



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applicants for funding under National Initiatives: Law Enforcement and Missing Persons with Alzheimer's Disease grant announcement. This program furthers the Department's mission by providing national programs strategically targeted to address community and law enforcement needs.

National Initiatives: Law Enforcement and Missing Persons with Alzheimer's Disease FY 2012 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), and units of local government that support national initiatives to improve the functioning of the criminal justice system (including federally recognized Indian tribal governments as determined by the Secretary of the Interior). For-profit organizations must agree to forgo any profit or management fee.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 8.) All applications are due by 11:59 p.m. eastern time on June 18, 2012. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 or via e-mail to support@grants.gov.

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to announcement: BJA-2012-3332

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National Initiatives: Law Enforcement and Missing Persons with Alzheimer's Disease (CFDA #16.015)

Overview

This FY 2012 grant announcement focuses on national programs strategically targeted to address community and law enforcement needs. Specifically, this grant announcement addresses meeting community needs and developing community partnerships to assist law enforcement in locating and working with missing persons with Alzheimer's disease and related dementias. This initiative is funded under the Consolidated and Further Continuing Appropriations Act, 2012, P.L. 112-55.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 18, 2012. See the "How To Apply" section on page 8 for details. Note that while the deadline for submission is 11:59 p.m. eastern time on June 18, 2012, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see "Contact Information" on the page 2 for more information about BJA's Justice Information Center).

Eligibility

Refer to the title page for eligibility under this program.

National Initiatives: Law Enforcement and Missing Persons with Alzheimer's Disease—Specific Information

It is estimated that 5.4 million people in the United States are living with Alzheimer's disease or some form of dementia.¹ Each year this number increases and it is predicted that the number of persons living with Alzheimer's disease or other forms of dementia will increase to 16 million by 2050.¹ Over 60 percent (3.1 million individuals) of those with dementia will wander at some point.² More than 50 percent of those who wander become lost and separated from their loved ones.³ Law enforcement agencies expend many hours annually searching for missing persons with Alzheimer's disease, and if not found quickly, these missing persons are at high risk of serious injury or even death. As the number of persons with Alzheimer's disease increases in the United States, the demand on law enforcement services will also rise. Further, documented

¹ Alzheimer's Association, 2009, *Alzheimer's Facts and Figures*, Chicago, IL: Alzheimer's Association, retrieved February 7, 2012 from www.alz.org/alzheimers_disease_facts_figures.asp.

² Alzheimer's Association, 2009, *Wandering*, Chicago, IL: Alzheimer's Association, retrieved April 22, 2009 from www.alz.org/living_with_alzheimers_wandering.asp.

³ See footnote 1.

incidents over the past year indicate that many law enforcement officers may not be trained or equipped to handle the special needs of those with Alzheimer's once they are found.

Goals, Objectives, and Deliverables

The goals of this solicitation are to:

1. Increase public awareness of issues surrounding missing persons with Alzheimer's disease and other forms of dementia;
2. Establish and/or expand community partnerships with local law enforcement and other public safety agencies to assist in efforts to locate missing persons with Alzheimer's; and
3. Educate law enforcement and other public safety and community partners involved regarding effective protocols when dealing with individuals with Alzheimer's disease.

It is expected that deliverables for projects funded under this solicitation may include activities such as: outreach efforts to the community, public awareness campaigns, electronic monitoring or locator systems, establishment of volunteer programs to assist law enforcement, provision of information to families and the community, training of law enforcement and other individuals involved in these efforts, development or enhancement of protocols, and the establishment or expansion of existing registries.

Applications are solicited for projects that address one of the following:

1. **Project Area #1:** Maintain and promote an identification and support program for persons living with Alzheimer's disease or other forms of dementia. The project should also develop and implement strategies to support law enforcement's and public safety's response and efforts to locate missing persons with Alzheimer's disease or other forms of dementia. **Under this Project Area, up to \$300,000 is available.**
2. **Project Area #2:** Develop national guidance and protocols for a comprehensive, "holistic" approach for: 1) a law enforcement and community partnership designed to protect persons with Alzheimer's disease and related dementias, and 2) location of those persons who are reported as missing. Building upon existing training curricula, model policies for law enforcement, and other relevant materials that have been developed previously with DOJ grant funding (see www.theiacp.org/About/Governance/Divisions/StateAssociationsofChiefsofPoliceSACOP/CurrentSACOPProjects/MissingAlzheimersDiseasePatientInitiative/tabid/897/Default.aspx), this project will pilot test and evaluate this comprehensive approach in not less than two jurisdictions where a significant percentage of older population resides⁴ (those 65 years old and over) who inherently experience a higher rate of developing Alzheimer's disease or other forms of dementia than younger persons. Each pilot site must include the active involvement of the jurisdiction's primary law enforcement agency. The "holistic" approach must include, at a minimum, the following components: 1) prevention, 2) outreach to caregivers and the general public, 3) local registry, 4) training for law enforcement and community partners, and 5) development and implementation of a citizen/volunteer search unit. **Under this Project Area, up to \$593,842 is available.**

⁴ Based on 2010 U.S. Census data.

Amount and Length of Awards

BJA expects to make up to one award under each Project Area, for a total of up to \$893,842. As noted above, up to \$300,000 is available for Project Area #1, and up to \$593,842 is available for Project Area #2. The project period for awards is 2 years, and the project start date should be on or after October 1, 2012.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP web site at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Maintain and promote an identification and support program for persons living with Alzheimer's disease or other form of dementia. (Project Area #1)	Percent increase in the number of outreach activities conducted to promote and educate individuals about efforts to locate missing persons with Alzheimer's disease and other forms of dementia Percentage of requests responded to for assistance and information regarding the identification and support program for persons living with Alzheimer's disease and other forms of dementia Number of community partnerships established	<ul style="list-style-type: none"> • Number of outreach activities by type (e.g., email blast, media campaigns, etc.) during the current reporting period • Number of outreach activities by type (e.g. email blast, media campaigns, etc.) during the previous reporting period • During the current reporting period: <ul style="list-style-type: none"> ○ Number of requests for assistance and information, by type of request (i.e., telephone, e-mail, etc.) ○ Number of requests responded to for assistance and information • Number of public and private agencies and organizations recruited to partner with the jurisdiction
Develop and pilot test national guidance and protocols for a comprehensive 'holistic' approach to assist law	Number of community partnerships established	<ul style="list-style-type: none"> • Number of public and private agencies and organizations recruited to partner with the jurisdiction

<p>enforcement in locating and working with communities to protect persons with Alzheimer's disease and related dementias. (Project Area #2)</p>	<p>Number of events held and/or activities conducted</p> <p>Number of pilot sites selected to test national guidelines and protocols</p> <p>Number of products developed</p> <p>Percent increase in the number of persons enrolled in local registries</p> <p>Percentage of requests responded to for assistance and information regarding the local registry for Alzheimer's disease</p> <p>Number of promotional materials developed</p> <p>Percentage of products rated highly useful by participants in pilot sites</p> <p>Number of trainings conducted</p> <p>Number of participants who attend the training</p> <p>Percentage of participants reporting an improved ability to perform their duties as a result of the training</p>	<p>During the current reporting period:</p> <ul style="list-style-type: none"> • Number of activities conducted by type (e.g., prevention, outreach, etc.) to actively promote the protection of persons in the community who are at-risk of wandering because of Alzheimer's disease or other forms of dementia • Number of pilot sites testing national guidelines and protocols • Number of products developed, pilot tested, revised after being pilot tested, to include, but not limited to: <ul style="list-style-type: none"> a) National Guidelines b) Protocols c) Local Registries • Number of individuals enrolled in local registries during the current reporting period • Number of individuals enrolled in local registries during the previous reporting period <p>During the current reporting period:</p> <ul style="list-style-type: none"> • Number of requests for assistance and information, by type of request (i.e., telephone, e-mail, etc.) • Number of requests responded to for assistance and information <p>Number of promotional materials developed to promote the enrollment of persons who are at risk of wandering and becoming lost</p> <ul style="list-style-type: none"> • Number of products rated highly useful by participants in pilot sites <p>During the current reporting period:</p> <ul style="list-style-type: none"> • Number of trainings held by each pilot site to identify, locate and properly manage contact with persons with Alzheimer's disease, who are reported missing • Number of individuals who: <ul style="list-style-type: none"> ○ Received training, by career category (e.g., law enforcement and public safety officers, fire and rescue personnel, and/or community volunteers) ○ Completed an evaluation at the conclusion of the training. ○ Reported an improved ability to perform their duties as a result of the training
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 10 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during

this process, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or 606-545-5035, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 1-866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.015, titled "Missing Alzheimer's Disease Patient Assistance Program," and the funding opportunity number is BJA-2012-3332.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the

detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP’s Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must e-mail the BJA Justice Information Center (see cover page for contact information) **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by BJA.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant’s computer or information technology (IT) environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJA to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Abstract

Applicants should provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and Project Area (#1 or #2 described above) for which the applicant is applying. The abstract should include goals of the project, a brief description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans. The abstract should be single-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should not exceed 1 page.

3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1–4) in the order given. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 15 pages. Number pages "1 of 15," "2 of 15," etc.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures
Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJA as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (*i.e.*, signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should

submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

7. Additional Attachments: Project Timeline and Position Descriptions/Resumes

Attach a *project timeline* with each task, expected completion date, and responsible person or organization; and *resumes* for key positions

8. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

a. [Standard Assurances](#)

Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)

Applicants must read, certify and submit in GMS prior to the receipt of any award funds.

c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted)

Selection Criteria

The following five selection criteria will be used to peer review each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, "Statement of the Problem," is worth 15 percent of the entire score in the application review process.

1. Statement of the Problem (15 percent of 100)

Identify the precise problem related to the Project Area to be addressed. Provide specific data where available.

2. Project Design and Implementation (40 percent of 100)

- a. Describe how the national-scope project will reach the stated goals and objectives by providing a complete description of its design and proposed implementation.
- b. Discuss the national significance of the program to improve the functioning of the criminal justice system, specifically law enforcement's response to the community.
- c. Tie program activities to goals, objectives, deliverables, and the performance measures applicable to the project and specific Project Area.
- d. Indicate each project goal, related objective, activity, expected completion date, numerically listed deliverables and responsible person or organization in an attached Project Timeline.

3. Capabilities and Competencies (25 percent of 100)

- a. Discuss the capacity of the proposed or current staffing.
- b. Demonstrate experience in working with law enforcement at the regional and national level, as well as knowledge of Alzheimer's disease and related forms of dementia.
- c. Demonstrate the ability and capability to implement the project successfully, including a strategy for working with key partner agencies.
- d. In an attachment, provide position descriptions outlining roles and responsibilities of key positions and resumes for current staff.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent of 100)

- a. Identify a plan for responding to BJA performance measures and who will be responsible for data collection.
- b. Explain how the program's effectiveness will be demonstrated. Describe how program data will be collected and how it will be assessed to measure the impact of proposed efforts.

5. Budget (10 percent of 100)

Provide a comprehensive budget and budget narrative that are complete; reasonable and allowable; cost effective; and necessary for project activities. See the additional budget and budget narrative requirements on page 12.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (AAG), who also may give

consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

FY 2012 National Initiatives: Law Enforcement and Missing Persons with Alzheimer's Disease

This application checklist has been created to assist in developing an application.

Eligibility Requirement:

- _____ The federal amount requested is within the allowable limit(s)
 - Project Area #1: \$300,000
 - Project Area #2: \$593,842

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 11)
- _____ Program Abstract (see page 11)
- _____ Program Narrative* (see page 11)
- _____ Budget Detail Worksheet* (see page 12)
- _____ Budget Narrative* (see page 12)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 9)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 12)
- _____ Tribal Authorizing Resolution (if applicable) (see page 12)
- _____ Additional Attachments (see page 13)
 - _____ Project Timeline
 - _____ Position Descriptions/Resumes
- _____ Other Standard Forms as applicable (see page 13), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)

*These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.