



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

The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, www.cops.usdoj.gov) is pleased to announce that it is seeking applications for funding for the COPS Office FY 2019 Community Policing Development (CPD) program. CPD funds are used to develop the capacity of law enforcement to implement community policing strategies by providing guidance on promising practices through the development and testing of innovative strategies; building knowledge about effective practices and outcomes; and supporting new, creative approaches to preventing crime and promoting safe communities.

FY 2019 Community Policing Development (CPD) Application Guide

This COPS Office Application Guide is designed to assist applicants in applying for the COPS Office CPD program. This guide includes general information on the administrative and legal requirements governing the COPS Office CPD program as well as detailed program-specific information. Guidance for the CPD program is contained in this Application Guide and can also be found at <https://cops.usdoj.gov/cpd>. For additional assistance, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

CFDA 16.710

Funding Opportunity Number: COPS-Community-Policing-Development-2019

Eligibility

This solicitation is open to all public governmental agencies, for-profit (commercial) organizations, nonprofit organizations, institutions of higher education, community groups, and faith-based organizations. For-profit organizations (as well as other recipients) must forgo any profit or management fee.

Applicants are strongly encouraged to submit an application that shows partnerships with key organizations including institutions of higher education and nonprofit organizations in order to build strong working relationships. The COPS Office welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any other entities carrying out the federal award must be identified as proposed subrecipients. The applicant must be the entity that would have primary responsibility for carrying out the awards, including administering the funding and managing the entire project. The terms and conditions of the federal award are also applicable to subrecipients.

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. 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 FY 2019 Community Policing Development (CPD) program begins **March 29, 2019**. All applications must be submitted by **May 28, 2019, at 7:59 p.m. EDT**. Applications submitted after **May 28, 2019** will not be considered for funding.

Completing an application under the CPD program is a two-step process:

1. Applicants are first required to register via www.grants.gov, complete the SF-424 form, and submit it through the Grants.gov website.
2. Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation email to the applicant with instructions on how to complete the second part of the CPD program application through the COPS Office Online Application System (see "Application and Submission Information" beginning on page 31).

If you have not renewed your COPS Office Account Access information, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770. An application is not considered submitted until both of these steps are completed.

All guidance for the CPD program is contained in this Application Guide and can also be found at <https://cops.usdoj.gov/cpd>. In addition to the Application Guide, the COPS Office is providing a **CPD User Guide** as a quick start reference to help guide applicants through the process.

Contact information

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the Grants.gov Organization Applicant User Guide at <https://www.grants.gov/help/html/help/index.htm>. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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 email to AskCopsRC@usdoj.gov. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

U.S. Department of Justice
Office of Community Oriented Policing Services
Phil Keith, Director
www.cops.usdoj.gov

FY 2019 Community Policing Development (CPD) Application Guide

This COPS Office Application Guide is designed to assist applicants in applying for the COPS Office CPD program. This guide includes general information on the administrative and legal requirements governing the COPS Office CPD program as well as detailed program-specific information.

For more information about COPS Office awards, please contact the COPS Office Response Center at **AskCopsRC@usdoj.gov** or 800-421-6770.



U.S. Department of Justice
Office of Community Oriented Policing Services
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Washington, DC 20530

Visit the COPS Office online: **www.cops.usdoj.gov**

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Community Policing Development (CPD) (CFDA 16.710)

Program Description

Overview

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 violent crime, nonviolent crime, and fear of crime.

Community Policing Development (CPD) funds are used to develop the capacity of law enforcement to implement community policing strategies by providing guidance on promising practices through the development and testing of innovative strategies; building knowledge about effective practices and outcomes; and supporting new, creative approaches to preventing crime and promoting safe communities.

With this funding, the COPS Office supports demonstration projects that allow for the identification and expansion of promising practices and produces knowledge products that follow the principles of good guidance:

- Quality-driven, with an emphasis on action statements to drive promising practices and reduce variations in performance
- Evidence-based, with recommendations that are consistent with the weight of the best available evidence identified through systematic review
- Accessible, with clear language and manageable lengths that are appropriate and relevant for the law enforcement field
- Memorable, to encourage immediate actions or aid for the complex situations law enforcement professionals face

To read an overview of the principles of community policing, please see [appendix C](#), “Community Policing Defined.”

Statutory authority

This program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, as amended, and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.

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

Program-specific information

The 2019 CPD program has been established to fund specific projects related to the following topic areas:

1. Building Bridges between Law Enforcement and Youth
2. Increasing the Capacity for Change Through the Implementation of Innovative Recruitment Strategies
3. Designing a Public and Officer Safety Dashboard
4. Protecting Youth Through the Implementation of School Safety Recommendations

5. Translating Crime Reduction Best and Emerging Practices for Small and Rural Agencies
6. Building a Campaign to Improve the Reporting of Hate Crimes
7. Improving Law Enforcement Coordination and Information Sharing in Response to Endangered Youth
8. Innovative Uses of Technology to Address Crime
9. Emerging Issues Forums
10. Training for Law Enforcement: Developing New Skill Building Courses to Advance Public Safety
11. Blue Alert Network Support
12. Open Category
13. Invitational Applications

This solicitation is being announced as an open competition except for invitational applications. Invitational applications are by invitation only.

When applying, please be sure to select the most appropriate topic area under which to apply. Please note that applicants may submit multiple applications, but you must submit a separate application for each topic area. Any application that does not clearly state the topic area on the cover page of the project narrative or selects the incorrect topic area may not pass the basic minimum requirement phase of the review process. See “Application and Submission Information” beginning on page 31 and “Application review information” beginning on page 87 for more on the requirements for CPD applicants.

CPD topic areas

The following sections will provide further details on each topic area as well as any further topic-specific requirements for your application. In addition, all applicants should keep the following general requirements in mind:

- All CPD recipients will be expected to begin work immediately upon selection.
- Based on the identified deliverables, the applicant must adhere to the requirements set forth in the COPS Office Curriculum Standards and Review Process Guides (see “XIII. Curriculum development” beginning on page 98).
- Based on the identified deliverables, the applicant must adhere to the requirements set forth in the COPS Office Conference request approval process (see “XII. Prior approval, planning, and reporting of conference/meetings/training costs” beginning on page 97).
- Based on the identified deliverables, the applicant should adhere to the **COPS Office Editorial and Style Manual**.
- For projects that propose site-specific work, letters of support from the targeted agencies are strongly encouraged.

Topic 1. Building Bridges between Law Enforcement and Youth

Topic Area Highlights

Funding: One or more awards, up to \$200,000 each

Topic summary: The COPS Office seeks an applicant to develop, identify, and collect innovative strategies and promising practices on improving law enforcement interactions with youth.

Topic name in section 1 of the COPS Office Online Application System: Child/Youth Engagement

In the first part of the 21st century, much has been learned about the pathways by which youth become delinquent, the effectiveness of prevention and treatment programs, and the long-term effects of transferring youths to the adult criminal justice system. Many law enforcement agencies are looking for proactive ways to engage with youth to prevent their involvement in criminal activity and to intervene in effective ways in order to attempt to divert juveniles from becoming repeat offenders.

The COPS Office will provide funding to an organization seeking to explore and implement innovative ways to reduce youth involvement in the criminal justice system, recognize the voices of youth in community decision-making, facilitate youth-led research and problem solving, develop youth leadership training and life skills through positive youth/police interactions, and otherwise improve trust between youth and law enforcement.

Applicants can review COPS Office publications, such as **Combatting Youth Violence in American Cities: Programs and Partnerships in 30 Cities** and **A Review of Minneapolis's Youth Violence Prevention Initiative** for ideas on strategies.

In addition, applicants should consider reviewing the National Institute of Justice's CrimeSolutions.gov. The clearinghouse presents programs and practices that have undergone rigorous evaluations and meta-analyses. The programs and practices are identified, screened, reviewed, and rated using a standardized process. To learn more, please visit <https://www.crimesolutions.gov/Default.aspx>.

Goal

The goal of this project is to develop, identify, and collect innovative strategies and promising practices on improving law enforcement interactions with youth.

Objectives

The project description should address the following objectives:

- Identify, develop, and implement innovative strategies and best practices on improving law enforcement interactions with youth.
- Work with law enforcement agencies, community stakeholders, and youth on the strategies.
- Develop tools for local law enforcement based on the identified strategies.

Deliverables

The project deliverable(s) should be clearly identified and described in the application project narrative. The project should focus on the development of multiple resources including such resources as a promising practices guide and resources and tools for the law enforcement field to improve interactions with youth.

Projects out of scope of this topic area

Projects from applicants who seek to implement only youth programs that will impact single jurisdictions will not be considered. If you are seeking this type of funding, please visit the **COPS Office website** for updates on the CPD Microgrant program.

Partnerships/Subawards

Partnerships or subawards with other organizations are allowable.

Any proposed partnerships or subawards should include documentation indicating support for the project by the partner as an attachment in section 13 of the application.

Topic 2. Increasing the Capacity for Change Through the Implementation of Innovative Recruitment Strategies

Topic Area Highlights

Funding: Up to one (1) award for up to \$500,000

Topic summary: The COPS Office seeks a provider to assist law enforcement agencies through technical assistance and new resources on improving their recruitment programs.

Topic name in section 1 of the COPS Office Online Application System: Innovative Recruitment Strategies

Recruitment and hiring are essential functions of law enforcement agencies to attract and retain the best law enforcement candidates who represent a diversity of backgrounds, knowledge, and experiences. In addition to reflecting the communities they serve, new officers and deputies must have strong analytical and problem-solving skills, good communication skills, adaptability, an understanding of agency policies and procedures, and training.

The COPS Office and other criminal justice professionals have invested in research and best and promising practices over many years. Applicants should review COPS Office publications such as the following:

- **Police Recruitment and Retention for the New Millennium**, which emphasizes planning and analysis, reducing the financial impact of turnover, enhancing compensation and other benefits, employee engagement, and improving organizational effectiveness to address recruitment challenges
- **Law Enforcement Recruitment Toolkit**, which focuses on collaborating with other agencies, engaging the community, and streamlining the recruitment process, among other strategies to address recruitment challenges

Goal

The goal of this project is to increase the capacity of law enforcement agencies to implement innovative changes in their agencies with a focus on the widespread challenge of recruiting.

Objectives

The project description should address the following objectives:

- Training and guiding agencies through the implementation of new recruitment, hiring, and retention programs and the management processes that are needed for them to be effective
- Directly assisting (e.g., through subawards to local agencies) at least four law enforcement agencies with implementing recruitment, hiring, and retention programs
- Identifying and documenting challenges to implementation and the testing of the methods for the recruitment, hiring, and retention programs
- Developing resources for other agencies to benefit from the implementation lessons learned

Deliverables

Deliverables for the project should include direct technical assistance to at least four law enforcement agencies and a toolkit and other resources to benefit other law enforcement agencies. The toolkit and other deliverables on implementation lessons learned should aid law enforcement agencies nationwide.

Applicants should describe how they will assess the effectiveness of the direct technical assistance.

Projects out of scope of this topic area

Projects from applicants who seek to conduct only local recruitment, hiring, and retention programs that will impact single jurisdictions will not be considered. Law enforcement agencies seeking direct funding for recruitment efforts are encouraged to visit the [**COPS Office website**](#) for updates on the CPD Microgrant program.

Partnerships/Subawards

Partnerships or subawards with specific law enforcement agencies are strongly encouraged. Partner agencies should represent a diversity of geographic areas and agency types (municipal, county, tribal, school-based, etc.).

Any proposed partnerships or subawards should include documentation indicating support for the project by the partner as an attachment in section 13 of the application.

Topic 3. Designing a Public and Officer Safety Dashboard

Topic Area Highlights

Funding: Up to one (1) award for up to \$500,000

Topic summary: The COPS Office seeks to develop and test an adaptable public and officer safety dashboard.

Topic name in section 1 of the COPS Office Online Application System: Public Safety Dashboard

Law enforcement agencies are asked not only to respond to and investigate crime but also to prevent it. To be not only warriors but also guardians. Advances in administrative science and technology enable the collection of a plethora of data and, at the same time, lead to greater expectations that the public safety mission be achieved in a smart, timely, and effective manner. Yet data are too often collected in organizational silos and their use is not maximized. Although organizational structures and processes can facilitate information sharing and lead to better decision-making, many agencies lack the technological infrastructure to bring this information together into a single user-friendly system designed for leaders and decision makers operating in a fast-paced, dynamic environment.

Consider the analogy of a pilot in the cockpit of a Boeing 737, which was posed to law enforcement leaders at a meeting of the joint Department of Justice/Harvard Kennedy School Executive Session on Policing and Public Safety. Asked if their agency was more or less complicated, all law enforcement leaders quickly concluded a law enforcement agency was more complicated.¹ But as former Detective Chief Inspector with the British Police Service, Malcolm Sparrow, notes, the dials available to a pilot prove far more numerous, comprehensive, and useful than what many law enforcement leaders have available to them at any given time.²

The problem is clear: Information is not collected, collated, analyzed, and used in a way that cuts across intra-organizational domains, and this is detrimental to organizational decision-making—including strategy, risk assessment, policy, training, and the deployment of critical resources. Providing the field with a solution to this problem requires bridging those domains through the development of a Public Safety Dashboard to ensure adequate data are filtered to leaders and decision makers and give them real-time 360-degree situational awareness.

Fire service agencies across the United States have begun benefiting from similar dashboards such as FireCARES or the National Fire Operations Reporting System (NFORS). These dashboards enable participating fire departments to collect, analyze, and visualize data in a way that helps them assess risk and deploy resources more effectively.

¹ Malcolm Sparrow, “Measuring Performance in a Modern Police Organization,” *New Perspectives in Policing* (Washington, DC: National Institute of Justice, 2015), <https://www.ncjrs.gov/pdffiles1/nij/248476.pdf>.

² Sparrow, “Measuring Performance” (see note 1).

Goal

The goal of the project is to develop and test an adaptable data collection, sharing, analysis, and visualization platform that enables leaders and decision makers in law enforcement agencies to manage the inherent risk in public safety operations and make maximally informed decisions regarding strategy, policy, training, and the deployment of critical resources to protect and serve their communities.

Objectives

The project description should address the following objectives:

- Establish an Interdisciplinary Public Safety Dashboard Advisory Committee to steer the development of the dashboard. The majority of the Advisory Committee should be law enforcement leaders and decision-makers, but it should also include technologist(s), data scientist(s), privacy advocate(s), and other relevant experts as identified and justified by the applicant.
- Conduct a comprehensive review of existing data platforms used in law enforcement agencies.
- Develop a concept of operations, including system and user requirements, system capabilities, and outcomes of the Public Safety Dashboard.
- Develop complete technical and functional requirements for development of the Public Safety Dashboard. The Public Safety Dashboard should maximize user-defined metrics.

Deliverables

The project should result in the following deliverables:

- Advisory Committee
- Comprehensive Review of Existing Data Platforms in Law Enforcement Agencies
- Concept of Operations
- Technical and Functional Requirements Document

Projects out of scope of this topic area

The development of the Public Safety Dashboard as a proprietary or fee-based software project will not be considered.

Partnerships/Subawards

Partnerships or subawards with law enforcement associations are encouraged, as well as with organizations having demonstrated expertise and qualifications in software development.

Any proposed partnerships or subawards should include documentation indicating support for the project by the partner as an attachment in section 13 of the application.

Topic 4. Protecting Youth Through the Implementation of School Safety Recommendations

Topic Area Highlights

Funding: Up to one (1) award for up to \$500,000

Topic summary: The COPS Office seeks an applicant who will partner with a group of law enforcement agencies to implement recommendations from recent school safety studies and to document implementation lessons learned.

Topic name in section 1 of the COPS Office Online Application System: School Safety Recommendations

There can be no “one-size-fits-all” approach to address an issue as complex as school violence. The reports resulting from the **Federal Commission on School Safety** and the **Marjory Stoneman Douglas High School Public Safety Commission** underscored the complexity of the school safety issue and how schools and law enforcement agencies need to focus on efforts that prevent, protect, mitigate, respond to, and recover from the threats of school violence. The Federal Commission on School Safety recognized the need to promote state local solutions to school violence; to that end, the purpose of this solicitation is support a provider who will partner with a group of state and local law enforcement agencies to implement recommendations outlined in the commission reports to promote the safety and security of our schools. Through this process the provider should develop lessons learned that can be used to facilitate the organizational change necessary for effective implementation of school safety measures.

Applicants should be able demonstrate their understanding of the school violence issue, their experience in developing technical assistance resources for the law enforcement field, and how their proposed project to develop resources specifically focused on addressing the organizational impediments to prevention, protection, and mitigation of, response to, and recovery from the threats of school violence will assist law enforcement agencies ability to successfully implement recommended practices to increase the safety and security of schools within their jurisdiction.

Goal

The goal of this project is to increase the capacity of law enforcement agencies and schools to implement innovative changes in their organizations so that they are better positioned to support efforts to implement recommendations outlined in the commission reports to increase the safety and security of our schools.

Objectives

The project description should address the following objectives:

- Collaborate with a number of law enforcement agencies and schools to implement school violence prevention, response, and recovery efforts to increase school safety and security.
- Expand resources and information related to the tools and promising practices necessary to support the successful organizational changes necessary to implement law enforcement school violence prevention, response, and recovery efforts. This should include case studies, approaches, and lessons learned that could be distributed nationally to assist other agencies successful implementation of school safety efforts.
- Enhance the skills of law enforcement to assist schools with efforts to prevent, mitigate, respond to, and recover from incidents of school violence.

Deliverables

The project should focus on providing technical assistance to a group of law enforcement agencies and their school partners to implement a set of recommendations at the local level. In addition, the applicant should document the approaches and lessons to create a set of school safety case studies and implementation guide.

Applicants may also develop a deliverable for publication or production by the COPS Office that will provide guidance, tools, and promising practices for law enforcement to help agencies successfully implement school safety and security measures, identifying potential organizational impediments to implement and how to overcome them.

Applicants should also describe their outreach efforts. Those efforts may include how they plan to collect information from collaborating law enforcement agencies on what is and is not working in the implementation of their school safety efforts, as well how they plan to identify any practices that show promise and may be a potential school safety practice that should be shared nationally that would facilitate implementation.

Projects out of scope of this topic area

Projects whose funding request do not focus on the development of a deliverable for national distribution to law enforcement agencies to support successful implementation of school safety measures or to provide technical assistance to law enforcement agencies to successfully implement school security measures will not be considered.

Projects whose sole focus is to request funding for salaries and benefits of sworn officers, salaries and benefits of civilian security guards, and salaries and benefits of staff or other personnel who do not directly contribute to the implementation of the project will not be considered. If you are seeking this type of funding, please visit the **COPS Office website** for updates on the COPS Hiring Program (CHP).

Projects whose sole focus is to request funding for the purchase school safety equipment and technology will not be considered.

Other requirements and information

School safety efforts funded through this solicitation should align to the recommendations outlined in the ***Final Report of the Federal Commission on School Safety***, the report of the ***Marjory Stoneman Douglas High School Public Safety Commission, Enhancing School Safety Using A Threat Assessment Model***, or some combination of these.

Priority will be given to applicants proposing to work with the U.S. Department of Justice (DOJ) School Safety Initiative award recipients.

Topic 5. Translating Crime Reduction Best and Emerging Practices for Small and Rural Agencies

Topic Area Highlights

Funding: Up to one (1) award for up to \$400,000

Topic summary: The COPS Office seeks an applicant to translate crime reduction best and promising practices into actionable strategies for small and rural agencies.

Topic name in section 1 of the COPS Office Online Application System: Translating Best Practices for Small Agencies

Small law enforcement agencies maintaining fewer than 50 sworn personnel in non-urban areas represent the majority of agencies in the country. However, despite decades of dedicated research on policing in the United States, there has been a disproportionate focus on urban settings and larger law enforcement agencies. As a result, we know little concerning law enforcement organizations, management, operations, and methods in the rural United States, suggesting a great need for additional understanding into the dynamics and challenges of rural policing. The crime challenges of rural jurisdictions can vary greatly depending on their location in the country. For example, while agencies located in Appalachia may face crime and other challenges related to substance abuse and the opioid epidemic, the challenges of Southwestern border agencies may be related more to the trafficking of drugs and people.

Through this topic area, the COPS Office is looking to fund an applicant to translate crime reduction (e.g., violent crime, domestic violence, drugs) best and promising practices into actionable strategies for small and rural agencies. Applicants should review research on crime reduction best and promising practices, host focus groups, and pilot translated practices with a cohort of small and rural agencies. Applicants should be able to describe their knowledge of rural policing and their capacity to develop nationally relevant resources for law enforcement practitioners, and their experience working with state and local law enforcement agencies.

Goal

The goal of this project is to develop innovative crime reduction approaches and use contemporary strategies that will support the nation's rural and smaller law enforcement agencies—agencies of 50 or fewer sworn officers that serve county, city, township, town, and municipal communities.

Objectives

The project description should address the following objectives:

- Expand the knowledge of crime reduction strategies in rural and small law enforcement agencies and their regional variability. The crime challenges of rural jurisdictions can vary greatly depending on their location in the country.

Deliverables

The project should focus on reviewing research on crime reduction best and promising practices, hosting focus groups, and piloting translated practices with a cohort of small and rural agencies. As a result of this work, the applicant will develop a crime reduction and public safety guidebook that can be used by small and rural agencies across the country.

Applicants should describe the intended deliverables, how they will assist small and rural law enforcement in preventing and reducing crime, and how the applicant expects to measure that performance.

Applicants should also describe their outreach efforts. Those efforts may include highlighting the newly developed resources via articles, conference presentations, social media, etc.

Projects out of scope of this topic area

Projects from applicants who seek to implement only crime reduction strategies that will impact single jurisdictions will not be considered. If you are seeking this type of funding, please visit the [COPS Office website](#) for updates on the CPD Microgrant program.

Partnerships/Subawards

Applicants should include details on any proposed partners and subawards—including organizational information, knowledge, capacity, and experience—and describe the specific activities the partners will accomplish.

Any proposed partnerships or subawards should include documentation indicating support for the project by the partner as an attachment in section 13 of the application.

Topic 6. Building a Campaign to Improve the Reporting of Hate Crimes

Topic Area Highlights

Funding: Up to one award for up to \$200,000

Topic summary: The COPS Office seeks an applicant to develop a nationwide campaign for hate crime reporting.

Topic name in section 1 of the COPS Office Online Application System: Hate Crime Reporting

The DOJ defines hate crimes as acts of physical harm and specific criminal threats motivated by animus based on race, color, national origin, religion, gender, sexual orientation, gender identity, or disability. The department-wide Hate Crimes Enforcement and Prevention Initiative coordinates the department's efforts to eradicate hate crimes

and facilitates outreach to law enforcement agencies and the public. The initiative has identified two significant barriers to effectively combating hate crimes: (1) underreporting by law enforcement and victims and (2) underidentification of hate crimes by law enforcement.

In October 2018, the initiative hosted a law enforcement roundtable in Washington, D.C., to focus on these challenges.³ During one discussion at the roundtable, law enforcement participants discussed the need for the development of a nationwide campaign for hate crimes reporting (similar to the “see something, say something” campaign to combat terrorism). By improving reporting, the field and the DOJ will be able to get a better handle on the scope of hate crimes in the country in addition to building a better offender profile. By understanding offenders and the risks associated with offender profiles, the field can develop intelligent, data-driven strategies to improve prevention strategies. In addition, improved reporting will help improve investigation strategies.

Goal

The goal of this project is to improve reporting, which will lead to a better understanding of the scope of hate crimes, a greater understanding of offender and victim profiles, improvement in the response to hate crimes, and improvement of investigation strategies.

Objectives

The project description should address the following objectives:

- Develop a nationwide campaign focused on improving the hate crime reporting of community members to law enforcement agencies and law enforcement agencies to the Federal Bureau of Investigation.
- Work with law enforcement agencies and communities to develop the materials, including infographics and informative marketing materials.
- Develop tools that local law enforcement agencies can adapt for use in their local communities.

Deliverables

Deliverables for the project should include a nationwide campaign for hate crime reporting, which will help improve investigations.

In addition, the applicant should develop a campaign strategy toolkit for local law enforcement agencies to adopt the campaign in their local jurisdictions.

Projects out of scope of this topic area

Projects from applicants who seek to primarily benefit only single jurisdictions will not be considered. If you are seeking this type of funding, please visit the **COPS Office website** for updates on the CPD Microgrant program.

³ Nazmia Comrie, “Improving the Identification and Reporting of Hate Crimes,” *Community Policing Dispatch* 11, no. 12 (December 2018), https://cops.usdoj.gov/html/dispatch/12-2018/hate_crimes.html.

Partnerships/Subawards

Partnerships or subawards with law enforcement stakeholder organizations are encouraged.

Any proposed partnerships or subawards should include documentation indicating support for the project by the partner as an attachment in section 13 of the application.

Other requirements and information

This project will involve coordination with other related national and federal initiatives.

Topic 7. Improving Law Enforcement Coordination and Information Sharing in Response to Endangered Youth

Topic Area Highlights

Funding: Up to one (1) award for up to \$300,000

Topic summary: The COPS Office seeks an applicant to develop, test, and deploy a system that will improve law enforcement coordination and information sharing in response to endangered youth.

Topic name in section 1 of the COPS Office Online Application System: Endangered Youth

Other than schools, law enforcement agencies are one of the most critical community services for identifying cases of youth endangerment, coordinating services, and supporting youth recovery. With 18,000 agencies in the United States and up to 850,000 sworn officers, law enforcement personnel are available to help endangered children. As highlighted in the COPS Office publication **Implementing the Drug Endangered Children Tracking System (DECSYS)**, information and data sharing can be a gap when working with drug-endangered children. This topic area builds on the model of improving outcomes by expanding a system focused on all endangered children. The COPS Office seeks an applicant to develop, test, and deploy a system that will improve law enforcement coordination and information sharing in response to endangered youth.

Applicants should be able to describe their experience with coordination and information sharing as well as their experience and capacity in developing the proposed deliverables for a national law enforcement audience. Applicants should propose innovative methods to share information and coordinate law enforcement responses to endangered youth, which may include school data.

Goal

The goal of this project is to develop, test, and deploy a system that will improve law enforcement coordination and information sharing in response to endangered youth.

Objectives

The project description should address the following objectives:

- Define the full scope of endangered youth, including drug-endangered children, children in violent crime neighborhoods, and children who are neglected and abused as well as victimization in sports, community groups, and religious institutions and children endangered by trusted adults. The definitions will be included as resources to assist law enforcement with the identification and coordination of resources.
- Identify and develop an innovative method to share information and coordinate law enforcement responses to endangered youth.
- Test and deploy the developed tool to improve information sharing and coordination.
- Develop and report out on outcome measures for the proposed tool.

Deliverables

The project deliverable should be the development of a law enforcement tool to improve information sharing and coordination around endangered children. The development and deployment of the tool should be clearly identified and described in the application project narrative.

Projects out of scope of this topic area

Projects from applicants who seek to implement only youth endangerment programs that will impact single jurisdictions will not be considered. If you are seeking this type of funding, please visit the [COPS Office website](#) for updates on the CPD Microgrant program.

Applications that primarily benefit one agency will not be considered.

Partnerships/Subawards

Partnerships or subawards with other organizations are allowable.

Any proposed partnerships or subawards should include documentation indicating support for the project by the partner as an attachment in section 13 of the application.

Topic 8. Innovative Uses of Technology to Address Crime

Topic Area Highlights

Funding: Up to one (1) award for up to \$300,000

Topic summary: The COPS Office seeks an applicant to identify and document crime reduction strategies that currently make use of law enforcement technology.

Topic name in section 1 of the COPS Office Online Application System: Innovative Uses of Technology to Address Crime

Technology evolves at a breakneck pace, and its utility for the law enforcement field is almost limitless. Across the country, agencies are engaging in innovative field experiments using technology like body-worn cameras, license plate readers, drones, biometric scanners, digital forensics, artificial intelligence, communications platforms, online learning, virtual reality, and integrated information sharing systems. The field is even expanding the use of new modalities of technology to better prepare for active shooters.

This project will explore, identify, and document crime reduction strategies that make innovative use of law enforcement technology.

Goal

This project will highlight examples of innovative use of technologies across the country to (1) reduce crime and disorder, (2) enhance public safety, or (3) build relationships of trust with the community through a series of thoughtful and thorough case studies.

Objectives

The project description should address the following objectives:

- Review research on projects from the field that are using technology in innovative ways to enhance public safety, reduce crime, and build relationships of trust with the community.
- Identify and document crime reduction strategies that make innovative use of law enforcement technology or other technology.
- Identify promising or useful examples.
- Determine the most appropriate format for case studies.
- Create case studies for use by the law enforcement field to encourage creative thinking about or uptake of technology to reduce crime, enhance public safety, and promote relationships of trust with the community.

Deliverables

The deliverables for this project are a series of case studies for use by law enforcement agencies that encourage innovative practices by the field and provide lessons learned about replication or promising practices in other jurisdictions. Other deliverables to promote innovative uses of technology, such as podcasts, articles in law enforcement publications, videos or webinars, may also be proposed.

Projects out of scope of this topic area

Projects that require the purchase of unallowable technology will not be considered.
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Partnerships/Subawards

Partnerships or subawards with other organizations are encouraged.

Any proposed partnerships or subawards should include documentation indicating support for the project by the partner as an attachment in section 13 of the application.

Other requirements and information

All deliverables must adhere to the COPS Office standards for the format (written, web-based, training, video, etc.).

Applicants must demonstrate sufficient expertise in collecting, analyzing, and presenting the findings of the project.

Applicants must pair each recommendation with evidence that the technology in question reduces crime in the jurisdiction under examination.

Topic 9. Emerging Issues Forums

<p>Topic Area Highlights</p> <p>Funding: Up to one (1) award for up to \$250,000</p> <p>Topic summary: The COPS Office seeks applicants to convene two forums of leaders in the law enforcement field on topics of emerging importance to law enforcement.</p> <p>Topic name in section 1 of the COPS Office Online Application System: Emerging Issues Forums</p>

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 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.

Emerging Issues Forums bring law enforcement leaders, stakeholders, and leading experts together to explore and work on the leading challenges confronting the law enforcement field and the communities they serve. The applicant would be responsible for conducting pre-meeting research, recommending invitees and speakers as appropriate, facilitating the forum, and producing a guidebook for the field based on the pre-meeting research and the meeting discussion that will offer the broader law enforcement audience key information, data, and promising ideas or practices in addressing the emerging issue.

This is in addition to managing the logistics of the forums in accordance with the conference cost reporting.

The applicant should propose two forum ideas as part of demonstrating their knowledge and expertise in identifying and addressing emerging issues in law enforcement as well as subject matter experts from across the country. They should also discuss past experience managing meetings or forums of this size and scope. Recent examples of past Emerging Issues Forums topics supported by the COPS Office include Recruitment, Hiring, Opioids, and Police Use of Small Unmanned Aircraft Systems (sUAS).

One topic the COPS Office is particularly interested in is funding a forum on the public safety implications of legalized marijuana.

Goal

The goal of this project is to increase law enforcement knowledge and share practices with practitioners and others in the criminal justice arena current issues impacting the field in the area of community policing.

Objectives

The project description should address the following objectives:

- Each forum should provide professional perspectives on substantive community policing–related issues affecting law enforcement professionals across the United States.
- Identify and document best practices and challenges to implementation of the each forum topic area in the field.
- Develop resources including forum summary documents for other agencies to benefit from the implementation lessons learned and shared in each forum.

Deliverables

Deliverables for the project should include the following:

- Convene two forums of leaders in the law enforcement field on topics of emerging importance to law enforcement. Each forum would be for 50–75 attendees and would be designed in close collaboration with the COPS Office.
- Each forum will require the applicant to be responsible for conducting pre-meeting research, recommending invitees and speakers as appropriate, facilitating the forum, and producing a guidebook for the field based on the pre-meeting research and the meeting discussion that will offer the broader law enforcement audience key information, data, and promising ideas or practices in addressing the emerging issue.
- This is in addition to managing the logistics of the forums in accordance with the conference cost reporting.
- Develop a forum report summarizing the discussions as well as research from literature, interviews, and previously reported studies.

Projects out of scope of this topic area

Applicants with lack of experience working with law enforcement executives and a thorough understanding of community policing and other specialized topics will not be considered.

Applicants that do not demonstrate experience in producing robust research-based published resources for the national law enforcement community will not be considered.

Partnerships/Subawards

Partnerships or subawards with other organizations are allowable. Any proposed partnerships or subawards should include documentation indicating support for the project by the partner as an attachment in section 13 of the application.

Other requirements and information

The COPS Office seeks proposals from law enforcement focused organizations that demonstrate the applicant's ability to convene leaders in the law enforcement field as well as provide substantial programmatic, facilitation, and logistical support for two executive forums.

The COPS Office expects the forums will be large gatherings with up to 60 participants (often 30–40 traveling from out of town). Each forum will require the applicant to produce a robust research review that is informed by the forum discussion and is peer reviewed prior to public dissemination.

Topic 10. Training for Law Enforcement: Developing New Skill Building Courses to Advance Public Safety

Topic Area Highlights

Funding: Up to two (2) awards for up to \$500,000 total

Topic summary: The COPS Office seeks applicants to focus on the development or piloting (or both) of new or existing online, in-person, or mixed-mode training course(s).

Topic name in section 1 of the COPS Office Online Application System: Training Projects

The COPS Office recognizes that training is critical to advancing the capacity for law enforcement agencies and communities to practice effectively the tenets of community policing. A key mechanism to advancing community policing is ensuring law enforcement organizations have access to high quality, relevant, and interactive training. Proper training provides law enforcement professionals with the theoretical knowledge and practical skills necessary to protect and serve.

The COPS Office training initiative was established to provide relevant, innovative, and no-cost community policing training to law enforcement agencies and the communities they serve. There are two types of training established by the COPS Office: (1) online and (2) in-person.

- Online training refers to training conducted via an interactive internet browser–based learning system. Online training is anywhere, anytime instruction. For COPS Office purposes, online training is considered to be self-directed and self-paced. Online training is housed on the **COPS Office Training Portal**.
- In-person training refers to training that is instructor-led and where the participants and instructors are in a classroom setting together. In-person training courses are summarized on the COPS Office Training Portal and are overseen and delivered by individual training providers funded by the COPS Office.

Training refers to the teaching and learning activities undertaken to help members of an organization acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job or organization.

Training is driven by specific goals and objectives, but it is an ongoing process, requiring continuing self-reflection and evaluation.

- Learning Outcomes and Objectives. Objectives describe what learners should be able to know and do after training. Learning outcomes establish the criteria by which the training will be judged a success. Training objectives and learning outcomes should be aligned with an employee's position and with the organization's goals and mission.
- Self-Reflection and Evaluation. Self-reflection should be a conscious process of critically analyzing the training material and testing one's own understanding and retention; it is an internal check on the progress and outcomes of the training. Evaluation is the external check; it should consist of setting goals, in accordance with the learning outcomes and objectives, and conducting pre- and post-testing and a final course evaluation to ensure those goals are met.

Goal

The goal is to develop innovative online or in-person training course(s) for law enforcement professionals that advance public safety through the application of community policing. Some example topics include the following:

- Digital evidence processing and management
- Tribal policing
- De-escalation
- Traffic safety
- Recruitment and hiring
- Leadership
- Human trafficking
- Hate crimes

Objectives

The project description should address the following objectives:

- Help build a greater understanding of the identified training topic(s) in the law enforcement field.
- Assist law enforcement in developing the knowledge, skills, and abilities that allow local law enforcement to advance public safety.
- Support the training needs of the law enforcement field in community policing, especially related to small and rural agencies.

Deliverables

Deliverables include a minimum of one newly developed online or in-person training course that focuses on skill building for law enforcement.

- In-person courses must include a minimum of an instructor guide, participant guide, and PowerPoint presentation.
- Online courses must include a minimum of storyboards and a completely functional online course that is compatible with the COPS Office Training Portal.

The topic of the training(s) will require final approval from the COPS Office.

In addition, a minimum of one course pilot hosted through a partner training academy or partner training network is required. Course data (as described in the two COPS Office Curriculum Standards and Review Process Guides) submitted to the COPS Office for the pilot and any course deliveries are also required.

Projects out of scope of this topic area

Projects that will not be considered for funding include the following:

- Non-law enforcement courses (for example, youth training, community group training, or partner training)
- Pre-existing courses that are seeking delivery funding
- Incomplete courses (for example, the development of a PowerPoint, webinar, video, or conference presentation that is categorized by the applicant as training but that does not meet the training definition set forth by the COPS Office)
- Training that will solely benefit one jurisdiction or that is not national in scope

Partnerships/Subawards

The COPS Office encourages a partnership or subaward with a partner training academy or partner training network to host the minimum of one course pilot. The partnership or subaward should be well documented in both the project narrative and budget narrative and include the roles and responsibilities of both the applicant and the partner or subawardee.

Any proposed partnerships or subawards should include documentation indicating support for the project by the partner as an attachment in section 13 of the application.

Other requirements and information

The COPS Office has a series of training requirements for training awardees. These requirements were established to develop a common process for the development, delivery, and launch of COPS Office-funded in-person and online courses. The requirements help manage quality control through a series of review and approval checkpoints before movement to the next development phase; assist with establishing a process for vetting COPS Office

training content, style, format, and quality in a manner comparable to other COPS Office products and services; establish clear outcome expectations of online and in-person training initiatives; and help maintain COPS Office training by keeping them curricula current, relevant, and applicable to community policing.

All applicants must describe the course topic, content, goals, and objectives in detail. In addition to the aforementioned requirements,

- for online courses, applicants must fully describe the functionality of the course including specifications and compatibility with the COPS Office Training Portal;
- for in-person courses, applicants must describe the delivery approach and instructor selection process.

Applicants must seek national or state-level certification for their proposed course and should articulate in the project narrative the type of certification and steps the applicant will take to reach gain that certification.

To learn more about COPS Office training and the development, delivery, and launch requirements set forth by the COPS Office, visit the **training tab on the COPS Office website**.

Applicants should be knowledgeable about the COPS Office training requirements and demonstrate an understanding in the course development, review, and evaluation process.

It is a requirement that all COPS Office awardees developing or delivering COPS Office–funded training adhere to the appropriate Curriculum Standards and Review Process Guide as well as the corresponding data reporting requirements and supplemental requirements outlined in each cooperative agreement and via COPS Office fact sheets and additional manuals.

At the conclusion of the award period, the award recipient must submit all training materials to the COPS Office. This includes all videos, data, participant and instructor guides, and PowerPoint presentations for in-person training. For online training, the award recipient must submit the completed online course as well as all course files. The COPS Office reserves the right to deliver training even after the funding source for the training is complete. The COPS Office reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the training in part or in whole for Federal Government purposes and to authorize others to use the training. The full outline of the right to use is detailed in every cooperative agreement and can be found in the Code of Federal Regulations (2 CFR 200.315 (b)).

Topic 11. Blue Alert Network Support

Topic Area Highlights

Funding: Up to one (1) award for up to \$100,000

Topic summary: The COPS Office seeks an applicant to assist the COPS Office in National Blue Alert Network coordination efforts by collecting information on law enforcement officers shot in the line of duty and preparing the annual report as well as other materials for both the advisory group and public dissemination.

Topic name in section 1 of the COPS Office Online Application System: Blue Alert Network Support

In 2015, Congress passed the Rafael Ramos and Wenjian Liu National Blue Alert Act, named in honor of two New York City police officers killed in an ambush attack on December 20, 2014. The act directs the DOJ to establish a voluntary nationwide system to give authorities an early warning of threats against law enforcement and to aid in the apprehension of suspects who have killed or seriously injured an officer or deputy. In 2016, the COPS Office was given the honor of implementing the act and established the National Blue Alert Network.

The National Blue Alert Network seeks to encourage, enhance, and integrate Blue Alert plans throughout the United States. Blue Alerts provide for rapid dissemination of information to law enforcement agencies, media, and the public to aid in the apprehension of offenders who have killed or seriously injured or pose an imminent and credible threat to law enforcement. Blue Alerts can be transmitted via wireless devices and through the Emergency Alert System (EAS) in the same manner as AMBER Alerts. The COPS Office administers the National Blue Alert Network.

The COPS Office currently uses verified news reporting services to monitor and track shootings of law enforcement personnel in the United States and its territories—specifically, shootings of on-duty officers resulting in an officer being wounded or killed. The goal is to better understand the nature and frequency of incidents that could give rise to the issuance of a Blue Alert. These types of felonious shooting attacks account for nearly all situations where a Blue Alert would most likely be used.

Goal

The goal is to research, gather, and compile accurate and timely information, from credible news sources, about all reported incidents where on duty law enforcement throughout the United States, territories, and tribal lands are shot in the line of duty.

Objectives

The project description should address the following objectives:

- Develop and employ targeted queries for use with publicly available news sources and news search engines to identify all reported incidents where on-duty law enforcement personnel are shot in the line of duty.
- Use commercially available news sources and databases to identify all reported incidents where on-duty law enforcement personnel are shot in the line of duty.

Deliverables

- Monthly dataset of all reported shooting incidents and elements including date and time of incident, city and state of incident, name of affected law enforcement agency, number of law enforcement shot and extent of injuries when available, nature of incident leading to shooting, officer and suspect demographics when available, and suspect disposition (fled, captured, killed, etc.).
- Quarterly and annual aggregated reports based on all available information, which are professional in appearance, follow the *COPS Office Editorial and Style Manual*, and are suitable for internal use and public dissemination.

Projects out of scope of this topic area

Funding for this topic is not for the implementation of a Blue Alert program. If you are seeking assistance in implementing Blue Alerts, please visit the **COPS Office website** for additional information.

Topic 12. Open Category

Topic Area Highlights

Funding: Multiple projects, up to \$600,000 total

Topic summary: The COPS Office seeks applicants to apply for funding for new and existing implementation projects.

Topic name in section 1 of the COPS Office Online Application System: Open Category

The COPS Office appreciates the resourcefulness and the ingenuity found in law enforcement agencies across the United States, especially those who are producing a wealth of innovative community policing strategies to reduce crime in their individual communities. This topic area offers opportunities for the development, documentation, and distribution of information and the implementation of these innovative policing strategies by the applicant. The COPS Office can help disseminate data-driven solutions to help additional agencies replicate the groundbreaking policies, programs, training, and initiatives that their fellow agencies have developed to reduce crime in their communities.

Applicants should clearly identify the topic they wish to address and describe how additional resources on that topic are a current need and would address an existing gap in the field. Applicants should be able to describe their knowledge of their selected topic and their experience and capacity in developing their proposed deliverables for a national law enforcement audience.

Goal

The goal of this project is to develop and exchange practice-based innovation in community policing or add to the body of data regarding effectiveness. Applicants to this category can propose to develop interactive training, implement demonstration projects, create promising practice guidebooks and toolkits, deliver topic-specific technical assistance, or produce multimedia resources that capture innovative stories and experiences.

Objectives

The project description should address the following objectives:

- Expand law enforcement agencies' knowledge of the principles of community policing.
- Collaborate with local law enforcement agencies to address current needs and identify gaps in the field.
- Enhance law enforcement agencies' skills in implementing innovative community policing strategies to address crime or advance public safety.

Deliverables

The project description should focus on developing tools for the law enforcement field that advance community policing. Deliverables may include training, demonstration projects, promising practice guidebooks and toolkits, topic-specific technical assistance, or multimedia resources that assist law enforcement agencies in implementing community policing strategies across the United States.

Applicants should describe their intended deliverables and how they will advance community policing.

If an applicant plans to implement a new approach to a problem, the applicant should consider and clearly articulate how they plan to evaluate the effectiveness of their innovative approach.

Applicants should also describe their outreach efforts. Those efforts may include highlighting the newly developed resources via articles, conference presentations, social media, etc.

Projects out of scope of this topic area

Projects from applicants who seek to primarily benefit only single jurisdictions will not be considered.

Partnerships/Subawards

Partnerships or subawards with other organizations are encouraged. Partner agencies should represent a diversity of geographic areas and agency types (municipal, county, tribal, school-based, etc.).

Any proposed partnerships or subawards should include documentation indicating support for the project by the partner as an attachment in section 13 of the application.

Other requirements and information

Depending on the project the applicant is proposing, there are additional programmatic parameters. For instance, projects that propose the development of curriculum must adhere to the *COPS Office Curriculum Standards and Review Process Guides* (see “Training information” in the following section for details on the requirements). If providing technical assistance, projects must meet the technical assistance guidelines or parameters. If the proposal includes funds to convene people, it must comply with the COPS Office meeting and conference parameters. If it includes research, it must also include a research design plan.

Training information

The COPS Office has a series of training requirements for training awardees. These requirements were established to develop a common process for the development, delivery, and launch of COPS Office-funded in-person and online courses. The requirements help manage quality control through a series of review and approval checkpoints before movement to the next development phase; assist with establishing a process for vetting COPS Office training content, style, format, and quality in a manner comparable to other COPS Office products and services; establish clear outcome expectations of online and in-person training initiatives; and help maintain COPS Office training by keeping them curricula current, relevant, and applicable to community policing.

All applicants must describe the course topic, content, goals, and objectives in detail. In addition to the aforementioned requirements,

- for online courses, applicants must fully describe the functionality of the course including specifications and compatibility with the COPS Office Training Portal;
- for in-person courses, applicants must describe the delivery approach and instructor selection process.

Applicants must seek national or state-level certification for their proposed course and should articulate in the project narrative the type of certification and steps the applicant will take to reach gain that certification.

To learn more about COPS Office training and the development, delivery, and launch requirements set forth by the COPS Office, visit the **training tab on the COPS Office website**.

Applicants should be knowledgeable about the COPS Office training requirements and demonstrate an understanding in the course development, review, and evaluation process.

It is a requirement that all COPS Office awardees developing or delivering COPS Office–funded training adhere to the appropriate Curriculum Standards and Review Process Guide as well as the corresponding data reporting requirements and supplemental requirements outlined in each cooperative agreement and via COPS Office fact sheets and additional manuals.

At the conclusion of the award period, the award recipient must submit all training materials to the COPS Office. This includes all videos, data, participant and instructor guides, and PowerPoint presentations for in-person training. For online training, the award recipient must submit the completed online course as well as all course files. The COPS Office reserves the right to deliver training even after the funding source for the training is complete. The COPS Office reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the training in part or in whole for Federal Government purposes and to authorize others to use the training. The full outline of the right to use is detailed in every cooperative agreement and can be found in the Code of Federal Regulations (2 CFR 200.315 (b)).

Sustainability

Projects that will have a sustainable impact beyond the funding period has ended will be given favorable consideration.

Topic 13. Invitational Applications

This topic area is invitational only under the FY 19 CPD program.

For more details on the requirements for the invitational applications, please contact the COPS Office Response Center at 800-421-6770 or send questions via email to **AskCopsRC@usdoj.gov**. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

Goals

Program goals

Under this solicitation, the COPS Office seeks to support demonstration projects that allow for the identification and expansion of promising practices and produces knowledge products that follow the principles of good guidance:

- Quality-driven, with an emphasis on action statements to drive promising practices and reduce variations in performance
- Evidence-based, with recommendations that are consistent with the weight of the best available evidence identified through systematic review
- Accessible, with clear language and manageable lengths that are appropriate and relevant for the law enforcement field
- Memorable, to encourage immediate actions or aid for the complex situations law enforcement professionals face

Project-specific goals

Applicants should explain in the project narrative how they will accomplish the following general categories when developing their own specific project 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 and individuals who are aware of the most effective community policing strategies.

Increase skills and abilities. Increase the skills and abilities of law enforcement agencies, relevant stakeholders, and individuals to engage in proven community policing practices.

Increase practice. Increase the number of law enforcement agencies, relevant stakeholders, and individuals using proven community policing practices.

Institutionalize practice. Increase the number of law enforcement agencies, relevant stakeholders, and 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.

Applicants should also consider the COPS Office performance measures when developing their own specific project goals and activities.

Performance measures

To assist in fulfilling the U.S. Department of Justice's responsibilities under the Government Performance and Results Act Modernization Act (GPRA Modernization Act) of 2010, P.L. 111–352, recipients who receive funding from the Federal Government must measure the results of work that funding supports. This act 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 shown in table 1.

Table 1. Performance measures for CPD

Objective	Performance measures	Data recipient 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.	<p>Extent to which COPS Office award funding (e.g., officers, equipment, training, technical assistance) has increased your agency’s community policing capacity?</p> <p>Extent to which COPS Office knowledge resources (e.g., publications, podcasts, training) have increased your agency’s community policing capacity?</p>	Recipients will rate the effectiveness of the COPS Office funding in increasing community policing capacity. Data will be collected on a periodic basis through progress reports.

COPS Office awards target increasing recipient 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, supplies, travel, or training requested will assist the applicant in implementing community policing strategies.

For more information on community policing, please visit the COPS Office website at www.cops.usdoj.gov or please see **appendix C**, “Community Policing Defined.”

As part of the programmatic progress report (see “Reporting, monitoring, and evaluation requirements” beginning on page 107 for more on reporting), CPD recipients will be required to report on their progress toward implementing community policing strategies. Based on the data collected from recipients, the COPS Office may make improvements to the CPD program to better meet the program’s objective and law enforcement agency needs.

Federal Award Information

Up to \$6 million is available through this year's program. Depending on the quality of applications received and the availability of funding, the COPS Office may not fund every topic area or may make additional or larger awards under one or more topic areas 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.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. With limited funding, the COPS Office expects a competitive solicitation.

Length of award

The COPS Office expects to make the project period for all cooperative agreements and grants 24 months.

Type of award

The COPS Office may make some awards from the CPD solicitation in the form of cooperative agreements, 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 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.

The COPS Office may make some awards in the form of a grant, which does not provide for substantial involvement between the federal awarding agency and the non-Federal entity in carrying out the activity contemplated by the federal award. Grant recipients will be responsible for day-to-day project management and may reach out to the COPS Office with assistance in implementing the award. However, grant recipients will need to work with the COPS Office program manager in situations stated in the terms and conditions, such as scope changes, extensions, or conference request approvals.

Eligibility

This solicitation is open to all public governmental agencies, for-profit (commercial) organizations, nonprofit organizations, institutions of higher education, community groups, and faith-based organizations. For-profit organizations (as well as other recipients) must forgo any profit or management fee.

Applicants are strongly encouraged to submit an application that shows partnerships with key organizations including institutions of higher education and nonprofit organizations in order to build strong working relationships. The COPS Office welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any other entities carrying out the Federal award must be identified as proposed subrecipients. The applicant must be the entity that would have primary responsibility for carrying out the awards, including administering the funding and managing the entire project. The terms and conditions of the federal award flow down to subrecipients.

Cost sharing or match

There is no requirement for cost sharing or a local match for CPD awards.

Compliance with 8 U.S.C. § 1373

All state or local government entity applicants (e.g., police departments, sheriff's departments, state police, public universities, and other public entities) and all non-state or local government entities that intend to use Community Policing Development (CPD) funds to make subawards to a state or local government entity are required to certify compliance with 8 U.S.C. § 1373 regarding prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status, including any prohibitions or restrictions imposed or established by a state or local government entity or official. State or local government subrecipients must also certify compliance with 8 U.S.C. §1373. **We strongly recommend notifying your governing body's chief legal counsel of this certification requirement as soon as possible, so that they may conduct the required reviews necessary for completing the certification before the application deadline.** The Chief Legal Officer is the primary/highest ranking attorney for the governing body that governs any state or local government entity applicant (e.g., City Attorney, County Attorney, State Attorney General) or for the entity that is applying for funds and will make subawards to a State or local government entity (e.g., General Counsel for a non-profit organization that will make subawards to a City or County). *(Please note that the Certification may not be completed by a law enforcement agency attorney—the Chief Legal Officer must represent the governing body.)*

Financial management and system of internal controls

Award recipients and subrecipients must, as set out in the Uniform Guidance at 2 C.F.R. § 200.303, do the following:

- Establish and maintain effective internal control over the federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- Evaluate and monitor [the recipient's (and any subrecipient's)] compliance with statutes, regulations, and the terms and conditions of federal awards.
- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency designates as sensitive or [the recipient's (and any subrecipient's)] considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

Administrative actions and legal remedies related to federal awards

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

Misuse of COPS Office funds or failure to comply with all COPS Office award requirements may result in legal sanctions including suspension and termination of award funds, the repayment of expended funds, ineligibility to receive additional COPS Office funding, and other remedies available by law.

Under the False Claims 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, <https://oig.justice.gov/hotline/index.htm>, or 800-869-4499.

Application and Submission Information

What an application must include

This section describes in detail what an application must include. An applicant should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of its application; and, should a decision be made to make an award, such failure may result in the inclusion of award conditions that prevent the recipient from accessing or using award funds until the recipient satisfies the special conditions and the COPS Office makes the funds available. Applicants must comply with any word and field limit requirements described in this Application Guide.

Moreover, CPD applicants should anticipate that an application that the COPS Office determines does not address the scope of the solicitation or does not include the application elements that the COPS Office has designated to be critical will neither proceed to peer review nor receive further consideration. For this solicitation, the COPS Office has designated the following application elements as critical:

- Project Narrative
- Budget Narrative (must be submitted as an attachment in section 13)
- Budget Detail Worksheets (section 14)
- Resumes/Curriculum Vitae of Key Personnel

Table 2 outlines the primary steps required to complete your CPD application.

Table 2. Primary steps required to complete CPD application

Step	Complete?
Use Internet Explorer 11 or later version.	<input type="checkbox"/>
1. Obtain a DUNS number (Data Universal Numbering System)/Confirm DUNS number. (Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply at www.dnb.com) Apply for your DUNS number first; you cannot complete any of the steps below without it. The process can take up to 2 business days to obtain the DUNS number.	<input type="checkbox"/>
2. Register with SAM database/Confirm SAM number. SAM registration and renewal can take as long as 10 business days to complete. (SAM registration procedures can be accessed at www.sam.gov) The person registering with SAM will be the designated E-Business Point of Contact, who can assign the people who will submit applications for the organization (your Authorized Organization Representatives). You must have a DUNS number to submit a SAM registration. In addition, you must renew your SAM registration once a year. **If you do not have an EIN, the process can take up to 5 weeks.	<input type="checkbox"/>
3. If you do not currently have an ORI number*, submit a request for one at https://portal.cops.usdoj.gov/ORIRequest.aspx or through the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770. *The ORI Number consists of your state abbreviation followed by 5 digits/characters. Requests for an ORI number are processed within 2-3 business days.	<input type="checkbox"/>

Step	Complete?
4. Register with Grants.gov/Confirm registration. https://apply07.grants.gov/apply/register.faces It can take anywhere from a few days to 2 weeks for your registration to become active and for you to be able to submit an application.	<input type="checkbox"/>
5. Obtain/Confirm Authorized Organization Representative (AOR) Role for rights to submit an application (SF-424). https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html Please contact the Grants.gov helpdesk if you need assistance: 800-518-4726	<input type="checkbox"/>
6. Register or update your organization’s current contact and user information in the COPS Office Agency Portal. Refer to Agency Portal Grants Management User Manual for instructions.	<input type="checkbox"/>
• Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies	<input type="checkbox"/>
• Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies	<input type="checkbox"/>
• Chief Legal Officer (primary/highest ranking attorney for the governing body)	<input type="checkbox"/>
7. Set up e-Signatures via Agency Portal:	<input type="checkbox"/>
• Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies	<input type="checkbox"/>
• Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies	<input type="checkbox"/>
• Chief Legal Officer (primary/highest ranking attorney for the governing body)	<input type="checkbox"/>
8. Add additional user accounts for individual(s) authorized to complete application in the Agency Portal.	<input type="checkbox"/>
9. Complete application package on Grants.gov for funding number: COPS-CPD-Application-2019	<input type="checkbox"/>
10. Upon receipt of an email from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete and submit the second part of the application, Attachment to the SF-424 on the COPS Office Online Application System.	<input type="checkbox"/>

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. CPD applications must first be submitted through grants.gov and then through the COPS Office Online Application System. No other form of application will be accepted. (See section “Late Submissions” beginning on page 85 for additional guidance).

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. It is highly recommended that applicants print their applications and compare the printed version to the submitted version to ensure there are no application errors. Applications with errors or missing information may be disqualified or rated accordingly. Please note that the application package cannot be submitted until all required fields have been completed.

For technical assistance with submitting the online application via the COPS Office website or any other requirements, please call 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov.

1. Obtain or confirm a DUNS number

Estimated timeframe: up to two business days to obtain the DUNS number

The Federal Government requires that all applicants for federal awards, 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 awards and to provide consistent name and address data for electronic award application systems. A DUNS number may be obtained by telephone at 866-705-5711 or via the Internet at 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 different 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, or agency that applies for an award 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 awards.
- **If you already have a DUNS number.** If you, as the entity applying for a federal award 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 award 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 in the following section 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.
- 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 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 of your organization
 - 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 or 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 or 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 or organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.
- Obtaining a DUNS number is absolutely free for all entities doing business with the Federal Government. This includes award and cooperative agreement applicants or prospective applicants and federal contractors. Be certain to identify yourself as a federal award applicant or prospective applicant.

2. Register in the SAM database or confirm SAM number

Estimated timeframe: up to 10 business days to complete (if you do not have an EIN, the process can take up to 5 weeks)

In addition, all applicants are required to maintain current registrations in the System for Award Management (SAM) database. The SAM database 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. 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, you should allow two to five weeks for obtaining the information from the IRS when requesting the EIN via phone, fax, mail, or Internet.

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

- create a SAM account;
- log in to the SAM database 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 the SAM database prior to registering in Grants.gov. Please contact the SAM Service Desk at 866-606-8220 or view or update your registration information at www.sam.gov. If your SAM registration is set to expire prior to **September 30, 2019**, please renew your SAM registration prior to completing this application.

To register in SAM, follow the next steps

Step 1.

Obtain a DUNS number at www.dnb.com/us/ or call 866-705-5711 (see section 1 “Obtain or confirm DUNS number” on page 33).

Step 2.

Access the SAM online registration through the SAM home page at 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), 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.

If awarded funds, your agency must maintain the currency of your information in the SAM database 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.

Please see [appendix N](#) addressing the SAM and Universal Identifier Award Term.

3. Request or verify an ORI

Estimated timeframe: up to three business days to process request

CPD applicants are required to have a valid ORI number. The ORI number is assigned by the Federal Bureau of Investigation (FBI) and is your organization'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 organization for the purpose of tracking your award. ORI numbers assigned to agencies by the COPS Office may end in "ZZ." Please contact the COPS Office Response Center at 800-421-6770 to verify your organization's ORI number. This is required before you begin your application on Grants.gov.

4. Register with Grants.gov / Confirm registration

Estimated timeframe: up to two weeks for your registration to become active

CPD applicants are required to submit the first part of the application through the Grants.gov website. If your organization has previously applied for awards using Grants.gov and you already have an account set up with your username and password, please skip this step and move to step #5.

Otherwise, please click this link for details on how to register with Grants.gov:

<https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm>

For additional instructions on how to register with Grants.gov, please visit

<https://www.grants.gov/web/grants/applicants/organization-registration.html>.

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the Grants.gov Organization Applicant User Guide at <https://www.grants.gov/help/html/help/index.htm>. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

5. Obtain or confirm authorized organization representative (AOR) role

Estimated timeframe: up to one business day

This step can be completed concurrently with step 6.

The authorized organization representative (AOR) is the individual responsible for submitting the SF-424 in Grants.gov. In order to set up the AOR, please follow the instructions at

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the Grants.gov Organization Applicant User Guide at <https://www.grants.gov/help/html/help/index.htm>. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

6. Register or update an account in the COPS Office Agency Portal

Estimated timeframe: up to one business day

This step can be completed concurrently with step 5.

All COPS Office applicants must have an account through the COPS Office Agency Portal. The information in the Online Application System will prepopulate section 4 of the application, so please ensure it is accurate. The following individuals are deemed critical for the submission of the application and will need to have current contact information and e-Signatures in the system:

- Law Enforcement Executive (LE) or Program Official (PO) for Non–Law Enforcement Agencies
- Government Executive (GE) or Government Official (GO) for Non–Law Enforcement Agencies
- Chief Legal Officer (primary/highest ranking attorney for the governing body that governs any State or local government entity applicant [e.g., City Attorney, County Attorney, State Attorney General] or for the entity that is applying for funds and will make subawards to a State or local government entity (e.g., General Counsel for a non-profit organization that will make subawards to a City or County.) *(Please note that the Certification may not be completed by a law enforcement agency attorney – the Chief Legal Officer must represent the governing body.)*

See the following instructions about designating and setting up the e-signature for the Chief Legal Officer.

Designating your Chief Legal Officer (CLO) in Agency Portal:

1. The Law Enforcement Executive (LE) must sign into Agency Portal (IE11 is recommended):
<https://portal.cops.usdoj.gov/>
(If you do not know your Agency’s LE, or if they need assistance setting up their account, please contact the COPS Office Response Center at 800-421-6770.)
2. On the left-hand menu, click “Add” to add a new user.

3. Enter the CLO's information and check "Chief Legal Officer." See figure 1.

Figure 1. Designating your Chief Legal Officer in Agency Portal

4. Scroll to the bottom of the page and click "Update."
5. Once their account has been set-up, the CLO can log in by using their email address as their username and clicking "Forgot Password." They will receive an email prompting them to set up a password for their account.

Setting up the Chief Legal Officer's e-signature in Agency Portal:

1. The CLO must sign in to Agency Portal (IE11 is recommended): <https://portal.cops.usdoj.gov/>
2. On the left-hand menu, click "Account Information."
3. Confirm name and contact information, then enter e-signature (see figure 2 on page 39).

Note: When signing the application, the signature will be validated against the information entered in this field of Agency Portal. The two signatures must precisely match.

4. Click "Update."

Figure 2. Setting up the CLO's e-signature in Agency Portal

ACCOUNT INFORMATION

Email:

Title:

First Name:

Last Name:

Phone:

Extension:

Please provide your electronic signature below. This signature will be used to authenticate your electronic signature across the various COPS IT systems that require an electronic signature (ex. Award Documents, Withdrawal Requests, etc...).

Signature:

Please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770 for assistance in creating an application or renewing your information.

7. Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information under discretionary programs. Applicants must complete and submit the SF-424 via www.grants.gov.

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. SUBMIT IT VIA GRANTS.GOV.

Instructions: Application for Federal Assistance SF-424

The Instructions for the Application for Federal Assistance SF-424 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 COPS Office. Please see **appendix D** for a blank SF-424 for reference.

Required items are identified with an asterisk on the form and are specified in the instructions that follow. Applicants must follow these instructions.

1. **Type of Submission** (required). Select one type of submission in accordance with agency instructions.
 - Pre-application
 - Application (select this one for CPD)
 - 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. (Select this one for CPD.)
 - 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 you are submitting a changed or 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 (SAM). 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* (required). 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 applicant organization), telephone number (required), fax number, and email 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.
- State government
 - County government
 - City or township government
 - Special district government
 - Regional organization
 - U.S. territory or possession
 - Independent school district
 - Public/state controlled institution of higher education
 - Indian/Native American Tribal Government (federally recognized)
 - Indian/Native American Tribal Government (other than federally recognized)
 - Indian/Native American tribally designated organization
 - Public/Indian housing
 - Nonprofit
 - Private institution of higher education
 - Individual
 - For-profit organization (other than small business)
 - Small business
 - Hispanic-serving institution
 - Historically Black colleges and universities (HBCU)
 - Tribally controlled colleges and universities (TCCU)
 - Alaska Native and Native Hawaiian serving institutions
 - Nondomestic (non-U.S.) entity
 - 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.
 - 16b. Enter all district(s) affected by the program or project. Enter in the following format:
 - Two-character state abbreviation followed by 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. For the purposes of the CPD program, please use October 1, 2019 to September 29, 2021.
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 email 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.)

It is strongly recommended that applicants register immediately on 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.

For technical assistance with submitting the SF-424, call Grants.gov Customer Service Hotline at 800-518-4726, email support@grants.gov, or consult the Grants.gov Applicant User Guide at <https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm>.

8. COPS Office Application Attachment to the SF-424

Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation email to the applicant with instructions on how to complete the second part of the CPD online application through the COPS Office Online Application System via the COPS Office website (www.cops.usdoj.gov). This email should go to the AOR; law enforcement executive or program official for non-law enforcement agencies; and the government executive or government official for non-law enforcement agencies. If you have not renewed your COPS Office Account Access information, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

Table 3 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 deadline may delay processing 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.

Table 3. Required documentation

Application Documents and Sections	Required? Yes, No, or Possible	Completed?
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. Project Abstract	Yes	<input type="checkbox"/>
Section 11. Project Description (Narrative)	No (submitted under section 13 as an attachment)	<input type="checkbox"/>
Section 12. Official Partner(s) Contact Information	Possible	<input type="checkbox"/>
Section 13. Application Attachments	Yes	<input type="checkbox"/>

Application Documents and Sections	Required? Yes, No, or Possible	Completed?
Project narrative (required)	Yes	<input type="checkbox"/>
Key curriculum vitae/staff resumes (required)	Yes	<input type="checkbox"/>
Budget narrative (required)	Yes	<input type="checkbox"/>
Indirect cost rate agreement (if applicable)	Possible	<input type="checkbox"/>
Sole source justification (if applicable)	Possible	<input type="checkbox"/>
Consultant rate justification (if applicable)	Possible	<input type="checkbox"/>
State or local Government Subrecipient Certification(s) of Compliance with 8 U.S.C. § 1373 (if applicable)	Possible	<input type="checkbox"/>
Section 14. Budget Detail Worksheets	Yes	<input type="checkbox"/>
14A Part 1. Sworn officer positions	No	<input type="checkbox"/>
14A Part 2. Sworn officer salary information	No	<input type="checkbox"/>
14A Part 3. Federal/Local share costs (hiring)	No	<input type="checkbox"/>
14B. Civilian or Nonsworn personnel	Possible	<input type="checkbox"/>
14C. Equipment/Technology	Possible	<input type="checkbox"/>
14D. Supplies	Possible	<input type="checkbox"/>
14E. Travel/Training/Conferences	Possible	<input type="checkbox"/>
14F. Contracts/Consultants	Possible	<input type="checkbox"/>
14G. Other costs	Possible	<input type="checkbox"/>
14H. Indirect costs	Possible	<input type="checkbox"/>
Budget summary	Yes	<input type="checkbox"/>
Section 15. Assurances and Certifications		
15A. U.S. Department of Justice Certified Standard Assurances	Yes	<input type="checkbox"/>
15B. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters And Drug-Free Workplace Requirements	Yes	<input type="checkbox"/>
Section 16A. Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
Section 16B. Certification of Compliance with 8 U.S.C. § 1373	Possible	<input type="checkbox"/>

Application Documents and Sections	Required? Yes, No, or Possible	Completed?
Section 16C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation	No	<input type="checkbox"/>
Section 17. Reviews and Certifications	Yes	<input type="checkbox"/>
Section 18. Application Data Verification	Possible	<input type="checkbox"/>

Section 1. COPS Office Award program request

The COPS Office email will include the link that will take you to the COPS Office Online Application System to begin the application.

Please confirm that the program name displayed in the system matches what the funding opportunity code for which you are applying; for example, Community Policing Enhancement (COPS-CPD-2019-1).

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 organization 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 award for future review in the event of a site visit, audit, or other request. Please do not submit any confidential data or reports with your application.

Completing section 1

1. Verify that you are seeing “The program you have selected is: Community Policing Development.” If you do not see the correct program, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.
2. **CPD Topic Area** (required). Applicants for the CPD program must select one CPD topic area (title in [] is the full topic area, which you will not see in the drop down menu) from the drop down menu:
 - a. Innovative Recruitment Strategies [Increasing the Capacity for Change Through the Implementation of Innovative Recruitment Strategies]
 - b. Public Safety Dashboard [Designing a Public and Officer Safety Dashboard]
 - c. School Safety Recommendations [Protecting Youth Through the Implementation of School Safety Recommendations]
 - d. Translating Best Practices for Small Agencies [Translating Crime Reduction Best and Emerging Practices for Small and Rural Agencies]
 - e. Hate Crime Reporting [Building a Campaign to Improve the Reporting of Hate Crimes]
 - f. Endangered Youth [Improving Law Enforcement Coordination and Information Sharing in Response to Endangered Youth]
 - g. Innovative Uses of Technology to Address Crime [Innovative Uses of Technology to Address Crime]
 - h. Emerging Issues Forums [Emerging Issue Forums]
 - i. Training Projects [Training for Law Enforcement: Developing New Skill Building Courses to Advance Public Safety]

- j. Child/Youth Engagement [Building Bridges between Law Enforcement and Youth]
- k. Blue Alert Network Support [Blue Alert Network Support]
- l. Open Category [Open Category]
- m. LEMHWA – Training and Support [LEMHWA Peer Mentoring Training and Support]*
- n. LEMHWA – Recommendation Implementation [LEMHWA Recommendation Implementation]*
- o. LEMHWA – Peer Support Implementation [Peer Support Implementation Projects]*
- p. Invitational Applications [Invitational Applications]

***NOTE – The CPD SMS application is also accepting the applications for the FY19 Law Enforcement Mental Health and Wellness Act (LEMHWA) Program. For more information on the LEMHWA program, please visit <https://cops.usdoj.gov/lemhwa>.**

3. For “Invitational Applications,” you must select a subtopic. For all other applicants, skip to step 6. The subtopics are the following:
 - Community Policing Development (CPD)
 - Preparing for Active Shooter Situations (PASS)
4. For “Invitational Applications,” continue to step 5. For all other applicants, skip to step 6.
5. **Invitational Applications** (required). *Please enter your invitation code here* (required). Enter the code provided by the COPS Office as instructed.
6. **Research & development (R&D)** (required). For the purposes of this solicitation, *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 use 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.
 - a. **B1) Could any portion of your project be considered research and development (R&D) as defined by 2 C.F.R. § 200.87?** 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.
7. Click “next” to move to section 2. If any required fields are unanswered, they will be flagged with warning messages.

Section 2. Agency eligibility information

The CPD program is open to all public governmental agencies, for-profit (commercial) organizations, nonprofit organizations, institutions of higher education, community groups, and faith-based organizations.

Completing section 2

1. **Type of Agency** (required). This information is prepopulated from the information listed in your COPS Office Agency Portal account. If the information is incorrect, you must log into your COPS Office Agency Portal account and make the necessary changes before proceeding with the application. For assistance, please contact the COPS Office Response Center at AskCOPSRC@usdoj.gov or 800-421-6770. Your agency designation will be “law enforcement” or “non-law enforcement.” Based on that

designation, you will be able to identify your specific agency type (Note: The COPS Office Online Application drop-down options are more expansive than the SF-424 options, so please select the applicant type that best fits your organization).

a. *Law enforcement.*

- Attorney/Court/Investigative Agencies (e.g., District Attorney's Office, Bureau of Investigation, etc.)
- Consortium of Law Enforcement Agencies
- Constable
- County Police (non-sheriff)
- Emergency Response/Management (non-police)
- Federally Recognized Tribe – Other
- Federally Recognized Tribal – Council
- Federally Recognized Tribal – Courts
- Federally Recognized Tribal Fish & Wildlife
- Federally Recognized Tribal Police
- Marshals
- Multijurisdictional Task Force
- Municipal Government
- Municipal Police
- Natural Resources Police (e.g., Fish and Wildlife, Park Police)
- New Start-Up (please specify)
- Private University/College Police
- Public Housing Police
- Public University/College Police
- Regional Police Department
- School District Police
- Sheriff
- State Police Agency
- Transit Police

b. *Non-law enforcement.*

- Attorney/Court
- Community/Neighborhood Organization
- Consortium/Partnerships (other than police/public safety)
- Corrections
- County Government
- Emergency Response/Management (e.g., fire, EMS)
- Faith-Based Organization
- Federally Recognized Tribal Council
- Federally Recognized Tribal Courts
- Federally Recognized Tribe – Other
- For-profit Organization
- Government
- Law Enforcement Stakeholder Association
- Multijurisdictional Task Force
- Municipal Government

- National Law Enforcement
 - Nonprofit with 501(c)(3) IRS Status (other than Institution of Higher Education)
 - Nonprofit without 501(c)(3) IRS Status (other than Institution of Higher Education)
 - Park
 - Private University (other than police/public safety)
 - Public Housing
 - Public University/College (other than police/public safety)
 - Public University/College Public Safety
 - Schools
 - State
 - State Association Chiefs of Police (SACOP)
 - State Associations of Sheriffs
 - State Government
 - Transit
 - Tribal/Native Village
 - Value-Based Organization
2. Click “next” to move to section 3. If any required fields are unanswered, they will be flagged with warning messages.

Section 3. General agency information

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

Completing section 3

1. **Applicant ORI number (required).** Enter your ORI number (nine characters).
2. **Applicant Data Universal Numeric System (DUNS) number (required).** Please verify that the prepopulated DUNS number shown is accurate. If it is not accurate, please enter your DUNS number (no more than 13 digits).
3. **DUNS Registered Name (required).** Enter the name associated with the registered name in DUNS.
4. **System for Award Management (SAM) (required).** Enter the date when your SAM registration is set to expire (MM/DD/YYYY format).
5. **Cognizant federal agency (required).** Select your organization’s cognizant federal agency from the drop-down. Generally, it 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 “U.S. Department of Justice” as the cognizant federal agency.
6. **Fiscal year (required).** Enter the month, day, and year of the legal applicant’s current fiscal year (MM/DD/YYYY format).
7. **Law enforcement agency sworn force information.** Not applicable under the CPD program.
8. **Civilian staffing.** Not applicable under the CPD program.
9. **U.S. Attorney’s District Office (required).** Please select your state and then your U.S. Attorney’s District Office from the drop-down options.
10. **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 awards that support the same or similar activities or services for which funding is being requested under this application.

Be advised that as a general rule, COPS Office 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 programs 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 or an active award with any other federal funding source (e.g., direct federal funding or indirect federal funding through state sub-awarded federal funds) which supports the same or similar activities or services as being proposed in this COPS Office application. Check all that apply using the check boxes provided in the application.

11. Click “next” to move to section 4. If any required fields are unanswered, they will be flagged with warning messages.

Section 4. Executive information

Please ensure that the information listed is current. If the listed official(s) are “Interim” or “Acting” at the time of application, please check the appropriate box. Please note that this information will be used for any future correspondence regarding this award application, and ultimately, if an award is made, this information will be used for any award notifications.

This section is 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. You may provide your change of information form to the COPS Office Response Center via email at askCopsRC@usdoj.gov or fax to 202-616-8594.

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

Completing section 4

1. **Applicant executive/agency executive information** (required).
 - a. *For law enforcement agencies.* Verify 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.* Verify the name and contact information. This is the highest ranking individual in the applicant agency (e.g., CEO, president, chairperson, director, or equivalent) who has the authority to apply for this award on behalf of the applicant agency. If awarded COPS Office funding, the individual in this position will ultimately be responsible for the programmatic implementation of the award.
2. **Government executive / financial official information** (required).
 - a. *For government agencies.* Verify 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 nongovernment agencies.* Verify the name and contact information. This is the highest ranking financial official who has the authority to apply for this award on behalf of the applicant agency (e.g., chief financial officer, treasurer, or equivalent). If awarded COPS Office funding, 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.

3. **Application contact information** (required). Enter the application contact name and information.
4. Click “next” to move to section 6. If any required fields are unanswered, they will be flagged with warning messages.

NOTE: Do not use hyphens (-) when entering phone numbers.

Section 5. COPS Office officer hiring request form—Not applicable under the CPD program

Section 6A. Law enforcement and community policing strategy

Please see **appendix C**, “Community Policing Defined.”

Completing section 6A

1. **CP1) To what extent is there community support in your jurisdiction for implementing the proposed project activities?** (required). Select the appropriate level of support.
2. **CP2) If awarded, to what extent will the project activities impact the other components of the criminal justice system in your jurisdiction?** (required). Select the appropriate impact level.
3. Click “next” to move to section 7. If any required fields are unanswered, they will be flagged with warning messages.

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.

Completing section 7A

1. **Explanation of need for federal assistance** (required). Enter no more than 1,000 characters explaining the need for federal assistance.
2. Click “next” to move to section 8. If any required fields are unanswered, they will be flagged with warning messages.

Section 7B. Service population—Not applicable under the CPD program

Section 7C. Fiscal health—Not applicable under the CPD program

Section 7D. Property crime/Violent crime—Not applicable under the CPD program

Section 8. Continuation of project after federal funding ends

Section 8A. For COPS Office awards with a retention plan requirement—Not applicable under the CPD program

Section 8B. Continuation of project after federal funding ends (for other COPS Office awards 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.

Completing section 8B

1. **Does your agency plan to obtain necessary support and continue the program, project, or activity following the conclusion of federal support?** Select “yes” or “no.”
2. **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. If “other” is selected, please provide a brief description of the source(s) of funding (not to exceed 500 characters).
3. Click “next” to move to section 10. If any required fields are unanswered, they will be flagged with warning messages.

Section 9. School safety assessment—Not applicable under the CPD program

Section 10. Project abstract

CPD applicants are required to provide a brief high-level project abstract that summarizes the proposed project in 200 words or less. Project abstracts should explain to the reader about the projects’ purpose, scope, activities, and key partners, if applicable. An abstract should be coherent, concise, and able to stand alone as a summary of the project. Project abstracts should be written for a general public audience.

The COPS Office will only make the abstracts publicly available if the application is funded.

Completing section 10

1. Provide your project abstract in 200 words or less in the provided narrative box.
2. Click “next” to move to section 11. If any required fields are unanswered, they will be flagged with warning messages.

Section 11. Project description (narrative)

Agencies that seek funding under this program are required to submit a project description (narrative). The project narrative must respond to the solicitation and include the section headings listed on page 53 as well as describe how the project will advance community policing as it pertains to the chosen topic area. 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.

The project narrative portion of the application must meet the following requirements:

1. Double-spaced
2. 8.5 x 11-inch page
3. One-inch margins
4. Type no smaller or larger than 12 point, Times New Roman font
5. Page numbers
6. A cover page identifying the CPD solicitation topic/subtopic for which the applicant is applying and the title of the application. The CPD solicitation topic identified on the cover page must match the CPD topic selected in Section 1 of the COPS Office Online Application System.

7. No more than 20 pages and no fewer than 10 pages for the project narrative
8. Microsoft Word documents in .doc or .docx formats or PDF files (.pdf)
9. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Table of contents and cover page will not count toward the overall page limit. Executive summaries, abstracts, timelines, graphs, and charts (regardless of pagination in front matter) will count toward overall page limit. Appendices are strongly discouraged.

Resumes, curriculum vitae, letters of support from partners (if applicable), and certifications should be separate attachments and do not count towards the narrative page requirements. If the project narrative fails to comply with these length-related restrictions, the COPS Office may consider such noncompliance in peer review and final award decisions. The COPS Office recommends numbering the pages as follows: "1 of 20," "2 of 20," etc.

The COPS Office is providing a project narrative template that can be used as a voluntary tool to assist your organization in developing your narrative, which is required by the CPD program. You will be able to access the project narrative template (Microsoft Word document) via section 13 of the COPS Office Online Application System.

Note that instructions in the template are provided in italics. If you choose to use the template, please make sure to delete the instructions before submitting so that they do not factor in your page count.

Please format your narrative using the following section headings:

Cover page. Each application must have a cover page that includes the title of the application and identify the CPD solicitation topic/subtopic for which the applicant is applying. The CPD solicitation topic identified on the cover page must match the CPD topic selected in section 1 of the COPS Office Online Application System.

Topic selection and outcome identification and justification. Select one application topic area described under the "CPD Topic Areas" section. Describe the outcome(s) that will be achieved, the gap in existing knowledge or practice, why and how this project will meet that need (as well as demonstrate a specific public safety 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, or incorporate the principles of community policing. Identify related governmental and community initiatives which complement or will be coordinated with the proposed project.

Strategy to achieve program outcomes and goals. Applicants must describe the specific project goals (see "Goals" section) that are to be accomplished and provide a comprehensive description of the overall strategy and specific activities of the proposed work. Applicants must specify how these proposed activities will achieve the identified program outcomes and goals.

Capacity and experience. Please detail the capacity of your organization to carry out the proposed plan in the proposed time frame of the project and explain your experience with other similar efforts. This must include a discussion of your key staff, what roles they will play, their education and experience in similar projects, and their understanding of community policing and related subject matter expertise.

Management and implementation plan. Applicants must 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 (24 months for all awards under this solicitation), grouped by month or quarter; a management or staffing plan detailing who will work on this project; 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). The strategy and implementation plan should reflect consultation with community groups and appropriate private and public agencies. Applicants who propose delivery of reports, guidebooks, web content, training, or other substantive knowledge products are encouraged to identify a core author(s), establish the relevant subject matter expertise of the author(s), and do so expressly within the project narrative. In addition, applicants should list any major publications or training that the identified author(s) have written on closely related topic areas. Applicants should not expect that application reviewers will infer such expertise from resumes or curriculum vitae they submitted as attachments. In addition, for all proposed in-person training, the applicant should identify the instructor(s), provide examples of the subject matter expertise and training experience of the instructor(s), and do so expressly within the project narrative. In addition, applicants should attach resumes or curriculum vitae for all instructors.

Effectiveness of programs. 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 in the previous sections. Applicants must detail specifically how they will assess the extent to which the activities implemented as a result of receiving this award, and how the deliverables developed under this award would assist law enforcement in implementing or institutionalizing community policing. Applicants must explain how the grant will be utilized to reorient the affected law enforcement agency's mission toward community policing or enhance its involvement in or commitment to community policing. Applicants must identify if or how data and information will be collected, tracked, and reported to the COPS Office and how these measures are consistent with the COPS Office performance measure to advance the capacity of law enforcement to practice community policing (see "Performance Measures" section).

Completing section 11

1. **Project title** (required). Provide the title for the proposed project (no more than 100 characters). The COPS Office will use this title to differentiate projects (especially if there are multiple applications per applicant) and potentially as part of the announcement (if funded).
2. Click "next" to move to section 12. If any required fields are unanswered, they will be flagged with warning messages.

Section 12. Official partner(s) contact information

Applications that represent partnerships between law enforcement agencies and institutions of higher education and nonprofit organizations 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.

The COPS Office is providing a template for a list of subaward(s) that can be used as a voluntary tool to assist your organization in developing this required document. You will be able to access the template (Microsoft Word document) via section 13 of the COPS Office Online Application System.

Note that instructions in the template are provided in italics. If you choose to use this template, please make sure to delete the instructions before submitting so that they do not factor in your page count.

Note: Do not enter any special characters such as percent sign (%), commas (,), etc. in any of the text boxes.

Completing section 12

1. If applicable, please submit a list of partnering agencies including contact person, organization name, address, phone number, and email address.
2. **Add partner.** For multiple partners use the “add partner” button.
3. Click “next” to move to section 13. If any required fields are unanswered, they will be flagged with warning messages.

Section 13. Application attachments

CPD applicants should attach the following documents in this section:

- **Project Narrative (Description)** (required)—See section 11 for more details.
- **Budget Narrative** (required)—All CPD applicants must attach a budget narrative. Your organization must create and attach a document that describes each item requested or group of similar items requested and 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 page limit of the project narrative. See section 14, “Budget detail worksheets and budget narrative,” beginning on page 56, for instructions and the appendices for a sample budget narrative.
- **Resumes/vitae for key personnel** (required)—Applicants must 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. Resumes/vitae of key project personnel attachments do not count toward the page limit of the project narrative.
- **Letters of support from partners** (if applicable)—Can be signed by an executive that states their organization or agency’s support of the project.
- **Indirect Cost Rate Agreement** (if applicable)
- **Sole Source Justification** (if applicable)
- **Budget Justification Documentation** (if applicable)—Such as pay scales, travel policies, etc.
- **Consultant Rate Justification** (if applicable)—If the consultant is paid more than \$650 per day and is hired through a noncompetitive bidding process.

- **Additional Disclosure of Lobbying Activities form (SF-LLL)** (if applicable) –The filing of a SF-LLL 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. Please see section 16A “Disclosure of lobbying activities” beginning on page 79 for more details and the appendices for a copy of the SF-LLL with instructions for completing this form.
- An explanation when the applicant is unable to certify to certain statements in the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” form (if applicable)—When the applicant is unable to certify to specific statements identified in this Certifications form, the applicant must attach an explanation. The applicant is still required to sign the Certifications form to certify to all the other applicable statements. Please see **appendix F** for a copy of this Certifications form.
- **Certification from each state or local government subrecipient’s chief legal officer** (if applicable)—For non-state or local government entities (e.g., Tribal, nonprofit, private) that will use CPD funds to make subawards to a state or local government entity, each state or local government subrecipient’s chief legal officer (e.g., City, County, or State Attorney) must submit a separate certification regarding its compliance with 8 U.S.C. §1373. Each applicant that has already identified state or local government subrecipients must do the following:
 1. Print the Certification of Compliance with 8 U.S.C. §1373 form for Subrecipients from Appendix P or on the COPS Office website at <https://cops.usdoj.gov/cpd#programdocuments>.
 2. Provide the Certification to each state or local government subrecipient.
 3. Ensure that the subrecipient’s chief legal officer completes the certification before the application deadline.
 4. Upload the subrecipient certification(s) as attachment(s) in section 13 of the COPS Office Online Application System.
 5. If the applicant has not yet identified subrecipients, the COPS Office will coordinate the subrecipient certification process post-award. Access to subrecipient funding will be contingent upon submission of completed Certifications from all state or local subrecipients.

Additional attachments attempting to summarize, explain, or add project details are strongly discouraged and will not be considered for review.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and resumes—should use descriptive file names identified on the attachment(s) such as “[Applicant].Project Narrative,” “[Applicant].Budget Narrative,” “[Applicant].Indirect Cost Rate Agreement,” “[Applicant].Resumes”. File names may only contain: a–z, 0–9, period (.), underscore (_), or hyphen (-); any other characters will be replaced by a hyphen (-). Also, the COPS Office recommends that applicants include resumes or vitae in a single file.

Please do not submit executable file types as application attachments. These disallowed file types include 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.

The COPS Office is providing templates for the project narrative, budget narrative, and list of subaward(s) that can be used as a voluntary tool to assist your organization in developing these various required documents. You will be able to access the templates (Microsoft Word document) via section 13 of the COPS Office Online Application System.

Note that instructions in the templates are provided in italics. If you choose to use these templates, please make sure to delete the instructions before submitting so that they do not factor in your page count.

If an applicant submits multiple versions of the same document, the COPS Office will review *only* the most recent system-validated version submitted.

Completing section 13

1. For each attachment, search for the document using the “browse” function, label the document with the drop-down options, and upload the file.
 - a. You may use the following drop-down labels:
 - After Action Reports/Assessments
 - Budget Justification Documentation
 - Budget Narrative
 - Catastrophic Event Description
 - Consultant Documentation
 - Consultant Rate Justification/Documentation
 - Indirect Cost Rate Agreement
 - Letters of Support
 - Memorandum of Understanding
 - Other
 - Position Description
 - Project Description (Narrative)
 - Resume
 - Section 15B—Explanation when unable to certify to certain statements
 - Section 16A—Additional Disclosure of Lobbying Activities (SF-LLL) Forms
 - SF-424
 - Sole Source Justification/Documentation
 - Subrecipient Certification of Compliance with 8 U.S.C. § 1373
2. Repeat step 1 for every attachment.
3. Click “next” to move to section 14. If any required fields are unanswered, they will be flagged with warning messages.

Section 14. Budget detail worksheets and budget narrative attachments

Applicants must submit reasonable budgets based on the resources needed to implement their proposed projects. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the project narrative.

The budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheets contained in section 14 of the application. The COPS Office expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. Consideration will be given to budget proposals that maximize the direct funding that supports project activities.

The budget narrative should be mathematically sound and correspond clearly with the information provided in the budget detail worksheets. The narrative should explain how the applicant estimated and calculated *all* costs and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. The budget should describe costs by year and should cover the full project period (see “Length of award” beginning on page 28 for project period details).

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget. The budget narrative should not be used to explain deliverables or project activities that are not included in the project narrative. This information is to be attached as a separate document in section 13.

For-profit organizations (as well as other recipients) must forgo any profit or management fee.

Instructions for Completing the Budget

Budget requests may be made in the following categories:

- Civilian or nonsworn personnel (base salary and fringe benefits)
- Equipment/Technology
- Supplies
- Travel/Training/Conferences
- Contracts/Consultants
- Other costs
- Indirect 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.

Applicants should submit scalable proposals where appropriate. Note that the COPS Office may reduce funding for selected proposals based on the number of awards selected. The COPS Office may revise the proposed scope and modify the associated budget proposal accordingly.

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

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award. Requests for reimbursement of items purchased or expenses incurred prior to the award start date will not be funded. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. **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 award (see award condition IV, “Nonsupplanting requirement,” beginning on page 94).**

Each of the categories does not include an exhaustive list of allowable and unallowable costs but rather includes frequent requests and guidance. **The COPS Office reserves the right to deny funding for any items that may not be included in this application guide.**

Some tips to help complete the budget forms:

- Any greyed-out areas in the COPS Office Online System Application are automatically calculated and cannot be manually changed.
- Do not hit backspace on your keyboard outside of a text or number box.
- Click “save” after every item entry to ensure your information is saved properly.
- Use whole numbers.
- Always round up.
- Do not use the back button in the browser.

Please see **appendix R** for a sample budget narrative to help guide the development of your budget narrative.

Section 14.B. Base salary and fringe benefits for civilian or nonsworn personnel

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.

With respect to any CPD award made under this solicitation, a recipient may not use federal funds to pay total cash compensation to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an organization with a Certified SES Performance Appraisal System for that year. The 2019 salary table for SES employees is available at the Office of Personnel Management website: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2019/executive-senior-level>. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Nonfederal funds used for any such additional compensation will not be considered matching funds.) If only a portion of an employee’s time is charged to a COPS Office award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

Typically, unallowable civilian or nonsworn personnel costs include the following:

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

- 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 award are also not allowed.
- Salaries and benefits of personnel that do not work directly on the project.
- Salaries and benefits for contract or consultant personnel (these should be placed under section 14.F “Contracts/Consultants;” see page 67).

Completing section 14.B. civilian or nonsworn base salary

1. **Position title.** Enter employee title and name of employee, if known.
2. **Description.** Describe the employee’s roles, responsibilities, and activities related to the work to be completed on the project.
 - If the salary increases from one budget year to another because of cost of living increases, be sure to detail these increases in the budget description.
 - Each position should be added separately in the system. However, you may add multiple positions under subsection D “# of positions” for only positions with the same description, role, and salary and benefits (such as interns or fellows).
3. **Salary.** Enter the annual base salary rate (no more than two decimal places).
4. **% of time on a project.** Enter the percentage of time to be devoted to the project per year (only whole numbers).
5. **Vacation costs.** Select “yes” or “no” whether the base salary includes vacation costs. If “yes,” you will not be able to add any vacation costs under fringe benefits.
6. **Sick leave costs.** Select “yes” or “no” whether the base salary includes sick leave costs. If “yes,” you will not be able to add any sick leave costs under fringe benefits.
7. Repeat steps 3 through 6 for year 2 salary.
8. Continue to “Fringe Benefits” instructions.

NOTES: If you are not applying for civilian or nonsworn personnel or are only applying for one year, select “no” for the drop-down boxes under vacation and sick leave costs. If you are applying for civilian or nonsworn personnel and the number of positions is left at zero, the page will revert to a blank page. As a reminder, CPD projects are two-year awards.

Additional documentation that may need to be uploaded to section 13 outside of the Budget Narrative includes the following:

- Job description
- Organizational pay scales or written annual salary per position
- Resumes/vitae

Fringe benefits

Fringe benefits are allowances and services provided by the organization to its employees as compensation in addition to regular salary. Fringe benefits should be based on actual known costs or an established formula. 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

Typically unallowable fringe benefit costs include the following:

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

Completing section 14.B. fringe benefits

1. Enter the “% of salary” for each fringe benefit. The COPS Office Online Application System will automatically calculate the requested amount for each benefit based on the number entered.
2. **Social security expenses.** Select the box marked “6.2%” to automatically use the full social security amount; otherwise enter the appropriate percentage. The COPS Office Online Application System will not allow more than 6.2%
3. **Medicare expenses.** Select the box marked “1.45%” in order to automatically use the full Medicare amount; otherwise enter the appropriate percentage. The COPS Office Online Application System will not allow more than 1.45%
4. **Vacation.** If the base salary includes vacation, you will not be able to add anything for this benefit.
5. **Sick leave.** If the base salary includes sick leave, you will not be able to add anything for this benefit.
6. **Worker’s Compensation.** If you are exempt, click on the “exempt” button.
7. **Unemployment Insurance.** If you are exempt, click on the “exempt” button.
8. **Other.** If you have other fringe benefits that are not listed, you may use this category. If you have a flat fringe rate, include the rate under the “Other” category titled “Flat fringe Benefits (CPD Only)” and then upload your flat fringe benefit rate agreement in section 13.

9. Repeat steps 1 through 8 for year 2 costs.
10. Total salary and benefits for years 1 and 2. Select the number of positions.
 - a. You must enter at least “1” in order for the personnel to be counted towards the total costs.
 - b. If using the same information for more than one position, the positions must have the same description, role, and salary and benefits (such as interns or fellows).
11. **Add position.** Click to add additional personnel; repeat steps 1 through 8 under Base Salary and steps 1 through 10 under Fringe Benefits for any additional personnel.
12. **Copy position.** Click to copy the salary and fringe benefits for an additional personnel.
13. **Remove position.** Click to remove the selected personnel.
14. Click “next” to move to section 14.C. If any required fields are unanswered, they will be flagged with warning messages.

Additional documentation that may need to be uploaded to section 13 outside of the Budget Narrative includes the following:

- Written organization policies regarding fringe benefits
- Organizational fringe rate agreement

Figure 3 is a series of screenshots of the base salary and fringe benefits for civilian or nonsworn personnel budget worksheet from the online application.

Figure 3a. Base salary and fringe benefits for civilian and nonsworn personnel

Reminder: If you have changed, added, or removed any items in this section, please click "Save" before moving to other sections

PREVIOUS SAVE PRINT SECTION PRINT NEXT

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. **If requesting Civilian/Non-Sworn Personnel in this section, applicants must indicate the number of positions under D. Total Salary and Benefits for Years 1 and 2 before saving or moving to the next section. If the number of positions is left at zero and does not reflect the actual number of positions, this page will revert to a blank page.**

B. CIVILIAN POSITIONS

Add Position Remove Position Clone Position

Perfect Job

A. Base Salary Information		Year 1 Salary	Year 2 Salary
Position Title	Perfect Job	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	Make a difference	250000.0000	250000.0000
		x 100.00 % of time on project	x 100.00 % of time on project
		250000	250000
	Yes <input checked="" type="checkbox"/> Does the base salary include Vacation costs? Please select Yes or No.		Yes <input checked="" type="checkbox"/> Does the base salary include Vacation costs? Please select Yes or No.
	Yes <input checked="" type="checkbox"/> Does the base salary include Sick Leave costs? Please select Yes or No.		Yes <input checked="" type="checkbox"/> Does the base salary include Sick Leave costs? Please select Yes or No.

Figure 3b. Base salary and fringe benefits for civilian and nonsworn personnel

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 type="checkbox"/> 6.2% <input type="checkbox"/> Fixed Rate	0.00	0.00	0.00	0.00
Medicare expenses cannot exceed 1.45% <input type="checkbox"/> Exempt <input type="checkbox"/> 1.45% <input type="checkbox"/> Fixed Rate	0.00	0.00	0.00	0.00
Health insurance	0	0.0000	0	0.0000
Life Insurance	0	0.0000	0	0.0000
Vacation Number of Hours Annually: <input type="text" value="0"/>	0	0.0000	0	0.0000
Sick Leave Number of Hours Annually: <input type="text" value="0"/>	0	0.0000	0	0.0000
Retirement	0	0.0000	0	0.0000
Worker's Compensation <input type="checkbox"/> Exempt	0	0.0000	0	0.0000
Unemployment Insurance <input type="checkbox"/> Exempt	0	0.0000	0	0.0000
Other Flat Fringe Benefits (CPD Only) <input type="text" value="125.0000"/>	125.0000	0.0500	6.2500	0.0025
Other <input type="text" value="0.00"/>	0.00	0	0.00	0
Other <input type="text" value="0"/>	0	0.0000	0	0.0000
Benefits Sub-Total Per Year (1 Position)	125.0000		6.2500	
C. Total Salary + Benefits Per Year (1 Position)	250125.0000		250006.2500	
D. Total Salary and Benefits for Years 1 and 2 (1 Position):	500131.2500		500131.2500	

x # of Positions

Section 14.C. 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. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in section 14.F “Contracts/Consultants” (see page 67).

Typically unallowable equipment/technology costs include the following:

- Ammunition
- Automatic license plate recognition software
- Bayonets
- Bikes and associated equipment
- Biometric technology
- Body armor
- Body-worn cameras
- Bomb detection technology
- Bulletproof vests and accessories
- Buses/shuttles/transit vans
- Camouflage uniforms
- Closed-circuit televisions (CCTV)
- Communication boxes
- Computer aided dispatch (CAD) systems/records management systems (RMS)
- Electronic control weapons (ECW)/Tasers
- Explosives
- Firearms (including training firearms)

- Fitness equipment
- General law enforcement vehicles (including patrol cars and leased vehicles)
- Golf carts/motorized personal vehicles
- GPS devices
- Grenade launchers
- Handcuffs, weapons, and ammunition (including training ammunition)
- Laser spectroscopy devices
- License plate readers (LPR)
- Manned aircraft
- Metal detectors
- Mobile data terminals (MDT)
- Non-motorized vehicles
- Radios
- Recreation equipment (including tents and coolers)
- Robotic cameras
- Shared items between projects—if equipment is to be used for concurrent projects, 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.
- Simulators/augmented reality programs
- Thermal imaging devices
- Tracked (armored) vehicles
- Traffic equipment (such as cones, message boards)
- Trailers
- Unmanned aerial vehicles (drones)
- Video surveillance (including security systems)
- Weaponized aircraft, vessels, and vehicles of any kind

Completing section 14.C. Equipment/Technology

1. Click “No equipment or technology requested” if you are not requesting any equipment.
2. **Name.** Enter requested equipment name.
3. **Base cost.** Enter cost for the equipment.
4. **Qty.** Enter the quantity.
5. **Subtotal.** Automatically calculates (base cost times quantity).
6. **Description.** Enter the type of equipment with a description and justification explaining why the equipment is necessary for the success of the project (limited to 1,000 characters).
 - a. Provide any additional calculations that make up the base cost.
 - b. The justification should explain that this equipment is not available or accessible to project personnel without specifically purchasing through this award.
7. **Add item.** Click to add additional equipment requests (repeat steps 2 through 6).
8. **Delete.** Click to delete an item.
9. Click “next” to move to section 14.D. If any required fields are unanswered, they will be flagged with warning messages.

Additional documentation that may need to be uploaded to section 13 outside of the Budget Narrative includes the following:

- Narrative of the procurement method
- Sole Source Justification

Figure 4 is a screenshot of the equipment/technology budget worksheet from the online application.

Figure 4. Equipment/technology budget worksheet

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 inter-jurisdictional strategy for communications interoperability among federal, state, and local law enforcement agencies.

See <https://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
EQUIPMENT/TECHNOLOGY	Base cost: 1000.0000	10	10000.0000	test
			Total: 10000.0000	

Add Item

Section 14.D. Supplies

Supplies means all tangible personal property other than those described under section 14.C "Equipment/Technology." Supplies costs consist of those incurred for purchased goods and fabricated parts directly related to an award 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.

For broad category requests (such as "office supplies"), explanation for project amounts should be provided with calculations. Broad grouping of items under supplies will be limited to \$40 per month; otherwise items must be individually captured and justified in the budget request.

For any training awards, the COPS Office allows the purchase of flash drives or USB devices to distribute training materials with approval prior to purchasing.

Typically unallowable supply costs include:

- Conference or event swag, including t-shirts, bags, or mugs
- Displays, demonstrations, or exhibits
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Extracurricular expenses for youth programs, including t-shirts, meal plans, giveaways, swag bags, and games
- Narcan

- Promotional items and memorabilia, including models, gifts, and souvenirs
- Recreational supplies (such as Frisbees)
- 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)

Completing section 14.D. Supplies

1. Click “No supplies requested” if you are not requesting any supplies.
2. **Name.** Enter requested supply name.
3. **Base cost.** Enter cost for the specific supply. The cost 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.
4. **Qty.** Enter the quantity.
5. **Subtotal.** Automatically calculates (base cost times quantity).
6. **Description.** Enter the supply request with a description and justification explaining why the supplies are necessary for the success of the project (limited to 1,000 characters). Provide any additional calculations that make up the base cost.
7. **Add item.** Click to add additional supply requests (repeat steps 2 through 6).
8. **Delete.** Click to delete an item.
9. Click “next” to move to section 14.E. If any required fields are unanswered, they will be flagged with warning messages.

Figure 5 is a screenshot of the supplies budget worksheet from the online application.

Figure 5. Supplies budget worksheet

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 <https://cps.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	
SUPPLIES	Base cost: 2000.0000	1	2000.0000	test	Delete
			Total: 2000.0000		

Add Item

Section 14.E. Travel/Training/Conferences

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. For additional guidance, please see the Uniform Guidance 2 C.F.R. § 200.474.

When charging travel costs to federal awards, award recipients must indicate the source of travel policies applied (applicant or federal travel regulations). 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 <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For all applicants (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).

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.

The only individuals traveling who should be charged in this section are those listed in section 14.B "Base salary and fringe benefits for civilian or nonsworn personnel" beginning on page 58. All other individuals traveling for the project, including participant and consultant travel, should be listed under section 14.F "Contracts/Consultants" beginning on page 67.

Typically unallowable travel/training/conference costs include the following:

- Bar charges/alcoholic beverages
- Costs exceeding Federal Travel Regulations if no other organizational written policy is supplied that supersedes these established rates
- Credit card fees
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Food and beverages at conferences, meetings, or trainings your organization is hosting
- Foreign travel
- GPS and Easy Pass rentals (when renting a car)
- Laundry services while on travel
- 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
- Paying for meals other than your own
- Tips/gratuity

Completing section 14.E. Travel/Training/Conference

1. Click "No travel, training, or conferences requested" if you are not requesting any travel expenses.
2. **Name.** Enter name/title/purpose of the trip. Each trip should be entered as an individual entry rather than a group of trips.
3. **Registration.** Enter the amount for the registration of the training/conference attendance.
4. **Lodging.** Enter the amount for the hotel and any associated taxes/fees.
5. **Per diem.** Enter the amount for GSA-approved meals and incidentals.
6. **Transportation.** Enter all ground and air transportation as well as public transportation and parking fees.
7. **# of Staff.** Enter number of staff traveling.
8. **Subtotal.** Automatically calculates (# of staff x [registration + lodging + per diem + transportation]).

9. **Description.** Enter the purpose of the trip, proposed destination, trip duration by day/night, and list of individuals traveling as well as a detailed cost breakdown for each travel category (lodging, per diem, etc.) (limited to 1,000 characters).
 - a. Cost breakdown should include
 - 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 (including full per diem and travel day per diem);
 - lodging costs per night;
 - transportation fees per day;
 - parking fees per day.
 - b. For example, if the transportation is \$610, the description breakdown should include \$500/round trip flight + (3 days x \$20/day = \$60) for parking + \$30/taxi to airport + \$30/taxi from airport = \$620. If two people are traveling, then “2” should be reflected in the quantity rather than the full amount in the transportation section.
10. **Add item.** Click to add additional travel requests (repeat steps 2 through 9).
11. **Delete.** Click to delete an item.
12. Click “next” to move to section 14.F. If any required fields are unanswered, they will be flagged with warning messages.

Additional documentation that may need to be uploaded to section 13 outside of the Budget Narrative:

- Organizational travel policy

Figure 6 is a screenshot of the travel/training/conference budget worksheet from the online application.

Figure 6. Travel/training/conference budget worksheet

E. TRAVEL/TRAINING/CONFERENCES

No Travel/Training/Conferences Requested

Instructions: Travel costs are the expenses for transportation, lodging, subsistence, temporary dependent care, and related items incurred by employees who are in travel status on official business of the nonfederal entity. Official travel can include attendance at an award-related meeting or conferences when travel is further than 50 miles from the program location. The only individuals traveling that should be included in this section are ones listed in "Section 14.B. Base Salary and Fringe Benefits for Civilian/Non-Sworn Personnel." All other individuals traveling for this project including participant and consultant travel should be listed under "Section 14.F. Contracts/Consultants." Applicants without a written travel policy must follow the established federal rates found at (<https://www.gsa.gov>) for lodging, meals, and per diem. For all applicants (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). Instructions: Itemize award-related travel expenses of recipient 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. Registration/training fees, transportation (including airfare, rental cars, parking, and/or baggage fees), lodging and per diem rates for individuals should be listed as separate travel items. Recipient travel costs specific to the award project may be based on the applicant's written travel policy, assuming the costs are reasonable.

See <https://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	# of Staff	Sub Total	Description	
	Registration: 500.0000			test	Delete
	Lodging: 500.0000				
TRAINING	Per Diem: 1000.0000	5	15000.0000		
	Transportation: 1000.0000				
Total:			15000.0000		

Add Item

Section 14.F. Contracts/Consultants

Contract costs

Contracts include goods or services that directly contribute to the implementation or enhancement of the project. The applicant should distinguish clearly between subawards and contracts in allocating any funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of obtaining goods and services for the recipient’s own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-

through funds is a subrecipient or a contractor. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317- 200.326, and the issuance of subawards must meet the requirements of 2 C.F.R. § 200.331.

Any recipient of an award will be responsible for monitoring subawards and contracts in accordance with all applicable statutes, regulations, and guidelines. Primary recipients will be responsible for oversight of subrecipient/partner spending and monitoring specific performance measures and outcomes attributable to the use of COPS Office funds.

All sole source procurements of goods and services (those not awarded competitively) in excess of \$250,000 require prior approval from the COPS Office.

Typically unallowable contract costs include the following:

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

Completing section 14.F. contract costs

1. Click “No contract costs requested” if you are not requesting any contract costs.
2. **Name.** Enter name of contract.
3. **Base cost.** Enter estimated cost for the specific contract.
4. **Qty.** Enter the quantity.
5. **Subtotal.** Automatically calculates (base cost times quantity).
6. **Description.** Enter the description and justification for the product or services to be procured by contract including the nature and scope of goods purchased, price proposals, and length of contract (limited to 1,000 characters). Provide any additional calculations that make up the base cost.
7. **Add item.** Click to add additional contract requests (repeat steps 2 through 6).
8. **Delete.** Click to delete an item.
9. Continue to “Consultant fees.”

Additional documentation that may need to be uploaded to section 13 outside of the Budget Narrative includes the following:

- Sole Source Justification

Consultant fees

Consultant expenses 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 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. 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 \$650 per day (or \$81.25 per hour). Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If individuals

receive fringe benefits from their primary employer, such fringe benefit costs should not be included in the calculation of consultant rates. A consultant rate justification will need to be submitted for review and approval to the COPS Office for any consultants hired through a noncompetitive bidding process and paid more than \$650 per day prior to incurring any costs. Determinations of approval will be made on a case-by-case basis.

Typically unallowable consultant costs include the following:

- Compensation of federal employees—this category of unallowable costs includes salary payments, consulting fees, or other compensation to full-time federal employees.
- Honoraria when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for the recipient of the honorarium. A payment for services rendered, such as speaker’s fee under an award, is allowable.

Completing section 14.F. consultant fees

1. Click “No consultant fees requested” if you are not requesting any consultant fees or expenses.
2. **Name.** Enter name of the consultant.
3. **Base cost.** Enter estimated cost for the specific consultant per day.
4. **Qty.** Enter the number of days.
5. **Subtotal.** Automatically calculates (base cost times quantity).
6. **Description.** Enter the description and justification for the services to be provided; include the nature and scope of services rendered in relation to the services required for the project; necessity of contracting these services regarding the organizations capability; whether services can be performed more economically by direct employment; and qualifications of individual (limited to 1,000 characters). Provide any additional calculations that make up the base cost.
7. **Add item.** Click to add additional consultant fee requests (repeat steps 2 through 6).
8. **Delete.** Click to delete an item.
9. Continue to “Consultant travel.”

Additional documentation that may need to be uploaded to section 13 outside of the Budget Narrative includes the following:

- Consultant Rate Justification
- Consultant resumes/vitae

Consultant Travel

Consultant travel costs follow the same guidelines as section 14.E “Travel/Training/Conferences” on page 65 but should be costs associated with consultant travel. These costs should not be reflected in the “Personnel” or “Travel” categories.

Typically unallowable consultant travel costs include the following:

- Bar charges/alcoholic beverages
- Costs exceeding Federal Travel Regulations if no other organizational written policy is supplied that supersedes these established rates
- Credit card fees
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)

- Food and beverages at conferences, meetings, or trainings your organization is hosting
- Foreign travel
- GPS and Easy Pass rentals (when renting a car)
- Laundry services while on travel
- 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
- Paying for meals other than your own
- Tips/gratuities

Completing section 14.F. consultant travel

1. Click “No consultant travel requested” if you are not requesting any consultant travel.
2. **Name.** Enter name/title/purpose of the trip. Each trip should be entered as an individual entry rather than a group of trips
3. **Registration.** Enter the amount for the registration of the training/conference attendance.
4. **Lodging.** Enter the amount for the hotel and any taxes/fees associated.
5. **Per diem.** Enter the amount for GSA-approved meals and incidentals.
6. **Transportation.** Enter all ground and air transportation as well as public transportation and parking fees.
7. **# of Staff.** Enter number of consultants or participants traveling.
8. **Subtotal.** Automatically calculates (# of staff x [registration + lodging + per diem + transportation]).
9. **Description.** Enter the purpose of the trip, proposed destination, trip duration by day/night, and list of individuals traveling as well as a detailed cost breakdown for each travel category (lodging, per diem, etc.) (limited to 1,000 characters).
 - a. Cost breakdown should include
 - 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 (including full per diem and travel day per diem);
 - lodging costs per night;
 - transportation fees per day;
 - parking fees per day.
 - b. For example, if the transportation is \$620, the description breakdown should include \$500/round trip flight + (3 days x \$20/day = \$60) for parking + \$30/taxi to airport + \$30/taxi from airport = \$620. If two people are traveling, then “2” should be reflected in the quantity rather than the full amount in the transportation section.
10. **Add item.** Click to add additional travel requests (repeat steps 2 through 9).
11. **Delete.** Click to delete an item.
12. Continue to “Consultant expenses.”

Additional documentation that may need to be uploaded to section 13 outside of the Budget Narrative includes the following:

- Organizational travel policy

Consultant expenses

All other consultant-related expenses should be included in this section such as supply and equipment requests. The same guidelines as previously stated in the above sections will apply.

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate. For additional information, see the “Civil Rights Compliance.”

Typically, unallowable consultant expenses include the following:

- Conference or event swag, including t-shirts, bags, or mugs
- Displays, demonstrations, or exhibits
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Narcan
- Promotional items and memorabilia, including models, gifts, and souvenirs
- 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)

Completing section 14.F. consultant expenses

1. Click “No consultant expenses requested” if you are not requesting any consultant expenses.
2. **Name.** Enter requested name of consultant-expense.
3. **Base cost.** Enter cost for the specific consultant-expense. The cost should be broken down to the lowest form.
4. **Qty.** Enter the quantity.
5. **Subtotal.** Automatically calculates (base cost times quantity).
6. **Description.** Enter the consultant-expense request with a description and justification for why the consultant-expense is necessary for the success of the project (limited to 1,000 characters). Provide any additional calculations that make up the base cost.
7. **Add item.** Click to add additional consultant expense requests (repeat steps 2 through 6).
8. **Delete.** Click to delete an item.
9. Click “next” to move to section 14.G. If any required fields are unanswered, they will be flagged with warning messages.

Figure 7 on page 72 is a series of screenshots of the contracts and consultants budget worksheets from the online application.

Figure 7a. Contracts/consultant costs budget worksheet

F. CONTRACTS/CONSULTANTS

No Contract Costs Requested

Instructions: See <https://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 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 <https://cops.usdoj.gov/Default.asp?Item=46> for more information on the required submission.)

F1. Contract Costs

Name	Cost	Qty	Sub Total	Description	
Contract	Base cost: 10000.0000	1	10000.0000	test	Delete
			Total : 10000.0000		

Add Item

Figure 7b. Contracts/consultant fees budget worksheet

No Consultant Fees Requested

Instructions: See <https://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 Fees: For each consultant enter the name (if known), service to be provided, hourly or daily fee (based upon an 8-hour day), and estimated length of time on the project. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of \$650 per day require additional written justification and must be pre-approved in writing by the COPS Office if the consultant is hired via a noncompetitive bidding process.

F2. Consultant Fees

Name	Cost	Qty	Sub Total	Description	
Consultant	Base cost: 500.0000	2	1000.0000	test	Delete
			Total : 1000.0000		

Add Item

Figure 7c. Contracts/consultant travel budget worksheet

No Consultant Travel Requested

Instructions: See <https://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 Travel: List all travel-related expenses to be paid from the award to the individual consultants (e.g., transportation, meals, lodging) separate from their consultant fees.

F3. Consultant Travel

Name	Cost	Qty	Sub Total	Description	
Consultant Travel	Registration: 100.0000 Lodging: 100.0000 Per Diem: 100.0000 Transportation: 100.0000	2	800.0000	test	Delete
			Total : 800.0000		

Add Item

Figure 7d. Contracts/consultant expenses budget worksheet

No Consultant Expenses Requested

Instructions: See <https://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 award to the individual consultants separate from their consultant fees and travel expenses (e.g., computer equipment and office supplies).

F4. Consultant Expenses

Name	Cost	Qty	Sub Total	Description	
Consultant Expenses	Base cost: 5000.0000	1	5000.0000	test	Delete
			Total : 5000.0000		

Add Item

Section 14.G. Other costs

Items not included in the previous categories but that have a direct correlation to the overall success of a recipient’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. Requests that may fall under the “other” category include officer overtime, rent (see next paragraph for more details), or software purchases.

Rental costs are generally allowable under the CPD program when the costs are not included in indirect costs. Applicants should list square footage cost in the budget. The amount must be based on the space that will be allocated to implement the COPS Office project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

For applicants that anticipate using COPS Office funds to cover only a portion of a particular service they provide, the budget should prorate operational costs like rent and phone service accordingly.

Typically unallowable other costs include the following:

- Advertising and public relations designed solely to promote the recipient
- Conference or event swag, including t-shirts, bags, or mugs
- Construction costs
- Corporate formation (startup costs)
- Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 C.F.R. Part 200 Subpart F – Audit Requirement are unallowable. If the applicant organization did not meet the applicable expenditure threshold during the organization’s fiscal year, the cost of any audit performed may not be charged to the award.
- Costs incurred for intramural activities, student publications, student clubs, and other student activities
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Extracurricular expenses for youth programs, including t-shirts, meal plans, giveaways, swag bags, and games
- Fuel for general patrol vehicles
- Land acquisition including renting, leasing, or construction of buildings or other physical facilities
- Live animals (including dogs and horses) including associated supplies, food, transportation, and veterinary expenses
- Maintenance of vehicles and enhancements (such as mounts)
- Membership fees to organizations whose primary activity is lobbying
- Office rental/lease space, except for costs proportionate to work conducted under the CPD award (if included within an indirect cost rate negotiated agreement)
- Promotional items and memorabilia, including models, gifts, and souvenirs
- Publishing services—the COPS Office provides editing, graphic design, and printing services for deliverables and other project materials; therefore, these costs cannot be directly charged unless approved on a case-by-case basis.
- Scholarships, fellowships, and other programs for student aid (exceptions are for institutions for higher education)
- Uniforms (including helmets, boots)

Completing section 14.G. Other Costs

1. Click “No other costs requested” if you are not requesting any other costs.
2. **Name.** Enter requested name of item.
3. **Base cost.** Enter cost for the specific item. The cost should be broken down to the lowest form.
4. **Qty.** Enter the quantity.
5. **Subtotal.** Automatically calculates (base cost times quantity).

6. **Description.** Enter the item request with a description and justification for why the item is necessary for the success of the project (limited to 1,000 characters). Provide any additional calculations that make up the base cost.
7. **Add item.** Click to add additional requests (repeat steps 2 through 6).
8. **Delete.** Click to delete an item.
9. Click “next” to move to section 14.H.

Figure 8 is a screenshot of the other costs budget worksheet from the online application.

Figure 8. Other costs budget worksheet

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 <https://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	
Costs	Base cost 15000.1400	3	45000.4200	Testing	Delete
			Total: 45000.4200		

Add Item

Section 14.H. Indirect costs

Overview of indirect costs

Indirect costs means those costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to a particular project but necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

If a cognizant federal agency has approved your negotiated indirect cost rate, the negotiated rate must be accepted by all federal awarding agencies, unless otherwise capped by federal statute or regulation.

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.

Expired indirect cost rate agreement

If your indirect cost rate agreement 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.

No approved plan

If you are a nonfederal entity that has never received a negotiated indirect cost rate, except for those nonfederal entities described in 2 C.F.R. Part 200, Appendix VII to Part 200, paragraph D.1.b., you may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. When using this method, cost must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Also, if this method is chosen then it must be used consistently for all Federal awards until such time as you choose to negotiate an indirect cost rate (which may be done at any time). See 2 C.F.R. § 200.414(f).

If you elect to negotiate an indirect cost rate with your cognizant federal agency, a special condition will be added to the award prohibiting the obligation, expenditure, or drawdown of funds reimbursement for indirect costs until an indirect cost rate has been approved by your cognizant Federal agency, and the appropriate notification has been made retiring the special condition.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Exception: If you are a unit of local government in which the Office of Management and Budget (OMB) has not assigned a cognizant Federal agency, then you are not required to submit your indirect cost proposal, unless the awarding agency requires a copy of the proposal. Please see the appropriate Appendix section in 2 C.F.R. Part 200 as listed above.

Approval of indirect cost rates for subrecipients

As the direct recipient, you are responsible for approving indirect cost rates for your subrecipients if funded. Such rates must be consistent with the requirements of 2 C.F.R. Part 200. The COPS Office will not approve indirect cost rates beyond the direct recipient level; however, subrecipients who are also direct recipients of Federal awards may already have a Federally approved indirect cost rate. If your subrecipient has negotiated an indirect cost rate with the Federal government, then that rate applies.

The subrecipient rates should not be included in this section, but rather under Section 14.F.

Calculating direct cost base

The following direct cost bases may be used as a distribution base:

- **Modified total direct cost (MTDC)**—This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency.

- **Direct salaries and wages**—This base includes only the costs of direct salaries and wages incurred by the organization.
- **Direct salaries and wages plus fringe benefits**—This base includes the costs of direct salary, wages and fringe benefits incurred by the organization.

Exclusions in direct cost bases

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

- **\$25,000 Subcontract/Subaward limitation.** For institutions of higher education 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.)
- **Participant support costs.** For nonprofit organizations, in accordance with 2 C.F.R. part 200, Appendix IV to 2 Part 200, paragraph B.2.c.—Indirect (F&A) Costs Identification and Assignment and Rate Determination for Nonprofit Organizations: “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

https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf.

If you need additional information on an indirect cost rate negotiated agreement, go to the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/index.htm>.

Completing section 14.H. Indirect Costs

1. Click “No indirect costs requested” if you are not requesting any indirect costs.
2. **Indirect cost description.** Enter type of indirect cost rate (provisional, final, predetermined, fixed, etc.).
3. **Budget base total (\$).** Enter base direct cost (see previous guidance on how to determine the direct cost).
4. **Indirect rate (%).** Enter the indirect cost rate percentage (no more than two decimal points).
5. **Approved indirect cost.** Automatically calculates (budget base total x indirect rate %). The calculation should be entered for both base costs and indirect rate % (for example, .25 x 100,000), rather than 1 multiplied by the indirect cost rate (for example, 1 x 25,000).
6. **Description.** Enter the description and breakdown of calculation (limited to 1,000 characters). Provide any additional calculations that make up the base cost. Include the expiration date and the cognizant agency name.

7. **Add item.** Click to add additional indirect cost rate requests (repeat steps 2 through 6). 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.
8. **Delete.** Click to delete an item.
9. Click “next” to move to section 14.S. If any required fields are unanswered, they will be flagged with warning messages.

Additional documentation that may need to be uploaded to section 13 outside of the Budget Narrative includes the following:

- Current, signed, federally approved indirect cost rate negotiated agreement
- If your organization 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. The COPS Office may disallow or freeze access to indirect funds until a provisional or current indirect cost rate negotiated agreement is provided.

Figure 9 is a screenshot of the indirect costs budget worksheet from the online application.

Figure 9. Indirect costs budget worksheet

H. INDIRECT COSTS

No Indirect Costs Requested

Instructions: In the description box, please provide the following information: Type of rate (provisional, final, predetermined, fixed, etc.), the indirect cost rate base, the rate percentage for each location, the effective period, and the cognizant agency name. Indirect costs are allowed under a very limited number of specialized COPS Office 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 your organization is requesting indirect costs for this project, please include a copy of your current, signed federally approved indirect Cost Rate Negotiated Agreement as an attachment in Section 13. 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. 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)
Indirect Costs	Base cost: 15000.0000	50.00	7500.0000	test
			Total: 7500.0000	

Add Item

Section 14.S. Budget Summary

You will be able to review the category totals and the total project costs under this section.

Completing section 14.S.

1. Verify the budget category totals. If you need to revise a budget category, you can use the “Navigation Menu” on the left to skip to different sections.
2. **Contact information for budget questions** (required). For any questions related to your budget submission, the COPS Office has prepopulated your organization’s financial official. If you prefer the COPS Office reach out to someone else regarding budget questions, please make the changes to your financial official via the COPS Office Agency Portal. As part of “Application review information section,” you may be contacted regarding your budget. This should not be interpreted as an indication of funding.
3. Click “next” to move to section 15A. If any required fields are unanswered, they will be flagged with warning messages.

NOTE: Do not use hyphens (-) when entering phone numbers.

Figure 10 on page 78 is a screenshot of the budget summary from the online application.

Figure 10. Budget summary

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	
B. Non-Sworn Personnel	\$0.0000	
C. Equipment & Technology	\$0.0000	
D. Supplies	\$0.0000	
E. Travel & Training	\$0.0000	
F. Contracts & Consultants	\$0.0000	
G. Other Costs	\$0.0000	
H. Indirect Costs	\$0.0000	
Total Project Amount:	\$0.0000	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)	\$0	100.0000%
Total Local Share Amount (if applicable): (Total Project Amount - Total Federal Share Amount)	\$0	0.0000%

Contact Information for Budget Questions

For any questions related to your budget submission, the COPS Office has auto-populated your organizations financial official. If you prefer the COPS Office reach out to someone else regarding budget questions, please make the changes to your financial official via the Agency Portal.

First Name:
Robert

Last Name:
Griffin

Title:
Financial QB

Telephone Number:
222223333

Fax:
N/A

Email Address:
RGriff@Cowboys.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 award 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 award. See “Award Terms and Conditions/Funding Restrictions/Administrative Requirements” beginning on page 92, **appendix E**, and **appendix F** for the full assurances and certifications.

Section 15.A. U.S. Department of Justice Certified Standard Assurances

Completing section 15.A.

1. Review each provision carefully.
2. **Signature of Law Enforcement Executive/Agency Executive** (required). Enter the name of the law enforcement executive/agency executive. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
3. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format).
4. **Signature of Government Executive/Financial Official** (required). Enter the name of the government executive/financial official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
5. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format).
6. Click “next” to move to section 15.B. If any required fields are not answered, they will be flagged with warning messages.

NOTE: When entering the signatures, they must match exactly with the name in the COPS Office Agency Portal including capitalizations.

Section 15.B. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Completing section 15.B.

1. Review each provision carefully. Please note that if the applicant is unable to certify to any of the statements in the DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS and FEDERAL TAXES sections of this certification form, it must attach an explanation in section 13 of this application. If the applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, it must disclose such felony criminal conviction in writing to the COPS Office at AskCopsRC@usdoj.gov, unless such disclosure has already been made. If the applicant is a corporation, it must also provide written notice of any unpaid tax liability (or liabilities) to the COPS Office at AskCopsRC@usdoj.gov.
2. **Signature of Law Enforcement Executive/Agency Executive** (required). Enter the name of the law enforcement executive/agency executive. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
3. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format).
4. **Signature of Government Executive/Financial Official** (required). Enter the name of the government executive/financial official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
5. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format).
6. Click “next” to move to section 16A. If any required fields are not answered, they will be flagged with warning messages.

NOTE: When entering the signatures, they must match exactly with the name in the COPS Office Agency Portal including capitalizations.

Section 16A. 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 submit additional forms, please submit them as attachments to your application online in section 13, “Application attachments.”

Please see **appendix G** for a blank SF-LLL, Disclosure of Lobbying Activities form.

Completing section 16.A.

1. Review each provision carefully.
2. If you do not need to disclose lobbying activities pursuant to 31 U.S.C. § 1352, continue to step 3. If you do need to disclose, skip to step 4.
3. Click the “Not Applicable” box at the bottom of the page if there is no need to disclose lobbying activities. Skip to step 22 to continue.

4. **Type of Federal Action.** Select the appropriate type of federal action.
5. **Status of Federal Action.** Select the appropriate status.
6. **Report Type.** Select the appropriate report.
7. If you selected “material change” in step 6, continue to step 8. If you did not, skip to step 11.
8. **Year.** Enter the year (YYYY).
9. **Quarter.** Enter the quarter.
10. **Date of last report.** Enter the date of the last report (MM-DD-YYYY).
11. **Name and Address of Reporting Entity.** Enter the name and address for the reporting entity.
 - a. *Prime or Subawardee.* Select the appropriate reporting entity.
 - b. *Subawardee Tier, if known.* If *Subawardee* is selected, enter the subawardee tier, if known (no more than 10 characters).
 - c. *Congressional District.* Enter the Congressional District (number) if known (no more than 10 characters).
12. **If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime.** Enter the name and address for the subawardee.
 - a. *Congressional District.* Enter the Congressional District (number) if known.
 - b. *Federal Department/Agency.* Enter the Federal Department/Agency (no more than 30 characters).
13. **Federal Program Name/Description.** Enter the federal program name/description (no more than 30 characters). *CFDA Number.* If applicable, enter the CFDA Number.
14. **Federal Action Number, if known.** Enter the federal action number.
15. **Award Amount, if known.** Enter the award amount to the nearest dollar.
16. **Name and Address of Lobbying Registrant.** Enter the name and address of the lobbying registrant. If the registrant is an individual, include the last name, first name, and middle initial (no more than 250 characters).
17. **Individuals Performing Services.** Enter the individuals performing the services. If this is different from Step 16, include the last name, first name, and middle initial (no more than 250 characters).
18. **Signature** (required). Enter the name of the certifying official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
19. **Title** (required). Enter the title for the signatory (no more than 40 characters).
20. **Telephone Number** (required). Enter the phone number (XXXXXXXXXX).
21. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format).
22. Click “next” to move to section 16B. If any required fields are not answered, they will be flagged with warning messages.

Section 16B: Certification of Compliance with 8 U.S.C. § 1373

All state or local government entity applicants (e.g., police departments, sheriff’s departments, state police, public universities, and other public entities) and all non-state or local government entities that intend to use Community Policing Development (CPD) funds to make subawards to a state or local government entity are required to certify compliance with 8 U.S.C. § 1373 regarding prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status, including any prohibitions or restrictions imposed or established by a state or local government entity or official. State or local government subrecipients must also certify compliance with 8 U.S.C. §1373.

For state and local government CPD Applicants: This certification must be completed by the **governing** body's chief legal officer. The Chief Legal Officer is the primary/highest ranking attorney for the governing body that governs any state or local government entity applicant (e.g., City Attorney, County Attorney, State Attorney General) or for the entity that is applying for funds and will make subawards to a State or local government entity (e.g., General Counsel for a non-profit organization that will make subawards to a City or County). *(Please note that the Certification may not be completed by a law enforcement agency attorney – the Chief Legal Officer must represent the governing body.)*.

- a. *Set up a new user and roles in the COPS Office Agency Portal at <https://portal.cops.usdoj.gov>. Establish accounts for the law enforcement executive (LE)/program official (PO), government executive (GE)/ financial official (FO), and chief legal officer (CLO).*
- b. *Set up an e-signature in the COPS Office Agency Portal at <https://portal.cops.usdoj.gov>. Establish an electronic signature for all officials (LE/PO, GE/FO, and CLO). This is critical as it enables your agency to sign important documents in the application process.*

For non-state or local government entities (e.g., Tribal, nonprofit, private) that will use CPD funds to make subawards to a state or local government entity, the Certification process will occur in two steps:

- a. The applicant entity's chief legal officer must complete the Certification in the application to acknowledge that 8 U.S.C. § 1373 will apply to any state or local government subrecipient.
- b. Each state or local government subrecipient's chief legal officer (e.g., City or County Attorney) must submit a separate certification regarding its compliance with 8 U.S.C. § 1373. Each applicant that has already identified state or local government subrecipients must do the following:
 - a) Print the Certification of Compliance with 8 U.S.C. § 1373 form for Subrecipients from Appendix P or on the COPS Office website at <https://cops.usdoj.gov/cpd#programdocuments>;
 - b) Provide the Certification to each state or local government subrecipient;
 - c) Ensure that the subrecipient's chief legal officer completes the certification before the application deadline; and
 - d) Upload the subrecipient certification(s) as attachment(s) in Section 13 of the online application system.

If the applicant has not yet identified subrecipients, the COPS Office will coordinate the subrecipient certification process post-award. Access to subrecipient funding will be contingent upon submission of completed Certifications from all state or local subrecipients.

We strongly recommend notifying the applicant's (and, as applicable, state or local subrecipients') chief legal officer of this certification requirement as soon as the CPD application period opens so that they may conduct the required reviews necessary for completing the certification(s) before the application deadline.

Please contact the COPS Office Legal Division at 202-514-3750 if you have any questions regarding this requirement.

The use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosure of Lobbying Activities form, constitute electronic signatures and the electronic signatures are the legal equivalent of handwritten signatures.

Completing section 16.B.

1. Review each provision carefully.
2. Click either of the appropriate boxes at the top of the page:
 - a. The applicant entity is a State or local government entity OR will use these funds, if awarded, to make subawards to a State or local government entity (Certification Required).
 - b. The applicant entity is a Tribal entity, non-profit entity, private entity, or other entity that is not a State or local government entity AND will not use these funds, if awarded, to make subawards to a state or local government entity (Certification Not Required).
3. If the first option in step 2 is selected, certification is required and you will need to continue to step 4. If the second option in Step 2 is selected, certification is not required and you can skip to step 8.
4. **Signature of Chief Legal Official** (required). Enter the name of the chief legal official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
5. **Date of Certification** (required). Enter the date of the electronic signature.
6. **Title of Chief Legal Officer** (required). Enter the title of the Chief Legal Officer.
7. **Name of Applicant Entity.** This will automatically appear based on the information in the COPS Office Online Agency Portal.
8. Click “next” to move to section 16C. If any required fields are not answered, they will be flagged with warning messages.

NOTE: When entering the signatures, they must match exactly with the name in the COPS Office Agency Portal including capitalizations.

Section 16C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation – Not applicable

Section 17. Reviews and Certifications

Please be advised that an application may not be funded or, 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, is not cooperating with an ongoing federal civil rights investigation, or is not cooperating with a U.S. Department of Justice award review or audit.

Applicants must certify whether or not their agency will use COPS Office 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 award 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 award 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 awards, 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 award;
- 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 award project and mutually agreed to this partnership prior to this award 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.

The use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosure of Lobbying Activities form, constitute electronic signatures and the electronic signatures are the legal equivalent of handwritten signatures.

Completing section 17

1. Review each provision carefully.
2. **Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems** (required). Check the appropriate option of the agency's intended use of this award.
3. **Signature of Law Enforcement Executive/Agency Executive** (required). Enter the name of the law enforcement executive/agency executive. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
4. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format).
5. **Signature of Government Executive/Financial Official** (required). Enter the name of the government executive/financial official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
6. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format).
7. Click on the box at the end of the page stating that the applicant understands that the use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosures of Lobbying Activities form, constitute electronic signatures and that the electronic signatures are the legal equivalent of handwritten signatures.

8. Click “next,” and submit on the next page. If any required fields are not answered, they will be flagged with warning messages.

NOTE: When entering the signatures, they must match exactly with the name in the COPS Office Online Application System including capitalizations.

Section 18. Application Data Verification—Not applicable at time of application

After submission of this application, the COPS Office may require your department to verify data provided in the application. This section is to be completed once the data has been reviewed, confirmed, and/or updated. Failure to respond to the request may eliminate the application from 2019 funding consideration. The purpose of this section is to confirm the following:

- That the person reviewing, confirming, or updating the data is authorized by the appropriate governing body to act on behalf of the award applicant entity
- That the information provided, including any amendments, 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 award
- That 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 awards, cooperative agreements, or contracts; or other remedy available to by law to the Federal Government

Submitting the application

Before you submit your application, the system will flag any validation errors.

Please return to each identified page using the table of contents on the left side of the page. Once you fix the error, immediately click “next” on the identified page to re-run the validation routine. If any required fields are unanswered, they will be flagged with warning messages. In this case, answer these required fields and click “next” again. You will move to the next section. Once you have responded to all of the validation error flags, return to section 17 and click “next.” **You will not be able to submit your application until all validation issues are corrected.**

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 number, confirmation number, and program type.

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. **Note:** If Internet access is not available to print a copy of the application package, please contact the Response Center at 800-421-6770 to request that a printed copy be sent to you.

The COPS Office will not accept applications submitted via mail or email. Printing off the application is only for reference.

If you “edit” your application once it is submitted and prior to the application deadline, you will need to resubmit the application in order to rerun the validation checks and to ensure the application submission timestamp reflects the most current edits.

Application deadline

All completed applications must be submitted by **May 28, 2019 at 7:59 p.m. EDT**. Applications submitted after 7:59 p.m. EDT on **May 28, 2019** will not be considered for funding.

Late submissions

The COPS Office offers a process for CPD applicants to provide advance notice to the COPS Office if receipt of their application will be delayed due to unforeseen COPS Office Online Application System technical issues. Applicants must provide notice prior to the close of the solicitation. If applicants do not provide advance notice to the COPS Office about an issue that may cause a delay in the submission of the application, the application will not be considered for funding. If applicants follow the steps outlined as follows, submission may be considered. Extension of deadlines is not guaranteed.

Experiencing unforeseen COPS Office Online Application System technical issues

If you experience unforeseen COPS Office Online Application System technical issues beyond your control that prevent you from submitting your application by the deadline, **please immediately contact the COPS Office Response Center at 800-421-6770 to create a record of the issue**. You will need to provide the following information to the COPS Office Response Center:

- ORI
- Organization name
- Point of contact name and contact information
- Application ID
- Nature of technical issues

The COPS Office will respond to each applicant as soon as possible with an approval and instructions for submission, or a rejection. If the technical issues you reported cannot be validated, your request for an extension will be rejected. Any requests to submit applications after the deadline because of technical issues will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are *not* valid reasons for extensions of the submission deadline: (1) failure to begin the registration process in sufficient time; (2) failure to follow the COPS Office Online Application System instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the CPD solicitation, including the CPD application guide; (4) failure to register or update information on the SAM website; and (5) failure to register or complete SF-424 in Grants.gov.

Notifications regarding known technical problems with COPS Office Online Application System will be posted on <https://portal.cops.usdoj.gov/> and <https://cops.usdoj.gov/grants>.

No late submission requests will be considered once the CPD application closes.

Extraordinary natural or manmade disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or mass casualty events, applicants may request to submit late applications by sending an email to [**AskCopsRC@usdoj.gov**](mailto:AskCopsRC@usdoj.gov).

Applicants will need to follow these directions:

- Send email directly to [**AskCopsRC@usdoj.gov**](mailto:AskCopsRC@usdoj.gov)
- The subject line should read “FY19 CPD Extraordinary Circumstances: ORI, Organization Name, Application ID,” with your specific ORI, organization name, and application ID included in the subject line.
- Message: The message should include the following information:
 - ORI
 - Organization name
 - Application ID
 - Nature of the disaster and how it affected the applicant’s ability to submit an application on time

The email message must be sent by the deadline or as soon as possible given the specific emergency. The COPS Office will respond to each applicant as soon as possible with an approval and instructions for submission or a rejection of the request for late submission.

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.

Review process

Once the solicitation closes, COPS Office staff screen and score applications for compliance with basic minimum requirements (as described under “Review Criteria” beginning on page 88). A total score of 3 is a passing score. Any applications that do not pass the basic minimum requirements will be reviewed by a COPS Office senior manager as a final check for concurrence.

Peer review panels will evaluate, score, and rate applications that meet the basic minimum requirements. The COPS Office may use internal peer reviewers, external peer reviewers, or a combination to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given topic area who is not a current federal employee. An internal reviewer is a current federal employee who is well-versed or has expertise in the subject matter of the topic area. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer 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 COPS Office staff.

Past performance on previous awards may be an indicator in this review process. Past performance with DOJ grant funding will be considered in this review process. Past performance review may include a reduction in score for prior poor performance. Factors that may be included in the past performance review are whether progress reports demonstrate effectiveness of the project, whether past activities of the applicant have been limited to program purpose areas, the extent to which the applicant has adhered to all special conditions in the prior awards, the extent to which the applicant has complied with programmatic and financial reporting requirements, the extent to which the applicant has completed closeout of prior awards in a timely manner, whether the applicant has received financial clearances in a timely manner, whether the applicant has resolved any issues identified in an audit or on-site monitoring visit in a timely manner, whether the applicant has adhered to single audit requirements, and the extent to which the applicant has spent prior grant funds in a timely manner.

Financial and programmatic performance factors may be included in the past performance review. The COPS Office may contact applicants regarding budget and financial questions as part of the review process. This outreach is not an indication of funds or awarding decisions.

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 prior funding history, current award balances, underserved populations, population served, geographic diversity, strategic priorities, past performance, significant concerns regarding ability of the applicant to administer federal funds, and available funding when making awards.

Pursuant to 2 C.F.R. Part 200 (“Uniform Guidance”), before award decisions are made, the COPS Office also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, the COPS Office checks whether the applicant is listed in SAM as excluded from receiving a federal award. The COPS Office also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, “FAPIIS”).

All award decisions are final and not subject to appeal.

Review criteria

Applications will receive a basic minimum requirement score. In order to pass the basic minimum requirements review, the following requirements must be met (point allocation in italics):

- **Application must include a project narrative attached in section 13.** The project narrative must meet the page limits (no fewer than 10 pages and no more than 20 pages) as well as the other requirements set forth in the application guide. Note: the Project Abstract under section 10 will not be reviewed during this review and will not count as a project narrative. See “Application and Submission Information” beginning on page 31 for the other requirements. *1 point*
- **Application responsive to all mandatory requirements.** Each application must include a separate project narrative that meets the following requirements. *1 point*:
 - Double-spaced
 - 8.5 x 11-inch page
 - One-inch margins
 - Type no smaller or larger than 12 point, Times New Roman font
 - Page numbers
 - A cover page identifying the CPD solicitation topic and subtopic for which the applicant is applying and the title of the application, which must match the topic and subtopic selected in section 1 of the COPS Office Online Application System by the applicant.
 - No more than 20 pages and no fewer than 10 pages for the project narrative *
 - Microsoft Word documents in .doc or .docx formats or PDF files (.pdf)
 - Headings and subheadings that correspond to the sections identified in this section of the solicitation
- **Separate budget narrative that is 60 percent or more allowable.** Sixty percent or more of the budget must be allowable costs and should be at or below the maximum budget amounts. See “Application and Submission Information” beginning on page 31 for the allowable and unallowable costs. *1 point*

Applications must receive a score of 3 to pass to the next round. You must meet all of the stated requirements to proceed to the next round.

If an application fails to meet the basic minimum requirements, it will not advance to the consensus peer review phase.

CPD applications that meet eligibility and basic minimum requirements will be evaluated and ranked by peer reviewers. Peer reviewers will be asked to review applications based on the application topic and the goal of the CPD program to develop the capacity of law enforcement to implement community policing strategies by providing guidance on promising practices through the development and testing of innovative strategies; building knowledge about effective practices and outcomes; and supporting new, creative approaches to preventing crime and promoting safe communities. Reviewers will also be asked to consider the topic-specific solicited goals, objectives, and deliverables described in the solicitation language.

CPD applications will be evaluated based on the following merit criteria, which the applicant addresses in their application, project narrative, budget narrative, budget worksheets, and other attachments. Although not an exhaustive list, at a minimum, reviewers will be asked to evaluate the following:

- **Topic selection and outcome identification and justification. 10 percent**
 - Clear identification of one application topic area
 - Clear description of the outcome(s) that will be achieved
 - Articulation of the gap in existing knowledge and/or practice and why this project is necessary, including supporting data
 - How this project addresses the topic-specific goals and objectives described in the solicitation
 - Innovation and originality of the proposed work
- **Strategy to achieve program outcomes and goals. 30 percent**
 - Identification of specific goals that will be directly accomplished if funding is awarded
 - Comprehensive description of the overall strategy and specific activities of the proposed work
 - Clear description of the proposed deliverables and how they contribute to the project goals.
 - Demonstrated clear link between the proposed activities and the specific objectives outlined in the solicitation.
- **Capacity and experience. 25 percent**
 - Demonstrated experience and capacity to carry out the proposed activities (e.g., the 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 as relevant to the topic-specific goals and proposed deliverables).
 - Project staff, contractors, or consultants have relevant subject matter expertise, knowledge, and skills to achieve project goals and produce proposed deliverables
 - Demonstrated capacity to effectively implement their proposed project and communicate their results to the intended audience.
 - Demonstrated history of success in achieving similar outcomes working with the COPS Office or other federal and nonfederal funding
- **Management and implementation plan. 20 percent**
 - Comprehensive management and implementation plan for the project including how the applicant will ensure effective implementation of the project and ensure quality control for all processes and deliverables.
 - Provides a brief timeline with a list of key activities and milestones to take place within the award performance period (24 months for all awards under this solicitation), grouped by month or quarter

- Identification of any key partnerships or stakeholders who will play a role in the implementation of this project and their responsibilities
- Description of a marketing plan for the deliverable(s) to ensure broad dissemination of the product(s) to the target audience(s), where applicable
- Inclusion of resumes or vitae for key staff (up to three) and vetting procedures employed by the applicant to ensure appropriateness of staff
- **Effectiveness of program. 5 percent**
 - Creation of clear performance measures to track and define the success of the project and describe how these measures are consistent with the COPS Office performance measure of advancing the capacity of law enforcement to practice community policing (see “Performance Measures” section)
 - Identification of how data and information will be collected, tracked, and reported to the COPS Office
- **Budget. 10 percent**
 - Provides a detailed budget narrative with costs that are appropriate and reasonable relative to the level of effort
 - Provides a detailed budget narrative with costs that are allowable
 - Provides justification for amount requested detailing how costs were estimated and how these costs are critical to the completion of the project
 - Provides appropriate budget justification documentation which may include a current indirect cost rate agreement, sole source justification, and consultant rate justification

Review process for invitational applications

This topic area is invitation-only. The COPS Office reviews applications for the same elements as the requirements outlined for the competitive 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 CPD—Invitational applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include the following:

- Financial stability and fiscal integrity
- Quality of management systems and ability to meet the management standards prescribed in the DOJ Grants 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 prior funding history, current award balances, underserved populations, population served, geographic diversity, organization diversity, strategic priorities, past performance, significant concerns regarding ability of the applicant to administer federal funds risk, and available funding when making awards. In addition, prior to making any competitive or invitational award, any information about applicants that is in the designated integrity and

performance system accessible through SAM will be reviewed and considered. Applicants may review and comment on any information about them in SAM that a federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

Award Terms and Conditions/Funding Restrictions/Administrative Requirements

Terms and conditions

The following section describes the compliance terms and conditions that applicants should be aware of before applying to COPS Office programs. Table 4 further defines which of the 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 organization will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal award funds.

Table 4. Compliance terms and conditions

Key: Y = Yes; N = No

FY 2019 Program	CPD
I. U.S. Department of Justice Certified Standard Assurances	Y
II. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace	Y
III. Disclosure of Lobbying Activities	Y (if applicable)
IV. Supplementing, Not Supplanting	Y
V. Procurement and Sole Source Justification	Y
VI. Criminal Intelligence Systems	Y
VII. Certification to Mitigate Possible Adverse Health Safety & Environment Impacts (if applicable)	N
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	Y
XI. Contract Provisions	Y
XII. Prior Approval Planning and Reporting of Conference/Meeting/Training Costs	Y
XIII. Curriculum Development	Y
XIV. Restriction on Internal Confidentiality Agreements	Y
XV. Mandatory Disclosure	Y
XVI. Debarment and Suspension	Y
XVII. Recipient Integrity and Performance Matters	Y
XVIII. False Statements	Y
XIX. Duplicative Funding	Y
XX. Additional High-Risk Awardee Requirements	Y
XXI. Modification	Y
XXII. Evaluations	Y
XXIII. Allowable Costs	Y
XXIV. Local Match	N
XXV. Equal Employment Opportunity Plan	Y
XXVI. Employment Eligibility	Y

FY 2019 Program	CPD
XXVII. Enhancement of contractor protection from reprisal for disclosure of certain information	Y
XXVIII. Federal Civil Rights	Y
XXIX. Conflict of Interest	Y
XXX. Reports/Performance Goals	Y
XXXI. Extensions	Y
XXXII. Computer Network Requirement	Y
XXXIII. Award Monitoring Activities	Y
XXXIV. Community Policing	N
XXXV. Retention	N
XXXVI. Contracts and/or MOUs with Other Jurisdictions	N
XXXVII. Travel Costs	Y
XXXVIII. State Information Technology Point of Contact	Y
XXXIX. Public Release Information	Y
XL. News Media	Y
XLI. Paperwork Reduction Act Clearance and Privacy Act Review	Y
XLII. Copyright	Y
XLIII. Human Subjects Research	Y
XLIV. Compliance with 8 U.S.C. § 1373	Y
XLV. Safeguarding Youth	Y

I. & II. Assurances and Certifications (also refer to “section 15: U.S. Department of Justice Certified Standard Assurances and U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace Requirements” 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 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 make an award.

III. Disclosure of Lobbying Activities (also refer to section 16A “Disclosure of lobbying activities” of this Application Guide and Standard Application forms.)

This disclosure form shall be completed by the reporting entity, whether subrecipient 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 16A of the application. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

Please be advised that all recipients and subrecipients must comply with the provisions of 2 C.F.R. § 200.450 Lobbying, as appropriate, regarding unallowable costs under the Federal award associated with lobbying or influencing activities. Additional restrictions in 2 C.F.R. § 200.450(c) are applicable to nonprofit organizations and institutions of higher education.

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 assistance, be made available for award purposes (hiring, training, purchases, and/or other activities). Instead, COPS Office funds must be used to supplement (increase) the total amount of funds that would otherwise be made available for award purposes. 34 U.S.C. § 10384(a).

A recipient may not use COPS Office funds to pay for any item or cost associated with this funding request that the recipient is already obligated to pay. Nonfederal funds allocated to pay for award purposes may not be reallocated to other purposes or refunded should COPS Office funding 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 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 award 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 for further information.

V. Procurement and sole source justification

Sole source procurement, 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.

For the purchase of equipment, technology, or services under a COPS Office award, 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. A sole source procurement request should be submitted if a 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 any 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.
4. The COPS Office expressly authorizes noncompetitive proposals in response to a written request from the law enforcement entity.

The recipient must include this information in the sole source procurement request and submit it to the COPS Office. The award recipient must seek written authorization from the COPS Office for sole source procurements in excess of \$250,000. 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 award funds.

Requests for sole source procurements of equipment, technology, or services in excess of \$250,000 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 procurement request must be signed and submitted 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 (equate 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 authorizes noncompetitive proposals in response to a written request from the recipient.

Section III – A budget breakdown for the contract.

Section IV – 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 federal procurement standards set forth in 2 C.F.R. § 200.318(c).

If you have any questions regarding the federal requirements that guide procurement procedures, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

VI. Criminal intelligence systems/28 C.F.R. Part 23 compliance

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, exchanges, or disseminates data regarding ongoing criminal activities (such activities may include 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 that 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 award.

VII. Certification to mitigate possible adverse health, safety, and environmental impacts—Not applicable to any FY18 COPS Office programs

VIII. Community Policing Self-Assessment Tool (CP-SAT)—Not applicable under the CPD program

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

Unless exempted from this requirement under 2 C.F.R. § 25.110, the recipients must maintain the currency of their information in the SAM until submission of the final financial report required under this award or receipt of the final payment, whichever is later. This requires recipients to review and update the information at least annually after the initial registration and more frequently if required by changes in information or other award term.

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

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**.

Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with FFATA, will be required to report award information on any first-tier subawards totaling \$25,000 or more and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at **www.fsr.gov**, 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**, 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 FFATA Reporting Subaward and Executive Compensation Award Term, please see the appendices of this guide.

XI. Contract provision under federal award

All contracts made by the recipients under the Federal award must contain the provisions required under 2 C.F.R. part 200 (Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.)

The full text of the contract provision may be found in the appendices.

XII. Prior approval, planning, and reporting of conference/meetings/training costs

Recipients are 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. Submit all request to the Conference Cost Request mailbox at **COPS.Conferencecosts@usdoj.gov** and copy your program manager.

For more information on allowable costs, please visit **https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf**.

Submit the Conference Cost Request/Reporting Form (CCR) at least 90 days prior to event. The document will have you breakout each event or training deliveries and ensures that all costs comply with current guidelines and policies on event/training planning, food and beverages, minimizing costs. Training or events should not be scheduled or delivered prior to receiving notice from your program manager that the CCR is approved.

All cooperative agreement award recipients must submit reports on conferences with total costs that exceed \$20,000, exceed cost thresholds, or for any conference at which more than 50 percent of the attendees were U.S. Department of Justice employees. The report must be submitted within 45 days of the end of the event. Award recipients are encouraged to establish policies regarding timely submission of invoices to ensure that they can meet the conference reporting deadline.

The reporting form is on the same form as the conference request.

XIII. Curriculum development

The COPS Office defines training as the teaching and learning activities carried out for the primary purpose of helping members of an organization acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job or organization. Training is driven by specific goals and objectives; it is not a single event but rather an ongoing process that requires continuous self-reflection and evaluation.

The COPS Office trainings are national in scope and should have a specific law enforcement audience: executives, first line supervisors, line officers, dispatchers, joint community and officers, etc. COPS Office training supports the needs of the law enforcement field and strives to increase public safety.

The COPS Office has a series of requirements for the development and delivery of in-person and online training. These requirements can be found in the *Curriculum Standards, Review, and Approval Guides*, which were established to provide guidance to COPS Office training providers and program managers on instructional design, promising practices, and the process by which curricula will be reviewed and approved by the COPS Office. There are two guides separated by training type: (1) online training and (2) in-person training. They can be found at <https://cops.usdoj.gov/training>.

The COPS Office also has a series of requirements that instructors must meet prior to becoming instructors for COPS Office courses and for the duration of their instructor tenure. Those requirements can be found in the *COPS Office Instructor Quality Assurance Guide*, which can be accessed at <https://cops.usdoj.gov/training>.

In addition, the COPS Office has a series of technical requirements for online courses. Those requirements can be found at <https://cops.usdoj.gov/training>.

Applicants that propose the development and/or delivery of in-person training or development and/or online launch of training should clearly articulate the steps they propose to ensure all content, instructors, and technical requirements meet the requirements set forth by the COPS Office. Applicants should not assume that reviewers are experts in the course they are proposing in the application and should provide specific process steps and information pertinent to achieve effective training outcomes.

If awarded funds to develop and/or deliver training under a cooperative agreement, recipients will be required to follow these guides and comply with all terms outlined in the cooperative agreement.

XIV. Restrictions on internal confidentiality agreements

Recipients, subrecipients, or entities that receive a contract or subcontract with any funds under this award may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. Consolidated Appropriations Act, 2019, Public Law 116-6, Division D, Title VII, Section 742.

XV. Mandatory disclosure

Recipients and subrecipients are 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. Recipients agree to report certain civil, criminal, or administrative proceedings in SAM if they received an award with the Term and Condition for Recipient Integrity and Performance Matters as outlined in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.338.

XVI. Debarment and Suspension

Recipients agree not to award federal funds under this program to any party which is debarred or suspended from participation in federal assistance programs. 2 C.F.R. Part 180 (Government-wide Debarment and Suspension) and 2 C.F.R. Part 2867 (DOJ-specific requirements).

XVII. Recipient Integrity and Performance Matters

Recipients that received \$500,000 or more in a federal award agree to comply with the terms and conditions outlined in 2 C.F.R. Part 200, Appendix XII to part 200 - Term and Condition for Recipient Integrity and Performance Matters.

For the full text of 2 C.F.R. Part 200, Appendix XII to part 200, please refer to [appendix J](#).

XVIII. False Statements

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

XIX. Duplicative Funding

Recipients agree to notify the COPS Office if they receive, from any other source, funding for the same item(s) or service(s) also funded under this award.

XX. Additional High-Risk Award Recipient Requirements

Recipients agree to comply with any additional requirements that may be imposed during the award performance period if the awarding agency determines that the recipient is a high-risk award recipient (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.207).

XXI. Modifications

Award modifications are evaluated on a case-by-case basis in accordance with 2 C.F.R. § 200.308. For federal awards in excess of \$250,000, any modification request involving the reallocation of funding between budget categories that exceed or are expected to exceed 10 percent of the total approved budget requires prior written approval by the COPS Office. Regardless of the federal award amount or budget modification percentage, any reallocation of funding is limited to approved budget categories. In addition, any budget modification that changes the scope of the project requires prior written approval by the COPS Office. The COPS Office will not approve any modification request that results in an increase of federal funds.

XXII. Evaluations

The COPS Office may conduct monitoring or sponsor national evaluations of COPS Office award programs. Recipients agree to cooperate with the monitors and evaluators. 34 U.S.C. § 10385(b).

XXIII. Allowable Costs

The funding under this award is for the payment of approved costs identified in the Financial Clearance Memorandum (FCM). Recipients must forgo any profit or management fees in accordance with 2 C.F.R. § 200.400(g).

XXIV. Local Match—Not applicable under the CPD program

XXV. Equal Employment Opportunity Plan

Recipients agree to comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan. 28 C.F.R. Part 42 subpart E.

XXVI. Employment Eligibility

Recipients agree to complete and keep on file, as appropriate, the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States. See Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603.

XXVII. Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information

Recipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he or she reasonably believes is evidence of gross mismanagement of a federal contract or grant; a gross waste of federal funds; an abuse of authority relating to a federal contract or grant; a substantial and specific danger to public health or safety; or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant. Recipients also agree to provide to their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see **appendix K** for a full text of the statute.

XXVIII. Federal Civil Rights

The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition—

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

XXIX. Conflict of Interest

Recipients must disclose in writing to the COPS Office or pass-through entity, as applicable, any potential conflict of interest affecting the awarded federal funding in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.112.

XXX. Reports/Performance Goals

Recipients are responsible for submitting quarterly programmatic progress reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425) 2 C.F.R. § 200.327 and 2 C.F.R. § 200.328. The progress report is used to track recipients' progress toward implementing community policing strategies and to collect data to gauge the effectiveness of increasing your agency's community policing capacity through COPS Office funding. The Federal Financial Report is used to track the expenditures of the recipient's award funds on a cumulative basis throughout the life of the award.

XXXI. Extensions

Recipients may request an extension of their award period to receive additional time to implement their award. Such extensions do not provide additional funding. Only recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Extension requests must be received prior to the end date of the award and should be requested in the COPS Office Online System.

XXXII. Computer Network Requirement

Recipients agree that no award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in this requirement limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities. Consolidated Appropriations Act, 2019, Public Law 116-6, Division C, Title V, Section 523.

XXXIII. Award Monitoring Activities

Federal law requires that recipients receiving federal funding from the COPS Office must be monitored to ensure compliance with their award conditions and other applicable statutes and regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office may include site visits, enhanced office-based award reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. Recipients agree to cooperate with and respond to any requests for information pertaining to their award. This includes all financial records, such as general accounting ledgers and all supporting documents. All information pertinent to the implementation of the award is subject to agency review throughout the life of the award, during the close-out process and for three-years after submission of the final expenditure report. 34 U.S.C. § 10385(a) and 2 C.F.R. §§ 200.333 and 200.336.

XXXIV. Community Policing—Not applicable under the CPD program

XXXV. Retention—Not applicable under the CPD program

XXXVI. Contracts and/or MOUs with Other Jurisdictions—Not applicable under the CPD program

XXXVII. Travel Costs

Travel costs for transportation, lodging and subsistence, and related items are allowable under the Community Policing Development Program with prior approval from the COPS Office. Payment for allowable travel costs will be in accordance with 2 C.F.R. § 200.474.

XXXVIII. State Information Technology Point of Contact

Recipients agree to ensure that the appropriate State Information Technology Point of Contact receives written notification regarding any information sharing or technology project funded by a COPS Office award. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, recipients agree to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <https://it.ojp.gov/technology-contacts>.

XXXIX. Public Release Information

Recipients agree to submit one copy of all reports and proposed publications resulting from the award ninety (90) days prior to public release. Any publications (written, curricula, visual, sound, or websites) or computer programs, whether or not published at government expense, shall contain the following statement:

This project was supported, in whole or in part, by cooperative agreement number 2019-XX-XX-XXXX awarded to [entity] by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) or contributor(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific individuals, agencies, companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues.

The Internet references cited in this publication were valid as of the date of publication. Given that URLs and websites are in constant flux, neither the author(s) nor the COPS Office can vouch for their current validity.

XL. News Media

Recipients agree to comply with the COPS Office policy on contact with the news media. The policy establishes the COPS Office Communications Division as the principal point of contact for the news media for issues relevant to the COPS Office and/or parameters of the award. Recipients agree to refer all media inquiries on these topics directly to the COPS Office Communications Division at 202-514-9079.

XLI. Paperwork Reduction Act Clearance and Privacy Act Review

Recipients agree, if required, to submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget (OMB) for clearance under the Paperwork Reduction Act (PRA). Before submission to OMB, all information collections that request personally identifiable information must be reviewed by the COPS Office to ensure compliance with the Privacy Act. The Privacy Act compliance review and the PRA clearance process may take several months to complete. 44 U.S.C. §§ 3501-3520 and 5 U.S.C. § 552a.

XLII. Copyright

In accordance with 2 C.F.R. § 200.315(b), recipients may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. The COPS Office reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work, in whole or in part (including create derivative works), for Federal Government purposes and to authorize others to do so. The COPS

Office license applies to (1) the copyright in any work developed under the award including any related subaward or contract and (2) any rights of copyright to which the recipient, including its subrecipient or contractor, purchases ownership with award funds.

Recipients agree that they are responsible for acquiring the rights, and ensuring that their subrecipients/contractors/authors acquire the rights, to copyrighted material for inclusion in U.S. Department of Justice publications and other deliverables developed under the award, including the payment of required fees. The COPS Office may make available for reproduction material produced under the award by any means, including a DOJ website, a hard copy, or in electronic form, without restriction. The COPS Office reserves the right, at its discretion, not to publish products and deliverables developed under the award as a U.S. Department of Justice resource. Products and deliverables developed with award funds and published as a U.S. Department of Justice resource will contain the following copyright notice: "This resource was developed under a federal award and may be subject to copyright. The U.S. Department of Justice reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work for Federal Government purposes and to authorize others to do so. This resource may be freely distributed and used for noncommercial and educational purposes only."

XLIII. Human Subjects Research

Recipients agree to comply with 28 C.F.R. Part 46 Protection of Human Subjects prior to expending award funds to perform human subjects research. Recipients also agree to comply with 28 C.F.R. Part 22 Confidentiality of Identifiable Research and Statistical Information to safeguard certain personally identifiable information.

XLIV. Compliance with 8 U.S.C. § 1373

To obligate or expend FY 2019 award funding, all state or local government entities and all non-state or local government entities that use Community Policing Development (CPD) funds to make subawards to state or local government subrecipients must comply with a new grant condition requiring compliance with 8 U.S.C. § 1373 regarding prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status, including any prohibitions or restrictions imposed or established by a state or local government entity or official. This condition applies to state or local government awardees and to state or local government subrecipients throughout the grant award period.

The full text of this award condition may be found in the appendices.

XLV. Safeguarding Youth

To ensure adequate safeguards are in place to mitigate the risk of harm to minors participating in DOJ youth-centered programs, your award may be subject to additional requirements or guidance related to background screenings, child abuse prevention training, enhanced monitoring, and other youth-centered precautions.

Federal award administration information

Federal award notices

Award notification will be sent electronically. To officially accept and begin your award, your organization must access www.cops.usdoj.gov and select the “Account Access” tab 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 organization 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 AskCopsRC@usdoj.gov or 800-421-6770.

The award document

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

The award document is preprinted with your organization’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 through the “Account Access” tab. 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 organization create an account through the “Account Access” tab, log in, and sign the award document once your organization 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 organization may be reimbursed for any allowable costs incurred on or after this date. The duration of most CPD awards is 24 months.

Your FY 2019 award number is in the following format: 2019-CKWXK-000 or 2019-CKWX-0000. The COPS Office tracks award information based upon this number. Therefore, it is important to have your organization’s award number (or your organization’s ORI number) readily available when corresponding with the COPS Office.

The award conditions are listed on your organization’s Award Document and, if applicable, the Award Document Supplement. By accepting this award, you are acknowledging that you are obtaining federal funds from the COPS Office. As part of that agreement, if awarded funds, your organization will acknowledge that it will comply with these conditions (and, if applicable, additional special conditions or high risk conditions in the Award Document Supplement specific to your organization).

In limited circumstances, your award may be subject to special conditions or high risk conditions that prevent your organization from drawing down or accessing award funds until the special conditions or high risk conditions are satisfied as determined by the COPS Office. Any special conditions or high risk conditions will be included in your Award Document Supplement.

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 that 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 beginning on page 92.

Suspension or termination of funding

The COPS Office may suspend, in whole or in part, or terminate funding or impose other sanctions on a recipient 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 award 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 recipient 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.

Awards terminated due to noncompliance with the federal statutes, regulations, or award terms and conditions will be reported to the integrity and performance system accessible through SAM (currently FAPIIS).

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

Please be advised that recipients may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice award.

Reporting, Monitoring, and Evaluation Requirements

Reporting

If awarded, your organization will be required to submit quarterly Federal Financial Reports as well as quarterly Programmatic Progress Reports. Recipient should be prepared to track and report CPD award funding separately from other funding sources (including other COPS Office federal awards) to ensure accurate financial and programmatic reporting on a timely basis. Recipients should ensure that they have financial internal controls in place to monitor the use of CPD funding and ensure that its use is consistent with the award terms and conditions. Good stewardship in this area includes written accounting practices, and use of an accounting system that tracks all award drawdowns and expenditures, and the ability to track when CPD award-funded positions are filled or approved purchases are made. *Failure to submit complete reports or submit them in a timely manner may result in the suspension and possible termination of a recipient's COPS Office award funding or other remedial actions.*

Monitoring

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 award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice.

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 recipients will be required to participate in such award 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 award 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 organization's compliance with nonsupplanting and both programmatic and financial requirements of the award, and your organization'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 award budget as reflected on the Financial Clearance Memorandum and Final Funding Memorandum.

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 award monitoring activities.

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.

Program evaluation

Though a formal assessment is not a requirement, awarded agencies are strongly encouraged to conduct an independent assessment of their respective award-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.

Selected award recipients shall be evaluated on the local level or as part of a national evaluation, pursuant to guidelines established by the Attorney General. Such evaluations may include assessments of individual program implementations. In selected jurisdictions that are able to support outcome evaluations, the effectiveness of funded programs, projects, and activities may be required. Outcome measures may include crime and victimization indicators, quality of life measures, community perceptions, and police perceptions of their own work.

Audit Requirement

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, Subpart F – Audit Requirements, available at www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl, establish the requirements for organizational audits that apply to COPS Office award recipients. Recipients must arrange for the required organization-wide (not award-by-award) audit in accordance with the requirements of Subpart F.

Civil rights

All recipients 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 award 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 organization is not in compliance with federal civil rights law or is not cooperating with an ongoing federal civil rights investigation.

28 C.F.R. Part 38 Partnerships with Faith-Based and Other Neighborhood Organizations

Recipients, and subrecipients at any tier, must comply with all applicable requirements of the DOJ regulation entitled "Partnerships with Faith-Based and Other Neighborhood Organizations" at 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipients and subrecipients that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based organizations.

For more information on the regulation, please see the Office for Civil Rights website at <https://ojp.gov/about/ocr/partnerships.htm>.

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), please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or **800-421-6770**.

The department is committed to ensuring equal access to all applicants and will assist any applicant who may experience difficulties with assistive technology when applying for awards using the COPS Office Online System.

Other Award Information

Award decisions

It is anticipated that CPD awards will be announced on or after September 1, 2019. Notifications will be sent electronically. Any public announcements will be posted on the COPS Office website at www.cops.usdoj.gov.

All award decisions are final and not subject to appeal.

Freedom of Information Act and Privacy Act (5 U.S.C. § 552 and 5 U.S.C. § 552a)

All applications submitted to the COPS Office (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request if DOJ determines that the responsive information is protected from disclosure under the Privacy Act or falls within the scope of one or more of the nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to the FOIA not to release some or all portions of an application/award file.

In its review of records that are responsive to a FOIA request, the COPS Office will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, the COPS Office will request the views of the applicant/recipient that submitted a responsive document.

For example, if the COPS Office receives a request pursuant to the FOIA for an application submitted by a nonprofit organization, for-profit organization, or an institution of higher education, or a request for an application that involves research, the COPS Office typically will contact the applicant/recipient that submitted the application. The COPS Office ask the applicant/recipient to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, the COPS Office makes an independent assessment regarding withholding information.

Feedback to the COPS Office

To assist the COPS Office in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback via email to AskCopsRC@usdoj.gov with the following subject line “FY19 CPD Program Feedback.”

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

Appendices

The Appendices are incorporated by reference into this COPS Office Application Guide and may be accessed at <https://cops.usdoj.gov/cpd/#programdocuments>.

- Appendix A. Applying for CPD Checklist
- Appendix B. Helpful online resources
- Appendix C. Community policing defined
- Appendix D. Blank SF-424
- Appendix E. U.S. Department of Justice Certified Standard Assurances
- Appendix F. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace Requirements
- Appendix G. Blank SF-LLL, Disclosure of Lobbying Activities Form
- Appendix H. Award Condition for Compliance with 8 U.S.C. § 1373
- Appendix I. 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
- Appendix J. 2 C.F.R. Part 200, Appendix XII to Part 200—Award Term And Condition For Recipient Integrity And Performance Matters
- Appendix K. 41 U.S.C. § 4712 - Enhancement of contractor protection from reprisal for disclosure of certain information
- Appendix L. Intergovernmental review process, points of contact by state
- Appendix M. Federal Funding Accountability and Transparency Act (FFATA)—Reporting subaward and executive compensation award term
- Appendix N. System for Award Management (SAM) and universal identifier award term
- Appendix O. Certification of Compliance with 8 U.S.C. § 1373 form (Applicants)
- Appendix P. Certification of Compliance with 8 U.S.C. § 1373 form (Subrecipients)
- Appendix Q. Sample budget narrative
- Appendix R. Conference and event guidance

Glossary of Terms

The following information is provided to assist you with the completion of your COPS Office award 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 COPS Office Response Center at 800-421-6770 or AskCopsRC@usdoj.gov.

allowable costs. Allowable costs are costs that will be paid for by this award 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 funded, your 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 award applications. The name of the individual designated as an AOR will be populated by the Grants.gov system in award application package forms, which require signatures. An organization can assign as many AORs to use Grants.gov as necessary.

award end date. This is the date until which your agency is authorized to purchase items or hire positions that were approved by the COPS Office. If funded, the award end date is found on your award document. Recipients may not make any purchases or hire any positions after this date without written approval from the COPS Office.

award number. If awarded, the award number identifies your agency's specific award, and can be found on your award document. This number should be used as a reference when corresponding with the COPS Office. The COPS Office tracks award information based upon this number.

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 funded, the award start date is found on your award document. Recipients 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 award 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.

Chief Legal Officer (CLO). The Chief Legal Officer is the primary/highest ranking attorney for the governing body that governs any state or local government entity applicant (e.g., City Attorney, County Attorney, State Attorney General) or for the entity that is applying for funds and will make subawards to a State or local government entity

(e.g., General Counsel for a non-profit organization that will make subawards to a City or County). *(Please note that the Certification may not be completed by a law enforcement agency attorney—the Chief Legal Officer must represent the governing body.)*

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

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

community 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 violent crime, nonviolent crime, and fear of crime.

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.

cooperative agreement. A legal instrument of financial assistance between a federal awarding agency and a non-federal entity to carry out a public purpose authorized by a law of the United States that, consistent with 31 U.S.C. § 6302-6305, provides for substantial involvement between the federal awarding agency and the non-federal entity in carrying out the activity contemplated by the federal award.

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 award. The COPS Office is responsible for administering your award for the entire award 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 financial analyst is assigned to your state, and is available to answer any questions that you may have concerning the financial aspects of your award, if funded. To identify your state assigned financial analyst, please call the COPS Office Response Center at 800-421-6770, or visit the COPS Office web site at www.cops.usdoj.gov.

Disallowed costs. Disallowed costs means those charges that are determined to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the federal award.

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.

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.

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 award 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.

grant. A legal instrument of financial assistance between a federal awarding agency and a non-federal entity to carry out a public purpose authorized by a law of the United States that, consistent with 31 U.S.C. § 6302-6305, does not provide for substantial involvement between the federal awarding agency and the non-Federal entity in carrying out the activity contemplated by the federal award.

Indian tribe. For purposes of COPS Office awards, Indian tribe means a tribe, band, pueblo, nation, or other organized group or community of Indians, including an Alaska Native village (as defined in or established under the Alaska Native Claims Settlement Act (43 U.S.C. § 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. See 34 U.S.C. § 10389(3).

indirect costs. Indirect (facilities & administrative (F&A)) costs means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

institutions of higher education (IHE). Institution of higher education is defined at 20 U.S.C. 1001.

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

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.

modified total direct cost. Modified total direct cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

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

nonfederal entity. Nonfederal entity means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

nonprofit organization. Nonprofit organization means any corporation, trust, association, cooperative, or other organization, not including institutions of higher education, that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operations of the organization.

obligation of funds. If this application is awarded, the COPS Office obligates federal funds when the award document is signed by the director or his or her designated official. For the recipient, award funds are obligated when monies are spent directly on purchasing items approved under the award. 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 award 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 award 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.

participant support costs. Participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

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.

program income. Program income means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance.

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.

recipient. The Uniform Guidance defines it as “Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See also § 200.69 Non-Federal entity.” 2 C.F.R. § 200.86.

research and development. Research and development (R&D) means all research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term “research” also includes activities involving the training of individuals in research techniques where such activities use 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.

school resource officer (SRO). A career law enforcement officer, with sworn authority, deployed in community-oriented policing, and assigned by the employing police department or agency to work in collaboration with schools and community-based organizations to (a) address crime and disorder problems, gangs, and drug activities affecting or occurring in or around and elementary or secondary school; (b) deploy or expand crime prevention efforts for students; (c) educate likely school-age victims in crime prevention and safety; (d) develop or expand community justice initiatives for students; (e) train students in conflict resolution, restorative justice, and crime awareness; (f) assist in the identification of physical changes in the environment that may reduce crime in or around the school; and (g) assist in developing school policy that addresses crime and to recommend procedural changes.

simplified acquisition threshold. Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. § 1908. Currently, the simplified acquisition threshold is \$250,000.

subaward. Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

subrecipient. Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

supplanting. COPS Office award 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 award funding. Program funds must be used to increase the amount of state, local, or BIA funds otherwise budgeted for the award purposes, plus any additional state, local, or BIA funds budgeted for these purposes.

supplies. Supplies means all tangible personal property other than those described under equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life.

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.

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. For any questions or comments, please contact Lashon Hillard, COPS Office Paperwork Reduction Act Program Manager, at 202-514-6563.

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 05/31/2020.

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, territorial, and tribal law enforcement agencies through information and grant resources.

Community policing begins with a commitment to building trust and mutual respect between police and communities. It supports public safety by encouraging all stakeholders to work together to address our nation's crime challenges. When police and communities collaborate, they more effectively address underlying issues, change negative behavioral patterns, and allocate resources.

Rather than simply responding to crime, community policing focuses on preventing it through strategic problem-solving approaches based on collaboration. The COPS Office awards grants to hire community policing officers and support the development and testing of innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders, as well as all levels of law enforcement.

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. Other achievements include the following:

- To date, the COPS Office has funded the hiring of approximately 130,000 additional officers by more than 13,000 of the nation's 18,000 law enforcement agencies in both small and large jurisdictions.
- 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 eight million topic-specific publications, training curricula, white papers, and resource CDs and flash drives.
- The COPS Office also sponsors conferences, roundtables, and other forums focused on issues critical to law enforcement.

COPS Office information resources, covering a wide range of community policing topics such as school and campus safety, violent crime, and officer safety and wellness, can be downloaded via the COPS Office's home page, www.cops.usdoj.gov. This website is also the grant application portal, providing access to online application forms.



U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street NE
Washington, DC 20530
To obtain details on COPS Office programs,
call the COPS Office Response Center at 800-421-6770.

Visit the COPS Office online at www.cops.usdoj.gov.

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