



The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, [www.cops.usdoj.gov](http://www.cops.usdoj.gov)) is pleased to announce that it is seeking applications for funding for the COPS Office FY 2015 Community Policing Development Program. This program furthers the department's mission of advancing public safety through community policing by addressing the department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

## COPS Office FY 2015 Application Guide: Community Policing Development (CPD)

CFDA 16.710

Funding Opportunity Number: COPS-Community-Policing-Development-2015

### Eligibility

This solicitation is open to all public governmental agencies, profit and nonprofit institutions, institutions of higher education, community groups and faith-based organizations. Proposals should be responsive to the topic selected, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Applications that represent partnerships between law enforcement agencies and institution of higher education and nonprofit institutions are encouraged. Except where otherwise indicated, initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.

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

### Deadline/Application period

The application period for the CPD Program begins **May 18, 2015**. All applications must be submitted by **June 19, 2015, at 7:59 p.m. EDT**. Applications submitted after June 19 at 7:59 p.m. will *not* be considered for funding.

Completing an application under the CPD Program is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424, submitting it through the Grants.gov website. Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the CPD application through the COPS Office Online Application System (see "Registration" on page 2 and "How to Apply/Application Submission" on page 10). If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800-421-6770. An application is not considered submitted until both of these steps are completed.

### Contact information

For technical assistance with submitting the SF-424, call the Grants.gov Customer Service Hotline at 800-518-4726, send questions via e-mail to [support@Grants.gov](mailto:support@Grants.gov), or consult the Grants.gov Applicant User Guide at [www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf](http://www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf). For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421-6770 or send questions via e-mail to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

---

U.S. Department of Justice, Office of Community Oriented Policing Services

Ronald L. Davis, Director  
[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

# COPS Office FY 2015 Application Guide: Community Policing Development (CPD)

---

The COPS Office Application Guide is designed to assist applicants in applying for COPS Office grant programs. This guide includes general information on the administrative and legal requirements governing the COPS Office Community Policing Development Program as well as detailed program-specific information.

For more information about COPS Office grants, please call the COPS Office Response Center at 800-421-6770.



U.S. Department of Justice  
Office of Community Oriented Policing Services  
145 N Street, NE  
Washington, DC 20530

Visit the COPS Office Online: [www.cops.usdoj.gov](http://www.cops.usdoj.gov)

Revised May 2015

## CONTENTS

Community Policing Development (CPD) (CFDA 16.710) Overview .....	1
Community Policing Development description and federal award information .....	1
Registration .....	2
Deadline: Application .....	3
Eligibility Requirements .....	3
Program-Specific Information .....	3
Program goals .....	3
Topic areas .....	4
Length of grant term, maximum federal share, and local share requirements .....	7
Federal funding: Allowable and unallowable costs .....	7
Monitoring, reporting, and evaluation requirements .....	8
Performance Measures .....	9
How to Apply/Application Submission .....	10
Obtaining a Data Universal Numbering System (DUNS) number .....	11
Registering with the System for Award Management (SAM) .....	13
Helpful Online Resources .....	13
Geographic Names Information System (GNIS) ID number .....	14
Deadline/Application period .....	14
Audit requirement .....	14
Civil rights .....	14
Section 508 of the Rehabilitation Act .....	14
Awards terms and conditions/Funding restrictions .....	15
COPS Office Application Attachment to SF-424 .....	24
What an application must include .....	24
Section 1. COPS Office program request .....	29
Section 2. Agency eligibility information .....	29
Section 3. General agency information .....	30
Section 4. Executive information .....	31
Section 5. COPS Officer hiring request form—not applicable .....	32
Section 6. Law enforcement and community policing strategy .....	32
Section 7. Need for federal assistance .....	32
Section 8. Continuation of project after federal funding ends .....	32
Section 9. School safety assessment—not applicable .....	32
Section 10. Executive summary .....	32
Section 11. Project description (narrative) .....	32
Section 12. Official partner(s) contact information .....	34
Section 13. Application attachments .....	34
Section 14. Budget detail worksheets and budget narrative attachments .....	35
Section 15. Assurances and Certifications .....	45
Section 16. Disclosure of lobbying activities .....	45
Section 17. Reviews and certifications .....	46
Appendices .....	47
Appendix A. Glossary of COPS Office program terms .....	47
Appendix B. Intergovernmental review process, points of contact by state .....	51
Appendix C. Federal Funding Accountability and Transparency Act (FFATA)—Reporting subawards and executive compensation award term .....	51

Appendix D. System for Award Management and universal identifier award term .....53

Appendix E. Step-by-step instructions for two-part application submission process.....54

Appendix F. 2 CFR Appendix II to Part 200: Contract provisions for nonfederal entity contracts  
under federal awards.....57

Paperwork Reduction Act Notice .....60

About the COPS Office .....61

## Community Policing Development (CPD) (CFDA 16.710) Overview

### Community Policing Development description and federal award information

This program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3796dd et seq., as amended, and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Public Law 103-322.

Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope. The COPS Office, a federal provider of innovative, customer-focused resources that address the continuing and emerging needs of those engaged in enhancing public safety through community policing, has designed the CPD solicitation to address critical topics in the law enforcement field by building on the principles of community policing.

Community policing is a philosophy that promotes organizational strategies that 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.

Community policing comprises three key components:

1. **Partnerships**

Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to develop solutions to problems and increase trust in police.

2. **Organizational transformation**

The alignment of organizational management, structure, personnel, and information systems to support community partnerships and proactive problem solving.

3. **Problem solving**

The process of engaging in the proactive and systematic examination of identified problems to develop and evaluate effective responses.

The 2015 CPD program has been established to fund specific projects related to the following topic areas: (1) Microgrant Initiative for Law Enforcement; (2) Critical Response Technical Assistance; (3) Community Policing Emerging Issues Forums; (4) President's Task Force on 21st Century Policing Field Initiated Projects; (5) Collaborative Reform Initiative Program Evaluation; and (6) Invitational Initiative. There is up to \$4 million in CPD funds, and the COPS Office aims to fund numerous projects. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is limited, and we expect this solicitation to be very competitive.

The COPS Office may make some awards from the CPD solicitation in the form of a cooperative agreement, which is the funding instrument used if the COPS Office anticipates ongoing substantial involvement in award activities. Cooperative agreement recipients will be responsible for day-to-day project management but should expect direct oversight and collaboration by the COPS Office in implementing the award. Examples of substantial federal involvement may include, but are not limited to, participating in the selection of key recipient personnel; providing feedback on deliverables before publication; approving all conference-related costs prior to obligation; and redirecting the work as appropriate.

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 Office funding, and/or is not cooperating with

an ongoing compliance investigation regarding a current COPS Office 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.

Misuse of CPD funds and/or failure to comply with all COPS Office grant requirements may result in suspension or termination of grant funds, the repayment of funds, and/or other remedies available by law.

Under the False Claim Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving COPS Office funds may be referred to the Office of Inspector General (OIG). 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.

## Registration

All FY 2015 CPD applicants are required to have a valid Originating Agency Identifier (ORI) number. The ORI number is assigned by the Federal Bureau of Investigation (FBI) and is your agency's unique identifier. Please contact the COPS Office Response Center at 800-421-6770 to verify your agency's ORI number. If you do not have an ORI number, a COPS Office Response Center Specialist will assign one to you for the purpose of tracking your grant application. This is required before you begin your application on Grants.gov.

In addition, the Federal Government requires that all applicants for federal grants and cooperative agreements—with the exception of individuals other than sole proprietors—have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to submitting an application. See section 3: General Agency Information on page 30 of this guide for more information regarding DUNS and SAM.

Completing an application under the CPD Program is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424, the government-wide application form for federal assistance. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800-421-6770. Once you have registered and submitted your SF-424 through Grants.gov, you will receive an e-mail from the COPS Office within one business day with instructions on completing the second part of the CPD application process, which is the COPS Office Application Attachment to the SF-424 through the COPS Office Online Application System.

It is strongly recommended that applicants register immediately on [www.grants.gov](http://www.grants.gov). In addition, applicants are strongly encouraged to complete the SF-424 and Section 1 on Grants.gov as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System.

Complete application packages for the CPD 2015 solicitation are due by **June 19, 2015, at 7:59 p.m. EDT**. Hard copies or electronic copies sent via e-mail will not be accepted.

For technical assistance with submitting the SF-424, call Grants.gov customer service hotline at 800-518-4726, e-mail [support@Grants.gov](mailto:support@Grants.gov), or consult the Grants.gov Applicant User Guide at [www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf](http://www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf). See "How to Apply/Application Submission" on page 10 of this guide for more information.

For technical assistance with submitting the online application via the COPS Office website, please call 800-421-6770 or send questions via e-mail to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). See "How to Apply/Application Submission" on page 10 of this guide for more information.

## Deadline: Application

All completed applications must be submitted by **June 19, 2015, at 7:59 p.m. EDT**. Please see "How to Apply/Application Submission" on page 10 of this guide for more information.

Applications for this program must be submitted in two parts. First, applicants must apply online via [www.grants.gov](http://www.grants.gov) to complete the SF-424. Applicants will then be directed to the COPS Office website ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)) to complete the second part of the application.

## Eligibility Requirements

The CPD solicitation is open to all public governmental agencies, profit and nonprofit institutions, institutions of higher education, community groups, and faith-based organizations. Proposals should be responsive to the topic selected, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Unless otherwise indicated, initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding. This program does not have a local match requirement.

For additional information, please contact the COPS Office Response Center at 800-421-6770 or send questions via e-mail to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

## Program-Specific Information

Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance; the development of innovative community policing strategies; the implementation of demonstration projects; and the development of applied research, guidebooks, and best practices that are national in scope.

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

This solicitation is being announced as an open competition, and awardees will be expected to begin work immediately upon selection. Funding is limited, and we expect this solicitation to be very competitive.

When applying, please be sure to select the most appropriate topic area under which to apply. Please note that applicants may submit multiple applications.

## Program goals

Applicants must identify the goals of the CPD program (advancing the practice of community policing through training and technical assistance; development of innovative community policing strategies; implementation of demonstration projects; development of applied research, guidebooks, and best practices that are national in scope) that will be directly accomplished if funding is awarded. Applicants should consider the following general categories when developing their own specific goals.

- **Develop knowledge.** Develop new knowledge or leverage existing knowledge about community policing activities and strategies that show promise.
- **Increase awareness.** Increase the number of agencies/individuals who are aware of the most effective community policing strategies.
- **Increase skills/abilities.** Increase the skills and/or abilities of law enforcement agencies, relevant stakeholders, and/or individuals to engage in proven community policing practices.

- **Increase practice.** Increase the number of law enforcement agencies, relevant stakeholders, and/or individuals using proven community policing practices.
- **Institutionalize practice.** Increase the number of law enforcement agencies, relevant stakeholders, and/or individuals that systematically use and integrate proven community policing strategies as part of their routine business and will continue to engage in these practices for the foreseeable future.

### Topic areas

Applicants are encouraged to present original and innovative proposals that meet the specific project outcomes outlined under each specific topic area. Proposals should be responsive to the selected topic, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Applications that represent partnerships between law enforcement agencies and institution of higher education and nonprofit institutions are encouraged. Unless otherwise indicated, initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding. Depending on the quality of applications received and/or the availability of funding, the COPS Office may not fund every topic area in this solicitation. In addition, the COPS Office reserves the right to revise the scope of the project in your application submission and modify the associated budget proposal accordingly.

### ***Microgrant Initiative for Law Enforcement***

The COPS Office anticipates funding approximately 10 awards, with a maximum funding amount of \$75,000 per award. The total number of awards will be based on the quality of applications received.

The COPS Office is investing directly in state, local, and tribal law enforcement agencies through the Microgrant Initiative to support innovative and experimental work in community policing. The Microgrant Initiative uses practitioner-driven innovations to inform the national practice of community policing by funding law enforcement agencies directly to implement their proposed projects.

Law enforcement agencies are invited to propose demonstration or pilot projects that offer creative ideas to advance community policing, such as by addressing the recommendations contained in the Interim Report of the President's Task Force on 21st Century Policing (task force), which is available at [www.cops.usdoj.gov/pdf/taskforce/Interim\\_TF\\_Report.pdf](http://www.cops.usdoj.gov/pdf/taskforce/Interim_TF_Report.pdf). As applicable, the narrative should clearly identify the task force recommendation(s) to be addressed.

Where appropriate, applicants are strongly encouraged to partner with a local researcher (such as those affiliated with a local college or institution of higher education, consulting firm, or independent evaluator) to document the process, outputs, and outcomes and work with the Microgrant Promising Practice Coordinator, although a partnership with a local researcher is not required. The Microgrant Promising Practices Coordinator will work across the 10 Microgrant awardees and their research partners (where applicable) to assist in documenting their project activities and creating resources based on the promising practices resulting from the Microgrant projects and identify appropriate indicators of project success. The Microgrant Promising Practices Coordinator will allow the law enforcement agency microgrant recipients to focus solely on the implementation of their innovative project idea.

The project description must provide a background and justification for the initiative, including how it is innovative and replicable; clearly stated goals and objectives; and a project approach with tasks and timeline.



We encourage projects that produce or result in resources (e.g., toolkits, brochures, smartphone apps, webinars, or podcasts) that the COPS Office can disseminate to assist other law enforcement agencies to implement similar innovations. Applicants should detail any plans to sustain the proposed work beyond the award period.

The Microgrant Initiative solicitation is open to all state, local, tribal, and/or other law enforcement agencies. Partnerships are highly recommended for this solicitation. **NOTE: the project description narrative described under section 11 (to be submitted as an attachment under section 13 of the application) is limited to 10 pages (maximum), double spaced, 12-point font.**

#### ***Critical Response Technical Assistance***

The COPS Office anticipates funding one or more awards, with a maximum funding amount of \$1,000,000. The total funding available under this topic area is \$1,000,000, and the total number of awards will be based on the quality of applications received.

The award(s) will go to a technical assistance (TA) provider(s) with demonstrated experience in providing substantial technical assistance to law enforcement agencies. The need for technical assistance can come as a result of a high profile event or major incident or could be the result of a longer term issue a department has struggled with and needs technical assistance to resolve. The COPS Office will work closely with the awardee to determine which agencies will receive technical assistance and may conduct an initial analysis to determine the specific needs of the agencies.

The COPS Office seeks proposals that demonstrate an applicant's ability to provide the guidance, support, and logistics that will be required to deliver technical assistance to up to 20 agencies over the course of the award, depending on the required level of assistance of each agency. The applicant must have or develop a cadre of public safety subject matter experts and trainers that can deliver technical assistance on short notice; have experience working with law enforcement; exhibit the flexibility to provide technical assistance to sites on a wide variety of issues; and have a thorough understanding of community policing and other specialized topics.

Applicants can propose to provide technical assistance through methods that may include electronic communication strategies, social media outreach, facilitated discussion, peer-to-peer exchanges, onsite technical assistance and training, and other approaches. The resulting deliverable will be a product suitable for distribution that will provide learning opportunities for law enforcement agencies and their communities.

As detailed within the section "Federal funding: Allowable and unallowable costs" on page 7, consultant expenses and contracts are required to support goods or services that directly contribute to the implementation or enhancement of the project. Compensation for individual consultant services procured under a COPS Office award must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles and consistent with that paid for similar services in the marketplace. Unless otherwise approved by the COPS Office, independent consultant rates will be approved 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 that exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process, and grantees must receive COPS Office approval of those rates before drawing down award funds. Determinations of approval will be made on a case-by-case basis. The COPS Office recognizes that the unique expertise required to deliver technical assistance under this program may dictate higher consultant rates in order to secure the services of those consultant TA providers. Although the

documentation described above will still be required for requested rates exceeding \$550, the COPS Office does consider and may approve rates above that level as long as a sufficient justification is provided within the budget.

#### ***Community Policing Emerging Issues Forums***

The COPS Office anticipates funding multiple awards, with a maximum funding amount of \$500,000 per award. The total funding available under this topic area is \$1,000,000, and the total number of awards will be based on the quality of applications received.

The COPS Office recognizes the importance and value of hearing from practitioners and others in the criminal justice arena to gain perspectives on current issues impacting the field in the area of community policing. The purpose of the Community Policing Emerging Issues Forums is to obtain a broad spectrum of experiential and anecdotal information from the field on various topics. Forum attendees share their challenges and successes in various community policing-related subject areas and exchange information and ideas. While advice and recommendations are strictly those of individual(s), each forum should provide professional perspectives on substantive community policing-related issues affecting law enforcement professionals across the United States. Applicants are encouraged to submit applications to provide substantive programmatic, facilitation, and logistical support for a series of meetings.

The COPS Office expects that several forums will be larger gatherings with up to 50 participants. Most of the other forums will be smaller, with fewer than 30 participants. The topics of the forums will be identified by the COPS Office, which may include recommendations from the President's Task Force on 21st Century Policing (interim report available at [www.cops.usdoj.gov/pdf/taskforce/Interim\\_TF\\_Report.pdf](http://www.cops.usdoj.gov/pdf/taskforce/Interim_TF_Report.pdf)) and other current issues affecting law enforcement.

The project deliverables resulting from these Emerging Issues Forums should include practitioner-friendly reports that will be based on each meeting and the discussions that took place. Applicants may also choose to supplement some or all deliverables with additional research and information to present a more comprehensive picture of the subject discussed or use other dissemination channels to expand the reach of the forums (webinars, podcasts, etc.). It is expected that participant travel and lodging expenses for up to 20 individuals will be necessary for each meeting.

#### ***President's Task Force on 21st Century Policing Field Initiated Projects***

The COPS Office anticipates funding approximately five awards with a maximum funding amount of \$300,000 per award. The total number of awards will be based on the quality of applications received.

Applicants are invited to propose projects that offer innovative ideas to advance the recommendations identified by the Interim Report of the President's Task Force on 21st Century Policing (task force), which is available at [www.cops.usdoj.gov/pdf/taskforce/Interim\\_TF\\_Report.pdf](http://www.cops.usdoj.gov/pdf/taskforce/Interim_TF_Report.pdf). Applicants should clearly identify the task force recommendation(s) they are proposing to address in their application narrative. The goal of this topic is to begin implementing the recommendations contained in the task force report. Projects could include demonstration sites, promising practices assessments, guidebook development, and training and technical assistance, among others depending on the specific recommendations being addressed. For any demonstration site projects, the associations, institutions of higher education, or other non-law enforcement organizations that apply should identify state, local, or tribal law enforcement agencies that will participate as project partners, and letters of commitment of these agencies are strongly encouraged, as are subawards to local partners to support demonstration implementation.

### ***Collaborative Reform Initiative Program Evaluation***

The COPS Office anticipates funding one award with a maximum funding amount of \$500,000. Award funding will be based on the quality of applications received.

The COPS Office is seeking applicants to conduct an evaluation of the Collaborative Reform Initiative for Technical Assistance (CRI-TA) that will assess implementation in each CRI-TA site in terms of effectiveness and project results. The COPS Office is looking for an evaluator to work across approximately 10 reform sites. The selected evaluator should have the capacity to

- manage the administration and analysis of a pre-established COPS Office survey tool across reform sites to track pre-and-post responses to internal agency questionnaires as well as external community surveys using stringent sampling frames and rigorous methodology;
- collect and analyze existing site-specific performance measures for success relating to recommendation implementation at each individual site, as well as establish a cross-site framework for broader conclusions in coordination with the COPS Office;
- manage multisite surveys as described;
- produce a report that summarizes the survey findings, notable impacts of the program across sites, and details or lessons learned from implementation across sites.

Applicants should specifically describe how they will achieve these activities in their project description. The evaluator selected under this solicitation will work closely with the COPS Office and CRI-TA's technical assistance providers to ensure that a comprehensive evaluation plan is implemented. The evaluation should provide evidence as to the impact and effectiveness of the Collaborative Reform Initiative within and across sites.

### ***Invitational Initiative***

This topic area is closed and invitation only under FY 15 Community Policing Development.

### **Length of grant term, maximum federal share, and local share requirements**

All awards (except where otherwise noted) will have a performance period of two years in duration, and there is no local match required.

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 grant's performance period. Extension request notifications will be sent to awardees approximately 90 and 60 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 COPS Office prior to the official grant award end date.

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

### **Federal funding: Allowable and unallowable costs**

All items requested will be considered on a case-by-case basis during the budget review process. Items under the program must be purchased using the legislative guidelines established by the appropriations legislation that governs this funding. In addition, each item requested must programmatically link to the activities described in your application. To the greatest extent practical, all equipment and products purchased with these funds must be American-made.

**NOTE:** For awards made to states or units of local government (including law enforcement agencies), 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 this COPS Office grant (see section IV, "Nonsupplanting requirement").

#### **Fundable requests**

Costs must meet certain criteria in order to be charged to the Federal Government. Please refer to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.400 et seq., as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101, at [www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) for more information.

Each requested budget item must be allowable, necessary, allocable, and reasonable to the project activities.

Budget requests may be made in the following categories:

- Civilian base salary and fringe benefits
- Equipment/Technology
- Supplies
- Travel/Training
- Contracts/Consultants
- Other costs
- Indirect costs

Requests for reimbursement of items purchased or expenses incurred prior to the award start date will not be funded. For more information on allowable and unallowable costs, please refer to the instructions for completing the budget on page 35 of this Guide.

#### **Monitoring, reporting, and evaluation requirements**

Federal law requires that law enforcement agencies receiving federal funding from the COPS Office be monitored to ensure compliance with their award conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of grant implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Grant monitoring activities conducted by the COPS Office include site visits, enhanced office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. If awarded funds, you agree to cooperate with and respond to any requests for information pertaining to your award in preparation for any of the above-referenced grant monitoring activities.

Awarded agencies will be responsible for submitting Programmatic Progress Reports and Federal Financial Reports on a quarterly basis. In addition, awarded agencies will be responsible for the timely submission of a final Closeout Report and any other required final reports. All COPS Office grantees will be required to participate in such 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 the COPS Office.

Please note that the COPS Office may take a number of monitoring approaches, such as site visits, enhanced office-based grant reviews, alleged noncompliance reviews, and periodic surveys to gather information and to ensure compliance. The COPS Office may seek information including, but not limited to, your agency's compliance with nonsupplanting and both programmatic and financial requirements of the grant and your agency's progress toward achieving your community policing strategy. Program and monitoring specialists as well as auditors are particularly interested in confirming that the purchase of items and/or services is consistent with the applicant's approved grant budget as reflected on the Financial Clearance Memo and Final Funding Memorandum.

Though a formal assessment is not a requirement, awarded agencies are strongly encouraged to conduct an independent assessment of their respective grant-funded projects. Project evaluations have proven to be valuable tools in helping departments identify areas in need of improvement, providing data of successful processes and reducing vulnerabilities.

Please feel free to contact your COPS Office Program Manager at 800-421-6770 to discuss any questions or concerns you may have regarding the monitoring, reporting, and evaluation requirements.

## Performance Measures

To assist in fulfilling the U.S. Department of Justice's responsibilities under the Government Performance and Results Act Modernization Act (GPRAMA) of 2010, P.L. 111-352, grantees who receive funding from the Federal Government must measure the results of work that funding supports. GPRAMA specifically requires the COPS Office and other federal agencies to set program goals, measure performance against those goals, and publicly report progress in the form of funding spent, resources used, activities performed, services delivered, and results achieved.

Performance measures for CPD are as follows:

Objective	Performance Measures	Data Grantee Provides
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.	Extent to which COPS Office grant funding (e.g., officers, equipment, training, technical assistance) has increased your agency's community policing capacity? Extent to which COPS Office knowledge resources (e.g., publications, podcasts, training) have increased your agency's community policing capacity?	Grantees will rate the effectiveness of the COPS Office funding in increasing community policing capacity. Data will be collected on a periodic basis through grantee progress reports.

COPS Office awards 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 CPD 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 visit 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 programmatic progress report, CPD grantees will be required to report on their progress toward implementing community policing strategies. Based on the data collected from grantees, the COPS Office may make improvements to the CPD program to better meet the program's objective and law enforcement agency needs.

## How to Apply/Application Submission

Primary Steps Required to Complete Application	Complete?
If necessary, request an ORI through the COPS Office Response Center at <a href="mailto:AskCopsRC@usdoj.gov">AskCopsRC@usdoj.gov</a> or 800-421-6770.	<input type="checkbox"/>
If you have not renewed your COPS Office Account Access information since November 15, 2013, contact the COPS Office Response Center at <a href="mailto:AskCopsRC@usdoj.gov">AskCopsRC@usdoj.gov</a> or 800-421-6770.	<input type="checkbox"/>
Register with Grants.gov/Confirm registration.	<input type="checkbox"/>
Obtain a DUNS number/Confirm DUNS number.	<input type="checkbox"/>
Register with SAM database/Confirm SAM number.	<input type="checkbox"/>
Complete SF-424 on Grants.gov (funding number: COPS-Community-Policing-Development-2015).	<input type="checkbox"/>
Upon receipt of an e-mail from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete the second part of the application on the COPS Office Online Application System.	<input type="checkbox"/>

### Electronic submission of the SF-424 via Grants.gov and the COPS Office website

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

- Completing a CPD application is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424. The Grants.gov funding code for this solicitation is COPS- Community-Policing-Development-2015. Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the second part of the CPD application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800-421-6770.
- It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System. An application is not considered submitted until you have submitted your SF-424 on Grants.gov and the second part of the application on the COPS Office website.
- Confirmation of submission: After completing the second part of the application and clicking "Submit," applicants will receive a message stating "Your application has been successfully recorded." The confirmation page will also provide the submission date, ORI, confirmation number, and program type.
- For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 800-518-4726 or e-mail [support@Grants.gov](mailto:support@Grants.gov). For assistance with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421-6770 or send questions via e-mail to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).
- 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 System for Award Management (SAM) database.
- Applicants must comply with any word and/or field limit requirements described in the COPS Office Application Guide.
- Applicants will have the opportunity to print a copy of the application prior to submission and another 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. **Note:** If Internet access is not available to print a copy of the application package, contact the Response Center at 800-421-6770 to request that a printed copy be sent to you.

- Applicants will be able to print a copy of the application package only for reference while completing the application online via the COPS Office website. The COPS Office will not accept applications submitted via mail or e-mail. Once the application is completed, applicants will be able to print a complete copy for their files.
- Do not wait until the application deadline date to begin the application process through the COPS Office website. The registration steps may take several days to complete, and if you wait until the application deadline date you may be unable to submit your application online.

In addition, all applicants are required to maintain current registrations in the System for Award Management (SAM) database. SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. DOJ requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status.

Applicants that were previously registered in the CCR database must at a minimum

- create a SAM account;
- log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

### **Obtaining a Data Universal Numbering System (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 Data Universal Numbering System (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 at 866-705-7511 or via the Internet at [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).

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

- The DUNS number is a unique nine- or thirteen-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.
- 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 or validate the information associated with the number.

- If you are not sure whether 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 below and will immediately assign you a number, free of charge.

**To Obtain Your DUNS number**

- The requestor may obtain a DUNS number via the Internet at [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).
- The requestor may also obtain a DUNS number via telephone at 866-705-5711. The phone is staffed from 8:00 a.m. to 6:00 p.m. (local time of the caller when calling from within the contiguous 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

**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 delisted 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 to identify yourself as a federal grant applicant or prospective applicant.



## Registering with the System for Award Management (SAM)

Applicants for all federal grants are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then you should allow two to five weeks for obtaining the information from the IRS when requesting the EIN via phone, fax, mail, or Internet. Follow the steps listed below to register in the SAM:

**Step 1.** Obtain a DUNS number at [www.dnb.com/us/](http://www.dnb.com/us/) or call 866-705-5711

**Step 2.** Access the SAM online registration through the SAM home page at <https://www.sam.gov/> and follow the online instructions for new SAM users.

**Step 3.** Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your business or organization. Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.

To migrate your legacy system user account from Central Contractor Registration (CCR), FedReg, ORCA, or EPLS, you must first create a personal account in SAM by clicking on "Create an Account" on the homepage. An individual account is required to manage entity registrations in SAM. You will not be able to manage your registration unless you create a system account in SAM. Once you validate that you have access to the email address you provided during the registration process and login, you will see a message on the user dashboard (My SAM) that will ask you "Would you like to migrate a legacy system account?" Click "Yes" to begin the migration process. Alternatively, you may click on "Manage My User Roles," then on "Migrate Legacy Account" link to begin the migration process. The roles you had with the legacy system will be mapped to your SAM account.

To update your entity's SAM registration, follow the next steps:

**Step 1.** Go to the SAM homepage ([www.sam.gov](http://www.sam.gov)), enter your username and password, and then click the "Log In" button.

**Step 2.** Select "Complete Registrations" under Registration/Update Entity in the left navigation pane.

**Step 3.** Select the entity record that you want to update and click the "Update" button.

For more details on updating your registration, please refer to the SAM User Guide, available at [www.sam.gov](http://www.sam.gov).

If awarded funds, your agency must maintain the currency of your information in the SAM 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 or another award term.

To review the System for Award Management and Universal Identifier Award Terms, please see appendix D on page 53 of this guide.

## Helpful Online Resources

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

System for Award Management (SAM): [www.sam.gov](http://www.sam.gov)

### Geographic Names Information System (GNIS) 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, which 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 [geonames.usgs.gov/](http://geonames.usgs.gov/) and 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 seven-digit number into your application form. Some jurisdictions may have feature IDs of less than seven 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 seven digits are entered into the application form (e.g., 0531560).

### Deadline/Application period

The application period for CPD begins **May 18, 2015**. All applications must be submitted by **June 19, 2015, at 7:59 p.m. EDT**. Applications submitted after June 19 at 7:59 p.m. will *not* be considered for funding.

### Audit requirement

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. § 200.501 et seq., as adopted by the U.S. Department of Justice in 2 C.F.R. §2800.101, establishes the requirements for organizational audits that apply to COPS Office grantees. Grantees must arrange for the required organization-wide (not grant-by-grant) audit in accordance with the requirements of this circular. Please reference Subpart F-Audit Requirements, Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award.

### Civil rights

All recipients of federal awards 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 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 law and/or is not cooperating with an ongoing federal civil rights investigation.

### Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying using the COPS Office online system ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)), please contact:

**Donte Turner**

**U.S. Department of Justice, COPS Office**

**202-616-9427 or [Donte.Turner@usdoj.gov](mailto:Donte.Turner@usdoj.gov)**

### Awards terms and conditions/Funding restrictions

The following section describes the compliance terms and conditions that applicants should be aware of before applying to COPS Office 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 17: Reviews and certifications assure 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)	
<b>FY 2015 Program</b>	<b>CPD</b>
I. Assurances	Y
II. Certifications	Y
III. Disclosure of Lobbying Activities	P
IV. Nonsupplanting	Y
V. Procurement and Sole Source Justification	P
VI. Criminal Intelligence Systems/28 C.F.R. Part 23	N
VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts	P
VIII. Community Policing Self-Assessment Tool (CP-SAT)	N
IX. System for Award Management (SAM) and Universal Identifier Requirements	Y
X. Federal Funding Accountability and Transparency Act (FFATA) Reporting Subaward and Executive Compensation Information	P
XI. Contract Provisions under Federal Award	Y
XII. Prior Approval, Planning, and Reporting of Conferences/Meetings/Training Costs	Y
XIII. Curriculum Development	Y
XIV. Internal Confidentiality Agreements	Y
XV. Mandatory Disclosure	Y

#### ***I. & II. Assurances & Certifications (also refer to section 15 on page 45 of this application guide and Standard Application forms.)***

Applicants to COPS Office programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read and understood and that you 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 U.S. Department of Justice determines to award the covered grant.

#### ***III. Disclosure of Lobbying Activities (also refer to section 16 on page 45 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. § 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. Complete all items that apply for both the initial filing and material change reports. 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 complete the disclosure form in section 16 of the application. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

#### ***IV. Nonsupplanting requirement***

COPS Office funds awarded to states or units of local government (including law enforcement agencies) may not be used to supplant (replace) state, local, or Bureau of Indian (BIA) funds that would, in the absence of federal aid, be made available for the purpose of the award. Instead, COPS Office funds must be used to supplement (increase) the total amount of funds that would otherwise be made available for the award purposes.

A recipient may not use COPS Office 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 award may not be reallocated to other purposes or refunded should a COPS Office grant or cooperative agreement be awarded. Nonfederal funds must remain available for and devoted to that purpose, with COPS Office funds supplementing those nonfederal 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 Office 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 nonfederal funds by COPS Office 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 Response Center at 800-421-6770 or [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) for further information.

#### ***V. Procurement and sole source justification—if applicable***

Sole source or procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source. Sole source procurements must adhere to the standards set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.318, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

For the purchase of equipment, technology, or services under a COPS Office 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 2 C.F.R. § 200.320 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101. A sole source justification request should be submitted if a grant recipient determines that the award of a contract through a competitive process is infeasible. If a 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 or 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; (3) competition is determined inadequate after solicitation of a number of sources; or (4) based on one or more of the circumstances above, the COPS Office expressly authorizes

noncompetitive proposals in response to a written request from the law enforcement entity—the grant recipient must seek written authorization from the COPS Office for sole source procurements in excess of \$150,000. 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 \$150,000 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 four 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).

1. The item or service is available only from one source.
  - Uniqueness of items or services to be procured from the proposed contractor or vendor (compatibility, patent issues, etc.)
  - How the agency determined that the item or service is only available from one source (market survey results, independent agency research, patented or proprietary system, etc.)
  - Explanation of need for contractor's expertise linked to the current project (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
2. 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 (equated to dollar amounts, if desired)
  - Any additional information that would support the case
3. 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
4. The COPS Office expressly authorizes noncompetitive proposals in response to a written request from the law enforcement entity when one or more of the above circumstances apply.

**Section III – A declaration that this action or 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 2 C.F.R. § 200.318 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

If you have any questions regarding the federal requirements that guide procurement procedures, please contact your COPS Office 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 Office funding for equipment or 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 that 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 Office 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, and 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 U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office) 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 the COPS Office's 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 the COPS Office has issued a Finding of No Significant Impact (FONSI) or has approved the EIS.

**VIII. Community Policing Self-Assessment Tool (CP-SAT)—not applicable under CPD**

**IX. System for Award Management (SAM) and Universal Identifier requirements**

Unless you are exempted from this requirement under 2 C.F.R. § 25.110, you as the recipient must maintain the currency of your information in the SAM 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 or other award term.

To review the System for Award Management and Universal Identifier Award Term, please see appendix D.

**X. Federal Funding Accountability and Transparency Act (FFATA)—Reporting subaward and executive compensation information**

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.fsrc.gov](http://www.fsrc.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.

To review the Reporting Subaward and Executive Compensation Award Term, please see appendix C.

**XI. Contract provisions under federal award**

All contracts made by the award recipients under the federal award must contain the provisions required under 2 C.F.R. Appendix II to part 200 (Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards) as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

For the full text of 2 CFR Appendix II to Part 200, please refer to appendix F on page 57 of this application guide.

**XII. Prior approval, planning, and reporting of conference/meetings/training costs—if applicable**

If awarded funds, award recipients will be required to obtain written approval from the COPS Office prior to entering into any contract, agreement, or other obligation for costs related to any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award. For more information on allowable costs, please visit [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm).

**XII. Curriculum development—if applicable**

If awarded funds, award and developing training recipients will be required to follow the COPS Office curriculum standards, review, and approval guide and COPS Office instructor quality assurance guide if developing training curriculum or delivering training under this cooperative agreement. A copy of these guides will be supplied to you by your COPS Office Program Manager.

**XIII. Internal confidentiality agreements**

If awarded funds, recipients will be required to agree that they do not require their employees or contractors to sign internal confidentiality agreements or statements preventing them from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information.

**XIV. Mandatory disclosure**

If awarded funds, recipients and subrecipients will be required to timely disclose in writing to the COPS Office or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.338 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

**Application review information**

The COPS Office is committed to ensuring a fair and open process for making awards. The COPS Office will review the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

This review will also assess whether costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. The financial review will be conducted by the COPS Office staff or in collaboration with the peer review process.

CPD applications for most program types (not Invitational) will be evaluated based on the following merit criteria, which the applicant addresses in their application, project description, budget narrative, budget worksheets, and other attachments:

- Topic and program outcome identification and justification
- Program goals
- Strategy to achieve program outcomes and goals
- Capacity and experience
- Management and implementation plan
- Evaluation plan/Effectiveness of program
- Budget

CPD applications that meet eligibility and basic minimum requirements will be evaluated and ranked by peer reviewers. In order to pass the basic minimum requirements review, an applicant must be an eligible organization as stated under the topic description; must respond to the solicitation description; must be at or below the maximum budget amount; and, if applicable, must address at least one or more task force recommendations. If an application fails to meet the basic minimum requirements, it will not advance to the consensus peer review phase.

Peer reviewers will be asked to review applications keeping in mind that the purpose of the CPD program is to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and promising practices. Reviewers will be asked to evaluate the following:

- The applicant's ability to identify specific goals that will be directly accomplished if funding is awarded and their strategies to achieve those outcomes and goals.
- The applicant's experience and capacity to accomplish their stated goals will be considered in the review. Depending on the CPD topic area and described project goals, the evaluation of the applicant's experience may include their ability to conduct a substantive programmatic meeting, produce practitioner friendly reports, facilitate meetings or forums of varying sizes with law enforcement professionals, and produce curriculum or deliver effective training on a specified topic.
- The applicant's demonstrated understanding of the principles of community policing and the needs of law enforcement practitioners.



- The applicant's plan and demonstrated capacity to effectively implement their proposed project and communicate their results.
- The applicant's budget worksheets and budget narrative to assess if the cost items are complete, allowable, cost effective, and justified based on the proposed project outcomes and goals.

Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully.

Prior to award, applications for potential awards will receive a financial integrity review to evaluate the fiscal integrity and financial capability of applicants and to examine proposed costs and the extent to which the budget detail worksheet and narrative accurately supports and explains project costs. This review will also assess whether costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. This financial review will be conducted by the COPS Office staff.

Past performance on previous awards may be in an indicator in this review process. Financial and programmatic performance factors may be included in the past performance review.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of the COPS Office, who may also give consideration to factors including, but not limited to, underserved populations, population served, geographic diversity, strategic priorities, past performance, risk and available funding when making awards.

#### **Review process for Community Policing Development—Invitational topic area**

This topic area is closed and invitation only. The COPS Office reviews applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the invitation to apply and any associated program(s).

The COPS Office reviews Community Police Development—Invitational applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include, but is not limited to, the following:

- Financial stability and fiscal integrity
- Quality of management systems and ability to meet the management standards prescribed in the financial guide
- History of performance
- Reports and findings from audits
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on nonfederal entities
- Proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

All final award decisions will be made by the Director of the COPS Office, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior COPS Office awards, and available funding when making awards.

**Federal award administration information****Federal award notices**

Award notification will be sent electronically. To officially accept and begin your award, your agency must access [www.cops.usdoj.gov](http://www.cops.usdoj.gov) and select the "Account Access" link in the upper right corner to log in, review, and electronically sign the award document (including award terms and conditions) and, if applicable, the special award conditions or high risk conditions within 90 days of the date shown on the award congratulatory letter, unless an extension is requested and granted.

Your agency will not be able to draw down award funds until the COPS Office receives your signed award document. For more information please contact the COPS Office Response Center at 800-421-6770.

**The award document—sample text**

The award document is the document indicating your official grant/cooperative agreement funding amount, the grant/cooperative agreement number, the terms and conditions, and the award start and end dates.

The award document is preprinted with your agency's law enforcement and government executives' names. If this information is incorrect or has changed, please update your "Agency Contacts" online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) through the "Account Access" link. If the law enforcement or government official has changed since the time of application, please have the current law enforcement executive or government executive for your agency create an account through the "Account Access" link, log in, and sign the award document once your agency contacts have been updated online. Once you have reviewed your award document, please electronically sign it and make a copy of all pages of the document for your records, along with all award condition pages, within 90 days of the date shown on the award congratulatory letter.

The award start date indicated on the award document/cooperative agreement means that your agency may be reimbursed for any allowable costs incurred on or after this date. The duration of your Community Policing Development award is two years.

Your grant/cooperative agreement number is in the following format: 2015-CKWXX-0000 or 2015-CRWXX-0000 for grants/cooperative agreements awarded in FY 2015. The COPS Office tracks award information based upon this number. Therefore, it is important to have your agency's grant/cooperative agreement number (or your agency's ORI number) readily available when corresponding with the COPS Office.

Your originating agency identifier (ORI) number begins with your state abbreviation followed by five numbers or letters (e.g., VA00000). This number is assigned by the Federal Bureau of Investigation (FBI) for use in tracking information for the Uniform Crime Report (UCR). The COPS Office tracks programmatic grant information based upon this ORI number. If your agency does not have an ORI number assigned by the FBI, the COPS Office assigns a nonofficial ORI code to use as an agency identifier (in such cases, the last two characters will be "ZZ"). If you have any questions regarding your grant, please refer to your grant number or your agency's ORI number when you contact the COPS Office.

The award conditions are listed on your agency's award document. By accepting this award, you are obtaining federal funds from the COPS Office. As part of that agreement, if awarded funds, your agency will acknowledge that it will comply with these conditions (and, if applicable, additional special conditions specific to your agency).

In limited circumstances, your award may be subject to special conditions that prevent your agency from drawing down or accessing grant funds until the special conditions are satisfied as determined by the COPS Office. Any special conditions will be included with your award.

***Administrative and national policy requirements***

If selected for funding, in addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must comply with award terms and conditions and other legal requirements including, but not limited to, OMB, DOJ, or other federal regulations which will be included in the award or incorporated into the award by reference or are otherwise applicable to the award.

Please see general terms and conditions on page 15.

***Reporting***

If awarded, all award recipients will be required to electronically submit their financial reports using the SF-425 form by the 30th day following the end of each calendar quarter, and a final report is due 90 days following the grant award end date. Grantees who do not submit SF-425 reports by the due date will be unable to draw down funds.

In addition, if awarded funds, all award recipients will be required to electronically submit quarterly progress reports and a final progress report. The COPS Office will notify the award recipient when the progress report is due and provide instructions for submission.

***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 Office 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 Office funding for the same item or service also funded by an Office of Justice Programs (OJP) award.

## COPS Office Application Attachment to SF-424

### What an application must include

#### **Required application documents and sections for Community Policing Development**

Listed below is a chart that shows the required documentation that must be completed and submitted for your CPD Program application to be considered complete. Failure to submit all required documentation at the time of the 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.

<b>Application Documents and Sections</b>	<b>Required? Yes, No, or Possible</b>	<b>Completed?</b>
Standard Form 424 (to be completed on Grants.gov)	Yes	<input type="checkbox"/>
COPS Office Application Attachment to SF-424 (to be completed via COPS Office Online Application System)	Yes	<input type="checkbox"/>
Section 1. COPS Office 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 Office Hiring Request Form	No	<input type="checkbox"/>
Section 6. Law Enforcement and Community Policing Strategy	Yes (section 6A only)	<input type="checkbox"/>
Section 7. Need for Federal Assistance	Yes (section A only)	<input type="checkbox"/>
Section 8. Continuation of Project after Federal Funding Ends	Yes (section B only)	<input type="checkbox"/>
Section 9. School Safety Assessment	No	<input type="checkbox"/>
Section 10. Executive Summary	Yes	<input type="checkbox"/>
Section 11. Project Description (Narrative)	No (submitted under section 13)	<input type="checkbox"/>
Section 12. Official Partner(s) Contact Information	Possible	<input type="checkbox"/>
Section 13. Application Attachments Project narrative (required) Key vitae/staff resumes (required) Budget narrative (required) Indirect cost rate agreement (if applicable) Sole source justification (if applicable) Consultant rate justification (if applicable)	Yes	<input type="checkbox"/>
Section 14. Budget Detail Worksheets	Yes	<input type="checkbox"/>
A. Part 1. Sworn officer positions	No	<input type="checkbox"/>
Part 2. Sworn officer salary information	No	<input type="checkbox"/>
Part 3. Federal/Local share costs (hiring)	No	<input type="checkbox"/>
B. Civilian/Nonsworn personnel	Possible	<input type="checkbox"/>

C. Equipment/Technology	Possible	<input type="checkbox"/>
D. Supplies	Possible	<input type="checkbox"/>
E. Travel/Training	Possible	<input type="checkbox"/>
F. Contracts/Consultants	Possible	<input type="checkbox"/>
G. Other costs	Possible	<input type="checkbox"/>
H. Indirect costs	Possible	<input type="checkbox"/>
Budget summary	Yes	<input type="checkbox"/>
Section 15. Assurances and Certifications	Yes	<input type="checkbox"/>
A. Assurances		
B. Certifications		
Section 16. Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
Section 17. Reviews and Certifications	Yes	<input type="checkbox"/>

**Instructions: Application for Federal Assistance SF-424**

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

The Instructions for the Application for Federal Assistance SF-424 on page 24 is a standard form (including the continuation sheet) required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

1. **Type of Submission** (required). Select one type of submission in accordance with agency instructions.
  - Pre-application
  - Application
  - Changed/corrected application—If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2. **Type of Application** (required). Select one type of application in accordance with agency instructions.
  - New—An application that is being submitted to an agency for the first time.
  - Continuation—An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.

- **Revision**—Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "other" is selected, please specify in text box provided.
    - Increase award
    - Decrease award
    - Increase duration
    - Decrease duration
    - Other (specify)
3. **Date Received.** Leave this field blank. This date will be assigned by the federal agency.
  4. **Applicant Identifier.** Enter the entity identifier assigned by the federal agency, if any, or the applicant's control number if applicable.
  - 5a. **Federal Entity Identifier.** Enter the number assigned to your organization by the federal agency, if any.
  - 5b. **Federal Award Identifier.** For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/ corrected application, enter the federal identifier in accordance with agency instructions.
  6. **Date Received by State.** Leave this field blank. This date will be assigned by the state, if applicable.
  7. **State Application Identifier.** Leave this field blank. This identifier will be assigned by the state, if applicable.
  8. **Applicant Information.** Enter the following in accordance with agency instructions:
    - a. **Legal name** (required). Enter the legal name of the applicant who will undertake the assistance activity. This is what the organization has registered with the System for Award Management. Information on registering with SAM may be obtained by visiting the Grants.gov website.
    - b. **Employer/Taxpayer number (EIN/TIN)** (required). Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the United States, enter 44-4444444.
    - c. **Organizational DUNS** (required). Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.
    - d. **Address.** Enter the complete address as follows: Street address (line 1 required), City (required), County, State (required, if country is United States), Province, Country (required), ZIP/Postal Code (required, if country is United States).
    - e. **Organizational Unit.** Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.
    - f. **Name and contact information of person to be contacted on matters involving this application** (required) *and organizational affiliation (if affiliated with an organization)*: Enter the name (first and last name, then the application organization), telephone number (required), fax number, and e-mail address (required) of the person to contact on matters related to this application.

9. **Type of Applicant** (required). Select up to three applicant type(s) in accordance with agency instructions.
- A. State government
  - B. County government
  - C. City or township government
  - D. District government
  - E. Organization
  - F. U.S. Territory or possession
  - G. Independent school district
  - H. Public/state controlled institution of higher education
  - I. Indian/Native American Tribal Government (federally recognized)
  - J. Indian/Native American Tribal Government (other than federally recognized)
  - K. Indian/Native American tribally designated organization
  - L. Public/Indian housing authority
  - M. Nonprofit
  - N. Nonprofit
  - O. Private institution of higher education
  - P. Individual
  - Q. For-profit organization (other than small business)
  - R. Small business
  - S. Hispanic-serving institution
  - T. Historically Black colleges and universities (HBCU)
  - U. Tribally controlled colleges and universities (TCCU)
  - V. Alaska Native and Native Hawaiian serving institutions
  - W. Nondomestic (non-U.S.) entity
  - X. Other (specify)
10. **Name of Federal Agency** (required). Enter the name of the federal agency from which assistance is being requested with this application.
11. **Catalog of Federal Domestic Assistance Number/Title**. Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12. **Funding Opportunity Number/Title** (required). Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13. **Competition Identification Number/Title**. Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.

14. **Areas Affected by Project.** List the areas or entities using the categories (e.g., cities, counties, states) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15. **Descriptive Title of Applicant's Project** (required). Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16. **Congressional Districts Of** (required).
  - 16a. Enter the applicant's congressional district, and
  - 16b. Enter all district(s) affected by the program or project. Enter in the format:
    - Two-character state abbreviation  
Three-character district number  
e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina 103rd district
    - If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.
    - If nationwide, i.e., all districts within all states are affected, enter U.S.-all.
    - If the program/project is outside the United States, enter 00-000.
17. **Proposed Project Start and End Dates** (required). Enter the proposed start date and end date of the project.
18. **Estimated Funding** (required). Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19. **Is Application Subject to Review by State under Executive Order 12372 Process?** Applicants should contact the state single point of contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the state intergovernmental review process. Select the appropriate box. If "a" is selected, enter the date the application was submitted to the state.
20. **Is the Applicant Delinquent on Any Federal Debt?** (required) Select the appropriate box. This question applies to the applicant organization, not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. If yes, include an explanation on the continuation sheet.
21. **Authorized Representative** (required). To be signed and dated by the authorized representative of the applicant organization. Enter the name (first and last name required), title (required), telephone number (required), fax number, and e-mail address (required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)



## Section 1. COPS Office program request

Please ensure that the correct program name is displayed for the funding opportunity code for which you are applying; for example, Community Policing Enhancement (COPS-CPD-2015-1).

If you plan to apply under more than one topic area, you must submit a separate application for each proposal. Please ensure that you read, understand, and agree to comply with the applicable terms and conditions as outlined in this application guide before finalizing your selections.

Your agency must maintain copies of the records used in this application submission for a minimum of three years following the date of the last official federal action taken on the grant/cooperative agreement 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.

Applicants for the CPD program must select one CPD topic area from the drop down menu: (1) Microgrant Initiative for Law Enforcement; (2) Critical Response Technical Assistance; (3) Community Policing Emerging Issues Forums; (4) President's Task Force on 21st Century Policing Field Initiated Projects; (5) Collaborative Reform Initiative Program Evaluation; or (6) Invitational Initiative.

If Community Policing Development is selected, there will be two additional questions that require you to check the appropriate box and provide the applicable information.

A. Invitational Initiative: Please select either yes or no depending if you have received an invitation to apply from the COPS Office with a code. If you have, please enter the code in A2 as instructed.

B. Research & Development (R&D): Please select "Yes" if any part of your project could be considered R&D or "No" if no portion of your award would support R&D as defined below:

R&D means all research activities, both basic and applied, and all development activities that are performed by nonfederal entities. The term *research* also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function. "Research" is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. "Development" is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.

## Section 2. Agency eligibility information

The CPD Program is open to all public governmental agencies, profit and nonprofit institutions, institutions of higher education, community groups, and faith-based organizations. Proposals should be of national relevance, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.

Before proceeding with this application, we ask that you please log onto the COPS Office Agency Portal to update the agency providing law enforcement services as your law enforcement executive/agency executive information. This information will be prepopulated from the COPS Office Agency Portal in section 4 of this application, so please ensure its accuracy.

### Section 3. General agency information

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

**A. Applicant ORI number**

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

**B. Applicant Data Universal Numeric System (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 Data Universal Numbering System (DUNS) number prior to application submission. A DUNS number is a unique nine- or thirteen-digit sequence recognized as the standard identifier for entities receiving federal funds and provides consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866-705-7511 or via the Internet at [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform). For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of this application guide.

**C. System for Award Management (SAM)**

The System for Award Management (SAM) database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Federal Government requires that all applicants of federal grant funds and cooperative agreements—with the exception of individuals other than sole proprietors—be registered in the database prior to application submission. Please contact the SAM Service Desk at 866-606-8220 or view/update your registration information at [www.sam.gov](http://www.sam.gov). If your SAM registration is set to expire prior to September 30, 2015, please renew your SAM registration prior to completing this application. All applicants are required to maintain current registrations in the SAM database. Please note that applicants must update or renew their SAM at least once per year to maintain an active status. For more information about how to register with SAM, please refer to the "How to Apply" section of this application guide.

**D. Geographic Names Information System (GNIS) identification number**

The Geographic Names Information System (GNIS) Identification Number is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please visit [geonames.usgs.gov/domestic/index.html](http://geonames.usgs.gov/domestic/index.html). For more information about how to obtain a GNIS number, please refer to the "How to Apply" section of this application guide.

**E. Cognizant Federal Agency**

A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the "U.S. Department of Justice" as the Cognizant Federal Agency.

**F. Fiscal year**

Enter the month, day, and year of the legal applicant's fiscal year.

**G. Law enforcement agency sworn force information—not applicable****H. Civilian staffing—not applicable****I. U.S. Department of Justice and other federal funding**

Applicants are required to disclose whether they have pending applications for federally funded assistance or active federal grants that support the same or similar activities or services for which grant funding is being requested under this application.

Be advised that COPS Office grant funding may not be used for the same item or service funded through another funding source. However, leveraging multiple funding sources in a complementary manner to implement comprehensive pro-grams or projects is encouraged and is not seen as inappropriate. To aid the COPS Office in the prevention of awarding potentially duplicative funding, please indicate whether your agency has a pending application and/or an active grant with any other federal funding source (e.g., direct federal funding or indirect federal funding through State subawarded federal funds) which supports the same or similar activities or services as being proposed in this COPS Office application. Using the check boxes provided in the application, check all that apply.

**Section 4. Executive information*****Applicant executive/agency executive information***

This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

**A. 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).

**B. For non-law enforcement agencies**

Enter the highest ranking individual in the applicant agency (e.g., CEO, president, chairperson, director, or equivalent) who has the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, the individual in this position will ultimately be responsible for the programmatic implementation of the award.

***Government executive/Financial official information***

This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

**A. 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).

**B. 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, the individual in this position will ultimately be responsible for the financial management of the award. Please note that information for nonexecutive positions (e.g., clerks or trustees) 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.

***Application contact information***

Enter the application contact name and contact information.

**Section 5. COPS Officer hiring request form—not applicable****Section 6. Law enforcement and community policing strategy**

Please complete CP1 and CP2.

**Section 7. Need for federal assistance*****Section 7A. Explanation of need for federal assistance***

All applicants are required to explain their inability to address the need for this award without federal assistance. Please note that the character limit for this response is 3,000 characters.

***Section 7B. Service population—not applicable******Section 7C. Fiscal health—not applicable******Section 7D. Property crime/Violent crime—not applicable*****Section 8. Continuation of project after federal funding ends*****Section 8A. For COPS Office grants with a retention plan requirement—not applicable******Section 8B. For COPS Office grants with no retention plan requirement***

The questions in this section will be used for programs *without* a retention requirement to report any plans to continue the program or activity after the conclusion of federal funding. Please identify the source(s) of funding that your agency plans to utilize to continue the program, project, or activity following the conclusion of federal support. Check all that apply.

**Section 9. School safety assessment—not applicable****Section 10. Executive summary**

Applicants are required to complete section 10 of the COPS Office Application Attachment to the SF-424 Form. Briefly summarize (in 3,000 characters or less) how your agency intends to use this grant funding, if awarded, including how your proposed CPD project will address the topic area for which you are applying. This information may be used to keep Congress or other executive branch agencies informed about COPS Office CPD projects.

## Section 11. Project description (narrative)

Agencies that seek funding under this program are required to submit a project description. To do so, please develop one narrative that addresses sections 1 through 6 below. Describe how the project will advance community policing as it pertains to the chosen topic area. The project narrative portion of the application is limited to 20 pages (maximum), double-spaced, 12-point font. For the Microgrants Initiatives, the project narrative portion of the application is limited to 10 pages (maximum), double-spaced, 12-point font. Submit this narrative as an attachment under section 13 of the application.

The narrative will be a significant factor in the application review and approval process. Failure to provide this information will eliminate your application from consideration.

Please format your narrative using the following sections. The total length of the narrative should not exceed 20 pages (or 10 pages for Microgrant).

### **Narrative sections**

1. **Topic and program outcome identification and justification**  
Select one application topic area described on pages 4–7. Briefly describe the program outcome(s) that will be addressed, the gap in existing knowledge and/or practice, why/how this project will meet that need, and the level of innovation and originality of the proposed work. If applicable, supply data to support the problem or gap and what has been done previously to address it. Explain how this project will build upon, expand, and/or incorporate the principles of community policing.
2. **Program goals**  
Very briefly identify and describe the specific project goal(s), listed on page 3, that are to be accomplished with reference to one or more of the following: developing knowledge, increasing awareness, increasing skills/abilities, increasing practice, and/or institutionalizing practice. Applicants must identify those goals that will be directly accomplished if funding is awarded. It is not expected or anticipated that the proposed project accomplish more than one of the goals listed above.
3. **Strategy to achieve program outcomes and goals**  
Applicants should provide a comprehensive description of the overall strategy and specific activities of the proposed work. Applicants should specify how these proposed activities will achieve the identified program outcomes and goals.
4. **Capacity and experience**  
Please detail the capacity of your organization to carry out the proposed plan and briefly explain your experience with other similar efforts.
5. **Management and implementation plan**  
Applicants should describe the overall management and implementation plan for the project. This should include how you will ensure effective implementation of the project; a brief timeline with a list of key activities and milestones to take place within the award performance period (two years for all awards under this solicitation), grouped by month or quarter; a management/staffing plan detailing who will work on this project, what roles they will play, their education and experience in similar projects, and their understanding of community policing; identification of any key partnerships or stakeholders who will play a role in the implementation of this project; and, if applicable, a brief marketing plan for the deliverable(s) to ensure a broad dissemination of the product(s) to the target audience(s).

6. Evaluation plan/Effectiveness of program

Although a formal evaluation is not a requirement for funding, the COPS Office strongly encourages applicants to consider how they will determine if award funding was effective in addressing the program outcomes and goals outlined above. Applicants should detail specifically how they will evaluate the effectiveness of activities implemented as a result of receiving this award, including the extent to which the deliverables would assist law enforcement in implementing or institutionalizing community policing. Applicants should identify if/how data and information will be collected and tracked, and how these measures are consistent with the COPS Office performance measure to advance the capacity of law enforcement to practice community policing.

## Section 12. Official partner(s) contact information

If applicable, please submit a list of partnering agencies including contact person, organization name, address, phone number, and e-mail address.

Regardless of whether you submit any partnering agencies, you still need to check the box and list the name of the person submitting this application.

Applications that represent partnerships between law enforcement agencies and institutions of higher education and nonprofit institutions are strongly encouraged to apply. Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.

## Section 13. Application attachments

Community Policing Development applicants should submit the required project description described in section 11 (maximum 20 pages, or 10 pages for Microgrants), up to three resumes/vitae, the budget narrative, indirect cost rate agreement (if applicable), sole source justification (if applicable), budget justification documentation (pay scales, travel policies, etc.), and documentation justifying consultant rates over \$550 per day if the consultant is hired through a noncompetitive bidding process (if applicable). Additional attachments are strongly discouraged.

Applicants should attach the vitae/resumes of up to three key project staff detailing work and educational history and highlighting any experience that is relevant to their ability to successfully carry out the proposed project. **Vita and resumes of key project personnel attachments** do not count toward the page limit. All CPD applicants must attach a **budget narrative**. Your agency must create and attach a document that (1) describes each item requested or group of similar items requested and (2) links each item or group of items to the proposed project. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists. Budget narratives do not count toward the 20-page limit. See section 14, "Budget detail worksheets and budget narrative," for instructions and sample information.

The project narrative portion of the application is limited to 20 pages, double-spaced, 12-point font. Applicants should include a brief timeline with a list of key activities and milestones to take place within the award period, grouped by month or quarter. The only exception is the Microgrants Initiative, for which the page limit is 10 pages, double-spaced, 12-point font.

Please note the applicant may enter as much or as little text as needed to fully describe the project, as long as the total length of the project narrative portion does not exceed 20 pages (or 10 pages for Microgrants Initiative). Please note if the applicant exceeds the page limit, the peer reviewers will NOT review beyond the page limit requirement, so narratives should be as clear and concise as possible.

Please use appropriately descriptive file names (e.g., Program Narrative, Budget Detail Worksheet and Budget Narrative, Timelines, Memoranda of Understanding, Resumes, etc.) for all attachments.

Please do not submit executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip. The system may reject applications with files that use these extensions.

## **Section 14. Budget detail worksheets and budget narrative attachments**

### ***Instructions for completing the budget***

Applicants are required to provide a specific description for each item included in the budget detail worksheets and explain how it supports the project goals and objectives outlined in their application. This information is to be submitted within your electronic application in the narrative spaces provided.

If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

If indirect costs are applicable to your agency, please enter "1" for the computation (number of items). For computation (unit cost), include your total indirect costs for this project. Please explain only applicable indirect rates and amounts in your budget narrative. If the applicant does not have a provisional or current indirect cost rate negotiated agreement or it is expired and under review, the applicant may submit supporting documents to show the applicant's cognizant federal agency is reviewing the request. If a current indirect cost rate agreement is not provided at the time a grantee is awarded, those funds will be frozen until a provisional or final indirect cost rate agreement is provided. This applies to the fringe rate if the rate is based on the grantee's indirect cost rate agreement. Indirect cost requests will be eliminated from all applications that do not provide the required documentation.

All final calculations should be rounded to the nearest whole dollar. Once the budget for your application has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

### ***Civilian base salary and fringe benefits***

#### ***Civilian base salary***

Salaries of personnel are costs based on the percentage of time spent (full time equivalent [FTE]) working directly on the project. The total salary percentage should be comparable and consistent with organizational policy. The total amount paid is comparable to industry standards and the type of work being performed.

#### ***Completing the budget form:***

Include name and position title of each individual working on the project as well as the description of the position. The description should outline the work to be completed by this individual on the project as well as annual salary information and percentage of time spent (projected FTE) on this project.

- If the salary increases from one budget year to another due to cost of living increases, be sure to detail these increases in the budget description.

Under the civilian base salary, the following items are generally unallowable:

- If your organization charges an indirect cost, those costs normally include the following positions and therefore these positions should not be charged as personnel to avoid possible duplication:
  - Administration (e.g., director or program head) (refer to CPD FAQs)

- Clerical (e.g., secretary or administrative assistant)
  - Accounting (e.g., controller or bookkeeper)
  - Procurement (e.g., purchasing director or stockroom clerk)
  - Housekeeping and maintenance (e.g., custodial and janitorial, repairman, or grounds keeper)
- NOTE: These positions can be charged directly if the individual is working a significant amount of time on the project. This will be approved on a case-by-case basis and your narrative should significantly articulate the need to charge these directly if applicable.

- Salaries and benefits of personnel that do not work directly on the project are not allowed.
- For awards made to states or units of local government (including law enforcement agencies), salaries and benefits for positions that are already budgeted with state, local, or Bureau of Indian Affairs (BIA) funds, and would be funded in the absence of this COPS Office grant are also not allowed.

#### **Fringe benefits**

Fringe benefits are allowances and services provided by the organization to its employees as compensation in addition to regular salary. Typical fringe benefits include the following:

- Federal Insurance Contributions Act (FICA) taxes—includes Social Security and Medicare and cannot exceed 7.65 percent (6.2 and 1.45 percent respectively)
- Health insurance—individual or family
- Life insurance
- Vacation
- Sick leave
- Retirement
- State unemployment compensation insurance
- Federal unemployment tax
- Worker's Compensation insurance
- Other fringe benefits may include holidays, military leave, bereavement leave, sabbatical leave, severance pay, jury duty, state disability insurance, pension plan, 401(k) plan

#### **Completing the budget form:**

- Include the "percentage of base" (salary) for each fringe benefit (the SMS system will automatically calculate the requested amount for each benefit based on the number entered here). For example, for Social Security and Medicare, you can check the fixed rate boxes for easier calculation. If you do not have a fringe breakdown but rather a flat fringe rate, include the rate under the "Other" category titled "Flat Fringe," and attach your organization's fringe rate agreement in section 13 of the application.

Under the fringe category, the following items are generally unallowable:

- If your indirect cost rate agreement includes fringe benefits, you may not charge these costs directly to the project.



Below is a screenshot of the civilian/nonsworn personnel budget worksheet from the online application.

## B. BASE SALARY AND FRINGE BENEFITS FOR CIVILIAN/NON-SWORN PERSONNEL

Instructions: Please complete the questions below for one non-sworn position salary and benefits package. As applicable per the program-specific Application Guide, you may also be required to project Year 2 and Year 3 salaries.

Please refer to <http://www.cops.usdoj.gov/Default.asp?Item=46> for information about allowable and unallowable fringe benefits for civilian/non-sworn personnel requested under the program to which your agency is applying.

### B. CIVILIAN POSITIONS

[Add Position](#) [Remove Position](#)

A. Base Salary Information		Year 1 Salary		Year 2 Salary	
Position Title		Enter the first year entry-level base salary for this civilian/non-sworn position.		Enter the second year entry-level base salary for this civilian/non-sworn position.	
Description		<input type="text" value="0"/> x <input type="text" value="100.00"/> % of time on project <input type="text" value="0"/>		<input type="text" value="0"/> x <input type="text" value="100.00"/> % of time on project <input type="text" value="0"/>	
		<input checked="" type="checkbox"/> Please check this box if base salary includes vacation costs. <input checked="" type="checkbox"/> Please check this box if the base salary includes sick leave costs.		<input checked="" type="checkbox"/> Please check this box if base salary includes vacation costs. <input checked="" type="checkbox"/> Please check this box if the base salary includes sick leave costs.	
B. Fringe Benefit costs should be calculated for each year of the grant term.					
FRINGE BENEFITS:		Year 1 Fringe Benefits		Year 2 Fringe Benefits	
		COST BASE	% OF SALARY	COST BASE	% OF SALARY
Social security expenses cannot exceed 6.2%	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 6.2% <input type="checkbox"/> Fixed Rate	<input type="text" value="0"/>	<input type="text" value="6.2"/>	<input type="text" value="0"/>	<input type="text" value="6.2"/>
Medicare expenses cannot exceed 1.45%	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 1.45% <input type="checkbox"/> Fixed Rate	<input type="text" value="0"/>	<input type="text" value="1.45"/>	<input type="text" value="0"/>	<input type="text" value="1.45"/>
Health Insurance		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Life Insurance		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Vacation	Number of Hours Annually: <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Sick Leave	Number of Hours Annually: <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Retirement		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Worker's Compensation	<input type="checkbox"/> Exempt	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unemployment Insurance	<input type="checkbox"/> Exempt	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	Select One <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	Select One <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	Select One <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Benefits Sub-Total Per Year (1 Position)		<input type="text" value="0.00"/>		<input type="text" value="0.00"/>	
C. Total Salary + Benefits Per Year (1 Position)		<input type="text" value="0.00"/>		<input type="text" value="0.00"/>	
D. Total Salary and Benefits for Years 1 and 2 (1 Position):		<input type="text" value="0.00"/>	x <input type="text" value="1"/> = of Positions	<input type="text" value="0.00"/>	

### Equipment/Technology

Necessary equipment must be specifically purchased to implement or enhance the proposed project. Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$5,000.

Completing the budget form:

- For each requested item, provide item type, description, and calculation.
- For description, please include justification for the need of each item relating to this project.

Your budget narrative should include the following:

- List of each equipment request and justification.
- If your agency is proposing to purchase equipment under this project, you must provide justification to the necessity of such purchases.
- Justification that this equipment is not available or accessible to project personnel without specifically purchasing through this award.

Under the equipment category, the following items are generally unallowable:

- Shared items between projects—if equipment is to be used for concurrent projects, then this should be captured in your indirect costs. If your organization does not have an indirect cost rate agreement, this may be proportionally charged as direct with prior approval.
- Bulletproof vests and accessories
- Computer aided dispatch (CAD) systems/records management systems (RMS)
- Electronic control weapons (ECWs)
- General police vehicles (including patrol cars and leased vehicles)
- Golf carts/Segways
- Handcuffs, weapons, and ammunition (including training ammunition)
- Mobile data terminals (MDT)
- Radios
- Fitness equipment
- Tracked (armored) vehicles
- Weaponized aircraft, vessels, and vehicles of any kind
- Firearms
- Ammunition
- Grenade launchers
- Bayonets
- Manned aircraft
- Unmanned aerial vehicles (drones)
- Explosives
- Body armor
- Camouflage uniforms

Below is a screenshot of the equipment/technology budget worksheet from the online application.

### C. EQUIPMENT/TECHNOLOGY

☐ No Equipment/Technology Requested

**Instructions:** List non-expendable items that are to be purchased. Provide a specific description for each item in the description boxes below and explain how the item supports the project goals and objectives as outlined in your application. Non-expendable equipment is tangible property (e.g., information technology systems) having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the "SUPPLIES" or "OTHER" categories. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially for high-price items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "CONTRACTS / CONSULTANTS" category.

Please be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

For agencies purchasing items related to enhanced communications systems, the COPS Office expects and encourages that, wherever feasible, such voice or data communications equipment should be incorporated into an intra- or interjurisdictional strategy for communications interoperability among federal, state, and local law enforcement agencies.

See <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for this program. Please limit your descriptions to 1000 characters.

Item Name

Name	Cost	Qty	Sub Total	Description
	Base cost: 0.00	1	0.00	Delete
			Total: 0.00	

### Supplies

Supplies costs consist of those incurred for purchased goods and fabricated parts directly related to a grant proposal. Supplies differ from equipment in that they are consumable, expendable, and of a relatively low unit cost, defined as less than \$5,000 per unit. Such costs may include paper, printer ink, pens, pencils, laptops, etc. A computing device is a supply if the acquisition cost is less than \$5,000, regardless of the length of its useful life.

Completing the budget form:

- For each requested item, provide item type, description, and calculation.
- For description, please include justification for the need of each item relating to this project. For broad category requests (such as "Office Supplies"), explanation for project amounts should be provided and include calculations. Broad grouping of items under supplies are going to be limited to \$40 per month, otherwise items need to be individually captured and justified in the budget request.
- For example, calculations should be broken down to the lowest form; therefore, if you are requesting \$30 per month for office supplies, the calculation should be 12 x \$30 and not 1 x \$360.

Under the supply category, the following items are generally unallowable:

- Shared items between projects—if supplies are to be used for concurrent projects, then this should be captured in your indirect charges or you should only charge the percentage allocated to this project (for example, if a laptop is being purchased for a research assistant who works 40 percent of their time on this project, then only charge 40 percent of the laptop cost to this project).

Below is a screenshot of the supplies budget worksheet from the online application.

### D. SUPPLIES

☐ No Supplies Requested

**Instructions:** List items by type (office supplies; postage; training materials; copying paper; books; hand-held tape recorders; computing devices costing less than \$5,000; etc). Provide a specific description for each item in the description boxes below and explain how it supports the project goals and objectives outlined in your application. Generally, supplies include any materials that are expendable or consumed during the course of the project, costing less than \$5,000.

See <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for this program. Please limit your descriptions to 1000 characters.

Item Name

Name	Cost	Qty	Sub Total	Description
	Base cost: 0.00	1	0.00	Delete
			Total: 0.00	

Add Item

**Travel/Training**

Travel costs include the costs of transportation, lodging, meals, temporary dependent care, and incidental expenses incurred by personnel while on official business, such as attendance at an award-related meeting or conference when travel is further than 50 miles from program location. Travel and subsistence estimates are based on the contemplated number of trips, places to be visited, length of stay, transportation costs, subsistence allowances, and the recipient's own travel policies. When charging travel costs to federal awards, grant recipients must adhere to their internal travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from conference travels are allowable as long as the costs incurred (1) are a direct result of the individual's travel for the federal award; (2) are consistent with the recipient's documented travel policy for all entity travel; and (3) are only temporary during the travel period.

If a recipient does not have a written travel policy, it must adhere to the Federal Travel Regulations (FTR). For information on the FTR and U.S. Government General Service Administration (GSA) per diem rates by geographic area, please visit [www.gsa.gov/portal/content/104790](http://www.gsa.gov/portal/content/104790).

Completing the budget form:

- Include each trip as an individual entry in the Travel/Training section. The name should reflect the name/title of the trip and should not be a group of trips.
  - Registration includes the amount for the registration of the training/conference attendance.
  - Lodging includes the amount for the hotel and any taxes/fees associated.
  - Per diem includes the amount for GSA-approved meals and incidentals.
  - Transportation includes all ground and air transportation as well as public transportation and parking fees.
- Include the detailed cost breakdown for each category in the description. For example, if the transportation is \$610, the description breakdown should include \$500/roundtrip flight + (3 days x \$20/day = \$60) for parking + \$30/taxi to airport + \$30/taxi from airport = \$610. If two people are traveling, then 2 should be reflected in the quantity rather than the full amount in the transportation section.

Your budget narrative should include:

- Purpose of trip
- Proposed destination
- Trip duration by day/night
- List of individuals travelling
- Cost and calculation breakdown (per person/per trip), including
  - mode of transportation and proposed fare per trip (airfare, train, etc.) broken down by day;
  - mileage allowances if private vehicle will be used;
  - per diem rates for the destination per day;
  - lodging costs per night;
  - transportation fees per day;
  - parking fees per day
  - Written travel policy attached, if applicable

Under the travel category, the following items are generally unallowable:

- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the project location
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel within a 50-mile radius of the project location
- Food and beverages at conferences, meetings, or trainings your organization is hosting (refer to CPD FAQs)
- Costs exceeding Federal Travel Regulations if no other organizational written policy is supplied that supersedes these established rates

Below is a screenshot of the travel/training budget worksheet from the online application.

#### E. TRAVEL/TRAINING

☐ No Travel/Training Requested

**Instructions:** Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Itemize grant-related travel expenses of grantee personnel (excluding consultants, whose expenses are listed in Section F) by event (e.g., mandatory training, staff to training, field interviews, advisory group meetings). Identify the location of travel whenever possible, and show the number of staff expected to attend each event. Training fees, transportation, lodging and per diem rates for trainees should be listed as separate travel items. Grantee travel costs specific to the grant project may be based on the grantee's written travel policy, assuming the costs are reasonable. Grantees without a written travel policy must follow the established federal rates (found at <http://www.gsa.gov>) for lodging, meals, and per diem. For all grantees (with or without a written travel policy), airfare travel costs must be one of the following: the lowest discount commercial airfare, standard coach airfare, or the Federal Government contract airfare (if authorized and available).

See <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for this program. Provide a specific description in the description boxes below for each item and explain how the item supports the project goals and objectives as outlined in your application. Please limit your descriptions to 1000 characters.

Event Title and Location

Name	Cost	Qty	Sub Total	Description	
Registration:	0.00				
Lodging:	0.00	1	0.00		Delete
Per Diem:	0.00				
Transportation:	0.00				
			Total: 0.00		

Add Item

#### Contracts/Consultants

Consultant expenses and contracts include goods or services that directly contribute to the implementation or enhancement of the project. The use of a consultant should be more economical than direct employment. Compensation for individual consultant services procured under a COPS Office grant must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles, and consistent with that paid for similar services in the marketplace. The services should be commensurate with the rate or salary paid by the primary employer. Unless otherwise approved by the COPS Office, independent consultant rates will be approved based on the salary a consultant receives from his or her primary employer, as applicable, up to \$550 per day.

Completing the budget form:

- Include name of contract/consultant/travel/expense with a description of the scope of the work.
- Unless justification is provided, the daily rate for the consultant should not exceed \$550/day.
- Consultant travel should follow the same format as the travel section detailed in the section above.
- Similarly to supplies and equipment, consultant expenses should be broken out by item rather than one grouping.

Your budget narrative should include the following:

- List of consultants with justification, including
  - nature and scope of services rendered in relation to services required for the project;
  - necessity of contracting these services regarding the organizations capability;

- whether services can be performed more economically by direct employment;
- qualifications of individual and customary fees charged
- List of contracts with justification, including
  - nature and scope of goods purchased;
  - price proposals and length of contract
- List of consultant travel, including
  - purpose of trip;
  - proposed destination;
  - trip duration broken down by day/night;
  - list of individuals travelling;
- Cost and calculation breakdown (per person/per trip), including
  - mode of transportation and proposed fare per trip (airfare, train, etc.) broken down by day/night;
  - mileage allowances if private vehicle will be used;
  - per diem rates for the destination per day;
  - lodging costs per night;
  - transportation fees per day;
  - parking fees per day
- For consultant or contractor rates that exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process, and grantees must receive COPS Office approval of those rates before drawing down grant funds. Determinations of approval will be made on a case-by-case basis (refer to the consultant/contractor rate information fact sheet).
- Sole source justification for all proposed sole source procurements in excess of \$100,000 (refer to the sole source justification fact sheet)

Under the contract/consultant category, the following items are generally unallowable:

- Maintenance and/or service contracts that extend the life of the grant period (multiyear contracts and extended warranties are allowable but must be paid in full within the initial grant period and must not exceed the grant period)

Below is a screenshot of the contracts and consultants budget worksheets from the online application.

#### F. CONTRACTS/CONSULTANTS

☐ No Contract Costs Requested

**Instructions:** See the <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for the particular program to which you are applying. Provide a specific description in the description boxes below for each item and explain how the item supports the project goals and objectives as outlined in your application. Please limit your descriptions to 1000 characters.

**Contracts:** Provide a cost estimate for the product or service to be procured by contract. Applicants are encouraged to promote free and open competition in awarding contracts. If awarded, requests for sole source procurements of equipment, technology, or services in excess of \$150,000 must be submitted to the COPS Office for prior approval. (See <http://www.cops.usdoj.gov/Default.asp?Item=46> for more information on the required submission.)

F1. Contract Costs

Name	Cost	Qty	Sub Total	Description	
	Base cost: 0.00	1	0.00		Delete
			Total: 0.00		

Add Item

## F2. Consultant Fees

Name	Cost	Qty	Sub Total	Description	
	Base cost: 0.00	1	0.00		Delete
			Total: 0.00		

Add Item

☐ No Consultant Expenses Requested

Instructions: See <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for the particular program to which you are applying. Provide a specific description in the description boxes below for each item and explain how the item supports the project goals and objectives as outlined in your application. Please limit your descriptions to 1000 characters.

Consultant Expenses: List all other expenses to be paid from the grant to the individual consultants separate from their consultant fees and travel expenses (e.g., computer equipment and office supplies).

F4. Consultant Expenses: List all other consultant expenses to be paid from the award to the individual consultants, separate from their consultant fees and travel expenses (e.g., computer equipment and office supplies).

Name	Cost	Qty	Sub Total	Description	
	Base cost: 0.00	1	0.00		Delete
			Total: 0.00		

Add Item

**Other costs**

Items not included in the above categories but which have a direct correlation to the overall success of a grantee's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis by the COPS Office.

- For each requested item, provide item type, description, and calculation.
- For description, please include justification for the need of each item relating to this project.

Under the "other" category, the following items are generally unallowable:

- Office rental/lease space, except for costs proportionate to work conducted under the CPD award (if included within an indirect cost rate negotiated agreement)
- Publishing services—the COPS Office provides publishing services and printing for deliverables and other project materials; therefore, these costs cannot be directly charged unless approved on a case-by-case basis.

Below is a screenshot of the other costs budget worksheet from the online application.

**G. OTHER COSTS**☐ No Other Costs Requested

Instructions: List other requested items that will support the project goals and objectives as outlined in your application. Provide a specific description for each item in the description boxes below and explain how the item supports the project goals and objectives as outlined in your application.

Please be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

See <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for this program. Please limit your descriptions to 1000 characters.

Name	Cost	Qty	Sub Total	Description	
	Base cost: 0.00	1	0.00		Delete
			Total: 0.00		

Add Item

**Indirect costs**

Indirect costs normally included in the indirect pool include the following:

- Personnel service—administration, clerical, accounting, procurement, housekeeping and maintenance, legal, library, public relations, automatic data processing
- Other costs—space rental, utilities, communication, taxes, insurance, materials and supplies, travel

Indirect cost rates may vary depending on your cognizant federal agency determinations. In some cases, project budgets may include more than one rate, particularly when offsite activity is conducted at a location other than the organizations premises. **Note:** Ensure the indirect calculation is in

accordance with your agency's indirect cost rate agreement. If your organization has an expired indirect cost rate, the indirect cost category will be frozen until a current or provisional rate is provided (refer to CPD FAQs).

If your agency has never received a negotiated indirect cost (IDC) rate, then you may request up to a flat 10 percent de minimis indirect cost rate applied to the modified total direct costs (MTDC).

If your IDC rate has expired, either you must renegotiate the rate or you may request a one-time extension from your cognizant agency. The negotiated cost rate may be extended for up to four years. Once the cognizant federal agency has approved your extension, you must abide by the rate for the agreed-upon time period. No further negotiations regarding indirect cost rates may occur until the extension has expired. At the end of the extension period, you must then negotiate a new indirect cost rate.

Applicants should pay particular attention to the two areas listed below to ensure that the application of their indirect cost rate is in compliance with the existing requirements of the government-wide grant rules set out in the Office of Management and Budget (OMB) circular and regulations:

- **\$25,000 Subcontract/Subaward Limitation.** For educational institutions and nonprofit organizations, indirect cost rates negotiated on the basis of modified total direct costs may only be applied against the first \$25,000 of any subcontract or subaward under the agreement. This limitation must be applied to all conference related subcontracts and subawards, including those with hotels and travel agents. (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.400 et seq., as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.)
- **Participant Support Costs.** For nonprofit organizations, in accordance with 2 C.F.R. part 200, Appendix VI, B.2.c. to Part 200—Indirect (F&A) Costs Identification and Assignment and Rate Determination for Nonprofit Organizations, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101: "The distribution base may be total direct costs (excluding capital expenditures and other distorting items, such as contracts or subawards for \$25,000 or more), direct salaries and wages, or other base which results in an equitable distribution. The distribution base must exclude participant support costs as defined in § 200.75 Participant support costs."

Please note that only employees of the nonprofit organization are excluded from the definition of participant support costs. Costs related to contractors of the nonprofit organization who are acting in the capacity of a conference trainer/instructor/presenter/facilitator are considered participant support costs. For more information on allowable costs for conferences and training, please visit [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm).

If you need additional information on an indirect cost rate negotiated agreement, go to [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf). If the applicant does not have an approved rate, a rate can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization.

Completing the budget form:

- For each indirect rate related to this project, calculations should be entered as a percentage multiplied by the modified direct total base. For instance, if your rate is 25 percent and the base is \$100,000, your calculation should be .25 x 100,000, and not 1 x \$25,000. For institutions of higher education and other institutions where multiple indirect rates are applied, please enter each indirect rate as a separate line item with calculation breakdown and description for which each rate applies.
- A copy of the current, signed, federally approved indirect cost rate negotiated agreement must be uploaded to section 13 of this application.
- If your agency does not have a provisional or current indirect cost rate negotiated agreement or it is expired and under review, the applicant must submit supporting documents to show the applicant's cognizant federal agency is reviewing the request.



Under the indirect costs category, the following items are generally unallowable:

- Participant travel costs are excluded from indirect cost calculations (refer to CPD FAQs)

All final calculations should be rounded to the nearest whole dollar. Once the budget for your application has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

Below is a screenshot of the indirect costs budget worksheet from the online application.

#### H. INDIRECT COSTS

☐ No Indirect Costs Requested

**Instructions:** Indirect costs are allowed under a very limited number of specialized COPS programs. Please see <http://www.cops.usdoj.gov/Default.asp?Item=46> for a list of allowable/unallowable costs for the particular program to which you are applying.

If indirect costs are requested, a copy of the agency's fully-executed, negotiated Federal Rate Approval Agreement must be attached to this application.

If your organization is requesting indirect costs for this project, please include a copy of your current, signed federally approved indirect Cost Rate Negotiated Agreement. If the applicant does not have an approved rate, a rate can be requested by contacting the applicant's cognate federal agency, which will review all documentation and approve a rate for the applicant organization. Please limit your description to 1000 characters.

Indirect Cost Description

Indirect Cost Description	Budget Base Total (\$)	Indirect Rate (%)	Approved Indirect Cost	Description (Explain how this item supports the project goals and objectives)
	Base cost \$0.00	000.00	\$0.00	
			Total \$0.00	

#### S. BUDGET SUMMARY

**Instructions:** Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, please return to the Budget Detail Worksheet.

Section

Budget Category	Category Total	
A. Sworn Officer Positions	\$0.00	
B. Non-Sworn Personnel	\$0.00	
C. Equipment & Technology	\$0.00	
D. Supplies	\$0.00	
E. Travel & Training	\$0.00	
F. Contracts & Consultants	\$0.00	
G. Other Costs	\$0.00	
H. Indirect Costs	\$0.00	
<b>Total Project Amount:</b>	<b>\$0.00</b>	
<b>Total Federal Share Amount:</b> (Total Project Amount X Federal Share Percentage Allowable)	<b>\$0.00</b>	<b>100.000000%</b>
<b>Total Local Share Amount (If applicable):</b> (Total Project Amount - Total Federal Share Amount)	<b>\$0.00</b>	<b>0.000000%</b>

#### Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

#### Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

First Name:

John

Last Name:

Doe

Title:

0

Telephone Number:

1234567890

Fax:

Email Address:

Doe@JohnDoe.com

**Section 15. Assurances and Certifications**

Applicants to COPS Office programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read and understood and that you 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 U.S. Department of Justice determines to award the covered grant.

**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. § 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. Complete all items that apply for both the initial filing and material change report. 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 complete the disclosure form. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

## Section 17. Reviews and certifications

Please be advised that an application may not be funded and, if awarded, a hold may be placed on this application if it is deemed that the applicant 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 U.S. Department of Justice grant review or audit.

Applicants must certify whether or not their agency will use COPS Office grants funds (if awarded) to operate an interjurisdictional criminal intelligence system. If yes, the applicant assures the COPS Office that it will comply with the requirements of 28 C.F.R. Part 23.

The signatures of the law enforcement executive/agency executive, government executive/financial official, and the person submitting this application on the reviews and certifications represent to the COPS Office that

- the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity;
- 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 Office Application Guide, the COPS Office Grant Owner's Manual, Assurances, Certifications, and all other applicable program regulations, laws, orders, and circulars;
- the applicant understands that false statements or claims made in connection with COPS Office programs may result in fines; imprisonment; debarment from participating in federal grants, cooperative agreements, or contracts; and/or any other remedy available by law to the Federal Government;
- the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant;
- the applicant understands that as a general rule COPS Office funding may not be used for the same item or service funded through another funding source;
- the applicant and any required or identified official partner(s) listed in section 12 are partners in this grant project and mutually agreed to this partnership prior to this grant application.

The signatures of the law enforcement executive/agency executive and the government executive/financial official in the application must be the same as those identified in section 4 of the application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

## Appendices

### Appendix A. Glossary of COPS Office program terms

The following information is provided to assist you with the completion of your COPS Office 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 the Response Center 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 state-wide database.

**automated fingerprint identification system (AFIS).** An AFIS 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 Office 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 Office programs is 16.710.

**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).

**computing devices.** Computing devices are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting, and receiving, or storing electronic information. See 2 C.F.R. § 200.20.

**community oriented policing.** Community oriented policing is a philosophy that promotes organizational strategies that 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 CAD system is 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.

**cooperative agreement.** A cooperative agreement is a funding instrument that provides for substantial involvement between the COPS Office and a nonfederal entity.

**COPS Office.** The Office of Community Oriented Policing Services (COPS Office) is the office within the U.S. Department of Justice that, if awarded, is your grantor or awarding agency for your COPS Office 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.

**COPS Office finance staff.** Members of the COPS Office 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 Office web site at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

**DUNS number.** DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine or thirteen 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).** Your e-business POC is the person who will designate which staff members can submit applications through Grants.gov. When you register with SAM, 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).

**equipment.** Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$5,000.

**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 Office tribal grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631-MIB, 1849 C Street NW, 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.

**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.

**indirect costs.** Indirect costs are those costs incurred for a common or joint purpose benefiting more than one cost objective and that are not readily assignable.

**institution of higher education.** As defined at 20 U.S.C. 1001, an institution of higher education is an educational institution in any state that

- admits students who have a secondary education certificate;
- is legally authorized within the state to go beyond secondary education;
- provides at least a two-year educational program;
- is a public or other nonprofit institution;
- is accredited by a nationally recognized accrediting agency or association or has been granted preaccreditation status.

**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 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 or 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 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 Office 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.

**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.

**System for Award Management (SAM).** Institutions applying for any type of award from the Federal Government must register with SAM. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their SAM at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

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

## Appendix C. Federal Funding Accountability and Transparency Act (FFATA)—Reporting subawards and executive compensation award term

The following award term will be incorporated in all COPS Office awards made on or after October 1, 2010:

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.fsrc.gov](http://www.fsrc.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, 2013, the obligation must be reported by no later than December 31, 2013.)
3. *What to report.* You must report the information about each obligating action that the submission instructions posted at [www.fsrc.gov](http://www.fsrc.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 C.F.R. 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 C.F.R. 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/excomp.htm](http://www.sec.gov/answers/excomp.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.sam.gov](http://www.sam.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 C.F.R. 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 (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 [www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.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 C.F.R. 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 nonfederal 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 C.F.R. 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 nonequity 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.

#### **Appendix D. System for Award Management and universal identifier award term**

The following award terms will be incorporated in all COPS awards made on or after October 1, 2010:

System for Award Management registration and universal identifier requirements

##### **A. Requirement for System for Award Management (SAM) Registration**

Unless you are exempted from this requirement under 2 C.F.R. Part 25.110, you as the recipient must maintain the currency of your information in the SAM 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 or another award term.

Steps for registering with Grants.gov [www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf](http://www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf).

**B. Requirement for Data Universal Numbering System (DUNS) Numbers**

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

**C. Definitions**

For purposes of this award term:

1. *System for Award Management (SAM)* means the federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at [www.sam.gov](http://www.sam.gov)).
2. *Data Universal Numbering System (DUNS) number* means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)).
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 C.F.R. Part 25, Subpart C:
  - a. A governmental organization, which is a state, local government, or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and
  - e. A federal agency, but only as a subrecipient under an award or subaward to a nonfederal entity.
4. *Subaward*:
  - a. 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.
  - b. 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").
  - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. *Subrecipient means an entity that*:
  - a. Receives a subaward from you under this award; and
  - b. Is accountable to you for the use of the federal funds provided by the subaward.

**Appendix E. Step-by-step instructions for two-part application submission process*****FY 2015 COPS Office grant online application procedures***

Note: If your agency has previously applied for grants using Grants.gov, and you already have an account set up with your username and password, please skip Step 1 and proceed to Step 2. For additional instructions on how to register with Grants.gov please visit [www07.grants.gov/applicants/get\\_registered.jsp](http://www07.grants.gov/applicants/get_registered.jsp).

**Step 1**

Please click the link below for details on how to register with Grants.gov.

**Step 2. Submitting a COPS Office grant application using Grants.gov**

1. Log in to [www.grants.gov](http://www.grants.gov).
2. Scroll to the center of the page and click the "Apply for Grants" link in the center of the page.
3. Click on the "Download a Grant Application Package" link.
4. Scroll down to the "Funding Opportunity Number" box and enter COPS-Community-Policing Development-2015. Then click on

**Download Package**

5. Click the "Download" link at the bottom right of the page under the "Instructions & Application" heading.
6. To view the SF-424 instructions, click the "Download Application Instructions" link.
7. To start the application, click "Download Application Package," which is the second link.
8. Enter an application filing name of your choice (e.g., agency legal name and program type for which you are applying) into the "Application File Name" text box, which is highlighted yellow with a red border.
9. In the "Mandatory Documents" field, do the following:
  - a. Select the "Application for Federal Assistance (SF-424)" document, then click on the

**Move Form to Complete**

button so that the form appears under the "Mandatory Documents for Submission" field.

- b. Select "COPS Short Application Attachment to SF-424,"

**Move Form to Complete**


button so that the form appears under the "Mandatory Documents for Submission" field.

3. Select "Application for Federal Assistance" and click on the "



**Open Form**

button. Be sure to fill in all required fields on the displayed documents, which are highlighted yellow with red borders. Last, select the program to which you are applying and enter or re-enter a correct ORI.

4. Click the **Save** button at the very top of the document.

5. In the "Save As" dialogue box, do the following:
  - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
  - b. Select the  button to save the file to your selected location on your computer.

**\*\* Note:** You will be required to save this document twice. You may either save it in the same location, which will overwrite the first one, or save it in a different location for redundancy.

3. Click on the  button at the top of the document.
  4. In the "Save As" dialogue box, do the following:
    - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
    - b. Select the  button to save the file to your selected location on your computer.
  1. Enter your username and password for the authorized organizational representative (AOR). This is set up while registering with Grants.gov.
  2. Wait until "Confirmation Page" appears to close the document.  
Take note of the grant ID number provided by Grants.gov for your file.
  3. After the SF-424 has been successfully submitted, you will receive three e-mails from Grants.gov:
    - a. One e-mail thanking the applicant for submission
    - b. A second e-mail confirming Grants.gov validation
    - c. A third e-mail stating the application was received by the agency
  3. Within one business day, you will receive one of two e-mails from the COPS Office:
    - a. An e-mail stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.
- Or
- b. An e-mail stating that the COPS Office validation failed and that the issues must be corrected and resubmitted.

#### **Correcting COPS Office validation errors**

3. Open the application that was saved in step 12 above.
4. Edit fields that had errors.
5. Select the "Save & Submit" button.
6. In the "Save As" dialogue box, do the following:
  - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
  - b. Select the "Save" button to save the file to your selected location on your computer.  
Overwrite the existing application or save as a different file name on your computer.
7. Enter your username and password for the AOR account.

8. Wait until "Confirmation Page" appears to close the document.  
Take note of the new grant ID number provided by Grants.gov for your file.
9. After the SF-424 has been successfully submitted, you will receive three e-mails from Grants.gov.
  - a. One e-mail thanking the applicant for submission.
  - b. A second e-mail confirming Grants.gov validation.
  - c. A third e-mail stating the application was received by the agency.
10. Within one business day, you will receive one of two e-mails from the COPS Office:
  - a. An e-mail stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.

Or

An e-mail stating that the COPS Office validation failed and that the issues must be corrected and resubmitted.

#### **Appendix F. 2 CFR Appendix II to Part 200: Contract provisions for nonfederal entity contracts under federal awards**

In addition to other provisions required by the federal agency or nonfederal entity, all contracts made by the nonfederal entity under the federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the nonfederal entity, including the manner by which it will be effected and the basis for settlement.

(C) **Equal employment opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity" and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by nonfederal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by U.S. Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The nonfederal entity must place a copy of the current prevailing wage determination issued by the U.S. Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance

of the wage determination. The nonfederal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) as supplemented by U.S. Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work to give up any part of the compensation to which he or she is otherwise entitled. The nonfederal entity must report all suspected or reported violations to the federal awarding agency.

**(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708).** Where applicable, all contracts awarded by the nonfederal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704 as supplemented by U.S. Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

**(F) Rights to Inventions Made Under a Contract or Agreement.** If the federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment, or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

**(G) Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended.** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the nonfederal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**(H) Mandatory standards and policies relating to energy efficiency** which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

**(I) Debarment and Suspension (Executive Orders 12549 and 12689).** A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(J) **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** Contractors that apply or bid for an award of \$150,000 or more must file the required certification. Each tier certifies to the tier above that it will not use and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the nonfederal award.

(K) See § 200.322 Procurement of recovered materials.

## **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 Office 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 NE, 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 04/30/2017.



## About the COPS Office

The Office of Community Oriented Policing Services (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 that 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 \$14 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.
- To date, the COPS Office has funded approximately 125,000 additional officers to more than 13,000 of the nation's 18,000 law enforcement agencies across the country in small and large jurisdictions alike.
- Nearly 700,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.
- To date, the COPS Office has distributed more than 8.57 million topic-specific publications, training curricula, white papers, and resource CDs.

COPS Office resources, covering a wide breadth of community policing topics—from school and campus safety to gang violence—are available, at no cost, through its online Resource Center at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). This easy-to-navigate website is also the grant application portal, providing access to online application forms.



**COPS**  
*Community Oriented Policing Services*  
**U.S. Department of Justice**

---

U.S. Department of Justice  
Office of Community Oriented Policing Services  
145 N Street NE  
Washington, DC 20530

To obtain details on COPS programs, call the COPS Office Response Center at 800-421-6770.

Visit the COPS Office online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).