



The U.S. Department of Justice, *Office of Community Oriented Policing Services* ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)) is pleased to announce that it is seeking applications for funding for the <Program Name> program. This program furthers the Department's mission by addressing the Department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

## COPS FY2011 Application Guide: <Program Name>

### Eligibility

Specific eligibility requirements will be inserted here.

All awards are subject to any modifications or additional requirements that may be imposed by law.

### Deadline

All applications must be submitted by <Insert Date and Time >.

### Contact Information

For assistance with the requirements of this initiative, please contact the COPS Office Response Center at 800.421.6770 or via e-mail at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov).

This application must be submitted through [Grants.gov](http://Grants.gov). For technical assistance with submitting the application, please call the [Grants.gov](http://Grants.gov) Customer Service Hotline at 800.518.4726.

U.S. Department of Justice  
Office of Community Oriented Policing Services  
Bernard K. Melekian, Director



# **COPS FY<Year> Application Guide: <Program Name>**

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The COPS Application Guide is designed to assist applicants in applying for COPS grant programs. This Guide includes general information on the administrative and legal requirements governing the <Program Name>, as well as detailed program-specific information.

For more information about COPS grants, please call the COPS Office Response Center at 800.421.6770.



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## <PROGRAM NAME>

### OVERVIEW

#### COPS Office Overview

**The Office of Community Oriented Policing Services (the COPS Office)** is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and grant resources. Community policing is a philosophy that promotes organizational strategies which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. Rather than simply responding to crimes once they have been committed, community policing concentrates on preventing crime and eliminating the atmosphere of fear it creates. Earning the trust of the community and making those individuals stakeholders in their own safety enables law enforcement to better understand and address both the needs of the community and the factors that contribute to crime.

The COPS Office awards grants to state, local, territory, and tribal law enforcement agencies to hire and train community policing professionals, acquire and deploy cutting-edge crime-fighting technologies, and develop and test innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders and all levels of law enforcement. The COPS Office has produced and compiled a broad range of information resources that can help law enforcement better address specific crime and operational issues, and help community leaders better understand how to work cooperatively with their law enforcement agency to reduce crime.

Since 1994, the COPS Office has invested more than \$15 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing. By the end of FY 2009, the COPS Office had funded approximately 121,000 additional officers to more than 13,600 of the nation's 18,000 law enforcement agencies across the country in small and large jurisdictions alike. Nearly 500,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations. As of 2009, the COPS Office has distributed more than 2 million topic-specific publications, training curricula, white papers, and resource CDs.

**Additional information regarding the COPS Office can be found at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).**

## **<Specific Program Name> Overview —Sample Text – will change with each program**

The use of methamphetamine, a central nervous system stimulant often referred to by its street names such as crank, speed, ice, or crystal, has been a persistent problem for law enforcement agencies across the United States in recent years. Methamphetamine is cheap and addictive, and was traditionally developed in clandestine laboratories which were often located in remote areas. Methamphetamine spread quickly, most noticeably in rural areas, largely due to the simple preparation methods used as well as manufacturers having easy access to the necessary precursor chemicals. In more recent years, changing trends in methamphetamine production and distribution have created new obstacles for law enforcement and public health agencies. While law enforcement efforts and precursor chemical sale restrictions have been successful in decreasing the domestic production of methamphetamine, foreign drug traffickers have capitalized on this decreased availability by quickly expanding their avenues of methamphetamine distribution as users have sought out new, reliable suppliers.\*

Since 1998, COPS has invested more than \$345 million nationwide to combat the spread of methamphetamine. In Fiscal Year (FY) 2008, COPS awarded over \$40 million to fight the escalating methamphetamine problem. COPS Meth funding supports enforcement, training, and prevention activities nationwide, but is concentrated in areas with the greatest need for assistance in combating methamphetamine production, distribution, and use. The COPS Office encourages agencies to focus on community policing approaches to methamphetamine reduction. COPS also works directly with state and local law enforcement agencies to craft innovative strategies, track and evaluate their implementation, and disseminate results to other jurisdictions confronting similar challenges. To combat methamphetamine in their communities, COPS encourages sites to develop partnerships with other agencies, such as the Environmental Protection Agency, fire departments, local businesses, mental health organizations, child protection services, and other local law enforcement entities.

COPS funds are also used by the Drug Enforcement Administration (DEA) to provide training to state and local law enforcement professionals on clandestine lab enforcement operations including basic certification, officer safety, and tactical training. The DEA also uses COPS funding to improve the clandestine lab information-gathering capabilities of the El Paso Intelligence Center, carry out regional information-sharing conferences, and assist state and local law enforcement in cleaning up methamphetamine lab sites.

Grant recipients shall promptly refer to the Office of the Inspector General (OIG) any credible evidence that a person has submitted a false claim under the False Claim Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving COPS funds. The OIG may be contacted at [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov), [www.usdoj.gov/oig/FOIA/hotline.htm](http://www.usdoj.gov/oig/FOIA/hotline.htm), and 800.869.4499.

Please be advised that a hold may be placed on any application if it is deemed that the applicant agency is not in good standing on other U.S. Department of Justice grants, has other grant compliance issues that would make the applicant agency ineligible to receive COPS funding, and/or is not cooperating with an ongoing compliance investigation regarding a current COPS grant award. A hold may also be placed on any application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation

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## **DEADLINE: REGISTRATION**

The applicant must register online by <Date>.

## **DEADLINE: APPLICATION**

Applications for this program must be submitted online via the COPS website by <Date and Time>.

See “How to Apply” for more information.

## **ELIGIBILITY REQUIREMENTS—Sample Text – will change with program-specific requirements**

<<<Only invited agencies as specified in the Omnibus Appropriations Act, 2009 (P.L. 111-8) are eligible to apply for funding under this program. OR This program is open to XXX.>>>

Upon receiving notification of your award, your agency was e-mailed or faxed a Background Information Form (BIF), which you were required to complete and return prior to receiving access to this application kit via Grants.gov. Since the COPS Office has received your BIF, we are now providing access to this application kit to your department’s primary Law Enforcement Executive for completion by August 24, 2009. Your completed proposal will be reviewed and processed, and your department will be contacted for any clarifications or additional information needed. Subsequently, the COPS Office will send an award package to your department’s Law Enforcement Executive. It is required that the designated Law Enforcement and Government Executives sign and return the award document within 90 days of the mail date shown on the award congratulatory letter.

For additional information, please contact your COPS Grant Program Specialist by calling the COPS Office Response Center at 800.421.6770.

## **PROGRAM-SPECIFIC INFORMATION**

*All awards are subject to any modifications or additional requirements that may be imposed by law.*

## **Program Goals—Sample Text – will change with program-specific requirements**

The COPS Meth Initiative seeks to address the growing problem of meth abuse by assisting localities in collaboration with other service providers and stakeholders to:

- establish or enhance existing comprehensive methamphetamine reduction efforts through coordinated prevention, intervention/treatment, and enforcement activities
- increase the use of community policing strategies (including problem-solving, partnerships, and organizational changes) to reduce the manufacture, distribution, and use of methamphetamine
- increase the coordination, information sharing, and collaboration among local, state, and federal public and/or private entities involved in prevention, intervention/treatment, and enforcement activities related to methamphetamine.



## **Length of Grant Term, Maximum Federal Share, & Local Share Requirements**

The COPS <Program Name> grant is <# of years> years in duration, and there <"is a" or "is no"> local match. The amount of funding available to specific grantees is designated in the <Insert Appropriation> Act, <Year> (P.L. <insert #>).

The COPS Office will review reasonable requests made for no-cost time extensions in the event that all funds granted have not been expended within the three-year grant period. Extension worksheets will be sent to law enforcement departments approximately 90 days prior to the award end date. Any extensions granted will be for time only, and not for additional funding. Please be advised that all extension requests **must** be received by the official grant award end date.

At present, this is a one-time funding opportunity and COPS expects that all items, personnel, and/or training requested will be purchased or hired and the project implemented within the three-year grant period.

## **Federal Funding: Allowable and Unallowable Costs—Sample Text – will change with each program**

All items requested will be considered on a case-by-case basis during the budget review process. Items under the initiative must be purchased using the legislative guidelines established by the Omnibus Appropriations Act, 2009 (P.L. 111-8). Additionally, each item must programmatically link to the anti-<program name> activities described in your proposal. To the greatest extent practicable, all equipment and products purchased with these funds must be American-made.

### **Allowable Costs: Fundable Requests—Sample Text – will change with each program**

Applications should include a clear and demonstrated plan for implementing comprehensive anti-<program name> strategies. Each grant application must explain how the proposed project would fit into an overall effort to increase and/or enhance <program name> reduction efforts. All items under this <program name> grant must be purchased using the legislative intent established by the Omnibus Appropriations Act, <Year> (P.L. insert #>).

Budget requests may be made in the categories of:

- **Sworn Officer Positions (Salaries and Benefits):** Sworn officer salary and fringe benefits apply to new, full-time entry-level sworn career law enforcement officers not already funded in the applicant's local budget. A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law, or by a state, local, or tribal agency, to engage in or oversee the prevention, detection, and/or investigation of violations of criminal laws. Officers must be hired on or after the award start date, and positions must directly relate to the <program name> project. Officers previously employed by your agency may be re-hired using <program name> grant funds, but funding requests must be limited to your agency's entry-level salary and benefits. [Please note: Overtime for sworn officers engaging in <program name>-related activities is an allowable cost; however, any overtime expenses requested for either sworn officers or civilian positions must be listed in the "Other Costs" section of your application's budget proposal.]



- **Civilian/Non-sworn Personnel (Salaries and Benefits):** Civilian salary and fringe benefits apply to new personnel not already funded in the applicant's local budget. Staff must be hired on or after the award start date, and positions must directly relate to the <program name> project. Examples of allowable personnel and fringe benefits costs include those for prosecutors (directly for <program name> prosecution), civilian <program name> project coordinators, or <program name>/drug problem analysts.
- **Equipment/Technology:** Equipment and/or technology costs shall provide agencies with the ability to purchase new or enhance existing equipment exclusively related to <program name> prevention, treatment, enforcement, or drug intelligence sharing. All items requested must be clearly linked to the enhancement or implementation of the <program name> project.
- **Supplies:** Generally, supplies include any materials that are expended or consumed during the course of the <program name> project. Such costs may include training manuals, paper, printer ink, pens, postage, etc.
- **Travel/Training:** Travel/training costs include grant-related travel costs for the grantee or other (non-grantee) individuals to attend <program name>-related training and technical assistance conferences, seminars, classes, or to visit a site specified in the application. Expenses for transportation, lodging, meals, and incidental expenses (if travel is more than 50 miles from the program location) will be reviewed in accordance with applicable guidelines as part of the application process.
- **Contracts/Consultants:** Contract/consultant costs may include costs to provide one-time training to staff for equipment operation/usage, and contracting/consulting services that provide such things as needs analysis, installation, and testing. Compensation for individual consultant services procured under a COPS grant must be reasonable and allocable in accordance with OMB cost principles, and consistent with that paid for similar services in the marketplace. Unless otherwise approved by the COPS Office, consultant rates will be based on the salary a consultant receives from his or her primary employer, as applicable, up to \$550 per day. For consultant or contractor rates which exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process. The grantee agency must provide justification for any such rate in excess of \$550 per day and receive COPS Office approval of that rate before drawing down grant funds. Determinations will be made on a case-by-case basis.
- **Other Costs:** Other costs may include such items as software and prepaid warranties or maintenance agreements (not to exceed 36 months), overtime costs for sworn officers engaging in <program name>-related activities, or other miscellaneous items that have a direct correlation to the overall success of a grantee's project objectives (such as awareness campaigns) and are necessary for the project to reach full implementation.

Departments will be notified of any points of clarification the COPS Office may require. Requests may be made only for items or positions that are not otherwise budgeted with state, local, or Bureau of Indian Affairs (BIA) funds, and would not be funded in the absence of the <program name> grant.

In addition, any publication material developed and/or purchased with federal grant funds must contain the following designation: "This project was supported by Grant # \_\_\_\_\_, awarded by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues."

**Unallowable Costs: Requests Will NOT Be Funded — Sample Text – will change with each program**

The items listed below are generally considered to be unallowable, and may only be funded under *extremely limited and extenuating circumstances* and at the discretion of the COPS Office based on clear demonstration of a direct link between the requested item and the applicant's <program name> project. Before including any of these items in your project proposal, please contact your Grant Program Specialist at 800.421.6770.

This is not an inclusive list, and items not listed below will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's <program name> project. All requests must contribute directly to the specific purpose of the grant project and relate to the parameters stipulated in the Omnibus Appropriations Act, 2009 (P.L. 111-8).

**PERSONNEL:**

- Salaries and benefits of existing employees
- Salaries and benefits of grant writers or other staff who do not directly contribute to the implementation of the program
- Please note: Restrictions on overtime costs are listed under "Supplies and Other Costs"

**EQUIPMENT/TECHNOLOGY:**

- Animals
- Bicycles
- Body wire equipment
- Bulletproof vests and accessories
- Bunker shield(s)
- Cellular or satellite phone airtime
- Communications towers
- Construction and renovation costs
- Dictation systems
- Funding for buy-back and/or confidential informant purposes
- General police vehicles (including patrol cars and leased vehicles)
- Handcuffs, weapons, and ammunition (including training ammunition)
- Office equipment (copiers, fax machines, etc.)
- Office furniture (desks, file cabinets, etc.)
- Office rental/lease space
- Pagers (including service time)
- Phone lines and voice-mail systems
- Prisoner transport vehicles
- Radar guns/equipment
- Standard issue police vehicle equipment (including light bars, cages, and siren packages)
- Standard or dress uniforms / uniform accessories
- Televisions / VCRs / DVD players / projectors

**TRAVEL/TRAINING:**

- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the program location
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel
- Meals and/or refreshment costs associated with meetings
- Training in topics that are not directly linked to the <program name> grant

**CONTRACTS/CONSULTANTS:**

- Contractual agreements that cannot be directly linked to the <program name> grant
- Maintenance and/or service contracts that extend the life of the grant period (multi-year contracts and extended warranties are allowable, but must be paid in full within the initial grant period)
- Any consultant fees in excess of \$550 per day must receive prior written approval from the COPS Office, contingent upon written justification by the grantee, if the consultant or contractor is hired through a noncompetitive bidding process

**SUPPLIES AND OTHER COSTS:**

- Standard office supplies not directly related to the <program name> grant
- Indirect costs
- Overtime for personnel not directly involved in the department's project and that which exceeds 50% of the total award budget
- No more than ten percent of the total award amount may be budgeted for evaluation purposes

This program will not provide funding for any positions or items which are funded in the applicant agency's budget with other sources of funding (state, local, or BIA). You may apply only for otherwise unfunded positions or items to supplement your agency's law enforcement budget.

Please note: The COPS Office will not fund costs associated with the cleanup of clandestine drug laboratories utilizing contractors who are not qualified to dispose of hazardous waste and/or where the applicant does not have DEA-equivalent disposal resources in place to include contractor oversight plans and procedures. Please refer to the Environmental Assessment material on our website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) for further explanation of qualified contractors.

**Monitoring, Reporting, and Evaluation Requirements—All programs**

Federal regulations require that any financial assistance from the federal government be monitored to ensure that those funds are spent properly. Awarded agencies will be responsible for submitting Programmatic Progress Reports and quarterly Financial Status Reports. Programmatic Progress Reports will be required quarterly for special agencies (e.g., profit or non-profit, private or public university/college, state associations, etc.) and annually for traditional law enforcement agencies. All agencies will be required to submit a final closeout report. In addition, the COPS Office is interested in tracking the progress of its programs and the development of its grantees' community policing plans. Therefore, all <program name> grantees will be required to participate in grant monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or any entity designated by COPS.

The COPS Office Monitoring staff may take a number of monitoring approaches, such as site visits, office-based grant reviews, and periodic surveys to gather information. COPS may seek information including, but not limited to, your agency's compliance with nonsupplanting and financial requirements of the grant and progress toward achieving your community policing plan. Program and Monitoring Specialists as well as auditors are particularly interested in confirming that the purchase of approved items is consistent with the applicant's proposal.

Though a formal assessment is not a requirement, departments are strongly encouraged to conduct an independent assessment of their respective projects. Project evaluations have proven to be valuable tools in helping departments identify areas in need of improvement, as well as providing data of successful processes.

Please feel free to contact your Grant Program Specialist at 800.421.6770 to discuss any issues or concerns you may have.

## PERFORMANCE MEASURES

To assist in fulfilling the Department of Justice’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding must provide data that measures the results of their work. Performance measures for the <program name> Initiative are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement’s capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.</p>	<p>Effectiveness rating of COPS knowledge resources (e.g., training, publications) in increasing community policing capacity.</p> <p>Average technological capacity implementation rating (0 to 100) of &lt;program name&gt; grantees.</p> <p>Successful purchase and implementation of all items and/or services listed in the application Project and Budget Narratives.</p>	<p>Periodic progress reports providing an overview of &lt;program name&gt; grant purchases/implementation and implementation of community policing strategies.</p>

All COPS Office grants target increasing grantee capacity to implement community policing strategies within the three primary elements of community policing: 1) problem-solving; 2) partnerships; and 3) organizational transformation. The COPS Office requires all <program name> applicants to describe how the personnel, technology, equipment, and/or training requested will assist the applicant in implementing community policing strategies. For more information on community policing, please go to the COPS website at: [www.cops.usdoj.gov/Default.asp?Item=36](http://www.cops.usdoj.gov/Default.asp?Item=36).

As part of the progress report, <program name> grantees will be required to report on their progress toward implementing community policing strategies. The COPS Office will not require that grantees track statistics to respond to the performance measure questions, and the grantee’s community policing capacity implementation rating and/or technological capacity implementation rating will not be used in determining grant compliance.

Based on the data collected from grantees, the COPS Office may make improvements to the <program name> Initiative to better meet the program’s objective and law enforcement agency needs.

## HOW TO APPLY

### Administrative Requirements Governing COPS Programs

#### Obtaining a DUNS Number

The federal government requires that all applicants for federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a DUNS number **prior** to application submission. The DUNS number is used to identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone or online.

#### *Data Universal Numbering System (DUNS) Number*

- The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- The requestor may obtain a DUNS number via the Internet at <http://fedgov.dnb.com/webform>
- The requestor may obtain an on-the-spot DUNS number assignment by telephone at **866.705.5711**.

#### *Obtaining a DUNS Number*

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- ***If you already have a DUNS number.*** If you, as the entity applying for a federal grant or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.
- ***If you are not sure if you have a DUNS number.*** Call D&B using the toll-free number **866.705.5711**, and indicate that you are a federal grant applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed on the following page and will immediately assign you a number, free of charge.
- ***If you know you do not have a DUNS number.*** Call D&B using the toll-free number **866.705.5711**, and indicate that you are a federal grant applicant or prospective applicant. D&B will ask you to provide the information listed on the following page and will immediately assign you a number, free of charge.

### ***Managing Your DUNS Number***

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at **866.705.5711** to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely free for all entities doing business with the federal government. This includes grant and cooperative agreement applicants or prospective applicants and federal contractors. Be certain that you identify yourself as a federal grant applicant or prospective applicant.

### ***To Obtain Your DUNS Number***

Please call the dedicated toll-free DUNS number request line for federal grant and cooperative agreement applicants or prospective grant applicants at: **866.705.5711**.

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States). Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between the operating hours.

- The process to request a number takes about 5-10 minutes.
- A DUNS number will be assigned at the conclusion of the call.
- You will need to provide the following information:
  - Legal Name
  - Headquarters name and address for your organization
  - Doing business as (DBA) or other name by which your organization is commonly known or recognized
  - Physical address, city, state and zip code
  - Mailing address (if separate from headquarters and/or physical address)
  - Telephone number
  - Contact name and title
  - Number of employees at your physical location.



## Registering with the Central Contractor Registry

In addition to the DUNS number requirement, the COPS Office requires all applicants (other than individuals) for federal financial assistance to be registered in the Central Contractor Registration (CCR) database **prior** to submitting an application. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

If awarded, your agency must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information of another award term.

## Geographic Names Information System ID Number

The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. The database assigns a unique, permanent feature identifier, the Feature ID that is the only standard federal key for integrating or reconciling feature data from multiple datasets.

### *To determine your jurisdiction's Feature ID number:*

- Go to: <http://geonames.usgs.gov/>. Click on "Search Domestic Names"
- From this screen, you can enter the name of your jurisdiction (for example, "Cleveland")
- Select your state ("Ohio")
- Click "Send Query." The results will show that Cleveland, Ohio is a populated place with a Feature ID of 1066654.
- Enter this 7-digit number into your application form. Some jurisdictions may have Feature IDs of less than 7 digits; for example, American University is a school in the District of Columbia with a Feature ID of 531560. In this case, you should place a "0" in front of the number to ensure that 7 digits are entered into the CHRP application form.

## Helpful Online Resources

DUNS Number information:

<http://fedgov.dnb.com/webform/displayHomePage.do>

Central Contractor Registry (CCR): [www.ccr.gov](http://www.ccr.gov)

## **Electronic Submission of Applications via the COPS Website**

The COPS Office has developed an online application to enable agencies to apply for funding electronically. Agencies may apply for COPS funding via the COPS website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

Applicants will be able to print a copy of the application package to reference while completing the application online via the COPS website. The COPS Office will not accept applications submitted via mail or email.

Please read the following important information before attempting to submit your application via the COPS website:

- To apply for funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the Central Contractor Registry (CCR). Please see the attached checklist that will assist agencies in completing all the steps for each registration process.
- All applicant documentation must be submitted electronically, via the COPS website.
- Applicants must comply with any word and/or field limit requirements described in the COPS Application Guide.
- Applicants must also download the COPS Application Guide (instructions) for completing the application.
- Applicants will have the opportunity to print a copy of the application prior to completion, and a copy of the application after it has been submitted. Please note that the application package cannot be submitted until all required fields have been completed.
- Do not wait until the application deadline date to begin the application process through the COPS website. The registration steps may take a few days, and if you wait until the application deadline date you may be unable to submit your application online.

If you encounter difficulty when applying using the COPS website, please contact:

COPS Office Response Center

800.421.6770

[Askcops@usdoj.gov](mailto:Askcops@usdoj.gov).

## **Audit Requirement**

OMB Circular A-133 establishes the requirements for organizational audits that apply to COPS grantees. Grantees must arrange for the required organization-wide (not grant-by-grant) audit in accordance with the requirements of this circular.

## **Civil Rights**

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for grant recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

## Grant Terms and Conditions— Sample Text – will change with program-specific requirements

The following section describes all of the compliance terms and conditions that applicants should be aware of before applying to COPS programs. The table below further defines which of the legal requirements are applicable to the program for which you are applying. Please review each section carefully. The signatures of the applicant’s Authorized Organizational Representative, Law Enforcement Executive/Program Official, and Government Executive/Financial Official on Section 14: Certification of Review and Representation of Compliance with Requirements of the COPS Application Attachment to the SF-424 assures the COPS Office that your agency will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds.

Key: Y – Yes N – No P – Possibly (dependent upon particular agency regulations or items requested)							
FY 20xx Program	I. Assurances	II. Certifications	III. Disclosure of Lobbying Activities	IV. Non-supplanting	V. Procurement & Sole Source Justification	VI. Criminal Intelligence Systems/28 C.F.R. Part 23	VII. Mitigate Possible Adverse Health, Safety, and Environmental Impacts
<program name>	Y	Y	P	Y	P	P	P

### I. & II. Assurances & Certifications (included in Section 15 of this Application Guide and Standard Application forms.)

Applicants to COPS programs are required to sign and submit the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant. A hard copy of the Assurances and Certifications, signed by the Law Enforcement Executive/Program Official and Government Executive/Financial Official named on the COPS Application Attachment to the SF-424, should be kept in the agency’s files and furnished upon request.

### III. Disclosure of Lobbying Activities (Also included in Section 16 of this Application Guide and Standard Application forms.)

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to submit the Disclosure of Lobbying Activities (SF-LLL) as an attachment to your application online. Complete all items that apply for both the initial filing and material change report.

#### **IV. Nonsupplanting Requirement**

Grant funds may not be used to replace state or local funds (or, for tribal grantees, Bureau of Indian Affairs funds) that would, in the absence of federal aid, be made available for the purpose of the grant. Instead, grant funds must be used to increase the total amount of funds that would otherwise be made available for the grant purposes.

A grant recipient may not use federal grant funds to pay for any item or costs associated with this request that the recipient is already obligated to pay. Funds allocated to pay for law enforcement costs irrespective of the grant may not be reallocated to other purposes or refunded should a COPS grant or cooperative agreement be awarded. Non-federal funds must remain available for and devoted to that purpose, with COPS funds supplementing those non-federal funds. Funding awarded cannot be obligated until after the grant award start date (unless an exception is authorized in writing by the COPS Office). This means that COPS funds cannot be applied to any agency cost incurred prior to the award start date.

The possibility of supplanting will be the subject of careful application review, possible pre-award review, and post-award monitoring and audit. Any supplanting of non-federal funds by COPS grant funds may be grounds for potential suspension or termination of grant funding, recovery of misused funds, and/or other applicable legal sanctions.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office at 800.421.6770 for further information.

#### **V. Procurement & Sole Source Justification**

Sole source, or procurement by noncompetitive proposals, is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. It must adhere to the standards set forth in the Uniform Administrative Requirements, 28 C.F.R. § 66.36 or 28 C.F.R. § 70 (as applicable).

For the purchase of equipment, technology or services under a COPS grant award, grant recipients must follow their own policies and procedures on procurement as long as those requirements conform to the federal procurement requirements set forth in 28 C.F.R. § 66.36 and 28 C.F.R. § 70 (as applicable). If a grant recipient determines that the award of a contract through a competitive process is infeasible, and if one of the following circumstances applies: (1) the item/service is available only from one source; (2) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or (3) competition is determined inadequate after solicitation of a number of sources, the grant recipient must seek written authorization from the COPS Office for sole source procurements in excess of \$100,000. Written approval for sole source procurements from the COPS Office must be received prior to purchasing equipment, technology or services, obligating funding for a contract, or entering into a contract with grant funds.

Requests for sole source procurements of equipment, technology or services in excess of \$100,000 must be submitted to the COPS Office in writing certifying that the award of the contract through full and open competition is infeasible. The sole source request must be prepared on department letterhead. The request should also include the following information:

*Section I* – A brief description of the project, the amount to be designated for the sole source procurement, and the purpose of the contract.

*Section II* – A statement identifying which one (or more) of the three circumstances identified below apply to the procurement transaction and an explanation as to why it is necessary to contract in a noncompetitive manner. Include supporting information as identified below under the applicable section(s).

**The item/service is available only from one source.**

- Uniqueness of items/services to be procured from the proposed contractor or vendor (compatibility, patent issues, etc.)
- How the agency determined that the item/service is only available from one source (e.g., market survey results, independent agency research, patented or proprietary system, etc.)
- Explanation of need for contractor's expertise linked to the current project (e.g., knowledge of project management, responsiveness, experience of contractor personnel, prior work on earlier phases of project, etc.)
- Any additional information that would support the case

**The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.**

- When the contractual coverage is required by your department and why
- Impact on project if deadline/dates are not met
- How long it would take an alternate contractor to reach the same required level of competence (equate to dollar amounts, if desired)
- Any additional information that would support the case

**Competition is determined inadequate after solicitation of a number of sources.**

- Results of a market survey to determine competition availability; if no survey is conducted, please explain why not
- Any additional information that would support the case

*Section III* – A declaration that this action/choice is in the best interest of the agency.

Upon receipt of the request for sole source authorization, the COPS Office will review to determine if competition is infeasible, and your agency will be contacted if any of the identified information is missing or if additional supporting information is required. If the COPS Office determines that the request does not meet the standards set forth above, the request will be denied.

Please be advised that conflicts of interest are prohibited under the procurement standards set forth in 28 C.F.R. § 66 and 28 C.F.R. § 70.

If you have any questions regarding the federal requirements that guide procurement procedures, please contact your Grant Program Specialist at 800.421.6770.

**VI. Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance (if applicable)**

If your agency is receiving COPS funding for equipment/technology that will be used to operate an *interjurisdictional* criminal intelligence system, you must agree to comply with the operating principles found at 28 C.F.R. Part 23. An “interjurisdictional criminal intelligence system” is generally defined as a system which receives, stores, analyzes, and exchanges or disseminates data regarding ongoing criminal activities (such activities may include, but are not limited to, loan sharking, drug or stolen property trafficking, gambling, extortion, smuggling, bribery, and public corruption) and shares this data with other law enforcement jurisdictions. 28 C.F.R. Part 23 contains operating principles for these interjurisdictional criminal information systems which protect individual privacy and constitutional rights.

If you are simply using the COPS funds to operate a single agency database (or other unrelated forms of technology) and will not share criminal intelligence data with other jurisdictions, 28 C.F.R. Part 23 does not apply to this grant.

**VII. Certification to Mitigate Possible Adverse Health, Safety, & Environmental Impacts (if applicable)**

The National Environmental Policy Act (NEPA) of 1969, as amended (Pub. Law 91-190; 42 U.S.C. 4321 *et seq*) establishes a national goal of protecting the environment. NEPA's requirements apply to federal projects, decisions, or actions, including grants in aid, that might have a significant impact on the quality of the human environment. For example, renovation and construction projects initiated by state or local law enforcement agencies with grant funding from the Office of Community Oriented Policing Services (COPS), U.S. Department of Justice are subject to NEPA. These projects are usually also subject to related environmental impact review and consultation provisions within the following environmental statutes and executive orders: Coastal Zone Management Act; Coastal Barrier Resources Act; Clean Air Act; Safe Drinking Water Act; Federal Water Pollution Control Act; Endangered Species Act; Wild and Scenic Rivers Act; National Historic Preservation Act; Farmland Protection Policy Act; and executive orders related to protection of wetlands, floodplain management, and environmental justice.

It is COPS' policy to minimize harm to the environment and we may reject proposals or encourage the modification of projects which have adverse environmental impacts. No grant funds may be awarded and/or expended for a specific construction proposal until an Environmental Assessment (EA) and/or an Environmental Impact Statement (EIS) has been completed and COPS has issued a Finding of No Significant Impact (FONSI) or has approved the EIS.

### **VIII. Federal Funding Accountability and Transparency Act Subaward Reporting System**

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires, among other things, that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with FFATA, will be required 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. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at [www.fsr.gov](http://www.fsr.gov), is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA. The subaward information entered in FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov) associated with the prime award, furthering Federal spending transparency.

*Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.*

See Appendix C for detailed terms and conditions under this requirement.

### **IX. Suspension or Termination of Funding**

The COPS Office may suspend, in whole or in part, or terminate funding, or impose other sanctions on a grantee for the following reasons:

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in this application
- Failure to adhere to grant agreement requirements or special conditions
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding
- Failure to submit required or requested reports
- Filing a false statement or certification in this application or other report or document
- Other good cause shown.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

Please be advised that grantees may not use COPS funding for the same item or service also funded by an Office of Justice Programs (OJP) award.



## Required Application Documents and Sections for <program name> Applications Sample Text – will change with program-specific requirements

Listed below is a chart that shows the required documentation that must be completed and submitted for your application to be considered complete. Failure to submit all required documentation at the time of application may delay processing and/or result in the denial of your application. **Unless otherwise noted, each section listed must be completed in its entirety.** You can use this chart as an application checklist to ensure you have met all of the necessary requirements.

Application Documents & Sections	Required? Yes, No or Possible (dependent upon program)	Completed?
1. Standard Form 424	Yes	<input type="checkbox"/>
2. COPS Application Attachment to SF-424	Yes	<input type="checkbox"/>
Section 1: COPS Program Request	Yes	<input type="checkbox"/>
Section 2: Agency Eligibility Information	Yes	<input type="checkbox"/>
Section 3: General Agency Information	Yes	<input type="checkbox"/>
Section 4: Executive Information	Yes	<input type="checkbox"/>
Section 5: COPS Officer Request Form		
A. COPS Hiring Program Officer Request	Yes	<input type="checkbox"/>
B. Child Sexual Predator Program (CSPP) Officer Request	Yes	<input type="checkbox"/>
Section 6: Law Enforcement & Community Policing Strategy		
A. Non Hiring Applicants	Yes	<input type="checkbox"/>
B. Hiring Applicants Only	Yes	<input type="checkbox"/>
Section 7: Need for Federal Assistance	Yes	<input type="checkbox"/>
Section 8: Continuation of Project After Federal Funding Ends	Yes	<input type="checkbox"/>
Section 9: Program Specific Requirements	Possible	<input type="checkbox"/>
Section 10 : Executive Summary	Yes	<input type="checkbox"/>
Section 11: Project Description (Narrative)	Yes	<input type="checkbox"/>
Section 12: Official Partner(s) Contact Information	Possible	<input type="checkbox"/>
Section 13: Application Attachments (Budget Narrative)	Yes	<input type="checkbox"/>
Section 14: Budget Detail Worksheets	Yes	<input type="checkbox"/>
Section 15: Assurances and Certifications		
A. Assurances	Yes	<input type="checkbox"/>
B. Certifications	Yes	<input type="checkbox"/>
Section 16: Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
Section 17: Certification of Review and Representation of Compliance with Requirements	Yes	<input type="checkbox"/>
Section 18: Application Data Verification	Possible	<input type="checkbox"/>

## **COPS APPLICATION ATTACHMENT TO SF424**

### **What An Application Must Include**

REQUIRED FORMAT AND OTHER IMPORTANT INFORMATION FOR SUBMISSION

#### **Section 1: COPS Program Request**

Select the program for which you are requesting federal assistance.

#### **Section 2: Agency Eligibility Information**

<The questions in this section will assist in determining eligibility based on program requirements. There will be contracting language inserted here for further explanation and instruction for applicants that are/will be engaged in a contracting situations.>

##### **A. CHP Eligibility Questions**

##### **B. SOS Eligibility Questions**

#### **Section 3: General Agency Information**

Please provide accurate agency information as this information may be used, along with other data collected, to determine funding eligibility.

<The following are the types of agency specific information applicants are requested to provide.>

##### **A. Applicant ORI Number**

##### **B. Applicant Data Universal Numeric System (DUNS) Number**

##### **C. Central Contractor Registration (CCR)**

##### **D. Geographic Names Information System (GNIS) ID**

##### **E. Cognizant Federal Agency**

##### **F. Fiscal Year**

##### **G. Service Population**

##### **H. Law Enforcement Agency Sworn Force Information**

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## **Section 4: Executive Information <When possible, this information will be pre-populated from registrations or existing grantee information>**

### **A. Law Enforcement Executive/Agency Executive Information**

**For Law Enforcement Agencies:** Enter the law enforcement executive's name and contact information. This is the highest ranking law enforcement official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent).

**For Non-Law Enforcement Agencies:** Enter the highest ranking individual in the applicant agency (e.g., CEO, President, Chairperson, Director) who has the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would ultimately be responsible for the programmatic implementation of the award.

### **B. Government Executive/Financial Official Information**

**For Government Agencies:** Enter the government executive's name and contact information. This is the highest ranking official within your jurisdiction (e.g., Mayor, City Administrator, Tribal Chairman, or equivalent).

**For Non-Government Agencies:** Enter the name and contact information of the financial official who has the authority to apply for this grant on behalf of the applicant agency (e.g., Treasurer). If the grant is awarded, this position would ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks, trustees, etc.) is not acceptable.

*Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.*

## **Section 5: COPS Officer Request Form**

<Instructions will vary according to program requirements.>

### **A. COPS Hiring Program Officer Request**

### **B. Child Sexual Predator Program (CSPP) Officer Request**

## **Section 6: Law Enforcement & Community Policing Strategy**

### **A. Non-Hiring Applicants**

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies through initiating community policing or enhancing their involvement in community policing. If awarded funds, your responses to this section will constitute your agency's community policing plan under this grant. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this plan. The COPS Office may also use this information to understand the needs of the field, and potentially provide for training, technical assistance, problem solving and community policing implementation tools.

We understand that your community policing needs may change during the life of your grant (if awarded), and minor changes to this plan may be made without prior approval from the COPS Office. We also recognize that this plan may incorporate a broad range of possible community policing strategies and activities, and that your agency may implement particular community policing strategies from the plan on an as-needed basis throughout the life of the grant. If your agency's community policing plan changes significantly, however, you must submit those changes in writing to the COPS Office for approval. Changes are "significant" if they deviate from the range of possible community policing activities identified and approved in this original community policing plan submitted with your application.

### **B. CHP Applicants Only**

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies through initiating community policing or enhancing their involvement in community policing. If awarded funds, your responses to sections II(a) and II(b) that follow will constitute your agency's community policing plan under this grant. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this plan. The COPS Office may also use this information to understand the needs of the field, and potentially provide for training, technical assistance, problem solving and community policing implementation tools. Please note that the COPS Office recognizes that your COPS-funded officer(s) (or an equal number of veteran officers who are redeployed after hiring the entry-level COPS-funded officers) will engage in a variety of community policing activities and strategies, including participating in some or all aspects of your identified community policing plan. Your community-policing plan may be influenced and impacted by others within and outside of your organization; this is considered beneficial to your community policing efforts.

At any time during your grant, you should be prepared to demonstrate (1) the community policing activities engaged in prior to the grant award that are detailed in section I of this application and (2) how the grant funds were specifically used to enhance (increase) or initiate community policing activities according to your community policing plan contained in sections II(a) and II(b) of this application.

Finally, we also understand that your community policing needs may change during the life of your grant. **Minor changes to this plan may be made without prior approval of the COPS Office; however, if your agency's community policing plan changes significantly,** you must submit those changes in writing to the COPS Office for approval. Changes are "significant" if they deviate from the specific crime problem(s) identified and/or the type of community policing strategies identified and approved in the original community policing plan submitted with this application. Minor changes to the scope or nature of a proposed strategy that do not materially alter the strategy itself do not require pre-approval of the COPS Office.

## **Section 7: Need for Federal Assistance**

All applicants are required to provide a brief explanation of their agency's inability to address your public safety needs and implement this project without federal assistance. <This information may be provided in a narrative or applicants may be required to provide data, depending on the specific program requirements.>

<There will be instructional language inserted here for applicants that are/will be in a contracting situation and need assistance completing this section of the application.>

### **A. Waivers of the Local Match (if applicable)**

### **B. Explanation of Need for Federal Assistance**

### **C. Fiscal Health (if applicable)**

## **Section 8: Continuation of Project after Federal Funding Ends Sample text for Hiring grants – text will vary depending on program requirements**

### **A. For COPS Grants with Retention Plan Requirement**

Applicants for COPS hiring grants which include a post-grant retention requirement must plan to retain all positions awarded for a minimum of 12 months at the conclusion of federal funding for each position. Responses to the questions in this section will serve as your agency's retention plan. The retained COPS-funded positions should be added to your agency's law enforcement budget with state and/or local funds at the end of grant funding, over and above the number of locally-funded positions that would have existed in the absence of the grant. At the time of grant application, applicants must affirm that they plan to retain the positions and identify the planned source(s) of retention funding.

### **B. For COPS Grant with No Retention Plan Requirement**

The questions in this section will be used for programs WITHOUT a retention requirement (i.e., earmarks, SOS, TRGP E/T, CSPP) to report any plans to continue the program or activity after the conclusion of federal funding.

## **Section 9: School Safety Assessment – Applies to SOS applicants only**

All FY 2011 Secure Our Schools applicants MUST have either conducted a school safety assessment within the last three years for the school(s) targeted through this grant application or conduct a school safety assessment within the 2 year grant implementation period for the targeted schools. The assessment should be utilized as strategic evaluation tools to identify school safety problems related to the prevention of violence at the school(s) targeted through this grant application. An applicant that has not conducted an assessment may request funding to have an assessment completed. For applicants that have not conducted an assessment and will not be requesting funding for an assessment, you must provide a detailed explanation in question #6 demonstrating how your department will implement a school safety assessment.

Agencies which have conducted a school safety assessment within the last three years for the schools targeted through this grant application must answer a list of questions regarding the assessment. You will be required to link requested budget items to the assessment in the budget narrative to the maximum extent possible.

If your agency has not conducted a school safety assessment for the targeted schools within the last three years, your agency will still be required to answer a list of questions, but these questions will be focused on when the assessment will be completed during the implementation. Your agency MUST conduct a school safety assessment within the 2 year grant implementation period. If your agency is not requesting funding for a school safety assessment through this grant application, you must provide a detailed explanation to question #6 and you must still answer all applicable questions regarding the planned assessment. Please note that your agency may request other allowable items and is not limited to requesting funding solely for a school safety assessment. To the extent possible, applicants should link other requested budget items to the planned assessment. As part of the list of questions, applicants should provide responses directly related to the Secure Our Schools statutory assurance.

Agencies which have conducted a school safety assessment within the last three years must answer questions 1-5 regarding the assessment. If your agency has not conducted a school safety assessment within the last three years, you must answer questions 6-11, but these questions will be focused on the assessment that will be conducted during the grant implementation period. Your agency may request funding through this grant application to conduct a school safety assessment. Please note, your agency may request other allowable items and is not limited to funding solely a school safety assessment.

**Applicants Who Have Conducted School Safety Assessments Within the Last Three Years (Questions 1-5)**

1. When was the assessment conducted? <<Insert date>>
2. Who conducted the assessment? Identify ALL internal and external parties involved (e.g. teachers, students, parents, community stakeholders, local businesses, emergency management personnel, security assessment evaluators and/or consultants).

<input type="checkbox"/> Teachers	<input type="checkbox"/> Emergency Management Personnel
<input type="checkbox"/> Students	<input type="checkbox"/> School Security/Safety Personnel
<input type="checkbox"/> Parents	<input type="checkbox"/> Consultants
<input type="checkbox"/> Community Stakeholders	<input type="checkbox"/> School Administrators
<input type="checkbox"/> Local Business	<input type="checkbox"/> Other <<Insert text ≤100 words>>
3. Identify what aspects of school safety and security were assessed. Select all that apply:

<input type="checkbox"/> Security and Surveillance Systems	<input type="checkbox"/> School Code of Conduct
<input type="checkbox"/> Building Access Control	<input type="checkbox"/> Emergency Preparedness/Crisis Plans
<input type="checkbox"/> Classroom Security	<input type="checkbox"/> School Incident and Discipline Data
<input type="checkbox"/> Student and Teacher Handbooks	<input type="checkbox"/> Evaluation of Site Access Control Systems
<input type="checkbox"/> Emergency Communications	<input type="checkbox"/> Indoor/Outdoor Athletic Facilities
<input type="checkbox"/> Safety and Security of School Grounds	<input type="checkbox"/> Other << Insert text ≤100 words>>

4. Did the assessment include any staff, teacher, student, or parent survey data related to school climate?

Yes     No

If yes, please describe the survey instrument your agency used. Answers are limited to 500 characters.

<< text box for answer >>

5. What were the findings of the assessment? Specifically outline the areas of the school(s) where problems were identified and the proposed recommendations for resolution. Please note: All budget items requested must be justified in your budget narrative as a result of these findings of the assessment. Answers are limited to 2000 characters.

<< text box for answer >>

### **Applicants Who Have Not Conducted School Safety Assessments Within the Last Three Years (Questions 6-11)**

6. When will the assessment be conducted? << Proposed date >> *The School Safety Assessment MUST be conducted within the grant implementation period.*

7. Did your agency request monies through this grant application to conduct a school safety assessment and include a description of the planned school safety assessment in the budget narrative?

Yes     No

If your agency answered no, please explain your response. Answers are limited to 1000 characters

<< text box for answer >>

8. Who will conduct the assessment? Identify ALL internal and external parties that may be involved. Select all that apply:

<input type="checkbox"/> Teachers	<input type="checkbox"/> Emergency Management Personnel
<input type="checkbox"/> Students	<input type="checkbox"/> School Security/Safety Personnel
<input type="checkbox"/> Parents	<input type="checkbox"/> Consultants
<input type="checkbox"/> Community Stakeholders	<input type="checkbox"/> School Administrators
<input type="checkbox"/> Local Business	<input type="checkbox"/> Other <<Insert text ≤100 words >>

9. Identify what aspects of school safety and security will be assessed. Select all that apply:

<input type="checkbox"/> Security and Surveillance Systems	<input type="checkbox"/> School Code of Conduct
<input type="checkbox"/> Building Access Control	<input type="checkbox"/> Emergency Preparedness/Crisis Plans
<input type="checkbox"/> Classroom Security	<input type="checkbox"/> School Incident and Discipline Data
<input type="checkbox"/> Student and Teacher Handbook	<input type="checkbox"/> Evaluation of Site Access Control Systems
<input type="checkbox"/> Emergency Communications	<input type="checkbox"/> Indoor/Outdoor Athletic Facilities
<input type="checkbox"/> Safety and Security of School Grounds	<input type="checkbox"/> Other <<Insert text ≤100 words >>



10. Does your agency plan to include any staff, teacher, student, or parent survey data related to school climate?

Yes       No

If yes, please describe the survey instrument your agency plans to use. Answers are limited to 1000 characters.

<< text box for answer >>

11. Specifically outline the areas of the school(s) where problems were identified and the proposed recommendations for resolution. Please note all budget items requested must be justified in your budget narrative as a result of these findings of the preliminary assessment. Answers are limited to 2000 characters.

<< text box for answer >>

### **Section 10: Executive Summary – Sample Text – if required, will vary by program**

Briefly summarize how your agency intends to use this grant funding, including how your proposed Methamphetamine project will address any or all of the following:

Child Endangerment, Enforcement, Intelligence Gathering, Drug Courts, Partnership Development, Precursor Chemicals, Prevention, Production, Training, and/or Treatment. This information may be used to keep Congress or other executive branch agencies informed about law enforcement strategies to deter crime in your community.

Please begin your Executive Summary by listing the following information:

1. Agency Name
2. State
3. Point of Contact Name and Phone Number
4. Estimated Award Amount (previously provided to you by the COPS Office)

*Please limit your response to 400 words or less.*

### **Section 11: Project Description (Narrative)—Sample text – will vary by program if required.**

Agencies that seek funding under this program are required to submit a separate narrative addressing how the grant will establish or enhance existing comprehensive methamphetamine reduction efforts through coordinated prevention, intervention/treatment, and enforcement activities. Programs may address any or all of the following areas:

Child Endangerment, Enforcement, Intelligence Gathering, Drug Courts, Partnership Development, Precursor Chemicals, Prevention, Production, Training, and/or Treatment. Your agency is not required to submit supporting documentation with this application. However, your agency must maintain copies of the records used in this grant submission for future review in the event of a site visit, audit, or other request. Data used must be data that was recorded in official records. Please do not submit any confidential data or reports with your application.

Failure to respond to any of the points below may delay the processing of your application, or result in its denial. Use the instructions below to provide a comprehensive summary of all activities that will take place to permanently reduce the existence of methamphetamine in your jurisdiction. Agencies should also familiarize themselves with An Evaluation of the COPS Office Methamphetamine Initiative to help in developing an effective program ([www.cops.usdoj.gov/files/ric/Publications/meth\\_initiative.pdf](http://www.cops.usdoj.gov/files/ric/Publications/meth_initiative.pdf)).

Please limit your response to xx characters or less.

Narrative Sections – Sample Text – Actual requirements will vary by program

### **A. Problem Identification and Justification**

Please describe the meth-related problem(s) that will be addressed with this grant, and provide relevant facts, statistics, or other supporting information that documents the nature, prevalence, and severity of the problem.

### **B. Project Goals and Objectives**

Define the vision, goals, and objectives that you are ultimately trying to accomplish through federal assistance and how the proposed project would fit into an overall effort to address the problems identified above.

### **C. Community Policing Strategies/Crime Prevention Activities**

Please provide information on the proposed community policing activities that will be implemented or enhanced with grant funding. Please address each of the following elements of community policing: (a) community partnerships and support, including consultation with community groups, private and/or other public agencies; (b) related governmental and community initiatives that complement your agency's proposed use of Meth funding; and (c) organizational transformation – how your agency will use these funds, if awarded, to help reorient its mission to community policing or enhance its involvement in and commitment to community policing.

Agencies that seek funding under this program must provide information on how the community policing activities described will link to the overall organizational community policing strategy of the agency.

This response will serve (along with the answers to the community policing questions answered previously) as your agency's community policing plan. Your agency may be monitored or audited to ensure that it is initiating or enhancing community policing in accordance with this plan.

### **D. Implementation Plan**

How will you ensure effective implementation of the project? Include a brief timeline with a list of key activities and milestones to take place within the life of the grant. Activities may be grouped by month, quarter, or other format at the applicant's discretion.

### **E. Evaluation Plan/Effectiveness of Program**

Although a formal evaluation of the COPS Methamphetamine Initiative is not a requirement for funding, the COPS Office strongly encourages applicants to consider how they will determine if grant funding was effective in addressing the problems outlined above. If your agency intends to have an evaluation plan in place, please describe it here.

### **F. Project Description (Narrative) Attachment**

#### **Section 12: Official Partner(s) Contact Information (if applicable)**

An official "partner" under the grant may be a governmental, private, school district, or other applicable entity that has established a legal, contractual, or other agreement with the applicant for the purpose of supporting and working together for mutual benefits of the grant.

#### **Section 13: Application Attachments (if applicable)**

Specific instructions will be added to explain any required attachments.

This section should be used to attach any required or applicable attachments to your grant application (e.g., a Memorandum of Understanding, etc.).

If a Memorandum of Understanding (MOU) is required under the grant, this document should define the roles and responsibilities of the individuals and partner(s) involved in your proposed project.

[The program-specific Application Guide will provide further instructions on the MOU or other application attachments which may be required. The Guide will also specify if optional attachments are permitted for submission.]

#### **Section 14: Budget Detail Worksheets (Instructions)**

Applicants to COPS Programs are required to complete the Budget Detail Worksheets. The worksheets request the applicant to provide a specific description for each item outlined in the application.

#### **Section 15: Assurances and Certifications**

Applicants to COPS programs are required to sign and submit the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant. A hard copy of the Assurances and Certifications, signed by the Law Enforcement Executive/Agency Executive and Government Executive/Financial Official named on the COPS Application Attachment to the SF-424, should be kept in the agency's files and furnished upon request.

##### **A. Assurances**

##### **B. Certifications**

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## Section 16: Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to submit the Disclosure of Lobbying Activities (SF-LLL) as an attachment to your application online. Complete all items that apply for both the initial filing and material change report.

## Section 17: Certification of Review and Representation of Compliance with Requirements

The signatures of the Law Enforcement Executive/Agency Executive and Government Executive/Financial Official, and any applicable program partners on the Certification of Review and Representation of Compliance with Requirements:

1. Assures the COPS Office that the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide; AND
2. Attests to the accuracy of the information submitted with this application (including the Budget Detail Worksheets).

The signatures on this application must be made by the actual executives named on this application unless there is an officially documented authorization for a delegated signature. If your jurisdiction has such an official document, it must be attached to this application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

Signatures shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a COPS Office compliance investigation concerning a current grant award.

## **Section 18: Application Data Verification**

After submission of this application, the COPS Office may require your department to verify data provided in the application. This section is to be completed once the data has been reviewed, confirmed and/or updated. Failure to respond to the request may eliminate the application from 2011 funding consideration. The purpose of this section to confirm that the person reviewing, confirming and/or updating the data is authorized by the appropriate governing body to act on behalf of the grant applicant entity, that the information provided, including any amendments, be treated as material representations of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant, and that the applicant understands that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or other remedy available to by law to the federal government.

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## APPENDIXES

### Appendix A: Glossary of COPS Program Terms

The following information is provided to assist you with the completion of your COPS grant program application forms. The list includes some of the most common terms that are used in the application forms. For additional assistance or clarification regarding any part of the application, please contact your Grant Program Specialist at 800.421.6770.

**Allowable Costs:** Allowable costs are costs that will be paid for by this grant program.

**Authorized Officials:** The authorized officials are the individuals in your organization who have final authority and responsibility for all programmatic and financial decisions regarding your application and, if awarded, your grant award. For law enforcement agencies, the listed Law Enforcement Executive (usually Chief of Police, Sheriff, etc.) and the Government Executive (usually Mayor, Board President, etc.) are your agency's authorized officials.

**Authorized Organizational Representative (AOR):** A person authorized by your E-business POC to submit applications to Grants.gov. This privilege should be provided only to those individuals who currently have signature authority for submitting grant applications. The name of the individual designated as an AOR will be populated by the Grants.gov system in grant application package forms, which require signatures. An organization can assign as many AORs to use Grants.gov as necessary.

**Automated Booking System:** An automated booking system captures arrestee fingerprints and photographic information electronically and often has the ability to transfer that information to a departmental or statewide database.

**Automated Fingerprint Identification System (AFIS):** An AFIS system is a highly specialized biometrics system that compares a single fingerprint image with a database of fingerprint images. Fingerprint images are collected from crime scenes or are taken from criminal suspects when they are arrested. Fingerprint images may be captured by placing a finger on a scanner or by electronically scanning inked impressions on paper.

**Award Start Date:** This is the date on or after which your agency is authorized to purchase items or hire positions that were approved by the COPS Office. If awarded, the award start date is found on your grant Award Document. *Grantees may not make any purchases or hire any positions prior to this date without written approval from the COPS Office.*

**Career Law Enforcement Officer:** The COPS statute defines a "career law enforcement officer" as a person hired on a permanent basis who is authorized by law, or by a state or local public agency, to engage in or oversee the prevention, detection, or investigation of violations of criminal laws.

**Catalog of Federal Domestic Assistance (CFDA):** The CFDA is an annual government-wide publication that contains a description and index of all forms of federal assistance. Each program is assigned a "CFDA number," which is used by auditors to track grant revenues under the Single Audit Act. It is also used in participating states by State Single Points of Contact in conducting the required intergovernmental reviews under Executive Order 12372. The CFDA number for all COPS programs is 16.710.

**Central Contractor Registry (CCR):** Institutions receiving any type of award from the federal government must register with CCR.

**Closeout:** The process in which the awarding agency, the COPS Office, determines that all applicable administrative actions and all required work and conditions of the award have been completed and met by the recipient and awarding agency.

**Cognizant Federal Agency:** The federal agency that generally provides the most federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB).

**Community Oriented Policing:** Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

**Computer Aided Dispatch (CAD) system:** A computer database that can track calls for service, maintain status of units available, provide various reports, produce address histories, and support electronic mail. With the installation of integrated CAD systems, officers are able to receive calls for service on their mobile data terminals rather than over the radio. Radios can then be used only for serious emergencies.

**Consortium:** A consortium is a group of two or more governmental entities that agree to form a partnership to provide law enforcement services to their constituent communities.

**COPS Finance Staff:** The COPS Finance staff handle your agency's financial and budgetary needs related to your application. A Staff Accountant is assigned to your state, and is available to answer any questions that you may have concerning the financial aspects of your grant, if awarded. To identify your Staff Accountant, please call the COPS Office Response Center at 800.421.6770, or visit the COPS web site at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

**COPS Office:** The Office of Community Oriented Policing Services (COPS) is the office within the U.S. Department of Justice that, if awarded, is your "grantor" or "awarding" agency for your COPS grant or cooperative agreement. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office at 800.421.6770.

**DUNS Number:** DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine digits. If your institution does not have one, call 866.705.5711 to receive one free of charge. You can also request your DUNS number online at [www.dnb.com/us](http://www.dnb.com/us).



**E-Business Point of Contact (POC):** Person who will designate which staff members can submit applications through Grants.gov. When you register with CCR, your institution will be asked to designate an E-Business POC.

**EPIC (El Paso Intelligence Center) National Clandestine Laboratory Seizure Database:** The U.S. Department of Justice maintains this database to track seizure of clandestine drug laboratories. It contains addresses of some locations where law enforcement agencies reported they found chemicals or other items that indicated the presence of either clandestine drug laboratories or dumpsites. For more information, please visit [www.usdoj.gov/dea/programs/epic.htm](http://www.usdoj.gov/dea/programs/epic.htm) or [www.usdoj.gov/dea/seizures/index.html](http://www.usdoj.gov/dea/seizures/index.html).

**Federally Recognized Tribe:** Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally acknowledged Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only Federally Recognized Tribes are eligible to apply for COPS grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631-MIB, 1849 C Street, N.W., Washington, DC 20240, 202.208.2475.

**Gas Mask:** A gas mask is connected to a chemical air filter and is used to protect the face and lungs from toxic gases.

**GNIS ID:** The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. The database assigns a unique, permanent feature identifier, the Feature ID, which is the only standard federal key for integrating or reconciling feature data from multiple datasets.

**Global Positioning System (GPS):** Global Positioning Systems are a series of 24 geosynchronous satellites that continuously transmit their position. Each system is used in personal tracking, navigation, and automatic vehicle location technologies.

**Grant Number:** If awarded, the grant number identifies your agency's specific grant, and can be found on your grant Award Document. This number should be used as a reference when corresponding with the COPS Office. The COPS Office tracks grant information based upon this number.

**Interoperable Communications:** Communications interoperability refers to the ability to talk across disciplines and jurisdictions via radio communications networks on demand, in real time. Interoperable communications equipment and technology is used to increase interoperability and data information-sharing among the law enforcement, fire service, and emergency medical service communities.

**Local Area Unemployment Statistics (LAUS):** The Bureau of Labor Statistics' LAUS program provides monthly estimates of unemployment for communities. For more information and detailed instructions for looking up your local area's unemployment rate, please visit [www.bls.gov/lau/data.htm](http://www.bls.gov/lau/data.htm).

**Local Budget Cycle:** Your agency's fiscal year. Some common examples include January 1 to December 31, October 1 to September 30, and July 1 to June 30. Some local budget cycles may extend up to 24 months.

**M-PIN:** Password used by your e-business point of contact to designate which staff members can submit applications to Grants.gov.

**Matching Funds:** What a locality must contribute as a cash match toward total allowable project costs over the life of the program.

**Mobile Data Computer/Laptop:** A Mobile Data Computer (MDC) is a computer terminal mounted in a vehicle that is linked via wireless communication to a network that is often integrated with a CAD system. MDCs enable officers to complete previously handwritten reports on a computer. This often eliminates the need to enter duplicate information on multiple reports.

**National Incident-Based Reporting System (NIBRS):** A comprehensive reporting database. Agencies provide individual records for eight index crimes and 38 other offenses.

**Obligation of Funds:** If this application is awarded, the COPS Office "obligates" federal funds when the grant Award Document is signed by the Director or his/her designated official. For the grantee, grant funds are "obligated" when monies are spent directly on purchasing items approved under the grant or cooperative agreement. The term encumbrance is often times used at the local and state levels to describe this type of transaction. Liquidated obligations are considered cash outlays or monies actually spent. Unliquidated obligations are obligations incurred and recorded but not yet paid (accrual basis of accounting) or not yet recorded and not yet paid (cash basis of accounting).

**OJP Vendor Number/EIN Number:** This is your agency's nine-digit federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number. If your EIN previously has been assigned to another agency within your jurisdiction, the Office of the Comptroller will assign a new OJP vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this grant program, and should not be used for IRS purposes.

**ORI (Originating Agency Identifier) Number:** This number is assigned by the FBI and is your agency's originating agency identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. When you contact the COPS Office with a question, you can use the ORI number, and we will be able to assist you. If you are a previous COPS grant recipient, you may have been assigned an ORI number through the COPS Office if the FBI had not previously assigned your agency this identifier number.

**Primary Law Enforcement Authority:** An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only: respond to or investigate specific type(s) of crime(s); respond to or investigate crimes within a correctional institution; serve warrants; provide courthouse security; transport prisoners; and/or have cases referred to them for investigation or investigational support.

**The Public Safety Partnership and Community Policing Act of 1994:**

The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to:

- Increase the number of community policing officers on the beat.
- Provide additional and more effective training to law enforcement officers to enhance their problem-solving, service, and other skills needed in interacting with members of the community.
- Encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime.
- Encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

**Supplanting:** COPS grant funds may not be used to supplant (replace) state, local, or Bureau of Indian Affairs funds that would be made available in the absence of federal COPS grant funding. Program funds must be used to increase the amount of state, local, or Bureau of Indian Affairs funds otherwise budgeted for the grant purposes, plus any additional state, local, or Bureau of Indian Affairs funds budgeted for these purposes.

## **Appendix B: Intergovernmental Review Process, Points of Contact by State**

Executive Order 12372 requires applicants from state and local units of government, or other organizations or individuals providing service within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Before the application due date, you must contact your state SPOC to find out if this program has been selected for review and comply with the state's process under Executive Order 12372. The Catalog of Federal Domestic Assistance reference for this program is number 16.710 "Public Safety and Community Policing Grants."

A current list of state SPOCs is listed at [www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html). States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC.

## **Appendix C: Federal Funding Accountability and Transparency Act (FFATA) Reporting and Executive Compensation Terms and Conditions**

### **Reporting Subawards and Executive Compensation.**

#### *a. Reporting of first-tier subawards.*

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

#### 2. *Where and when to report.*

i. You must report each obligating action described in paragraph a.1. of this award term to [www.frs.gov](http://www.frs.gov).

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at [www.frs.gov](http://www.frs.gov) specify.

*b. Reporting Total Compensation of Recipient Executives.*

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm).)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at [www.ccr.gov](http://www.ccr.gov).

ii. By the end of the month following the month in which this award is made, and annually thereafter.

*c. Reporting of Total Compensation of Subrecipient Executives.*

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

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(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and

Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive means officers*, managing partners, or any other employees in management positions.

3. *Subaward:*

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. II .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

i. *Salary and bonus.*

ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

v. *Above-market earnings on deferred compensation which is not tax-qualified.*

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

## **Paperwork Reduction Act Notice**

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street, N.E., Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098 and the expiration date is 5/31/2013.



U.S. Department of Justice  
Office of Community Oriented Policing Services  
Two Constitution Square  
145 N Street, N.E.  
Washington, DC 20530

To obtain details on COPS programs, call the  
COPS Office Response Center at 800.421.6770.  
Visit COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

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