



---

The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#) is seeking applications for funding under the OJJDP FY 09 Enforcing Underage Drinking Laws Discretionary Program Training and Technical Assistance. This program furthers the Department's mission by seeking to reduce the availability of alcoholic beverages to and consumption of alcoholic beverages by youth under 21 years old.

## OJJDP FY 09 Enforcing Underage Drinking Laws Discretionary Program Training and Technical Assistance

### Eligibility

Applicants are limited to non-profit organizations that have knowledge and experience in the underage drinking prevention field.

(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 June 4, 2009.

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

### Contact Information

For assistance with the requirements of this solicitation, contact Sharie Cantelon, Program Manager, at (202) 616-3658 or [sharie.cantelon@usdoj.gov](mailto:sharie.cantelon@usdoj.gov).

This application must be submitted through 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 opportunity is OJJDP-2009-2204

# CONTENTS

Overview.....	3
Registration.....	3
Deadline: Application.....	3
Eligibility.....	3
Program-Specific Information.....	3
Performance Measures.....	5
How To Apply.....	7
What an Application Must Include:.....	8
Standard Form–424.....	8
Program Narrative.....	8
Budget and Budget Narrative.....	10
Indirect Cost Rate Agreement .....	10
Other Attachments.....	10
Selection Criteria.....	11
Review Process.....	11
Additional Requirements . . . . .	12

# **OJJDP FY 09 Enforcing Underage Drinking Laws Discretionary Program Training and Technical Assistance CFDA #16.727**

## **Overview**

Since 1998, the Enforcing Underage Drinking Laws (EUDL) Program's training and technical assistance initiative has supported state and local efforts to prohibit the sale of alcoholic beverages to minors and the purchase and consumption of alcoholic beverages by minors, defined as persons under 21 years old. The successful applicant will provide training and technical assistance support to state and local EUDL programs and other entities, as directed by Congress or the Office of Justice Programs. This program is authorized by the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. 5665-5667 and the Department of Justice Appropriations Act, 2009, Pub. L. No. 111-8.

## **Deadline: Registration**

Applicants must register with GMS prior to applying. The deadline to register is 8:00 p.m. Eastern Time on June 4, 2009.

## **Deadline: Application**

The due date for applying for funding under this announcement is 8:00 p.m. Eastern Time on June 4, 2009.

## **Eligibility**

Non-profit organizations that have capacity, knowledge, and experience in delivering national training and technical assistance on underage drinking prevention with a special emphasis on enforcing the underage drinking laws. Eligible applicants should have an in-depth knowledge of the Enforcing the Underage Drinking Laws program.

## **Program-Specific Information**

The EUDL Program supports state and local efforts to prohibit the sale of alcoholic beverages to minors and the purchase and consumption of alcoholic beverages by minors with an emphasis on the enforcement of state and local underage drinking laws.

From an annual appropriation of \$25 million, OJJDP awards grants of up to \$360,000 in block awards to each of the 50 states and the District of Columbia. The Governor designates the state agency to implement the EUDL Program, and OJJDP invites those agencies to apply for EUDL block grants. In addition, OJJDP invites the Governor-designated state agencies to compete for discretionary EUDL funds. The EUDL discretionary grants test best practices and research-based approaches to curtailing underage drinking in their communities.

Provision of training and technical assistance has been critical to establishing and maintaining the EUDL program's foundation. Through training and technical assistance, the program has adhered to a common mission, despite the diversity of participating state and local agencies and organizations. This foundation has enabled the program to expand in size and depth of knowledge and experience, as demand for support services has increased. Moreover, training and technical assistance have strengthened the capacity of tribal governments and U.S. territories to address underage drinking.

OJJDP remains committed to ensuring the highest quality of training and technical assistance to its EUDL partners. Accordingly, OJJDP is focusing its FY 09 EUDL discretionary funding on strengthening and expanding this critical task.

- **Purpose**

The FY 09 EUDL Discretionary Program Training and Technical Assistance will support training and technical assistance services to EUDL programs implemented at the state and local levels and other entities as directed by Congress or the Office of Justice Programs.

- **Deliverables**

Applicants must address how they will attain the goals of the program by planning and implementing the following activities and tools:

- a national conference focused on underage drinking issues, prevention, and intervention, with a special emphasis on enforcing underage drinking laws
- national electronic seminars
- state and local leadership development training
- statewide research dissemination and program strategy development
- training of trainer events at the state and local levels
- training that includes, but is not limited to, enforcement of underage drinking laws, use of media in conjunction with state and local programs, environmental strategies, engagement of youth in program planning and implementation, and specialized trainings for Native American, college/university settings, and other select environments
- evidence-based training that translates science into practice
- distance learning and other technologies that enhance programming
- onsite strategic technical assistance
- specialized training and technical assistance to any EUDL demonstration effort that OJJDP and the Office of Justice Programs establish

- publications and other types of document transmission that provide cutting edge information and training on underage drinking and how to reduce access and consumption by underage persons, as approved at OJJDP's discretion for dissemination
- Web site development and maintenance, as approved and directed by OJJDP
- a system for timely, cost-effective, and comprehensive response to requests for information and assistance
- a system for collecting data for the assessment of training and technical assistance performance
- other systems, technologies, and means that promote the support of EUDL grantees.
  - **Award Information**

OJJDP will make one award of as much as \$2 million for a 1-year project period. The annual award amount will be renewable for a period not to exceed 4 years. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that any awards under this solicitation will be made by September 30, 2009.

**Limitation on Use of Award Funds for Employee Compensation; Waiver.** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application. 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 provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures, outlined in the table below, for which applicants selected for funding will be required to submit data during the project period. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures, and must discuss their data collection methods. Mandatory performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>To develop and provide training and technical assistance support for state and local EUDL programs.</p>	<p>Percent of EUDL programs implementing evidence-based programs/practices.</p> <p>Percent increase in the number of interagency/inter-organization agreements to develop Memoranda of Understanding to assist in EUDL programs.</p> <p>Number of EUDL training and technical assistance activities conducted on site and/or through distance learning</p> <p>Percentage of EUDL staff receiving training.</p> <p>Percentage of EUDL staff trained who exhibit increased knowledge of the program.</p> <p>Percentage of EUDL staff who were satisfied with the program training (as indicated by a survey instrument).</p> <p>Percentage of program materials developed/designed to assist in training and technical assistance for EUDL agencies.</p> <p>Number of program materials disseminated.</p> <p>Percent increase in the number of EUDL program/agencies that have modified their policies/procedures based on a best</p>	<p>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">http://ojjdp.ncjrs.gov/grantees/pm</a>)</p> <p>Number of programs implementing evidence-based programs/practices.</p> <p>Number of Memoranda of Understanding developed.</p> <p>Number of training and technical assistance activities conducted.</p> <p>Number of staff trained.</p> <p>Percent of staff completing the training whose post-test indicated an improved score over their pre-test.</p> <p>Number of surveys reporting staff satisfied with the training.</p> <p>Number of EUDL training and technical assistance program materials developed/designed.</p> <p>Number of program materials disseminated.</p> <p>Number of programs/agencies that have modified their policies/procedures based on a best practices model recommendation.</p>

	practices model recommendation.	
	Number of EUDL agencies that implement policies that reflect TTA.	Number of EUDL agencies that policies changed, improved, or rescinded.

For more information about OJJDP performance measures contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How To Apply

**Grants Management System Instructions.** Applications must be submitted through OJP’s online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <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 will not review any application whose attachments are 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-2009-2204.

**DUNS Number.** The Office of Management and Budget requires that all businesses and non-profit 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 [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

**Central Contractor Registration.** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or

renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## What an Application Must Include

### Standard Form–424

Applicants must complete the Application for Federal Assistance (SF–424), a standard form 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 that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). 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.** 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 Data Collection Plan,” below). The abstract must describe how progress towards these goals will be measured.

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

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

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

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the project 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 project period. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

**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 [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model must be submitted as a separate attachment, as stipulated in "Other Attachments," page 10.

**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 [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline must be submitted as a separate attachment, as stipulated in "Other Attachments," page 10. 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. If

partner organizations will assist with project activities, Memoranda of Understanding from those organizations describing their roles in the project and any resources, tangible or intangible, that they will contribute should be attached to the application.

### **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.

- **Budget Worksheet**

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

### **Indirect Cost Rate Agreement**

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

### **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 the following:

- logic model (see “Logic Model,” page 9)
- timeline or milestone chart (see “Timeline,” page 9)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/commitment and Memoranda of Understanding, if applicable (see “Capabilities/Competencies,” page 9).

## **Selection Criteria**

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem/Program Narrative (15 points)
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (20 points)
- Project/Program Design and Implementation (25 points)
- Capabilities/Competencies (20 points)
- Budget (20 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 will review each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. OJJDP may use either internal peer reviewers, external peer reviewers or a combination thereof 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. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. 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, all final grant award decisions will be made by OJP's Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

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

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with the 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