



EUDL Youth Initiative Contract Application Instructions

ORGANIZATION INFORMATION

All spaces must be completed.

Employer Identification Number – Enter the State Payee or Federal Identification Number.

County – Enter the county where the organization's headquarters is located.

House & Senate District – Enter the District numbers where the organization's headquarters is located.

PROJECT INFORMATION

Project Title – Must be descriptive of project.

Project Period – Expected time frame for project completion. More than one Progress Report may be required by TABC depending on the duration of the project. Any activities related to the project must be completed within the Grant and Project Period.

Authorized Official – Official(s) authorized to apply for, accept, decline or cancel this contract (i.e., executive director, chairman, president, county judge, mayor, city manager, assistant city manager, school superintendent or designee of organization).

Project Director/Coordinator – Employee of applicant/contractor organization directly responsible for project (if different from Authorized Official). This person will also serve as a point of contact with the TABC Grants Coordinator.

Financial Officer – CFO of the applicant organization, auditor, treasurer, or comptroller.

IMPORTANT! Telephone numbers, fax numbers, and E-mail addresses must be provided for each person.

Personnel changes during the Project Period must be reported in writing to the TABC Grants Coordinator as soon as possible.

PROJECT DESCRIPTION

Project Description – A brief description of the proposed project and activities. Must relate to the enforcement of underage drinking laws or prevention of underage drinking and driving. Space has been provided to describe TABC's involvement with the project.

Educational Activities to be Implemented – The types of underage drinking educational activities to be implemented during the project period. Select all that apply.

OJJDP Mandated Performance Measures – Baseline Data and Total Planned Project Data must be completed as it relates to the project. "Earned Media" refers to media attention on radio, print or TV that has not been purchased, such as PSAs.

Target Population – Population to be served during the project period. Select all that apply.

Evidence-Based Programs – Programs or activities to be implemented during the project period. Select all that apply.

EUDL Youth Initiative Contract Application Instructions

BUDGET SUMMARY

- Available on a reimbursement basis only.
- Planned expenditures must be reasonable and necessary for project implementation and achievement of its goals.
- Budget requests must reflect the activities proposed in the application.
- Expenditures must follow EUDL, State of Texas and TABC policies, procedures and guidelines.

BUDGET DESCRIPTION

Salaries – The TABC will only be supporting programs already in existence. Funds may not be used to pay any portion of salaries other than overtime for time spent on project activities. Provide a detailed description of overtime pay requested for personnel. Include annual salary and fringe and explain how each rate is determined.

Supplies – List supplies or small consumable items (under \$1,000 each) needed. Indicate quantity and cost for each item. Show computation.

Travel – Out of state travel requires pre-approval by TABC. Itemize travel expenses of project personnel by purpose (i.e., staff to attend training, enforcement detail, etc.). Compute using the basic formula: \$XX travel/airfare + \$XX hotel, + \$XX food * # of persons. Use state per diem rates to estimate these costs. To find these rates, go to: www.cpa.state.tx.us/fm/pubs/travallow/index.php

Training – Training must relate to underage drinking laws. List training or conference type and cost related to the project.

Contracts – List the cost of goods or services to be provided by contractors or other outside sources. List each good or service to be contracted individually. Follow state procurement and purchase payment guidelines as stated in the [Uniform Grant Management Standards](#) for the purchase of these goods or services.

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

BUDGET OVERVIEW

Explain expenditures and how they relate to the project.

Important! Attach Budget Addendum.

MAILING INSTRUCTIONS

Mail completed application to:

**Texas Alcoholic Beverage Commission
ATTN: Grants Section
P.O. Box 13127
Austin, TX 78711**

Only complete applications will be accepted. Applications sent via email or fax will NOT be considered.

CONTACT INFORMATION

GRANTS SECTION 512-206-3290

JOEY ESTRADA, GRANTS COORDINATOR 512-206-3292

For more information go to the TABC website at <http://www.tabc.state.tx.us/>.



EUDL YOUTH INITIATIVE CONTRACT APPLICATION

Enforcing the Underage Drinking Laws Block Grant

Grant Period: September 1, 2009 - May 31, 2010

Organization Information

Legal Organization Name:			
Implementing Organization:			
Street Address:			
P.O. Box:			
City, State & ZIP:			
Employer Identification Number:		County:	
House District: www.house.state.tx.us		Senate District: www.senate.state.tx.us	

Project Information

Project Title:			
Project Period:		Type of Project Proposed:	<input type="checkbox"/> New <input type="checkbox"/> Continuation
Does your area have an active local-level task force dedicated to underage drinking prevention already in existence or will one be created as a result of EUDL funding? <input type="checkbox"/> Yes, we already have a task force. <input type="checkbox"/> No, we do not have a task force but will create one.			
Does this project receive other grant funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide the source:	
Explain (Limit 250 Characters):			

Authorized Official

Name:			
Title:			
Street Address:			
P.O. Box:			
City, State & ZIP:			
Phone Number:	()	Fax Number:	()
Email:			

Project Director/Coordinator

Name:			
Title:			
Street Address:			
P.O. Box:			
City, State & ZIP:			
Phone Number:	()	Fax Number:	()
Email:			

Chief Financial Officer

Name:			
Title:			
Street Address:			
P.O. Box:			
City, State & ZIP:			
Phone Number:	()	Fax Number:	()
Email:			

TABC Use Only

Date Contract Processed:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	<input type="checkbox"/> EUDL 08 <input type="checkbox"/> EUDL 09
Approved/Rejected By:	Date:	
Signature:		

Project Description

Brief Description of Project (Limit 500 Characters):

How is TABC Involved with the Project? (Limit 500 Characters):

Educational Activities to be Implemented

Active Enforcement of Underage Drinking Laws	<input type="checkbox"/> Yes <input type="checkbox"/> No
Limitations on Access	<input type="checkbox"/> Yes <input type="checkbox"/> No
School – Based Initiatives	<input type="checkbox"/> Yes <input type="checkbox"/> No
Advertising Restrictions	<input type="checkbox"/> Yes <input type="checkbox"/> No
Changes in Social Norms	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Environmental Strategies (Please Describe; Limit 250 Characters):	

OJJDP Mandated Performance Measures

Description of Performance Measures	Project Data	
	Baseline Data	Planned
Number of Youth Participating in Project		
EUDL Activities		
EUDL Leadership Activities		
Non-EUDL Underage Drinking Activities		
Number of Agencies/Organizations Participating in Project		
EUDL Activities		
Non-EUDL Underage Drinking Activities		
Number of Underage Drinking Project Activities		
EUDL Activities		
Non-EUDL Activities		
Number of Underage Drinking Policies Created/Amended for		
Law Enforcement		
Local Community		
Local Secondary Schools		
Local Higher Education		
Number of Task Forces/Coalitions Addressing Underage Drinking Issues in Your Local Area		
Created with EUDL Funding		
Before EUDL Funding		
Number of Media Earned by Project Activities		
Op-ed Articles		
Letters		
Interviews		
Events that Drew Coverage		
Appearances on Broadcast Radio/Television		

Target Population

Justice

<input type="checkbox"/> At Risk Population	<input type="checkbox"/> First Time Offenders	<input type="checkbox"/> Repeat Offenders
<input type="checkbox"/> Sex Offenders	<input type="checkbox"/> Status Offenders	<input type="checkbox"/> Violent Offenders

Age

<input type="checkbox"/> Under 11	<input type="checkbox"/> 12 - 13	<input type="checkbox"/> 14 - 15	<input type="checkbox"/> 16 - 17	<input type="checkbox"/> 18 & over
-----------------------------------	----------------------------------	----------------------------------	----------------------------------	------------------------------------

Geography

<input type="checkbox"/> Rural	<input type="checkbox"/> Suburban	<input type="checkbox"/> Tribal	<input type="checkbox"/> Urban
--------------------------------	-----------------------------------	---------------------------------	--------------------------------

EVIDENCE-BASED PROGRAMS

Will the project implement an evidence-based program?

Yes No

If yes, indicate each of the strategies used. Select all that apply.

Underage Drinking Prevention Strategies

- Development of community support for prevention and enforcement of underage drinking laws to change community norms (awareness building and educational activities to include media advocacy, media campaigns, and counter-advertising).
- Establishment of community support activities for advancement of enforcement and community goals of reducing youth access to alcohol (community sponsorship of alcohol-free activities for youth; parent coalitions to reduce alcohol use by their children [Safe Homes coalitions]; community volunteers to assist enforcement in the collection and reporting of data; etc).
- Education of merchants regarding techniques and responsibilities (Responsible Beverage Service (RBS) trainings that can reduce sales to minors, as well as reduce sales of alcohol to intoxicated persons; encouraged use of driver's license scanners; use of sales display that discourages shoplifting; etc).
- Established or enhancement/improvement of laws/ordinances/institutional policies that limit youth access to commercial availability of alcohol and hold violators (clerks and establishments) accountable for violations of such laws (conditional use of permits for alcohol outlets; controls on outlet location and density; controls on hours of sale; an increase in price through excise taxes; require sellers of alcohol to be at least 21 years old; prohibit minors from entering bars; make alcohol outlets liable for harm that occurs as a result of providing alcohol to minors; dram shop (civil) liability for sales to minors, etc).
- Establishment or enhancement/improvement of laws/ordinances/institutional policies that limit youth access to social availability of alcohol and hold adults and youth accountable for violations of such laws (keg registration laws; prohibitions of control on alcohol use at community events or in public areas [at county fairs, in parks, or at beaches], which can also be seen as a control on access; make the provision of alcohol to minors an offense; special enforcement campaigns to prevent parties where alcohol is served to minors [enforce ordinances focused on parents and landlords who allow underage drinking parties to take place on their property; educate parents, landlords about their rights and responsibilities to underage drinking parties on their property]; etc).
- Establishment or enhancement/improvement of laws/ordinances/institutional policies related to impaired driving by youth and hold violators accountable for violations of such laws (use/lose laws; zero-tolerance laws, etc).
- Establishment or enhancement/improvement of laws/ordinances/institutional policies related to attempts to purchase, possession of, and/or consumption of alcoholic beverages by underage youth and hold violators accountable for violations of such laws (make, manufacture or purchase of false identification a crime, improve laws regarding minors in possession of alcohol; improve laws regarding consumption of alcohol by minors, etc).
- Establishment of controls on alcohol advertising (especially on billboards, sides of buses, and in other public areas).
- Prohibition of alcohol sponsorship at public events with a target audience under 21 years old.
- Establishment or enhancement/improvement in school policies regarding alcohol use on school property or at school-sponsored events (especially colleges and universities).
- Establishment of school programs/curriculums on underage drinking prevention (media literacy programs to make youth more sophisticated about the manipulative techniques of advertisers; and prevention curricula [sometimes the content of these or similar curricula are delivered in other venue, youth clubs] to educate youth on the potential harms of underage drinking and resulting consequences).
- Other, please specify (Limit 250 Characters):

Budget Summary

Category	EUDL Funds
Salaries	\$
Supplies	\$
Travel	\$
Training	\$
Contracts	\$
Other	\$
Total	\$

Budget Description

Salaries (Overtime Only)

Description	EUDL Funds
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total	\$

Supplies (\$1,000 Limit per Item)

Description	EUDL Funds
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
Total	\$

Travel (Out of State Travel Requires Approval)

Description	EUDL Funds
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total	\$

Training (Must Pertain to Underage Drinking Laws)

Description **EUDL Funds**

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total	\$

Contracts

Description **EUDL Funds**

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total	\$

Other

Description **EUDL Funds**

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total	\$

Budget Summary Overview

If necessary, explain any budget expenditures (Limit 500 Characters):

Comprehensive Certification

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. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance of Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." This certification is a material representation of fact upon which reliance was placed with the agency determined to award the contract. If it is later determined that the contractee knowingly rendered an erroneous certification, the agency, in addition to any other remedies available to the federal government, may take available action.

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a):

The applicant certifies that it and its principals:

1. 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;
2. 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;
3. 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 (2) of this certification; and
4. 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.

DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

If this application is for federal funds, I certify that to the best of my knowledge and belief:

The applicant certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing a drug-free awareness program to inform employees about:
 - the dangers of drug abuse in the workplace;
 - the applicant's policy of maintaining a drug-free workplace;
 - any available drug counseling, rehabilitation, and employee assistance programs; and
 - the penalties that may be imposed upon employees for drug abuse violations.
3. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (1).
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the contract, the employee will:
 - abide by the terms of the statement, and
 - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
5. Notifying the agency within 10 days after receiving notice under paragraph (4) from an employee or otherwise receiving actual notice of such conviction.
6. Taking one of the following actions with respect to any employee who is so convicted:
 - taking appropriate personnel action against such an employee, up to and including termination; or
 - 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.
7. Making a good-faith effort to continue to maintain a drug-free workplace through the implementation of the above paragraphs (1), (2), (3), (4), (5), and (6).

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

Chief Financial Officer

Name and Title:

Signature:

Date:

Project Director

Name and Title:

Signature:

Date:

Authorized Official

Name and Title:

Signature:

Date: