



KSP-EUDL-2A (07/13)

# EUDL Grant Application

Enforcing the Underage Drinking Laws Block Grant

Grant period October 1, 2013— August 31, 2014

**Failure to comply with requirements may result in the withholding of funds, termination of the award, or other sanctions.**

## ORGANIZATION INFORMATION

Legal organization name (city/county gov't, name from articles of incorporation, etc.)		Division/unit to administer project	
Address (Street)		City, State, ZIP	P.O. Box & ZIP
County (headquarters)	County population	State payee/Employer identification number	
House/Senate Districts of headquarters (see <a href="http://www.lrc.ky.gov/whoswho/hsedist.htm">http://www.lrc.ky.gov/whoswho/hsedist.htm</a> <a href="http://www.lrc.ky.gov/Whoswho/sendist.htm">http://www.lrc.ky.gov/Whoswho/sendist.htm</a> )			
House district	Senate district		
Official(s) authorized to apply for, accept, decline or cancel this grant, or request grant adjustments (i.e., project coordinator, executive director, chairman, president, county judge, mayor, city mgr, asst. city mgr, school superintendent or designee of organization)			

## PROJECT INFORMATION

Project Title (Must describe what project does. If a continuation grant, use same title as previous year.)			
Project Director (Employee of applicant/contractor organization directly responsible for project)			E-mail
Organization address (if different from above)		City, State, ZIP	P.O. Box & ZIP
Phone		Fax	
Is this a continuation grant? Yes <input type="checkbox"/> X No			
If "yes," how many years funded? n/a			

## FINANCIAL INFORMATION

Financial Officer Name/Title (i.e., CFO applicant organization, ex., auditor, treasurer, comptroller)			E-mail
Address (if different from above)			City, State, ZIP
Phone	Fax	Date org. founded/incorporated	
Total Funding Requested (listed on form KSP-EUDL3A)		Financial Institution/address organization will utilize for these grant funds.	
$\begin{matrix} \$ & + & \$0.00 & = & \$0 \\ \text{KSP Request} & + & \text{Grantee Match} & = & \text{Total} \end{matrix}$			

### A. Accounting System

1. Has any government agency rendered an official written opinion concerning the adequacy of the accounting system for collection, identification, and allocation of costs under federal contracts/grants? Yes  No
- a. If "yes," provide name and address of agency providing review, and **ATTACH** copy of the official opinion.

**Note: If the review occurred within the past three years, skip questions 2 - 7 of this section, SKIP Section B and go to Section C.**

2. Which of the following best describes your accounting system?  Manual  Automated  Combination

3. Are time distribution records maintained for an employee when his/her efforts can be specifically identified to a particular cost objective?	<input type="checkbox"/> N/A
4. If your organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect costs?	<input type="checkbox"/> N/A
5. Does your accounting system provide for the recording of expenditures for each grant contract by the component project and budget cost categories shown in the approved budget?	Yes <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Does your accounting/financial system include budgetary controls to preclude incurring obligations in excess of: a. Total funds available for the grant? b. Total funds available for a budget cost category (e.g., salaries, travel, etc.)?	Yes <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> N/A Yes <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Section B: Financial Statements</b>	
1. Has an independent certified public accountant (CPA) examined your financial statements?	<input type="checkbox"/> N/A
2. <b>ATTACHMENTS.</b> If an independent CPA has <i>never</i> examined your financial statements, please develop and submit copies, for the most current and previous year, of: a. a detailed balance sheet                      b. a detailed income statement                      c. notes to the financial statements	
<b>For Nonprofits Only</b>	
All nonprofit corporations applying for KSP grant funds <i>for the first time</i> must complete this section.	
Date IRS letter granted 501 (c)(3) tax exemption status.	<b>ATTACHMENT.</b> Attach the IRS 501 (c)(3) letter.
Charter Number assigned by the Ky. Secretary of State.	Date:

**CONTRACT CONDITIONS**

1. FINANCIAL AND GRANTS MANAGEMENT

- A. Recipient must adhere to all applicable state and federal laws and procedures and is responsible for establishing and maintaining an adequate system of accounting and internal controls. The following government-wide common rules are applicable:
  - "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-free Workplace (Grants)" codified at 28 CFR Part 67
  - "New Restrictions on Lobbying" codified at 28 CFR Part 69
- B. The following OMB circulars are applicable:
  - OMB Circular A-110 (administrative requirements)
  - OMB Circular A-122 (cost principles)
  - OMB Circular A-133 (audit requirements)
- C. The Office of Justice Programs Financial Guide serves as the primary reference for financial management and grants administration for all programs administered under the Office of Justice Programs. The provisions of the Financial Guide must be utilized by the Recipient. The Recipient agrees to comply with the financial and administrative requirements as set forth in the Financial Guide and the implementing regulations for the Juvenile Justice and Delinquency Prevention Formula Grants Program as set forth in 28 CFR 31. The Financial Guide may be obtained via the internet at <http://www.ojp.usdoj.gov/FinGuide/>.

2. EXPENDITURE OF FUNDS

- A. Requests for reimbursement for expenditures not mentioned in the Recipient's approved budget or not receiving prior approval from the Kentucky State Police will be disallowed. Recipient must obtain prior approval before any obligation of grant funds. Kentucky State Police retains the right to withhold payments if the Recipient fails to comply with any of the terms of this contract.

3. CIVIL RIGHTS REQUIREMENTS

- A. Recipient is required to comply with all applicable state and Federal nondiscrimination laws and regulations. The statute that governs OJP-funded programs or activities (Section 809 (c) Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789d) prohibits such discrimination:

*No person in any State shall on the ground of race, color, religion, national origin, sex (or disability) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.*

- B. Recipient must comply with the Federal Civil Rights Act of 1964 as amended, and the Kentucky Civil Rights Act of 1966 as amended, and the Establishment Clause of the United State Constitution. The Recipient shall not on the ground of race, color, religion, sex, age (40-70), or national origin:

- 1) Deny any individual aid, care, services, or other benefits provided under this program;

- 2) Provide any aid, care, services, or other benefits to an individual which is different, or is provided in a different manner, from that provided to others under the program;
- 3) Subject any individual to segregation or separate treatment in any matter related to receipt of any aid, care, services, or other benefits provided under the program;
- 4) Restrict any individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any aid, care, services, or other benefits provided under the program;
- 5) Treat an individual differently from others in determining whether he or she satisfied any eligibility or other requirement or condition which individuals must meet in order to receive any aid, care, services, or other benefits provided under the program; or
- 6) Deny any individual an opportunity to participate in the program through the provision of services or otherwise afford an opportunity to do so which is different from that afforded others under the program.

#### 4. SECTION 504 (REHABILITATION ACT)

Recipient must comply with the provision of Section 504 of the Rehabilitation Act of 1973, P.L.93-112, and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified handicapped individuals under any program or activity receiving federal financial assistance. The Recipient shall: (1) Conduct an annual self-evaluation for compliance with Section 504; and (2) If the Recipient has fifteen or more employees, it shall appoint an employee to coordinate efforts to comply with Section 504 and adopt procedures that provide for the resolution of complaints relation to Section 504.

#### 5. PROVISION OF SERVICES-COMPLIANCE WITH LAWS AND REGULATIONS

Recipient must comply with all applicable Federal and State laws and regulations for services provided under this award, including KRS Chapters 600 through 645; 905 KAR 1:300 relating to standards for child-caring facilities; 707 KAR 1:250 relating to exceptional children's programs; 803 KAR 1:005 through 803 KAR 1:100 relating to labor standards and child labor laws; 815 KAR 4:010 through 815 KAR 35:010 relating to Life Safety Code requirements; and 902 KAR 2:020 through 902 KAR 4:100 relating to health and sanitation. As additional State and Federal requirements are made available, the Kentucky State Police will make the information available to active grantees.

#### 6. NONSUPPLANTING REQUIREMENT

Award funds cannot be used to supplant State or local funds. They must increase the amount of funds that would otherwise be available from State and local sources.

#### 7. CERTIFICATION REQUIREMENTS

Recipient is required to execute certification forms which commit the Recipient to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)."

#### 8. SUSPENSION/TERMINATION

If, through any cause, the Subgrantee/Contractor shall fail to fulfill in a timely and proper manner its obligation under this contract, or if the Subgrantee/Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the Kentucky State Police shall thereupon have the right to suspend immediately or terminate this contract and withhold further payment of any kind by giving written notice to the Subgrantee/Contractor of such suspension or termination and specifying the effective date thereof. The Kentucky State Police shall be the sole arbitrator of whether the Subgrantee/Contractor or its subcontractor is performing its work in a proper manner with reference to the quality of the work performed by the Subgrantee/Contractor or its subcontractor under the provisions of this contract. The Subgrantee/Contractor and the Kentucky State Police further agree that this contract may be terminated by either party by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before such date.

#### 9. PUBLICATIONS

The Recipient shall submit one copy of all reports and proposed publications resulting from this grant within 15 days prior to public release. Recipient shall verify all publications accuracy before submitting to the Kentucky State Police. Any publications (written, visual or sound) shall contain the following statements: "This project was awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs through the Kentucky State Police." and "The opinions, findings and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Office of Juvenile Justice and Delinquency Prevention or the Kentucky State Police."

#### 10. MONITORING AND EVALUATION

The Kentucky State Police has developed a plan for evaluating all projects. The evaluation will include on-site monitoring and/or attendance of project activities during the contract period. All documentation will be reviewed to determine progress and problems.

#### 11. PROGRAM REPORTING REQUIREMENTS

The Subgrantee/Contractor will be requested to submit progress reports to the Kentucky State Police monthly once the project begins. A six month report is due on April 15<sup>th</sup> for activity occurring October – March and by September 15<sup>th</sup> for activity occurring between April 1 – August 31. A final cumulative report addressing progress, goals, objectives and budget expenses is to be received by the Kentucky State Police within 30 days after the contract period has ended. The final reimbursement claim shall be received within 45 days of the contract period has ended.

## 12. FISCAL AND ACCOUNTING RESPONSIBILITIES

The Subgrantee/Contractor must establish fiscal control and generally accepted accounting procedures, which assure proper disposition of an account for contract funds and if applicable, required non-federal expenditures. All money spent on this project will be dispersed in accordance with provisions of the contract budget as said budget or officially revised budget was approved by the Kentucky State Police.

## 13. COST PRINCIPLES

Costs incurred (when goods are received and accepted or services are performed) under this contract shall be determined in accordance with the general principles of allowability and standards for selected cost items as set forth in Office of Management and Budget Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments.

## 14. PAYMENT SCHEDULE

The Kentucky State Police agrees to reimburse the Subgrantee/Contractor only for the accomplishment of programmed and budgeted activities performed under this contract. Reimbursement proceedings will be initiated upon the receipt of a claim voucher and supporting documentation from the Grantee/Contractor as required by the Kentucky State Police. A claim voucher RECEIVED BY THE KENTUCKY STATE POLICE AFTER THE 10th DAY OF EACH MONTH WILL NOT BE PROCESSED UNTIL THE FOLLOWING MONTH.

## 15. MAINTENANCE OF RECORDS

The Subgrantee/Contractor agrees that the Kentucky State Police, the Office of Justice Programs, the Department of Juvenile Justice, the Controller General of the United States, the Auditor of the State of Kentucky or any of their duly authorized representatives may have access, for purposes of audit examinations, to any books, documents, papers or records maintained by the Subgrantee/Contractor pertaining to this contract. The Subgrantee/Contractor further agrees to maintain such books and records for a period of three years after the date of final project dispositions.

## 16. EQUIPMENT

All State agencies will use, manage, and dispose of equipment acquired under a Federally-funded grant in accordance with State laws and procedures.

## 17. PURCHASING

Subgrantees/Contractors are required to use their own procurement regulations which reflect applicable state and local laws, and rules and regulations provided they also as a minimum adhere to the following:

- (a) Equipment with a cost of \$1,000 or more must be purchased on a competitive bid basis.
- (b) Price or rate quotations shall be solicited and documented from at least three (3) qualified sources.
- (c) All procurement transactions, regardless of whether by sealed bids or by negotiation, shall be conducted in a manner that provides maximum open and free competition.
- (d) Subgrantees/Contractors shall have a clear and accurate description of the item to be purchased. Such description shall not, in competitive procurement contain features which unduly restrict competition. A "brand name or equal" description may be used as a means to define the performance or other requirement or procurement.
- (e) If for some reason the low bid is not acceptable, the Subgrantee/Contractor must have written approval from the Kentucky State Police prior to acceptance of other than the low bid.
- (f) If equipment is a listed item on an established state price contract, Subgrantee/Contractor is required to use established vendors for this equipment to be eligible for full reimbursement. Otherwise, Kentucky State Police will only reimburse up to the maximum of a state price contract vendor.
- (g) Commodity Restrictions – Messaging on promotional items must be pre-approved by KSP prior to ordering/purchasing items to ensure OJJDP messaging guidelines are in place.

## 18. INSURANCE ON EQUIPMENT

The Subgrantee/Contractor is responsible for insuring all equipment items and will be liable to Kentucky State Police for loss, theft, or damage to equipment.

## 19. TRAVEL (IN-STATE AND OUT-OF-STATE)

All travel reimbursements will be made in accordance with the provisions of 200 KAR Chapter 2 except when the agency has other official regulations. Agency regulations, if different from the aforementioned Kentucky Administrative Regulations, shall be submitted to the Kentucky State Police for review prior to implementation of this contract.

Out-of-State travel must be an item within the detailed budget portion of the contract. Subgrantee/Contractor must submit a completed request for Out-of-State travel authorization form for approval to the Kentucky State Police at least fifteen (15) days prior to the anticipated date of departure. Out-of-State vehicle mileage is to be determined by the most current "Rand McNally" mileage map. Regarding travel guidelines, etc., see Attachment B.

In-State vehicle mileage is to be determined by the most current "Official Kentucky Mileage Map" prepared by the Kentucky Transportation Cabinet.

## 20. PAYROLL PROCEDURES AND RECORDS REQUIRED

Compensation for personal services are allowable if:

- (a) They are for services rendered during the contract period;
- (b) They are reasonable and normal for the services rendered;
- (c) Paid personnel are appointed in accordance with state and local government laws and rules;
- (d) They are based on payrolls documented and approved in accordance with generally accepted accounting principles; and
- (e) They are supported by time and attendance records signed by both employee and supervisor.

Employee Benefits are allowable if:

- (a) They are provided pursuant to a leave system;
- (b) Employer's contribution or expense if for:
  1. Social Security
  2. Employee's health insurance plans,
  3. Unemployment Insurance coverage
  4. Workmen's compensation Insurance,
  5. Pension plans; and,
- (c) The cost thereof is equitably allocated to all activities.
- (d) Overtime pay shall be calculated in accordance with existing labor laws and shall be paid at the rate of one and one-half (1.5) times the person's hourly rate of pay for actual hours worked in excess of forty (40) hours in any week. All paid time (vacation, sick, and compensatory leave) except holiday leave is counted as hours worked for purpose of computing eligibility for overtime unless a department's overtime policy is stricter, in which case, departmental policy on overtime shall apply. **Overtime will be strictly for enforcement activities other than the four hours per month allotted for administrative reporting on grant activity.**

## 21. PROJECT INCOME

No income may be earned by the Subgrantee/Contractor with respect to funds received through the Kentucky State Police.

## 22. RIGHT TO OWNERSHIP

The Subgrantee/Contractor understands that the Kentucky State Police and the Office of Juvenile Justice Delinquency Prevention, reserve the royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use and authorize others to use, any educational or instructional material developed with EUDL funding. "Educational or instructional materials" means written material, drawings, slides, photographs, filmstrips, motion pictures, television and radio public service announcements, and any other material whose primary purpose is to educate either the public at large or a specific subgroup of the public concerning the prevention and/or enforcement of underage drinking or related subject.

## 23. EQUAL EMPLOYMENT OPPORTUNITY

No person shall, on the grounds of race, creed, color, age (40-70), or National origin, be excluded from participation in, be refused the benefits of or be otherwise subjected to discrimination under subgrants awarded pursuant to P.L. 89-654, or any project, program, activity or subgrant supported by such requirements of Title VI of the Civil Rights Act of 1964, and all applicable requirements pursuant to the regulations of the Department of Commerce (Title 15, Code of Federal Regulations, Part 8, which have been adopted by the Department of Transportation).

## 24. THE HANDICAPPED

Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Subgrantee desiring to avail itself of federal financial assistance from the Office of Juvenile Justice Prevention and Delinquency Prevention hereby gives assurance that no qualified handicapped person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or

otherwise be subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from federal financial assistance provided by the Office of Juvenile Justice Prevention and Delinquency Prevention. The Subgrantee/Contractor further assures that its programs will be conducted, and its facilities operated, in compliance with all requirements imposed by or pursuant to 49 CFR Part 27.

25. Section 12 (a), (b) and (c) of the Uniform Administrative Requirements for Grants and Cooperative Agreements to state and Local Governments ("The Common Rule") require the following:

(a) A grantee or subgrantee may be considered a "high risk" if an awarding agency determines that a grantee or subgrantee:

1. Has a history of unsatisfactory performance, or
2. Is not financially stable, or
3. Has a management system which does not meet the management standards set forth in this part, or
4. Has not conformed to terms and conditions of previous awards, or
5. Is otherwise not responsible.

If the awarding agency determines that an award will be made, special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award.

(b) Special conditions and restrictions may include:

1. Payment on a reimbursement basis;
2. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period;
3. Requiring additional, more detailed, financial reports;
4. Additional project monitoring;
5. Requiring the grantee or subgrantee to obtain technical or management assistance, or
6. Establishing additional prior approvals.

(c) If an awarding agency decides to impose such conditions, the awarding official will notify the grantee or subgrantee as early as possible, in writing, of:

1. The nature of the special conditions/restrictions;
2. The reasons for imposing them;
3. The corrective actions which must be taken before they will be removed, and the time allowed for completing the corrective actions, and
4. The method of requesting reconsideration of the conditions and/or restrictions imposed.

(a) Public awareness about the danger of underage drinking issues is vital to the success of this type of program. The agency will continually inform the public through the media or whatever means necessary to educate. The Kentucky State Police will assist the public information and education efforts routinely and upon request.

(b) Any budget changes must be submitted in writing to the Kentucky State Police before funds are expended. NO approval is possible after the fact.

(c) A copy of the agency's travel and per diem regulations must be on file in the Kentucky State Police. Per Diem will be paid according to the agency's policy or state per diem, which ever is less.

(d) All commodity items must have a underage drinking message.

## 26. ASSIGNABILITY/TRANSFERABILITY

The duties and obligations of the Recipient under this award are not assignable or transferable to anyone under any circumstances, except with prior written consent of the Kentucky State Police.

## 27. FEDERAL TRAVEL REQUIREMENTS

All recipients of the OJJDP Enforcing Underage Drinking Laws grants by the Kentucky State Police (grantor) must adhere to the federal travel guidelines set forth:

1. Federal grants (such an OJJDP – EUDL funding) stipulate that a traveler can not exceed the allowable government rate for lodging. These rates are listed on the GSA website (<http://www.gsa.gov/portal/content/104877>). This rate is the room rate before taxes are added. For example, if you were traveling to Dallas, Texas for a conference the maximum daily allowance for a room rate can not exceed \$107.00 per night, before taxes. If you should obtain accommodations at a hotel for a conference and it exceeds the maximum daily allowance, the federal grantor (OJJDP) will not reimburse your expenses.
2. Travel on the OJJDP-EUDL grant will require submission of a travel voucher. This voucher is a state travel voucher and can be found electronically at <http://www.finance.ky.gov/internal/eMARS/forms.htm>. If your agency uses a similar form that includes the same information, you may submit that form.
3. When travel vouchers are submitted for reimbursement, original receipts must be attached. For other miscellaneous travel expenses (cab fare, car rental, registration, etc.) that are listed on page two of the travel voucher, original receipts are also required. The only exception is for an expense under \$10.00.

4. If you attend a conference and any meals are provided by the conference program, you can not claim that particular meal for reimbursement. This includes continental breakfast.
5. A copy of the conference itinerary is required to be attached to the expense voucher.
6. If you have multiple people attending a conference, double occupancy rooms should be shared by two individuals. The only exception is if the attendees are of different genders.

**Signature of Acceptance**

We, the undersigned, have read and understand this contract as written and agree to fully comply with all conditions included in this contract.

We understand that approval of this contract does not infer funding beyond the contract period.

We certify that no litigation involving civil rights is pending against the recipient agency and that should allegations be raised during this contract period, the Kentucky State Police will be immediately advised.

**Certifications**

**To the best of my knowledge, I certify that:**

- all information in this application is true and correct;
- the governing body of the applicant has duly authorized the application, and
- I have read, understand, and agree to comply with the federal and state assurances stated within this contract and the conditions for confidential funds as set forth in the effective edition of *OJP's Financial Guide* <http://www.ojp.usdoj.gov/financialguide/>

**Sign and initial in BLUE ink so original signatures can be distinguished from copies.**

\_\_\_\_\_  
Type/print Name and Title of Authorized Official

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**STATE AGENCY AUTHORIZED BY STATE LAW TO RECEIVE FEDERAL AID FUNDS UNDER THIS PROGRAM:**

KENTUCKY STATE POLICE

**EUDL STATE COORDINATOR**

Sherry Bray  
KSP Public Affairs Branch

**GOVERNOR'S REPRESENTATIVE**

Rodney Brewer, Commissioner  
Kentucky State Police

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# EUDL Project Narrative



## Enforcing Underage Drinking Laws Grant

KSP-EUDL-3A (07/2013)

**Selection Criteria:** Scores are based on the quality of the response, adequacy of recommended solutions, and whether the response/request is reasonable. Applications are rated competitively using the *EUDL Project Narrative Scoring Sheet*, Form KSP-EUDL-1A. Preference is given to programs that outline a plan to continue efforts after grant period. Funding decisions are at the discretion of the KSP administrator or designee.

Organization	Project Title
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### Part I: Problem Description

- 1. In 100 words or less**, describe the specific problem and need for the project. Provide documented evidence (i.e., verifiable data) that an underage drinking problem exists in the impact area. **(10 points)**

2. **In 50 words or less, state the project's goal and target population. (5 points)**

**3. In 1,500 words or less (35 points):**

- Clearly summarize the proposed project including a comprehensive approach to prevention that involves enforcement, education and community involvement strategies. **(5 points)**
- Describe the opportunities for minors' participation, such as leadership roles in the planning and implementation of project activities. **(5 points)**
- Outline multiple, fact-based strategies to reduce demand for and/or access to alcoholic beverages among underage minors within the impact area, for example, environmental approaches, such as enforcement efforts that target identified problems, community-based practices that discourage underage drinking, or changes in policy and/or public opinion. **(5 points)**

**Note:** Multiple strategies should be consistent with the "Surgeon General's Call to Action to Prevent and Reduce Underage Drinking," U.S. Department of Health and Human Services, Office of the Surgeon general, 2007.

<http://www.surgeongeneral.gov/topics/underagedrinking/about.html>

- List all program partners, such as public agencies, community coalitions, minor groups, nonprofits, etc. Include letters of support from other agencies, officials, etc.
- Share any current resources your group has or will utilize to add to the success of this project.
- **Enforcement applicants:** Please include past successes in enforcing Kentucky underage drinking laws, effectiveness of combating underage drinking and resources you will utilize alongside these funds to increase successfulness of project. **(10 points)**
- List project activities planned for the entirety of the funding period. **(5 points)**
- Outline a plan to sustain the project if future funding is not available from this grant source. **(5 points)**

## **EUDL Project Narrative (continued)**

### **4. In 250 words or less (10 points):**

- Describe what your organization is currently doing to address the underage drinking problem in the project impact area.
- Explain why additional funding is needed if the organization or other agencies in their community are addressing the problem.

### **5. Budget Description (15 Points)**

- Match funds augment the amount of resources available to a project and foster the dedication of applicant to the purpose of the project. A “match” is not required.
- In-kind contributions and grantee indirect costs may be used for match funds.
- Planned expenditures must be reasonable and necessary for project implementation and achievement of its goals.
- Expenditures must be consistent with all federal and state guidelines for the use of grant funds.
- Budget requests must reflect the activities proposed in the application.

### **6. Project Classification**

- Indicate what category your project will be (Enforcement, Coalition/Education, or Media). Projects can include one or all categories.

### **7. Applicants are encouraged to include additional documents to better visualize their proposals [e.g. timelines, graphs, charts, news clippings, letters of support, photo's etc.] (5 points)**

**1. Personal Services (Salaries, Wages, Travel, Training)**

- Provide detailed description of each position or extra duty pay requested for law enforcement officers.
- Include annual salary rate and explain how each rate is determined.
- Estimate percentage of time to be dedicated to the project and fringe benefits, if applicable.

Description	EUDL Request	Grant Match	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$

**2. Contractual Services**

- Estimated cost of outside services.

Description	EUDL Request	Grant Match	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$

**3. Commodities**

Description	EUDL Request	Grant Match	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$

**4. Equipment**

Description	EUDL Request	Grant Match	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$

**5. Other**

- Itemize the cost and show your computation of other items not included in the categories listed above.

Description	EUDL Request	Grant Match	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$

**BUDGET SUMMARY**

Items	EUDL Request	Grant Match	Total
<b>1. PERSONAL SERVICES</b>	\$	\$	\$
<b>2. CONTRACTUAL SERVICES</b>	\$	\$	\$
<b>3. COMMODITIES</b>	\$	\$	\$
<b>4. EQUIPMENT</b>	\$	\$	\$
<b>5. OTHER COSTS</b>	\$	\$	\$
<b>Total Budget</b>	\$	\$	\$

**Additional Budget Information:**