

Delaware Office of Highway Safety

OJJDP

Procedures Manual for Applying for OJJDP Federal Funds

State of Delaware
Office of Highway Safety
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DELAWARE OFFICE OF HIGHWAY SAFETY

Mission Statement:

The Office of Highway Safety is committed to developing and implementing a comprehensive strategy to aid in the Enforcement of Underage Drinking Laws

The OJJDP Enforcing Underage Drinking Laws (EUDL) program funds block grants to all states and D.C. to enforce state laws prohibiting the sale of alcoholic beverages to minors and to prevent the purchase or consumption of alcoholic beverages by minors.

The program is focused on public outreach and education; enforcement of underage drinking laws; promotion of new safety technology; collaboration with law enforcement agencies, and youth organizations, and cooperation with state and local governments. Programming resources are directed to the following identified OJJDP strategies: Underage Drinking Task Forces, Enforcing Underage Drinking Laws, Public Information and Education, and Innovative Prevention programs.

OHS's PRIMARY ACTIVITIES:

- ◆ **Problem Identification:** Includes identification of actual and potential underage drinking problems and effective countermeasures.
- ◆ **Administration:** Includes the distribution of federal funds to state, local and private agencies and organizing a task force.
- ◆ **Monitoring & Evaluation:** Includes monitoring and evaluation of approved OJJDP projects

**IDENTIFIED STRATEGIES TO REDUCE
UNDERAGE DRINKING & TO ENFORCE
UNDERAGE DRINKING LAWS:**

Underage Drinking Task Force – To address the problems of underage drinking. The task force will strengthen the partnership among schools, community groups, law enforcement, prevention specialists and other state and local organizations.

Enforcing Underage Drinking Laws – To develop strategies that limit the access to alcohol and enforce current drinking laws are a critical component to this comprehensive prevention effort.

Public Information and Education – To develop a well-organized and effective prevention initiative aimed at changing behavior, is a high profile awareness campaign. Effective underage anti-drinking messages need to be developed and current messages need to be expanded in the hopes of reaching youth that may be experimenting with alcohol use.

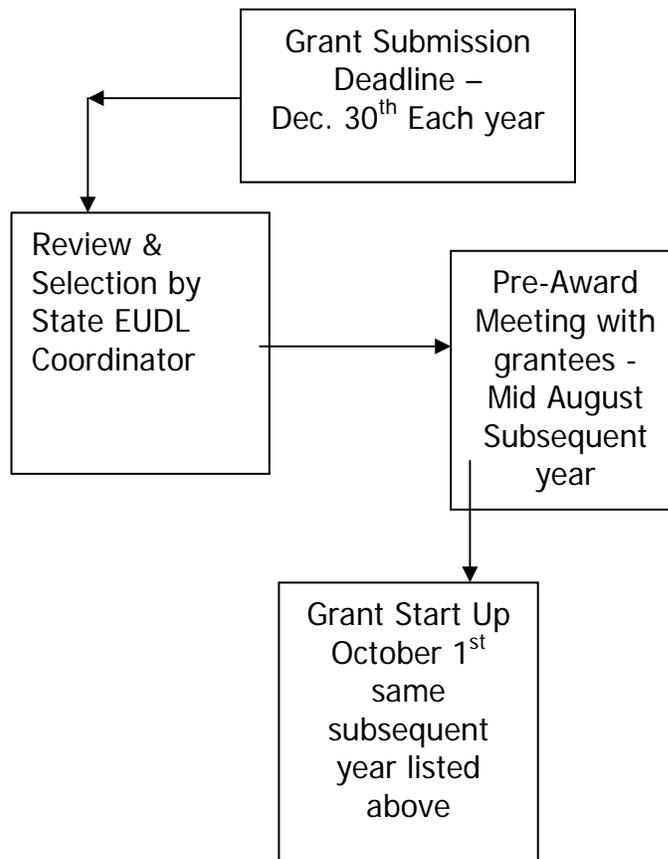
Innovative Prevention/Intervention– To develop programs designed to prevent underage drinking, intervene prior to binge drinking and provide alternatives for at risk youth with alcohol abuse problems.

BACKGROUND AND PURPOSE OF THE OJJDP GRANT PROGRAM

Underage drinking is a significant problem among our youth. The State of Delaware has several laws in place to reduce the ability of those under the age of 21 to obtain alcohol and there are penalties in place to deter underage consumption. Even with these and other underage drinking laws in place, statistics indicate that alcohol is still readily accessible to minors. The availability of alcohol has proven to be a contributing factor to risk taking behavior by youth.

Congress enacted the Juvenile Justice and Delinquency Prevention (JJDP) Act in 1974. This legislation established the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to support local and State efforts to improve their juvenile justice systems. In 1998 Congress called on the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to address the problem of underage drinking. Through Enforcing the Underage Drinking Laws program funding became available to the State of Delaware. This enabled OHS the opportunity to develop a task force of state and local organization to reduce the problems associated with underage drinking in the State of Delaware. The purpose of the task force is to share information and resources related to enforcing the underage drinking laws, and providing public information, education, prevention, and intervention services.

CYCLE OF EVENTS



WHO CAN APPLY

Any state or private agency, local, county, community group, school system, or an institution of higher education.

a. Project Director

Each grant application must be submitted by a project director and signed by both the project director and authorizing official for the organization. The project director is responsible for assuring that project objectives are met, expenditures are within the approved budget, and reimbursements and required reports are **submitted in a timely manner**. All official Office of Highway Safety correspondence is sent to the project director.

HOW TO APPLY

Upon determination of an identified underage drinking problem, a grant application must be completed in full. An application must provide quantitative data to be considered for federal funding. This data must be based on statewide and local statistics. Programs which are comprehensive (include projects in several of the priority area categories) and community based (involve activities with the community and community groups) will receive the greatest consideration for funding.

WHEN TO APPLY

All agencies that are requesting funds must have a completed application submitted to the Office of Highway Safety ***by noon on December 20th of each calendar year***. This will enable the Office of Highway Safety EUDL Coordinator to review all applications and select projects. The Coordinator will review applications in August to determine which agencies will receive funding for the grant year. **The grant year begins on October 1, and runs through April 30th of the following year unless otherwise indicated.**

GRANT SUBMISSION CHECKLIST

- ❑ Does your agency meet all of the requirements for applying for federal funds?
- ❑ Did you identify a specific and significant underage drinking problem?
 - ❑ Did you use quantifiable data to support problem identification?
- ❑ Are the goals clear and measurable?
- ❑ Did you include public information and education components in your application to inform the public about your efforts?
- ❑ Is the timetable clear, specific and realistic?
- ❑ Is the budget reasonable for the project?
 - ❑ Did you outline your self-sufficiency plan and in-kind match?
- ❑ Does the grant proposal have the necessary signatures?
- ❑ Submission deadline date is noon on December 20th.

Note: *Grant applications (both in electronic and paper format) may be picked up in the Office of Highway Safety or can be mailed to the applicant upon request. Applications must be mailed to OHS or hand delivered by noon December 20th.*

PROJECT APPROVAL

a. Grant Review Committee

Every application submitted for federal funding is reviewed by the Office of Highway Safety. Projects selected for funding are based on grant selection criteria, discussed below. Every agency will be notified as to whether the project application has been approved or denied no later than the last week in July.

CRITERIA FOR SELECTION

1. CLEAR, REALISTIC PROBLEM STATEMENT: 20 POINTS

The underage drinking problem is clearly identified in brief and concise language and relates to the priority areas set forth by the Office of Highway Safety and the OJJDP Enforcing of Underage Drinking Laws.

- a. Need for project is established by using relevant and supporting data.
- b. Program is based on local and state history/current data.
- c. Problem identified for each priority area for which funds are being requested.

2. CLEAR, MEASURABLE AND REALISTIC GOALS: 20 POINTS

Goals must be relevant to the Enforcing Underage Drinking goals as outlined.

- a. Achievement of the previous year's program goals if applicable will be a major consideration under this rating component.

3. COMPREHENSIVE PROBLEM SOLUTION PLAN: 20 POINTS

A project action plan must be developed and discussed in clear and specific terms. Programs that include the community, have both public information and education elements and address several of the specified priority areas will be given major consideration when rating component.

- a. The applicant must define:
 1. the systematic steps necessary to solve the identified problem.
 2. a time frame for conducting the activities involved in the action plan.
 3. solutions which correlate with the identified project goals as outlined in the proposal.

4. APPROPRIATENESS OF PLAN FOR MONTHLY MONITORING OF SUCCESS, INCLUDING GOALS AND TIMEFRAMES: 20 points
The project proposal must include timelines for administering and monitoring the program in terms of activities, goal-achievement, and fiscal expenditures.
- a. Past history in relationship to timely reporting, funding allocations, and grant monitoring play a significant part in the overall rating of this component.
5. BUDGET PREPARATION - SELF-SUFFICIENCY/ MATCHING PLAN: 20 Points
Grantee must provide a budget proposal which reflects a realistic and specific funding plan related to the identified problem.
- a. Budget must be itemized as it pertains to the priority areas and must reflect costs associated with performing tasks as described.
 - b. Grantee must provide an in-kind matching plan for requested federal funds.

PROJECT APPROVAL (CONT.)

Once a project application is approved, it will be signed by the Director of the Office of Highway Safety. This signed grant application becomes a **binding contract** between the sub-grantee (agency) and the Office of Highway Safety. A copy of your grant application signed by the Office of Highway Safety director will be provided to the project director at the pre-award meeting in December. This contract is used by the Office of Highway Safety to determine if the sub-grantee is spending within the approved budget limits and performing the tasks indicated on the contract. If there are any revisions to the contract, a Revised Schedule B must be completed and approved by the Office of Highway Safety. Each year, the sub-grantee must re-submit an application for consideration for future funding. **If the Office of Highway Safety does not receive a reimbursement voucher within 90 days from grant start date, all monies will be forfeited.**

- b. Project funding period

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) Grant begins on October 1st and ends on April 30th of the following year unless otherwise indicated.

- c. Pre-award meeting

For each agency that receives federal funding, the project director will be required to attend a pre-award session held in September. At the session, the project director will be notified of the approved amount of funding and advised

of their individual **fiscal and administrative reporting requirements (see below)**.

d. Reporting Requirements

Reporting requirements are established based on the individual project proposal. Project directors are required to review and sign off on the monthly reporting requirement stipulations at the pre-award meeting.

All projects are monitored by the Office of Highway Safety on a regular basis. Project directors are required to submit a monthly administrative report indicating project progress on a monthly basis. If project goals are not being achieved, the Office of Highway Safety reserves the right to terminate the project or require changes to the project action plan.

1. Administrative Reports

The project director shall, by the ***fifteenth of each month***, submit an Administrative Report which outlines activities from the previous month as outlined in the reporting requirements obtained at the pre-award meeting. See reporting schedule below:

<u>Reporting Month</u>	<u>Due On</u>
January	February 15
February	March 15
March	April 15
April	May 15
May	June 15
June	July 15
July	August 15
August	September 15
September	October 15
October	November 15
November	December 15
December	January 15
January	February 15
March	April 15
April	May 15
May	June 15

2. Reimbursement Vouchers

In order to be reimbursed for funds spent as part of the grant, grantees must submit a reimbursement voucher. This form indicates the amount of federal funding spent each month. **Backup documentation must be attached to the reimbursement voucher.** This documentation would include receipts, timesheets, etc. In addition, in order to be reimbursed monthly, the reimbursement voucher must accompany the monthly administrative report (see above). **If the Office of Highway Safety does not receive a reimbursement voucher within 90 days from grant start date, all monies will be forfeited.**

3. Final Administrative Reports

Must be submitted at the end of the project period. This report is an **in-depth cumulative** summary of the tasks performed and goals achieved during the project period. **This report is due no later than May 31st.**

RECORDS/AUDITS

Records are kept by the Office of Highway Safety of all transactions between the office, the Federal government, and each of the grantees.

a. The following records are to be maintained by the grantee:

1. Supporting documentation for reimbursement requests.
2. Audit reports.
3. Inventory reports.
4. Any correspondence associated with the project.

b. Auditing

The agency or subdivision will maintain original documents and records as evidence of costs incurred. These records and/or documents will be retained and made available for a period of not less than three years after receipt of final payment of the project. Examination of these documents by either a representative of the Office of Highway Safety or the United States Government is authorized at any time. Each agency or subdivision is required to submit a copy of any single audit report that results from a single audit conducted at the agency to include findings and corrective action.

CANCELLATION OF GRANT

The Office of Highway Safety and OJJDP must condition each grant to include the following cancellation procedures.

- a. Commencement within 60 Days
If a project is not operational within 60 days of the original start date of the award period, the recipient must report by letter to the State the steps taken to initiate the project, the reason for delay, and the suspected start date.
- b. Operational within 90 Days
If a project is not operational within 90 days of the original start date of the award period, the recipient must submit a second statement to the State explaining the implementation delay. Upon receipt of the 90 day letter, the State may cancel the project.