices.</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>

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application is Expected to Include,” page 8, for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations

to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended to generate internal improvements to a program or service or to meet OJP’s performance measure data reporting requirements likely do not constitute “research”. Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” [28 C.F.R. § 46.102(d)]. For additional information on determining whether a proposed activity would constitute research, see the decision tree on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section of that Web page.

For more information about OJJDP performance measures, see <http://www.ojjdp.ncjrs.gov/grantees/pm/index.html>.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

Reports regarding subawards will be made through the FFATA Subaward Reporting System, found at <https://www.fsr.gov>.

Applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications should be submitted through [GMS](#), a Web-based, data-driven system for the application, award, and management of OJP grants. Applicants must register in GMS for each specific funding opportunity and should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they are using the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. Applicants who experience technical difficulties during this process should e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday–Friday, 6:00 a.m. to midnight, Eastern Time, except federal holidays. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required to submit an application in GMS. OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and 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. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dnb.com.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. However, applicants must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** A new user must select the “First Time User” link under the sign-in box of the GMS home page to create a GMS profile. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Verify the CCR registration in GMS.** OJP requests that all applicants verify their CCR registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the CCR registration.
5. **Search for the Funding Opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select OJJDP and the FY 2011 Enforcing Underage Drinking Laws Block Grants Program.
6. **Select the “Apply Online” Button To Register.** The search results from step 5 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 register for this solicitation and create an application in the system.
7. **Follow GMS Directions To Submit an Application.** Once submitted, GMS will display a confirmation screen stating the submission was successful. Note: In some instances, an applicant must wait for GMS approval before submitting an application. OJJDP urges applicants to submit the application at least 72 hours prior to the due date of the application.

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

Applicants who experience unforeseen GMS technical issues that prevent them from submitting their applications by the deadline must contact OJJDP staff within 24 hours after the deadline and request approval to submit the application. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of the technical difficulties, a timeline of their submission efforts, the complete grant application, their DUNS number, and GMS Help Desk tracking numbers they have received. After OJJDP reviews the information and contacts the GMS Help Desk to validate the technical issues, OJP will contact the applicant to inform them whether their request has been approved or denied. If OJP cannot validate the technical issues reported, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow GMS instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment.

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

What an Application Is Expected To Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP decide to make an award, it may result in OJJDP including special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

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

Standard Form-424 (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF-424 are available at www07.grants.gov/assets/SF424Instructions.pdf.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be

numbered “1 of 30,” etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the “Budget and Budget Narrative” and “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 should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

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:

- **Statement of the Problem**

Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., underage drinking). Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant’s understanding of its causes and potential solutions. While applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

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

SMART. All applicants must register with OJJDP’s Socioeconomic Mapping and Resource Topography (SMART) system at 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 11). Instructions specific to the FY 2011 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.

- **Performance Measures Requirements**

Applicants should 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 will be required of successful applicants.

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

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: 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, or to expand counseling services to cover an additional 50 at-risk youth.)

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 4). OJJDP does not require applicants to submit performance measures data with their applications. 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 pre-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design/Implementation**

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

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources 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.

Timeline. Applicants should 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 ojjdp.ncjrs.gov/grantees/timelines.html). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 11. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

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

Budget Detail Worksheet and Budget Narrative

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

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item, listing the cost of each and showing how the applicant calculated it. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. States may use as much as 5 percent of awarded funds for planning and administration costs.

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the applicant submits a budget in a different format, the budget categories listed in the sample budget worksheet should be included.

- **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

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

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 (.pdf), or text document (.txt).

1. SMART data (see “SMART,” page 9)
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 Juvenile Justice and Delinquency Prevention 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.
4. Timeline or milestone chart (see “Timeline,” page 10)
5. Résumés of all key personnel and job descriptions outlining roles and responsibilities for all key positions.

Other Standard Forms

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

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Standard Assurances](#). (required to be submitted in GMS prior to the receipt of any award funds).

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation and its requirements. Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration.

Appendix A: Application Checklist

OJJDP FY 2011 Enforcing Underage Drinking Laws Block Grants Program

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

Eligibility Requirement:

- The applicant agency is the agency that the governor has designated for this funding stream.
- The federal amount requested is within the allowable limits of \$356,400 (FY 2010 allocation).

What an Application Should Include:

- Application for Federal Assistance (SF 424) (see page 8)
- Program Narrative (see page 8)
 - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
 - Statement of the Problem
 - Performance Measures Requirements
 - Project Design and Implementation
 - Capabilities/Competencies
- Budget Detail Worksheet (see page 11)
- Budget Narrative (see page 11)
- Additional Attachments (see page 11)
 - SMART data
 - A narrative describing how the EUDL-designated state agency's efforts to coordinate with the formula grants state planning agency
 - timeline or milestone chart
 - résumés of all key personnel
 - job descriptions outlining roles and responsibilities for all key positions.
- Other Standard Forms, Certifications, and Other Components, as applicable, (see page 12) including:
 - DUNS number
 - CCR registration
 - Certifications
 - Disclosure of lobbying activities
 - Accounting System and Financial Capability Questionnaire

Appendix B: Sample Budget Detail Worksheet

Planning and Administration	
Personnel Program Coordinator (\$40,000 x 25%)	\$10,000
Fringe Benefits Employee FICA (\$10,000 x 7.65%) = \$765 Retirement (\$10,000 x 9.75%) = \$975 Workers Comp (\$10,000 x 1.5%) = \$150 Unemployment Comp (\$10,000 x 1.7%) = \$170 Health Insurance (\$10,000 x 25%) = \$2,500	\$4,560
Travel National EUDL Conf.(lodging, airfare, per diem) = \$800 Regional EUDL Conf.(lodging, airfare, per diem) = \$400	\$1,200
Supplies Office Supplies and Postage	\$2,060
Planning and Administration Subtotal	\$17,820 *
Purpose Area Funds	
Consultants/Contracts (Subgrants)	
Statewide/Local Task Forces	\$74,580
Public Advertising Programs	\$170,000
Innovative Programming	\$94,000
Total Project Costs	\$356,400 **
<p>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.</p> <p>* The total for planning and administration cannot exceed 5 percent of the total award.</p> <p>** This amount is based on FY 2010 allocations and may change when OJJDP receives its FY 2011 appropriation.</p>	