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21. Do I have to submit my budget using the on-line system or can I send my own budget using a spreadsheet (Excel, Lotus etc.)?

22. If sworn personnel are going to work on this project, can they be included in the budget?

23. For the narrative sections, does the 4,000-character limit include spaces and special characters, or just letters?

24. Is there a match requirement?

25. How long is the award period for the CRI-TA program?

26. What date should I consider to be the start and end-dates for these awards?

27. Are indirect costs allowable under the CRI-TA program?

28. What if I only have a provisional indirect cost rate?

29. When should I expect notification if awarded CRI-TA program funds?

30. Additional Questions?

Q: What are the major steps required for completing this application?

A: In addition to developing your proposal and application, there are a number of requirements for submitting this application. We strongly encourage you to ensure that you have or will meet these requirements as early as possible, to avoid the potential for delaying the submission of your application.

Completing a CRI-TA application is a two-step process. Applicants are first required to
register via www.grants.gov and complete an SF-424. The Grants.gov funding code for this solicitation is COPS-Collaborative Reform Initiative for Technical Assistance Application 2014. Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the second part of the CRI-TA application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System. An application is not considered submitted until you have submitted your SF-424 on Grants.gov and the second part of the application on the COPS Office website.

For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 800-518-4726 or e-mail support@Grants.gov. For assistance with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421-6770 or send questions via e-mail to AskCopsRC@usdoj.gov.

To apply for funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the System for Award Management (SAM) database.

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.

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

Q: What is the purpose of the COPS Office Collaborative Reform Initiative For Technical Assistance (CRI-TA) funding?
A: CRI-TA funds are used to provide technical assistance to law enforcement agencies on a wide variety of criminal justice issues—from use-of-force practices, to the
deployment of crisis intervention teams, to building trust with the community. CRI-TA is a means to organizational transformation through an analysis of policies, practices, training, tactics, and accountability methods around a specific issue such as excessive use of force, officer involved shootings, or ethical decision making. It is not a short-term solution for a serious deficiency, but a long term strategy that first identifies issues within an agency that may affect public trust, and then offers recommendations on how to resolve those issues and enhance the relationship between the police and the community.

Q: What topic areas are covered under this solicitation?
A: Applicants are encouraged to submit proposals under the following topic areas: (1) Assessment and Technical Assistance to Law Enforcement; and (2) Program Evaluation of the Collaborative Reform Initiative for Technical Assistance. Please ensure that you identify and select the appropriate topic area under which you are seeking funding.

Q: How do I apply?
A: Applications for the CRI-TA 2014 solicitation must be completed in a two-step process. Applicants are first required to register their agency via www.grants.gov and complete an SF-424 and Section 1 of the application. For technical assistance with submitting the SF-424 and Section 1, call the grants.gov Contact Center at 800-518-4726, e-mail support@grants.gov, or consult the grants.gov Applicant User Guide at http://www07.grants.gov/assets/OrgRegUserGuide.pdf. Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the remainder of the CRI-TA application through the COPS Office Online Application System. The COPS Office will not accept applications through the mail, fax, or e-mail.

Q: How do I find this application on Grants.gov?

Q: How do I save my SF-424 in Grant.gov?
A: Grants.gov will prompt you to save your application before submitting it. We strongly recommend that you save your application to an easily accessible location. The default save location may be different and could be a temporary folder, which may be difficult or impossible to access at a later time. If you plan to update your application or complete it in different settings you will need to access it in a folder that is known to you.

Also, please note that if you need to make changes to your SF-424 completed in Step 1 once you have started Step 2 and are in the COPS Office Online Application System, you may do so by accessing your saved SF-424 version, saving the revised version, and then uploading it in Section 13 of the application. DO NOT SAVE AND SUBMIT THIS REVISED SF-424, as it will result in the initiation of a new application in the COPS Office Online Application System.
Q: What documents are required to be uploaded to our application in the COPS Office Online Application System?
A: In addition to completing the SF-424 through Grants.gov and COPS Attachment to the SF-424 through the COPS Office Online Application System, at a minimum applicants are required to upload as attachments a project narrative that is responsive to the application topic area under which you are applying. Other documents may be required as detailed in the FY 2014 CRI-TA Application Guide. All items must be uploaded to Section 13 in the COPS Office Online Application System.

Q: What is the deadline for this solicitation?
A: The application deadline is June 23, 2014 at 7:59 p.m.

Q: Who is eligible to apply?
A: The CRI-TA solicitation is open to all profit and non-profit institutions, universities, and colleges. Proposals must be responsive to the topic selected, significantly advance the field of community policing, and demonstrate an understanding of community policing and police operations as it pertains to the application topic.

Q: What happens if I do not receive an e-mail from the COPS Office after I submit my SF-424 and Section 1 on grants.gov?
A: If you do not receive an e-mail from the COPS Office within 24 hours of submitting your SF-424 and Section 1 on grants.gov, please verify with grants.gov that your information was correctly submitted. You can verify that there are no errors in your submission through your grants.gov account, by calling the grants.gov Contact Center at 800-518-4726, or e-mail support@grants.gov. Once you have verified that the submission was successful, please contact the COPS Office Response Center at 800-421-6770 or send questions via e-mail to AskCopsRC@usdoj.gov.

Q: What is my COPS Account user name?
A: Your COPS Account user name is what you use to create and submit applications, and manage your COPS Office awards. If you have not renewed your COPS Office Account Access information since February 8, 2011, contact the COPS Office Response Center at AskCOPSRC@usdoj.gov or 800-421-6770.

Q: What is my COPS Account username?
A: In the new COPS Office Agency Portal, your user name would be the log-in e-mail address you used to set up your account. At that time, you would have also established a 12 character password for logging into the COPS Office Online Account Access site. If you need assistance in accessing the site, you may contact the COPS Office Response Center at 800-421-6770.

Q: How does my agency obtain its password if it is lost or forgotten?
A: To obtain your password, click on the “Account Access” link on the COPS Office website. The log-on page has a “Reset Password” link that will enable you to have your password e-mailed to the current law enforcement executive on file with the COPS Office.
Q: I do not know my agency’s ORI number, how can I obtain it?
A: If you’ve had grants with the COPS Office before and do not know your ORI number, please contact the COPS Office Response Center at 800-421-6770 and a representative will be able to look up your ORI number.

Q: My agency’s Data Universal Numbering System (DUNS) number is about to expire, how do I renew it?
A: All applicants must have a DUNS number prior to submitting an application for COPS Office funding. A DUNS number is a unique nine- or thirteen-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. If your DUNS number is due to expire on or before September 30, 2014 you should renew it as soon as possible. To verify the expiration date of your DUNS number, please call 866-705-5711 or visit www.dnb.com/us.

Q: What is the System for Award Management (SAM) database?
A: The System for Award Management (SAM) database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. The COPS Office requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Organizations that have previously submitted applications via grants.gov are already registered with SAM, as it is a requirement for grants.gov registration. Please note that applicants must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.sam.gov.

Q: My System for Award Management (SAM) registration is about to expire, how do I renew it?
A: All applicants for federal financial assistance must be registered in the SAM database prior to submitting an application for COPS Office funding. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must maintain an active SAM registration with current information at all times during the grant application process. If awarded, you must also maintain the currency of your information in the SAM until you submit the final financial report or receive the final payment under this grant, whichever is later. This requires that you review and update your information at least annually after the initial registration, and more frequently if required by changes in your information or another award term. If you have an active SAM registration that is set to expire before September 30, 2014 you must renew your SAM registration before completing the application. To verify the expiration date of your SAM registration, please visit www.sam.gov.

Q: Is there any way to print the finished application so that I can review a hard copy prior to submission?
A: Yes, before submitting the application on the last page of the online application, you will be able to print a copy for review; you will only be able to print the entire application, or individual sections. After submission, you will also be able to print the entire completed application.
Q: How much time do I have before the application times out?
A: The applications will time out after 20 minutes of non-activity. If your application times out, you will only lose the current page of data. It is advisable to click the save button once you complete each page of the application. This will prevent you from losing data in the event your application is timed out. You will only be able to save pages that are completely filled out.

Q: Can I apply under various topic areas?
A: No, applicants may not submit multiple applications.

Q: Is there a page limit to this application?
A: The project narrative portion of the application is limited to 20 pages, double-spaced, 12 point font.

Q: Should a timeline be included in the 20 page program narrative?
A: Yes, applicants should include a brief timeline with a list of key activities and milestones to take place within the grant period, grouped by month or quarter.

Q: What is the maximum amount to be awarded?
A: The maximum amounts to be awarded appear in the 2014 CRI-TA Application Guide narrative descriptions. All budget requests must be tailored to the scope of the proposed work.

Q: Do I have to submit my budget using the COPS Office CRI-TA on-line application system or can I send my own budget using a spreadsheet (Excel, Lotus, etc.)?
A: CRI-TA applicants must use the form-fillable fields within Section 14 of the COPS Office Online Application System. The narrative descriptions for each budget item must comprehensively describe the rationale and nature of the budget expense. Please upload the budget narrative as an attachment within Section 13 to support the on-line budget details.

Q: If sworn personnel are going to work on this project, can they be included in the budget?
A: Yes. If you are going to apply for using sworn personnel to work on your project, please include those calculations/figures under the civilian/non-sworn section in the budget and budget narrative. Please note that sworn personnel time must be solely dedicated to this project. If you have any questions, please refer to allowable/unallowable costs and the Nonsupplanting Requirements.

Q: For the narrative sections, does the 4,000-character limit include spaces and special characters, or just letters?
A: Yes, the 4,000-character limit includes letters, numbers, spaces, and special characters.

Q: Is there a match requirement?
A: No. There is no local match.
Q: **How long is the award period for the CRI-TA program?**  
A: The CRI-TA award performance period is two years.

Q: **What date should I consider to be the start and end-dates for these awards?**  
A: The start date should be September 1, 2014; the end date should be August 31, 2016.

Q: **Are indirect costs allowable under the CRI-TA program?**  
A: Yes. If indirect costs are being requested, a copy of your active and current indirect cost rate agreement approved by your cognizant federal agency must be uploaded as an attachment within Section 13 of the COPS Office Online Application System.

Q: **What if I only have a provisional indirect cost rate?**  
A: If you are requesting indirect costs, you must submit your most current approved indirect cost rate agreement, which may be a provisional indirect cost rate. If you submit a provisional indirect cost rate, when you receive a final approved indirect cost rate it must be submitted to the COPS Office. In addition, differences in project costs resulting from different rates must be reconciled within your project budget for the period of the grant impacted by the two rates, to ensure the proper rates are always applied.

Q: **When should I expect notification if awarded CRI-TA program funds?**  
A: The COPS Office anticipates making CRI-TA award announcements after August 1, 2014.

**Additional Questions?** Please call the COPS Office Response Center at 800-421-6770.