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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA), is seeking applications 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 2014 Competitive Grant Announcement**

### **Eligibility**

Eligible applicants are limited to national, regional, state, or local public and private entities, including for-profit and non-profit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher educations), and units of local government. The focus of this grant announcement is to reach law enforcement and communities nationwide, so applicants must propose projects that deliver activities nationwide. For-profit organizations must agree to forgo any profit or management fee.

BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 16.) All applications are due by 11:59 p.m. eastern time on March 17, 2014. (See "Deadlines: Registration and Application," page 3.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

### **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail at [JIC@telesishq.com](mailto:JIC@telesishq.com), or via live web chat at [www.justiceinformationcenter.us](http://www.justiceinformationcenter.us). 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 this announcement: BJA-2014-3778

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

## **Overview**

This FY 2014 grant announcement focuses on national programs strategically targeted to address community and law enforcement needs. Specifically, this grant announcement focuses on 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 Missing Alzheimer's Disease Patient Assistance Program.

## **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. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on March 17, 2014. See "How To Apply" on page 16 for details.

## **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 5.1 million people in the United States are living with Alzheimer's disease or some form of dementia.<sup>1</sup> As the population of the United States ages, more people are at risk for Alzheimer's disease and other age-related dementias. Many of those with dementia will wander at some point. Some of those who wander become lost and separated from their loved ones. 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 incidents over the past several years 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.

### **Background and Accomplishments to Date**

Over the past several years, BJA received funding specifically designated to support law enforcement in locating and responding to the needs of missing persons with Alzheimer's and related dementia. As such, BJA has a long successful history of accomplishments in this area. BJA and its past and current grantees together have:

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<sup>1</sup> National Institute on Aging, 2013, *Alzheimer's Disease Fact Sheet*, Bethesda, MD; National Institutes of Health, retrieved December 2, 2013 from [www.nia.nih.gov/alzheimers/topics/alzheimers-basics](http://www.nia.nih.gov/alzheimers/topics/alzheimers-basics).

- Created, and continue to lead, an advisory panel comprised of law enforcement, Alzheimer disease-related subject matter experts and representatives of all of the BJA-funded projects.
- Developed a Missing Persons with Alzheimer's Disease Issues and Concepts Paper and Model Policy.
- Developed, and continue to deliver, a 1-day training curriculum for law enforcement officers and public safety first responders.
- Created a series of roll-call training videos designed to provide law enforcement officers with the most current information in order to enhance their response to calls for service involving persons with Alzheimer's and interactions with those with Alzheimer's, who are reported missing.
- Developed a toolkit for law enforcement that contains informational materials to be provided to caregivers and an assessment tool that law enforcement officers can use during contacts with those who may have Alzheimer's disease.
- Distributed tracking and individual transmitter equipment to law enforcement agencies.
- Provided wandering prevention training to caregivers and Alzheimer's-specific search training to law enforcement agencies.
- Helped to maintain the MedicAlert® + Alzheimer's Association Safe Return® program.
- Continued to enroll law enforcement agencies in the Project Lifesaver program.

To view resources developed to date, visit the BJA-funded International Association of Chiefs of Police Alzheimer's Initiative Resource Center at [www.theiacp.org/About/Governance/Divisions/StateAssociationsofChiefsOfPoliceSACOP/CurrentSACOPProjects/MissingAlzheimersDiseasePatientInitiative/tabid/897/Default.aspx](http://www.theiacp.org/About/Governance/Divisions/StateAssociationsofChiefsOfPoliceSACOP/CurrentSACOPProjects/MissingAlzheimersDiseasePatientInitiative/tabid/897/Default.aspx). The center contains pocket guides, training videos, evaluative questions to ask caregivers, model policies, training keys, podcasts, and more.

BJA is currently working with its grantees to develop national protocols and guidance for implementing a comprehensive "holistic" approach for law enforcement and community partners to proactively prevent persons with Alzheimer's disease from wandering and locate those who are reported missing.

## **Goals, Objectives, and Deliverables**

To continue, and expand upon, the above accomplishments, BJA is soliciting applications 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 prevent persons with Alzheimer's disease and other forms of dementia from wandering, and successfully locate those who have wandered and are lost; and

3. Educate law enforcement and other public safety agencies, community partners, and caregivers regarding effective protocols when dealing with individuals with Alzheimer's disease.

Applications are solicited for projects that have a nationwide reach and that address one of the following:

1. **Project Area #1:** Maintain and promote a nationwide identification and support program for persons living with Alzheimer's disease or other forms of dementia that includes the use of electronic monitoring devices. The project must 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 and effectively distribute nationally resources for use by law enforcement to promote the use of prevention protocols to reduce the risk of wandering among persons with Alzheimer's disease, and engage the community in identifying and reporting those at risk of becoming lost. Resources can include, but are not excluded to, printed materials, public service announcements, short training videos, a compilation of best practices, as appropriate, to promote prevention protocols among caregivers, elder residential living facilities and the general community. Resources should also include materials to orient law enforcement and public safety officers in the use of outreach and prevention protocols. **Under this Project Area, up to \$540,000 is available.**

## Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## Amount and Length of Awards

BJA expects to make one award under each Project Area, for a total of up to \$840,000.

As noted above, up to \$300,000 is available for Project Area #1, and up to \$540,000 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, 2014.

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, recipients may not use federal funds to pay total cash compensation (salary plus cash 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 2013 salary table for SES employees is available at [www.opm.gov/pay-leave](http://www.opm.gov/pay-leave). Note: A recipient may compensate an employee at a greater 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 Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on “conference” approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

### **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 for individuals with limited English proficiency may be allowable. 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 at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://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, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

## Performance Measures

To assist the Department with 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. OJP will require any award recipient, 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 an identification and support program for persons living with Alzheimer's disease or other form of dementia that includes the use of electronic monitoring devices.	Percentage increase in the number of individuals enrolled in an appropriate identification or registry program that uses electronic monitoring devices.	<ul style="list-style-type: none"> <li>• During the current reporting period:               <ul style="list-style-type: none"> <li>○ Number of individuals enrolled in an appropriate identification or registry program.</li> <li>○ Number of NEW individuals enrolled in an appropriate identification or registry program.</li> <li>○ Number of enrolled individuals using electronic monitoring devices.</li> <li>○ Number of NEW enrolled individuals using electronic monitoring devices.</li> </ul> </li> </ul>
Develop and distribute resources that will educate law enforcement and other public safety agencies, community partners, and caregivers regarding effective protocols when dealing with individuals with Alzheimer's disease.	<p>Number of resources promoting the use of prevention protocols to reduce the risk of wandering among persons with Alzheimer's disease created.</p> <p>Percentage increase in the number 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.</p>	<ul style="list-style-type: none"> <li>• During the current reporting period:               <ul style="list-style-type: none"> <li>○ Number of NEW resources promoting the use of prevention protocols to reduce the risk or wandering among persons with Alzheimer's disease created by type (e.g. printed materials, public service announcements, toolkits, short training videos, etc.).</li> </ul> </li> <li>• During the current reporting period:               <ul style="list-style-type: none"> <li>○ Number of requests for assistance and information, by type of request (e.g., telephone, e-mail, etc.).</li> <li>○ Number of requests that were responded to.</li> </ul> </li> </ul>

<p>Increase public awareness of issues surrounding missing persons with Alzheimer's disease and other forms of dementia by actively promoting the protection of persons in the community who are at-risk of wandering and through community partnerships.</p>	<p>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.</p>	<ul style="list-style-type: none"> <li>• During the current reporting period: <ul style="list-style-type: none"> <li>○ Number of outreach activities by type (e.g. email blasts, media campaigns, etc.).</li> <li>○ Number of outreach activities by type (e.g. email blast, media campaigns, etc.) during the previous reporting period</li> </ul> </li> </ul>
	<p>Number of community partnerships established.</p> <p>Number of community partnerships expanded.</p>	<ul style="list-style-type: none"> <li>• During the current reporting period: <ul style="list-style-type: none"> <li>○ Number of partnerships established with local law enforcement or public safety agencies</li> <li>○ Number of partnerships established with community or private organizations</li> <li>○ Number of partnerships established with national groups or organizations</li> </ul> </li> <li>• During the current reporting period: <ul style="list-style-type: none"> <li>○ Number of partnerships expanded with local law enforcement or public safety agencies</li> <li>○ Number of partnerships expanded with community or private organizations</li> <li>○ Number of partnerships expanded with national groups or organizations (</li> </ul> </li> </ul>

OJP does not require applicants to submit performance measures data with their applications. 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](http://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.

## What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the 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. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information.

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP’s Grants Management System (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. Project Abstract

Applications should include a high-quality project 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 summarize the proposed project in 400 words or less.

Project abstracts should be—

- written for a general public audience.
- submitted as a separate attachment with “Project Abstract” as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

**Permission to Share Project Abstract with the Public:** It is unlikely that BJA will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

**Note:** OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### 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  
BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data to BJA as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they 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](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

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](http://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. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

**c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold**

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$100,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

**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.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**6. Additional Attachments**

**a. Project Timeline**

Include a Project Timeline with each project goal, related objective, activity, expected completion date, responsible person, or organization

**b. Position Descriptions**

Outline the roles and responsibilities of key positions and resumes for current staff.

**c. Applicant disclosure of pending applications**

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; <a href="mailto:jane.doe@usdoj.gov">jane.doe@usdoj.gov</a>
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; <a href="mailto:john.doe@hhs.gov">john.doe@hhs.gov</a>

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

**7. Accounting System and Financial Capability Questionnaire**

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 must download, complete, and submit this [form](#).

**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 those in the community, with Alzheimer’s disease or related dementias.
- 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 for the entire project period that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to the goals of the project.<sup>2</sup> See the additional budget and budget narrative requirements on pages 11-12.

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<sup>2</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

## 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 internal peer reviewers, external peer reviewers, or a combination, to review the applications. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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, in consultation with BJA, reviews 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, who may consider 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 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](http://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

- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- 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
- Non-profit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

## How To Apply

Applicants must register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

**Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the following characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, and period. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contain any other characters. Grants.gov is designed to forward successfully submitted applications 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." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

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 a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.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](http://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 an organization can have more than one AOR.
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 number for this solicitation is #16.015 titled "Missing Alzheimer's Disease Patient Assistance Program." and the funding opportunity number is BJA-2014-3778.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities (SF-LLL)*. Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit a valid 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 message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

#### **Note: Duplicate Applications**

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

#### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time

- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site
- failure to follow each instruction in the OJP solicitation
- technical issues with the applicant's computer or information technology 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](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

## Application Checklist

### FY 2014 National Initiatives: Law Enforcement and Missing Persons with Alzheimer's Disease

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

#### What an Applicant Should Do:

*Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNs Number (see page 16)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 16)

*To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 16)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 17)

*To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the funding opportunity on Grants.gov (see page 17)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 17)
- \_\_\_\_\_ Sign up for Grants.gov email notifications (optional) (see page 16)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)

#### General Requirements:

- \_\_\_\_\_ Review "[Other Requirements](#)" web page

#### Scope Requirement:

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of Project Area #1: \$300,000 or Project Area #2: \$540,000

#### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 10)
- \_\_\_\_\_ Program Abstract (see page 10)
- \_\_\_\_\_ \*Program Narrative (see page 11)
- \_\_\_\_\_ \*Budget Detail Worksheet (see page 11)
- \_\_\_\_\_ \*Budget Narrative (see page 12)
- \_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable) (see page 7)
- \_\_\_\_\_ Read OJP policy and guidance on "conference" approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm) (see page 7)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 17)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 12)
- \_\_\_\_\_ Additional Attachments (see page 12)
  - \_\_\_\_\_ Project Timeline
  - \_\_\_\_\_ Position Descriptions/Resumes
  - \_\_\_\_\_ Applicant disclosure of pending applications
- \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable) (see page 13)

\*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.