



Enforcing Underage Drinking Laws Grant Application 2011-12

Application due date: April 8, 2011



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STATE OF TENNESSEE
TENNESSEE COMMISSION ON CHILDREN AND YOUTH

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710 James Robertson Parkway
Nashville, Tennessee 37243-0800
(615) 741-2633 (FAX) 741-5956
1-800-264-0904

The Tennessee Commission on Children and Youth (TCCY) would like to thank you for your interest in applying for federal grant funds. We appreciate the work that you do to reduce the sale and consumption of alcohol beverages to minors in Tennessee.

Attached is the application packet for Enforcing Underage Drinking Laws (EUDL) Grant program funding. The Tennessee Commission on Children and Youth (TCCY) administers EUDL funding. Funds are available for projects that reduce underage drinking by expanding the number of communities taking a comprehensive approach to the problem, with a special emphasis on increasing law enforcement activity with regard to the sale of alcohol to minors.

This application is designed to make your submission of a proposal as easy as possible. You should read the entire application before you begin to write your proposal. Each section of the application has specific instructions. Listed below you will find specific information that you must keep in mind when completing your application. **Please understand this is a very competitive process and grant applications must follow strict adherence to guidelines and instructions in the application package. Failure to do so will result in the rejection of your application.**

- **Project narrative must not exceed fourteen (14) pages.**
- **Project narrative must be double-spaced, in 12 point font and numbered in order.**
- **Authorized signatures and telephone numbers must be on the original application and signed in blue ink.**
- **Extraneous information should not be attached to the application because it may cause your application to be excluded from consideration.**

Before you send the proposal to TCCY, complete the Project Application Checklist. This will ensure that you have provided all necessary information before submission. **Applications must be received in TCCY central office by 4:30 P.M. CST on April 8, 2011. Postmarked date is not sufficient.** Hand delivered applications will not be accepted after 4:30 P.M. CST on April 8, 2011. Late applications will not be accepted. If the application is sent by carrier, the applicant should retain a copy of the package tracking information so the applicant can confirm delivery of its application and prove that the carrier did receive the application for guaranteed delivery by the application deadline.

TCCY Grant Review Committee will review applications and make recommendations for approval/disapproval to the full Tennessee Commission on Children and Youth. Grant applications will be awarded funds depending on the geographical area, site visit reports, Policy 22 review, grant score and progress reports, if applicable. In addition to the quality of each proposal, issues of statewide distribution, prior funding history, etc. may also be considered in making funding

decisions. The committee will make its recommendations to the full Commission. The Commission will take action on all grants in May, and you will receive notification of that action. Approved projects will begin July 1, 2011.

If you have questions, please call TCCY for information or technical assistance at (615) 741-2633 and ask for Vicki Taylor or Debrah Stafford. You may also contact your TCCY Regional Coordinator for information or assistance.

ENFORCING UNDERAGE DRINKING LAWS GRANT

TABLE OF CONTENTS

I. General Information

1. Purpose of EUDL Grant Program
2. Eligibility of New and Continuation Projects
3. Matching Funds Requirements
4. Evidence-Based Practices
5. Performance Measures/Project Evaluation
6. Grant Review Process
7. Project Start Date
8. Confidentiality
9. Allowable and Disallowable Expenditures
10. Reimbursement of Expenditures
11. Project Progress Reports
12. Project Site Visits and Monitoring
13. Personnel Requirements
14. Self-Sufficiency
15. Letters of Support
16. Cultural Competency Training
17. Title VI Compliance Requirement
18. Subcontracting with Grantees
19. Request for and Submission of Application

II. Standard Program Categories

III. Appendices

- Appendix I - Appeals Process
- Appendix II - EUDL Application Checklist
- Appendix III - EUDL Application Review Guide
- Appendix IV - Application Information and Forms
- Appendix V - State and Federal Certifications and Certified Assurances
- Appendix VI - Performance Measures Chart

GENERAL INFORMATION

1. PURPOSE OF EUDL GRANT PROGRAM

On July 17, 1984, the National Minimum Drinking Age Act (Public Law 98-363) was signed into law, giving the states strong encouragement to set a minimum purchase and public possession age of 21 by withholding federal-aid highway construction funds from states not in compliance. By 1988, all states and the District of Columbia had complied. The primary reason for enacting this federal legislation was the strong evidence that minimum drinking age laws reduce highway crash fatalities involving drivers in the affected age group. Another reason for federal action to encourage a uniform drinking age was to eliminate "blood borders." This term refers to borders between states with different drinking ages. Young people would travel to different states to take advantage of lower drinking ages, causing an increase in crash fatalities in the border areas.

In fiscal year (FY) 1998, Congress called on the Office of Juvenile Justice Delinquency Prevention (OJJDP) to address the growing problem of underage drinking. Through the Appropriations Act for the Department of Commerce, Justice, and State, the Judiciary, and Related Agencies, funds were appropriated to support and enhance efforts by states, in cooperation with local jurisdictions, to prohibit the sale and consumption of alcoholic beverages by minors (persons under age 21). Enforcing the Underage Drinking Laws Grant Program (EUDL) (formerly titled Combating Underage Drinking Program) activities to be funded will represent one of the following three categories.

- Innovative programs to prevent and combat underage drinking.
- Public advertising programs to educate establishments about statutory prohibitions and sanctions.
- 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.
- Education, training and other activities conducted to reduce underage drinking.

Approximately \$356,400 in funding is available for 2011.

The Department of Justice's Equal Treatment Regulation 28 C.F. R. part 38 prohibits state administering agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or religious composition of its board of directors. The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

The Tennessee Commission on Children and Youth (TCCY) will annually award EUDL Grant funds. EUDL funds are intended for intervention in underage drinking practices at the local and state level. Grants are awarded for one year. **Renewal is not automatic. All applicants (continuation and new) must submit an application each year.** Renewal is contingent on satisfactory performance and on the availability of funds. Future funding is dependent upon Congressional action. EUDL funds may not be used to replace eliminated or reduced funds from other sources.

Successful applications will include but are not limited to the following:

- An underage drinking coalition in each comprehensive community program with a special emphasis on increasing law enforcement participation.
- Demonstration of collaborative efforts with law enforcement, Department of Health, Tennessee Department of Safety, Substance Abuse and Mental Health Services Administration, schools, etc.
- Increased enforcement commitment, involvement, and capacity to enforce underage drinking laws with a special emphasis on enforcement activity with regard to the sale of alcohol to minors.
- Development of youth leadership and participation in planning and program activities at the state and local levels.

2. ELIGIBILITY OF NEW AND CONTINUATION PROJECTS

Entities eligible to apply for EUDL funds shall include any public and private (non-profit) agency which include: governmental, educational, law enforcement, community anti-drug coalition, or other child-serving or advocacy organization.

3. MATCHING FUNDS REQUIREMENTS

There is no cash match required to receive EUDL funds.

4. EVIDENCE –BASED PRACTICES

All EUDL sub-grantee programs/projects are required to be evidence-based/model programs. Evidence-based programs and approaches are defined as strategies and programs demonstrated through research and evaluations to be effective at preventing or intervening in juvenile delinquency. Best practice models include program models that have been shown, through rigorous evaluation and replication, to achieve target outcomes. Model programs can come from many valid sources (e.g., *OJJDP’s Model Programs Guide*, *Blueprints*, SAMHSA’s Model Programs, and state model program resources, etc.). **The source and name of the evidence-based program/model program must be documented and relate to reducing underage drinking.**

Note: The *Office of Juvenile Justice and Delinquency Prevention Model Programs Guide*, describing evidenced-based delinquency prevention and intervention programs can be found on the MPG website www.ojjdp.ncjrs.org/programs/mpg.html.

5. PERFORMANCE MEASURES/PROJECT EVALUATION

Performance Measures

The federal funds subsequent to this RFP come to the state from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). OJJDP, like all federal agencies, must meet the following requirements of Government Performance and Results Act of 1993 (P.L. 103, or “GPRA):

- Develop strategic plans that specify what they will accomplish over a 3 to 5-year period;
- Set performance targets annually related to their strategic plan; and
- Report annually on the degree to which the previous year's targets were met.

Performance measurement is a system of tracking progress in accomplishing goals, objectives, and outcomes. It monitors a few vital signs related to program performance and is less rigorous than program evaluation.

Successful applicants will be required to collect data and information to report quarterly, or at other frequencies as determined by the Tennessee Commission on Children and Youth, on these performance measures. (See Performance Measures Chart in Appendix VI).

Evaluation Plan

- List the evaluation tools and describe what they will measure.
- Explain how the data will be collected.
- Specify the time frame for collecting data (i.e., weekly, monthly or quarterly).
- Applicant explains the results they plan to achieve on the participants in their program. Results should reflect on the goals and objectives stated in the application.

6. GRANT REVIEW PROCESS

TCCY staff and the Grant Review Committee of the Commission shall review all grants prior to submission to the full Commission for final approval or disapproval and funding level.

7. PROJECT START DATE

Projects funded with EUDL Grant funds will begin **July 1 and end June 30** of the following year, unless they are designated by the Commission to begin at another time.

8. CONFIDENTIALITY

All records of youth served must be collected and maintained in a manner to ensure the protection of the youths' rights to privacy and confidentiality. Records of youth should contain:

- 1) Demographics (age, race, gender, county of residence);
- 2) Dates involved in the program;
- 3) Date completed the program;
- 4) Specific services provided.

9. ALLOWABLE AND DISALLOWABLE EXPENDITURES

Allowable costs may be determined by the OJARS M-7100-1-B guidelines. These guidelines are available for review in the Office of the Tennessee Commission on Children and Youth. EUDL funds cannot be used for construction, land acquisition, or supplanting of federal, state, or local funds supporting existing programs or activities. The following items **are allowed** as part of a grantee's EUDL grant budget with sufficient justification:

Allowable “...But not limited to”

- administration costs (up to 5%) and support staff must be included in administrative costs only
- salaries of staff working on project
- incentives (T-shirts, plaques, etc.), which are consistent with program goals
- program participant transportation if consistent with program goals and in compliance with state travel regulations (.46 per mile)
- supplies and operations for use on project
- mileage for TCCY trainings
- food/snacks for meetings with youth and/or families

Below are items **not allowed** as part of a grantee’s EUDL grant budget:

Disallowable

- indirect costs
- vehicle purchases or maintenance
- vehicle rental/lease
- vehicle insurance
- maintenance and repairs for facility
- liability insurance (medical insurance under "benefits" only)
- gas/fuel (mileage only)
- equipment rental
- construction
- land
- taxes (of any kind)
- fund raising
- bonuses or commissions
- lobbying
- membership/dues
- legal expenses

Additional Funding Information:

No program which conducts, supports, or otherwise participates in the practice of taking juveniles on tours of secure adult correctional facilities, or tactics such as those used in “scared straight” type programs regardless of the source of funding for the activity, will be funded by the Tennessee Commission on Children and Youth.

Funding of positions and salaries will be reviewed on a case-by-case basis. The Commission reserves the right to fund salary amounts it feels are consistent with the duties of the positions.

All travel by project staff must follow current State of Tennessee Regulations. The grant application should include all anticipated out-of-state travel with justification of why the travel is necessary or how it enhances the ability of the grantee to meet stated objectives.

All applicants for federal funds must complete the Certified Assurances (see Appendix V) and must comply with Title VI guidelines regarding non-discriminatory practices for staff and program participants.

10. REIMBURSEMENT OF EXPENDITURES

(a) All payments to grantees are made on a reimbursement basis only. Claims for reimbursement must be submitted at least quarterly. Claims for the quarter that ends on June 30, must be received by June 25 to allow for closing of the state fiscal year on June 30. All subsequent claims must be submitted within thirty (30) days of the end of the reporting period. Final claims must be submitted within thirty (30) days of the end of the project period. A quarterly claim will not be paid until the corresponding progress and expense report is received and approved.

(b) **20% Budget Flexibility and Budget Revisions**

TCCY allows 20% budget flexibility for any needed adjustment. This means that total adjustments can be made between the **existing line items in the budget** without prior approval not to exceed 20% of the total contract budget. (Example: If the total budget is \$50,000, dollars may be moved between line items not to exceed \$10,000 total.) This flexibility is meant to be used if needed, but not to be abused. Below are guidelines in regard to any adjustments you make:

Even though prior permission is not required to make these line item adjustments within the allowable 20% of the total budget, you will need to document any adjustments you have made within the quarter and **submit this documentation** along with your quarterly report so accurate tracking records of your budget can be kept for audit purposes. **This flexibility does not include the creation of new line items to your existing budget.** Creating new line items, time extensions, adjustments of more than 20%, any adjustment that will make a cumulative adjustment of more than 20%, or any change in total contract amount is a revision and requires prior approval. If this is the case, a letter of request with supporting documentation and clarifying reason(s) for the request must be submitted for consideration of approval.

Under no circumstances will any budget revision/adjustment be approved after March 31, 2012. This will allow our fiscal department time to reconcile account balances before the end of the federal fiscal year. Therefore, it is imperative that you carefully review your budget when submitting reports to assess your needs before requesting a revision.

11. PROJECT PROGRESS REPORTS

Each grantee shall submit a quarterly progress report and expense report together **within 30 days of the end of the quarter.** The purpose of the progress report is to determine progress and/or deficiencies of sub-grantees in meeting the goals and objectives of the grant and to determine if technical assistance is needed.

12. PROJECT SITE VISITS and MONITORING

- **Onsite Visit**

TCCY staff will make an onsite visit to each grantee at least once a year. The purpose of the site visit is to provide technical assistance to ensure that projects are doing well and meeting stated goals and objectives.

- **Program Monitoring**

All programs will be monitored one time per year following the Policy 22 Monitoring guidelines. Staff may examine claims for reimbursement, fiscal records, program records, personnel records, and other records if needed. Additionally, all grantees are expected to have regular contact with the EUDL Juvenile Justice Specialist, the TCCY Regional Coordinator in their area, and to participate in Regional Council activities. Each continuation grantee must include with the request for proposal a copy of the most recent Policy 22 Monitoring Review.

13. PERSONNEL REQUIREMENTS

- All agencies/organizations with 50 (fifty) or more employees must have an Equal Employment Opportunity (EEO) Plan.
- All agencies/organizations must have written policies and procedures for employees.
- All agencies/organizations must keep timesheets and a travel log for each employee working on the project.
- All staff and volunteers working with children in your program must have a criminal background and sex registry check on file.
- All staff funded under this project must submit proof of highest level of education completed (i.e., diploma, transcript, professional state license, etc.).

14. SELF-SUFFICIENCY

EUDL grantees must be self-sufficient after three years. Self-sufficiency means the program will not require EUDL funds for implementation.

15. LETTERS OF SUPPORT

All applicants must obtain a letter of support from the juvenile court judge in the area being served. Applicants must also secure letters from at least two collaborating agencies to indicate their support and cooperation in implementing the program. If you are unable to obtain a letter of support from the juvenile court judge, then a letter from the juvenile court administrator, county mayor/executive, or lead youth service officer will be accepted. If this is a school-based program, please obtain a letter of support from the principal or his or her designee.

16. CULTURAL COMPETENCY TRAINING

All personnel involved with the program, including volunteers, must be provided cultural competency training within the first two quarters of the project implementation period. If the training is provided by an outside agency, then documentation of that training must be submitted with the third quarter report.

17. TITLE VI COMPLIANCE

Purpose: “No person shall on the grounds of race, color, national origin, sex, age, religion, disability or ability to pay, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated, funded, or overseen by the Tennessee Commission on Children and Youth (TCCY). It is the intent of TCCY to bind all agencies, organizations, or governmental units operating under its jurisdiction and control to fully comply with and abide by the spirit and intent of the Civil Rights Act of 1964.”

In addition, TCCY complies with the following federal laws:

- The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the Department of Justice implementing regulations at 28 C.F.R. Part 42, Subpart D;
- Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the Department of Justice implementing regulations at 28 C.F.R. Part 42, Subpart G;
- Title II of the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the Department of Justice implementing regulations at 28 C.F.R. Part 35;
- Title IX of the Education Amendments of 1972 which prohibit discrimination on the basis of sex in educational programs (20 U.S.C. § 1681) and the Department of Justice implementing regulations at 28 C.F.R. Part 54; and
- The Age Discrimination Act of 1975 which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102) and the Department of Justice implementing regulations at 28 C.F.R. Part 42, Subpart I.
- The Department of Justice regulations on the Equal Treatment for Faith-based Organizations which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using Department of Justice funding on inherently religious activities (28 C.F.R. Part 38).

TCCY requires all subgrantees to provide cultural competency services to participants, and, where possible, Limited English Proficiency (LEP) services to program participants.

TCCY does require the following of funded agencies:

All subrecipients to comply with their obligations under other applicable federal civil rights laws such as informing subrecipients about (a) the prohibition of discrimination not only under Title VI but also under the Safe Streets Act, the JJDPA, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975; (b) the EEOP requirements; (c) providing meaningful

access to programs and activities for LEP individuals; and, (d) having procedures in place to receive and evaluate complaints from employees and beneficiaries alleging discrimination not only under Title VI, but also under the Safe Streets Act, the JJDP, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

18. SUBCONTRACTING WITH GRANTEEES

The grantee shall not assign this grant contract or enter into a subcontract for any of the services performed under this grant contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, they shall contain sections of the grantee contract pertaining to “Conflicts of Interest,” “Lobbying,” “Nondiscrimination,” “Public Accountability,” “Public Notice,” and “Records” (as identified by the section headings). Notwithstanding any use of approved subcontractors, the grantee shall be the prime contractor and shall be responsible for all work performed.

19. REQUEST FOR AND SUBMISSION OF APPLICATION

All applications, revisions, and correspondence regarding grants shall be public information.

(a) Applicants may request and submit packet from/to:

Tennessee Commission on Children and Youth
Andrew Johnson Tower, Ninth Floor
710 James Robertson Parkway
Nashville, Tennessee 37243-0800
www.state.tn.us/tccy

(b) An original and twenty (20) additional copies (total of 21) of the application must be submitted by the deadline established by the Commission. The original copy of the application must have original signatures (**in blue ink**) of persons authorized to enter into a contract.

STANDARD PROGRAM CATEGORIES

1. Innovative programs to prevent and combat underage drinking by identifying community norms concerning the acceptability of underage alcohol use and addressing the negative impact of those norms on youth.

(Examples: programs involving schools, youth coalitions, community anti-drug coalitions, police/sheriffs departments, health departments, etc.)

2. Statewide task forces of state and local law enforcement and prosecutorial agencies that target establishments suspected of selling alcohol to minors.

(Examples: compliance checks and shoulder taps)

3. Public advertising programs to educate establishments about statutory prohibitions and sanctions.

(Examples: brochures, PSA's on radio, television, billboards, or web pages, etc.)

4. Education, training and other activities.

(Examples: training events held, program materials developed, people trained, etc.)

APPENDIX I

APPEALS PROCESS

Criteria for Appeal

Appeals will be considered only if:

THE COMMISSION FAILED TO FOLLOW ESTABLISHED GUIDELINES TO ASSURE FAIRNESS AND UNIFORMITY FOR ALL APPLICANTS.

Procedures for Appeal

The awarding of EUDL Grant funds from OJJDP is a discretionary act by the Tennessee Commission on Children and Youth (TCCY). The Commission strives however, to assure that appropriate factions within state and local government, as well as private individuals and agencies, are informed of the availability of funds and have an opportunity to make application for the funds.

Established Guidelines

TCCY developed the following procedures to assure fairness and uniformity in the following areas:

- Announcement of availability of funds;
- Training in grant writing;
- Acceptance of grant applications;
- Review of grant applications; and
- Notification of approval/disapproval of applications.

These procedures are adopted by TCCY and reviewed periodically for update and revision. Therefore, the decisions of TCCY relative to the approval or disapproval of grant funds shall be final, except for the above-mentioned criterion.

If the applicant feels that sufficient evidence can be shown to support the criterion, an appeal may be filed **in writing within ten (10) working days** of notification of approval/disapproval of the grant application. TCCY staff shall stamp the appeal with the date and time of receipt. TCCY staff, as designated by the Executive Director, shall review the appeal and investigate to determine if the evidence presented in the appeal has merit.

If the appeal is found to be of merit by the staff committee, the application shall be scheduled for review by the Grant Review Committee of the Commission. This review shall take place prior to the next regularly scheduled TCCY meeting and the recommendation of the Grant Review Committee shall be discussed as an agenda item at that meeting. The decision of the Tennessee Commission on Children and Youth on the appeal shall be final, with no further appeal.

APPENDIX II

EUDL APPLICATION CHECKLIST

1. ____ All items on face sheet are completed.
2. ____ The Detailed budget is completed.
3. ____ The Budget Narrative and budget justification are completed.
4. ____ The **complete** original grant application, including an original signature in **blue ink** by a person authorized to contract, plus 20 copies (total of 21) are submitted to TCCY central office by 4:30 P.M. CST on April 8, 2011. **The copies must include all forms, narrative, and attachments.**
5. ____ Sections of the document should be labeled in the following order:
 - ____ Project Narrative
 - ____ Project Implementation
 - ____ Project Evaluation
 - ____ Performance Measures (completed chart attached)
 - ____ Project Personnel
 - ____ Evidence-Based Practices
 - ____ Past Accomplishments (please include data)
 - ____ Future Funding Strategies (please explain strategy and name three organizations)
6. ____ TCCY Certified Assurances
7. ____ U.S. Department of Justice Assurances and Certifications
8. ____ Current support letters from juvenile court judges and community organizations within the counties served.

Application is stapled in upper left corner or secured with a heavy-duty binder clip. No rubber bands, paper clips, report covers, notebooks, binders, or professional binding of any kind should be used.

Note: Please refer to the Grant Application Review Guide which is included in the packet for specifics on how the application will be scored.

APPENDIX III

**ENFORCING UNDERAGE DRINKING LAWS
GRANT APPLICATION REVIEW GUIDE**

Budget Narrative

1. Detailed, accurate budget is included (totals in budget are equal to the face sheet and rounded to the nearest dollar). **5 pts**
2. Budget narrative explains in detail the need for each line item. **5 pts**

Possible Points	Points Earned
10	_____

Project Narrative:

A. Background/Need

1. The nature, scope, and degree of the problem of underage drinking has been adequately documented using local and state data and statistics. **10 pts**
2. The proposed project problem is addressed in the program narrative. **5 pts**
3. The project is consistent with one of the four Standard Program Categories funded by TCCY. **5 pts**
 - a. Innovative programs to prevent and combat underage drinking by identifying community norms concerning the acceptability of underage alcohol use and addressing the negative impact on youth.
 - b. Statewide task forces of state and local law enforcement and prosecutorial agencies that target establishments suspected of selling alcohol to minors.
 - c. Public advertising programs to educate establishments about statutory prohibitions and sanctions.
 - d. Education, training and other activities.

20	_____
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B. Project Implementation

1. The target population is clearly defined. **3 pts**
2. The applicant describes how the program would address **specific needs of minority youth**. **4 pts**
3. The applicant identifies and describes how the program would address any **gender-specific needs of females**. **4 pts**
4. The project goals for the year are clearly stated (1 to 2 goals only). **3 pts**
5. The project objectives are time bound, realistic, and measurable (no more than two (2) objectives per goal). **5 pts**
6. The activities for each objective are presented in a quarterly format. **3pts**
7. The project demonstrates a collaborative effort with other agencies. **3 pts**
8. A best practice model is listed and implemented by the program. **5 pts**

30	_____
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60	_____
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	<u>Possible Points</u>	<u>Points Earned</u>
C. Project Evaluation/Performance Measures		
1. The applicant describes the data collection process. 5 pts		
2. Tools are listed that will be used to evaluate the program. 5 pts		
3. The applicant explains the time frame for collecting data. 5 pts		
4. The applicant explains the results to achieve for the participants in their program. 5 pts	<u>25</u>	_____
5. The Performance Measures Chart is completed and attached. 5 pts		

D. Project Personnel

1. The applicant identifies project personnel and indicates the percentage of time devoted to the project by each staff person. 1 pt		
2. An explanation of qualifications for personnel is included. (degree(s) and diploma(s) are included for each project personnel). 1 pt	<u>5</u>	_____
3. The organizational chart shows how project personnel fit into the overall organization. 1 pt		
4. The applicant describes its agency plan for providing cultural competency training to staff. 1 pt		
5. The applicant describes its agency plan for providing Title VI training to staff. 1pt		

E. Past Accomplishments

1. The continuation project includes a list of past accomplishments which must be quantifiable, and show how many, how much, and what percent). 4pts	<u>5</u>	_____
2. There is an explanation for goals and objectives not met. If not applicable, there is a statement indicating all goals and objectives were met. 1 pt		

OR

3. If this is an application for a new project and the applicant or implementing agency has not been previously funded by TCCY, there is a description of other projects developed by the agency, funding obtained, and outcomes achieved. 5 pts		
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F. Future Funding Strategies.

1. The applicant explains in detail how the project will be funded after TCCY funding ends. 4 pts	<u>5</u>	_____
2. The applicant provides names of at least three future funding sources pursued. 1 pt		

Page total	<u>40</u>	_____
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Grand total	<u>100</u>	_____
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- **Add 3 bonus points for attending training**
- **Subtract 10 points if copy is not an exact duplicate of the original application**

APPENDIX IV

Face Sheet

Tennessee Commission on Children and Youth
 Andrew Johnson Tower, Ninth Floor
 710 James Robertson Parkway
 Nashville, TN 37243

ENFORCING UNDERAGE DRINKING LAWS GRANT APPLICATION Page 1 of 2

Date received (TCCY use only)	Application No. (TCCY use only)
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1. Applicant (name, address, phone #) E-mail: _____	4. Implementing agency (name, address, phone #) E-mail: _____	6. Type of application <input type="checkbox"/> Initial <input type="checkbox"/> 2 nd Yr continuation <input type="checkbox"/> 3 rd Yr continuation Previous grant number _____
2. Head of Applying agency (name/title)	5. Project Director (name, address, phone) E-mail: _____	7. Beginning date _____ Ending date _____
3. Financial officer (name, phone #)		8. Total number of pages in application _____

9. Project Title: _____

10. Brief project summary: (Do not attach additional pages.) _____
 Total number of children to be served: _____

11. Total number of employees in implementing agency: _____ Does your agency have an EEO Plan? ___ Yes ___ No Does your agency have written policies and procedures for employees? ___ Yes ___ No	12. Applicant's Federal Identification Number: _____
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------

13. Proposed project budget summary (Must be consistent with Detailed Budget)	Requested Amount	Approved Amount (for TCCY use only)
A. Personnel:		
1. Salaries		
2. Fringe Benefits		
B. Equipment		
C. Travel		
D. Training		
E. Consultants & Contracted Providers		
F. Supplies and Operations		
G. Communications		
BUDGET TOTALS		

14. I, the undersigned authorized representative of the applicant, do submit this application on behalf of the applicant. If awarded a grant to implement the provisions herein, I do certify that all applicable Federal and state laws, rules, and regulations applicable thereto will be followed.

_____ Applicant signature and date	_____ Endorsed by head of implementing agency: signature and date
_____ (Title)	_____ (Title)

Submit one copy of complete application with original signatures and 14 copies (15 total).
 CY-0013a (Rev.2/09) RDA 1681

INSTRUCTIONS FOR COMPLETING EUDL FACE SHEET

Failure to accurately complete all information and to comply with all instructions jeopardizes consideration of this application. There should be no blanks left on the Face Sheet (CY-0099), except those designated for TCCY USE ONLY.

- Enter name, address, and telephone number of the local unit of government that will administer the project.
- Enter the name and title of the person who is the head of the agency listed as applicant.
- Enter the name and title of the person who will be responsible for financial matters relating to the project, such as accounting and financial reports, and who will be authorized to sign requests for reimbursement of expenditures.
- Enter the name, address, and telephone number of the department within the local unit of government or private non-profit organization which will actually be responsible for implementing the project (e.g., local unit of government, Juvenile Court, etc.).
- Enter the name, address, and telephone number of the person who will be charged with the responsibility for implementing and operating the project.
- Check whether this application is for an **initial** (first year) **year continuation** project. If this is a continuation project, put the previous grant number on the line provided. **THIS BLOCK MUST BE COMPLETED.**
- Indicate project beginning and ending dates.
- Number all pages in the application and enter the total number of pages on the line provided.
- Enter the formal **Project Title** which is brief and descriptive and preferably not exactly the same as the Program Category Title.
- Present a brief summary of the project. Indicate the number of youth to be served, explain the project operation, and how the project will accomplish its objectives. Fill in the number of children your project will serve over a one-year period.
- Enter the total number of full-time and part-time employees in the implementing agency, and check whether your agency has an Equal Employment Opportunity Plan (EEO) and a Policy and Procedures Manual.
- Enter the **Federal Identification Number** for the applicant.
- Enter the total funds proposed to be spent on the project by the six major budget categories as described in the **Detailed Budget rounded to the nearest dollar.**
- The person identified in Item 2 above must sign the application. The signer must be duly authorized to enter into a contract. The signature appearing on the application should be the same as will appear on the grant award accepting the funds on behalf of the sub-grantee.
- The application should be dated when signed and the appropriate title of the signer should be in the space provided. **The signature must be an original (not a stamp) and in blue ink.**
- The application must also be endorsed by the head of the implementing agency. The signer should be the head of the agency identified in Item 2 above.

DETAILED BUDGET

BUDGET CATEGORY	Requested Federal Amount	Approved Amount (TCCY use only)
A. PERSONNEL: (Included title, annual salary, and % time devoted to project.)		
1. Salaries		
2. Fringe Benefits (Itemize fringe benefits and costs.)		
Sub-total		
B. EQUIPMENT: (Itemize with each unit cost.)		
Sub-total		
C. TRAVEL: (Itemize travel expenses – local and out-of-state.)		
Sub-total		
D. TRAINING: (Include tuition, registration, materials, etc.)		
Sub-total		
E. CONSULTANTS AND CONTRACTED PROVIDERS: (List by name, type of services provided, fee, and other expenses per engagement.)		
Sub-total		
F. SUPPLIES AND OPERATIONS: (List all items within this category by major type – supplies, utilities, etc.)		
Sub-total		
G. COMMUNICATIONS: (List all items within this category by major type – telephone, cell phone, Internet, pager, postage, etc.)		
Sub-total		
H. BUDGET TOTALS		

INSTRUCTIONS FOR COMPLETING EUDL DETAILED BUDGET

GENERAL:

The **DETAILED BUDGET** should be completed for each applicable major budget category for which funding is requested. For each item listed within a category, indicate the amount of money allocated for that line item. The last line at the bottom of the page represents summary budget. **Use only whole dollar figures for budget items rounded to the nearest dollar.**

Enter the figures on the **DETAILED BUDGET** form. If additional space is necessary, please continue on plain white paper clearly specifying the category.

SPECIFIC BUDGET CATEGORIES:

A. Personnel:

Salaries: Include title, annual salary, and percentage of time devoted to the project.

Fringe Benefits: List each type of benefit included and the total cost allowable to employees assigned to the project (up to 30%).

B. Equipment: Each item of equipment to be purchased should be listed showing quantity and unit cost. **NO EQUIPMENT RENTAL**

C. Travel: Itemize travel expenses for project personnel and programmatic travel showing purpose and number of trips expected. Indicate local and out-of-state travel separately. Travel reimbursement must conform to state travel regulations.

D. Consultants and Contracted Providers: List by type, name, fee, and other expenses per engagement for the project.

E. Supplies and Operations: List all items within this category by major types (e.g., supplies, postage, utilities, communication, etc.).

F. Communications: Each item of communications to be purchased should be listed showing quantity and cost. **NON-PERSONEL, ONLY BUSINESS RELATED** (e.g., internet, cell phone, pagers, telephone, beepers).

G. Training: Itemize training cost, indicating training/seminar tuition, registration fees, and materials costs. Travel associated with training should be included under "C. Travel". The Budget Justification should include the need for training, who will be trained, and the source(s) of training.

H. Budget Totals: The total project budget should be the sum of the category totals of all individually listed budget items.

**INSTRUCTIONS FOR COMPLETING
EUDL BUDGET NARRATIVE INFORMATION**

Budget Justification:

One (1) page is preferred, and no more than two (2) pages. **Show calculations**

Provide a narrative justification for **EACH** item requested by budget category. Explain the purpose and necessity of each specific expenditure. If travel is included, specify who will travel, where, why, and the specific costs (i.e., mileage, hotel, meals, etc.) per trip.

Indicate the projected number of youth to be served during the proposed fiscal year. Calculate the cost-per-participant and address the cost-effectiveness of this project.

PROJECT NARRATIVE

INSTRUCTIONS: Please label each section by heading and include the required information. Limit the narrative to fourteen (14) typewritten pages or less. Each section must be labeled and all pages typed, double-spaced, 12-point font, numbered, and in the specified order (see checklist).

A. Background/Need

1. Describe the nature, scope, and degree of the problem in the target area. Use current local data and/or statistics related to underage drinking.
2. Describe how the proposed project will address the problem in number one.
3. Indicate **one** Standard Program Category that best describe your project:
 - a. Innovative programs to prevent and combat underage drinking by identifying community norms concerning the acceptability of underage alcohol use and addressing the negative impact on youth.
 - b. Statewide task forces of state and local law enforcement and prosecutorial agencies that target establishments suspected of selling alcohol to minors.
 - c. Public advertising programs to educate establishments about statutory prohibitions and sanctions.

B. Project Implementation:

1. Describe the target population. State specifically who will benefit from the proposed project and the number of youth to be served.
2. Describe the plan for providing minority responsive programming for minority youth in the target area no matter how few are in the population. Give examples of services that will be provided.
3. Describe the plan or strategy for providing gender responsive programming for females. Give examples of services that will be provided.
4. Clearly state the goal(s) for the year. Goals should describe what the program intends to accomplish and the impact on the community. **(List only 1 or 2 goals).**
5. Provide clear, time bound, realistic, and measurable objectives. An objective is a specific statement of the desired immediate or direct outcome of the program which supports the accomplishment of a goal. **(List only 1 or 2 objectives per goal).**
6. Develop an annual work plan using a quarterly format. List activities to be done and the responsible personnel. Activities are the specific tasks that make up the work of the program. Using this format, one should be able to see exactly what will be done each quarter.

The quarters are:	1st quarter	July - September
	2nd quarter	October - December
	3rd quarter	January - March
	4th quarter	April – June
7. Describe how the project demonstrates a collaborative effort with other agencies in the community and interfaces with the TCCY Regional Council.
8. Indicate the name of the evidence-based program implemented.

9. Provide the physical address, email address, and telephone number for each site where project activities will occur.

C. Project Evaluation/Performance Measures:

1. Describe your data collection process and list tools used to evaluate your program. Explain the time frame for collecting data.
2. Explain the results you plan to achieve regarding the participants in your program. Your results should reflect the goals and objectives stated in your application.
3. Complete the Performance Measures Chart in Appendix VI for the purpose area chosen.

D. Project Personnel:

1. For each job title funded by the project include the following:
 - Job title
 - Percent of time spent on this project (if less than 100% of a 40 hour week, describe other agency responsibilities of this person)
 - Job responsibilities
 - Job qualifications (education and experience)
 - Copy of highest diploma achieved **only for staff being paid by project**
2. Include an organizational chart indicating how the project personnel will fit into the overall agency.
3. List other personnel who will be involved with the project, but not paid from the project budget and describe what they will be doing.
4. Describe your agency plan for providing cultural competency training for your staff.
5. Describe your agency plan for providing Title VI training for your staff.

E. Past Accomplishments: (For continuation)

1. All continuation projects must include a list of past accomplishments (state how many, how much, how often). **Do not include copies of newspaper articles, testimonials, etc.**
2. List goals and objectives not met from the previous year and explain why.
3. Describe outcomes achieved and provide data.

New applicants:

If this is an application for a new project, please describe other programs developed by the agency, funding obtained, and outcomes achieved. If this would be your first time receiving TCCY funds, please explain any previous experience working with youth and its relevance.

F. Future Funding Strategies:

The applicant explains in detail how the project will be funded after TCCY funding ends. Name three organizations that will be pursued for future funding.

Appendices to this application must be limited to the following and are not included in the fourteen (14) page narrative:

- Certification and Certified Assurances from Appendix V
- Letter from the juvenile court judge, court administrator, or lead YSO
- Agency organizational chart
- Copy of highest diploma or transcript for staff being paid by project
- Performance Measures Chart

****Additional materials will not be considered.****

APPENDIX V



**State of Tennessee
Tennessee Commission on Children and Youth
Federal Formula Grants
Certified Assurances**

- 1. Applicant agrees that no person, board members, project staff, and participants, on the basis of race, color, national origin, age, or handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the program receiving Federal Formula Grant funding.**
- 2. Applicant agrees to employ culturally sensitive and competent staff and to ensure that ongoing training is provided.**
- 3. Applicant agrees to comply with all requirements of the Americans with Disabilities Act (ADA).**
- 4. Applicant agrees to maintain the confidentiality of all records of youth involved with the project and to keep such records in a secured location with limited access.**
- 5. Applicant agrees that project staff will interact with the TCCY Regional Coordinators, including participation with the Regional Council.**
- 6. Applicant agrees to make a presentation to the Tennessee Commission on Children and Youth relative to the progress and activities of the project, if requested.**
- 7. Applicant agrees that Federal Formula Grant funds will not be used to supplant local, state, or other funding which has been decreased or discontinued.**
- 8. Applicant agrees that project will be part of a comprehensive and coordinated system of services (as defined on page 1).**

Signature of Authorized Official
CY – 0100

Date
RDA 1681

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 86, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental Protection Agency's (EPA-list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7 100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances.

1. Grantee Name and Address:

2. Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

APPENDIX VI

EUDL PERFORMANCE MEASURES

PURPOSE AREA	MEASURE	DEFINITION	REPORTING FORMAT
To support youth/statewide task forces	<ol style="list-style-type: none"> 1. Number of youth involved in task force and/or coalition LEADERSHIP activities during the reporting period. 2. Number of agencies involved in task force and/or coalition activities that support underage drinking prevention or enforcement. 	<p>Total number of youth or agencies participating in EUDL task force and/or leadership activities during the reporting period. Program records are the preferred source of data.</p>	<ol style="list-style-type: none"> 1. Total number of youth involved in EUDL task force and/or coalition activities _____ 2. Total number of agencies involved in task force and/or coalition activities that support underage drinking prevention or enforcement _____
To support public advertising campaigns	<ol style="list-style-type: none"> 1. Number of earned media coverage episodes/events (interviews, TV coverage, radio/billboard ads, etc.). 	<p>Total number of media episodes/events that occurred related to EUDL activities. Earned media refers to media attention on radio, print, TV or PSAs</p>	<ol style="list-style-type: none"> 1. Total number of media coverage episodes/events that occurred related to EUDL activities, underage drinking prevention and/or enforcement _____
To support innovative and collaborative programs to prevent and combat underage drinking	<ol style="list-style-type: none"> 1. Number of agencies involved in one or more evidence based programs or practices. 	<p>Total number of agencies involved in one or more innovative underage drinking enforcement activities such as retail compliance checks, third party provision operations, party patrol and youth-oriented impaired driving enforcement.</p>	<ol style="list-style-type: none"> 1. Total number of agencies involved in one or more innovative underage drinking enforcement activities _____

PURPOSE AREA	MEASURE	DEFINITION	REPORTING FORMAT
To support education, training and other activities	<ol style="list-style-type: none"> 1. Number of training events held during the reporting period. 2. Number of program materials related to education, training and other programs that were developed during the reporting period. 	Training activities include creation of task forces or inter-agency committees, meetings held, etc.	<ol style="list-style-type: none"> 1. Number of training activities held during the reporting period. _____ 2. Number of program materials related to education, training, and other activities that were developed during this reporting period. _____