



COPS

Community Oriented Policing Services
U.S. Department of Justice

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The U.S. Department of Justice Office of Community Oriented Policing Services (www.cops.usdoj.gov) is pleased to announce that it is seeking applications to fund innovative and experimental work by law enforcement agencies to maintain and expand momentum for the practice of community policing at a time when discretionary funding for experimentation is limited at the agency level. Part of the Community Policing Development Program, this initiative furthers the department's mission of advancing public safety through community policing by addressing the department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

COPS FY2013 Application Guide: Community Policing Development (CPD) Microgrants for Law Enforcement Agencies

Eligibility

This solicitation is open to all state, local, tribal, campus, and/or other law enforcement agencies. Proposals should demonstrate an understanding of community policing and present innovative, replicable community policing initiatives. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Deadline

All applications must be submitted by **May 24, 2013, 5:00 PM EDT**.

Completing an application under the CPD Program is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424, submitting it through the Grants.gov website. Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the CPD application through the COPS Office Online Application System (see Deadline: Registration and Application and How to Apply). 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. An application is not considered submitted until both of these steps are completed.

Contact Information

For technical assistance with submitting the SF-424, call the Grants.gov Customer Service Hotline at 800.518.4726, send questions via e-mail to support@Grants.gov or consult the Grants.gov Organization Registration User Guide at www.Grants.gov/assets/OrgRegUserGuide.pdf. For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800.421.6770 or send questions via e-mail to AskCopsRC@usdoj.gov.

COPS FY2013 Application Guide: Community Policing Development (CPD) Microgrants for Law Enforcement Agencies

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

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



U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street, N.E.
Washington, DC 20530
COPS Online: www.cops.usdoj.gov

April 2013

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COMMUNITY POLICING DEVELOPMENT (CPD) MICROGRANTS FOR LAW ENFORCEMENT AGENCIES (CFDA 16.710)

OVERVIEW

About the COPS Office

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and grant resources.

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

Rather than simply responding to crimes once they have been committed, community policing concentrates on preventing crime and eliminating the atmosphere of fear it creates. Earning the trust of the community and making those individuals stakeholders in their own safety enables law enforcement to better understand and address both the needs of the community and the factors that contribute to crime.

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

- Since 1994, the COPS Office has invested nearly \$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.
- By the end of FY2012, the COPS Office has funded approximately 124,000 additional officers to more than 13,000 of the nation's 18,000 law enforcement agencies across the country in small and large jurisdictions alike.
- Nearly 700,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.
- As of 2012, the COPS Office has distributed more than 8.5 million topic-specific publications, training curricula, white papers, and resource CDs.

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

Additional information regarding the COPS Office can be found at www.cops.usdoj.gov.

Community Policing Development Overview

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

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

Community policing is comprised of three key components:

- **Partnerships**

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

- **Organizational Transformation**

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

- **Problem Solving**

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

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

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

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

DEADLINE: REGISTRATION AND APPLICATION

All applicants for the 2013 CPD Application are required to have a valid ORI. Please contact the COPS Office Response Center at 800.421.6770 to verify your agency's ORI. If you do not have an ORI, a COPS Office Response Center Specialist will assign one to you. This is required before you begin your application on Grants.gov.

Completing an application under the CPD Program is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424. Once the SF-424 has been submitted, you will receive an e-mail from the COPS Office with instructions on completing the second part of the CPD application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov 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 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.

Once you have registered and submitted your SF-424 through Grants.gov, you will receive an e-mail within one business day with instructions for completing the COPS Attachment to the SF-424 through the COPS Office Online Application System. Complete application packages for the CPD 2013 Solicitation are due by **May 24, 2013 at 5:00 PM EDT**. Hard copies or electronic copies sent via e-mail will not be accepted.

For technical assistance with submitting the SF-424, call Grants.gov Customer Service Hotline at 800.518.4726, e-mail support@Grants.gov, or consult the Grants.gov Organization Registration User Guide at www.Grants.gov/assets/OrgRegUserGuide.pdf. See "How to Apply" in this guide for more information.

For technical assistance with submitting the online application via the COPS website, please call 800.421.6770 or send questions via e-mail to AskCopsRC@usdoj.gov. See "How to Apply" in this guide for more information.

ELIGIBILITY REQUIREMENTS

This solicitation is open to all state, local, tribal, campus, and/or other law enforcement agencies. Proposals should demonstrate an understanding of community policing and present innovative, replicable community policing initiatives. For additional information, please contact the COPS Office Response Center at 800.421.6770 or send questions via e-mail to AskCopsRC@usdoj.gov.

PROGRAM-SPECIFIC INFORMATION

The Microgrant Initiative is part of the COPS Office Community Policing Development (CPD) Program that aims to facilitate the implementation or advancement of nationwide community policing efforts, as well as to address existing gaps in community policing knowledge and tools. The application process and generally allowable costs are therefore consistent with the CPD program. The specific objective of the Microgrant Initiative is to highlight innovative and experimental community policing projects in state, local, tribal, campus, and/or other law enforcement agencies. Projects developed under this solicitation should be innovative in their approach to enhancing the community policing activities of the applicant agency and be replicable and of potential relevance and interest to other jurisdictions.

Proposed projects should be for demonstration or pilot projects that enhance partnership development, improve problem-solving activities, and/or support organizational changes that support community policing efforts. Creative and innovative ideas are strongly encouraged. Project descriptions must provide a background and justification for the initiative, including why it is innovative and replicable, clearly stated goals and objectives, and a project approach with tasks and timeline (please see Section 11 of this guide for additional instructions on completing the project description). Applicants are also required to partner with a researcher who will, at minimum, document the process, outputs, and any outcomes so as to prepare a final report for submission to the COPS Office. They will be expected to coordinate with the COPS Office to ensure that final reports are suitable for inclusion in a national dissemination effort. External evaluators, such as those affiliated with a local college or university, consulting firm, or an independent evaluator, are encouraged. Agencies with a strong research capacity to document project process and performance may use personnel in this role. Project descriptions must clearly state the experience/expertise of the evaluator as well as specifically describe the tasks for which the evaluator is responsible.

Plans for additional deliverables (such as guidebooks, toolkits, brochures, smartphone apps, webinars, or podcasts) that can be published, disseminated, and/or promoted by the COPS Office to help other law enforcement agencies implement a similar innovation are also welcomed and encouraged, but not required.

This solicitation is being announced as an open competition for multiple awards, and awardees will be expected to begin work immediately upon selection. Funding is extremely limited; therefore, this solicitation is expected to be very competitive. It is possible that additional projects may be funded from this solicitation in future fiscal years, pending funding availability.

Length of Grant Term, Maximum Federal Share, and Local Share Requirements

COPS Office CPD awards are two years in duration and there is no local match requirement. A maximum of \$50,000 will be awarded per project, though applicants are encouraged to apply for varying amounts and tailor their budget request to the scope of the proposal(s). The invitation to submit an application does not guarantee grant funding.

The COPS Office will review reasonable requests made for no-cost time extensions in the event that all funds granted have not been expended within the two year period.

Extension Request worksheets will be sent to awardees approximately 90 days prior to the award end date. Any extensions granted will be for time only, and not for additional funding. Please be advised that all extension requests must be received by the COPS Office prior to the official grant award end date.

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

Federal Funding: Allowable and Unallowable Costs

Allowable Costs: Fundable Requests

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 grant (see Section IV. Nonsupplanting Requirement).

Please refer to your cost principles as outlined in 2 C.F.R. Part 220 for educational institutions, 2 C.F.R. Part 225 for governmental entities, or 2 C.F.R. Part 230 for nonprofit organizations. Costs must meet certain criteria in order to be charged to the federal government. For more information on Cost Principles, please visit www.whitehouse.gov/omb/circulars_default.

Proposals should be of national relevance, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. Applications that represent partnerships between law enforcement agencies and university and nonprofit institutions are 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.

Budget requests may be made in the categories of:

- **Civilian/Non-sworn Personnel (Salaries and Benefits):** Salaries and benefits of personnel are costs based on the percentage of time spent (FTE) working directly on the project. Include organizational pay scales or any other relevant documentation as they pertain to the salaries and benefits requested. Provide your fringe benefit rate (if determined by indirect cost agreement) or the breakdown of benefit percentage by category (e.g., SS, FICA, or unemployment).
- **Equipment and Technology:** Necessary equipment and technology must be specifically purchased to implement or enhance the proposed project. **Equipment is tangible, nonexpendable personal property, including exempt property, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.**
- **Supplies:** Supplies costs consist of those incurred for purchased goods and fabricated parts directly related to a grant proposal. Supplies differ from equipment in that they are consumable, expendable, and of a relatively low unit cost, as defined as less than \$5,000 per unit. Such costs may include paper, printer ink, pens, pencils, etc.
- **Travel/Training:** Travel costs include the costs of transportation, lodging, meals, and incidental expenses incurred by personnel while on official business, such as attendance at a grant-related meeting or conference when travel is further than 50 miles from program location. Travel and subsistence estimates are based on the contemplated number of trips, places to be visited, length of stay, transportation costs, subsistence allowances, and the recipient's own travel policies. When charging travel costs to federal awards, grant recipients must adhere to their internal travel policy. If a recipient does not have a written travel policy, it must adhere to the Federal Travel Regulations (FTR). For information on the FTR and U.S. Government General Service Administration (GSA) per diem rates by geographic area, please visit www.gsa.gov/portal/content/104790.

- **Contracts/Consultants:** Consultant expenses and contracts for goods or services that directly contribute to the implementation or enhancement of the project. Compensation for individual consultant services procured under a COPS grant must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles, and consistent with that paid for similar services in the marketplace. Unless otherwise approved by the COPS Office, independent consultant rates will be approved based on the salary a consultant receives from his or her primary employer, as applicable, up to \$550 per day. For consultant or contractor rates which exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process and grantees must receive COPS Office approval of those rates before drawing down grant funds. Determinations of approval will be made on a case-by-case basis. NOTE: Written approval is required for sole source procurements in excess of \$100,000 prior to purchasing equipment, technology, or services, obligating funding for a contract, or entering into a contract with grant funds.
- **Other Costs:** Items not included in the above categories, but which have a direct correlation to the overall success of a grantee's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis by the program office.
- **Indirect Costs** (if applicable): If the organization is requesting indirect costs for this project, a copy of the current, signed federally-approved Indirect Cost Rate Negotiated Agreement must be included. If the applicant does not have a provisional or current Indirect Cost Rate Negotiated Agreement or it is expired and under review, the applicant may submit supporting documents to show the applicant's cognizant federal agency is reviewing the request. Indirect cost requests will be eliminated from all applications that do not provide the required documentation.
- Applicants should pay particular attention to the two areas listed below to ensure that the application of your indirect cost rate is in compliance with the existing requirements of the government-wide grant rules set out in the Office of Management and Budget (OMB) Circulars and regulations:
 1. **\$25,000 Subcontract/Subaward Limitation:** For Educational Institutions and Non-Profit 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. (2 C.F.R. part 220 (Educational Institutions, formerly Circular A-21), Appendix A, G(2) and 2 C.F.R. part 230 (Non-Profit Organizations, formerly Circular A-122), Appendix A, D(3)(f).)
 2. **Participant Support Costs:** For Non-Profit Organizations, in accordance with 2 C.F.R. part 230, Appendix A, D(2)(C), participant support costs are generally excluded from the distribution base. "The distribution base may be total direct costs (excluding capital expenditures and other distorting items, such as major subcontracts or subgrants), direct salaries and wages, or other base which results in an equitable distribution. The distribution base shall generally exclude participant support costs as defined in paragraph 32 of Appendix B {in 2 CFR 230}." Participant support costs are 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 meetings, conferences, symposia, or training projects. This exclusion applies to the entirety of any subcontracts for the lodging and travel of conference participants or trainees (but not employees).

Please note that only employees of the Non-Profit Organization are excluded from the definition of participant support costs. Costs related to contractors of the Non-Profit 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 follow this link: www.ojp.gov/funding/confcost.htm.

If you need additional information on an Indirect Cost Rate Negotiated Agreement, go to www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf. 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.

Applicants must provide sufficient explanation for items requested via the Budget Narrative section of this application. Applicants will be notified of any points of clarification the COPS Office may require.

Unallowable Costs: Requests That Will NOT Be Funded

The items listed below are generally considered to be unallowable and may only be considered for funding under extremely limited and extenuating circumstances and at the discretion of the COPS Office based on a clear demonstration of a direct link between the requested item and the applicant's CPD project

This is not an exhaustive list, and items not listed below will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's CPD project. All requests must contribute directly to the specific purpose of the grant project and relate to the parameters stipulated in the appropriate legislations that govern this funding.

Requests for reimbursement of items purchased or expenses incurred prior to the award start date will not be funded.

Civilian/Non-Sworn Personnel:

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

Equipment and Technology:

- Bicycles
- Body wire equipment
- Bulletproof vests and accessories
- Bunker shield(s)
- CAD/RMS systems
- Cellular or satellite phone airtime
- Communications towers
- Construction and renovation costs
- Dictation systems
- Electronic Control Weapons (ECW)
- General police vehicles (including patrol cars and leased vehicles)
- Golf carts/Segways
- Handcuffs, weapons, and ammunition (including training ammunition)
- Mobile Data Terminals (MDT)
- Pagers (including service time)
- Prisoner transport vehicles
- Radar guns/equipment
- Radios
- Standard issue police vehicle equipment (including light bars, cages, and siren packages)
- Equipment and technology not directly linked to the CPD grant

Travel/Training:

- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the project location
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel within a 50-mile radius of the project location
- Food and beverages at conferences, meetings, or trainings

Contracts/Consultants:

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

Supplies and Other Costs:

- Animals
- Funding for buy-back and/or confidential informant purposes
- Office rental/lease space, except for costs proportionate to work conducted under the CPD award (if not included within an indirect cost rate negotiated agreement)
- Standard or dress uniforms/uniform accessories

If your budget requests require documentation from the following list, and none are provided, those costs will be deemed unallowable. Documentation that may be applicable for your budget request:

- Organizational Pay Scales
- Fringe Benefit Policy
- Equipment documentation of competitive prices
- Institutional Travel Policy
- Consultant Rate Justification
- Sole Source Justification
- Indirect Cost Rate Negotiated Agreement
- Cognizant Federal Agency Review

Monitoring, Reporting, and Evaluation Requirements

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

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

Please feel free to contact the COPS Response Center at 800.421.6770 to discuss any issues or concerns you may have.

PERFORMANCE MEASURES

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

Objective	Performance Measures	Data Grantee Provides
Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement’s capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.	Performance measures for CPD will be developed consistent with and/or reflective of the Program Goals and Outcomes, and grantees under this Program will be required to submit performance data related to these measures.	Periodic progress reports providing an overview of CPD grant purchases/ implementation and implementation of community policing strategies.

COPS Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope. All COPS CPD awards target increasing law enforcement agencies’ capacity to implement community policing strategies within the three primary elements of community policing: 1) problem solving; 2) partnerships; and 3) organizational transformation.

As part of the progress report, CPD grantees will be required to report on their progress toward developing deliverables that advance the practice of community policing.

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

HOW TO APPLY

Primary Steps Required to Complete Application	Completed?
If necessary, request an ORI through the COPS Office Response Center at AskCopsRC@usdoj.gov or 800.421.6770.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Register with Grants.gov/Confirm registration	<input type="checkbox"/>
Obtain a DUNS number/Confirm DUNS number	<input type="checkbox"/>
Register with SAM database/Confirm SAM number	<input type="checkbox"/>
Complete SF-424 on Grants.gov (Funding number: COPS-Microgrants for Law Enforcement Agencies-Application-2013)	<input type="checkbox"/>
Upon receipt of e-mail from COPS Office confirming successful submission of Grants.gov application, complete second part of application on COPS Office Online Application System	<input type="checkbox"/>

Electronic Submission of the SF-424 via Grants.gov and the COPS Office Website

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

- Completing a CPD 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-Microgrants for Law Enforcement Agencies-Application-2013. Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the second part of the CPD application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov 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.
- Applicants must comply with any word and/or field limit requirements described in the COPS Application Guide.

- Applicants will have the opportunity to print a copy of the application prior to submission, and a copy of the application after it has been submitted. Please note that the application package cannot be submitted until all required fields have been completed.
- Applicants will be able to print a copy of the application package only for reference while completing the application online via the COPS website. The COPS Office will not accept applications submitted via mail or e-mail.
- **Do not wait until the application deadline date to begin the application process through the COPS 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.**

Obtaining a Data Universal Numbering System (DUNS) Number

The federal government requires that all applicants for federal grants and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. The DUNS number is used to identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866.705.7511 or via the Internet at <http://fedgov.dnb.com/webform>.

Data Universal Numbering System (DUNS) Number

- The DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- If you already have a DUNS number: If you, as the entity applying for a federal grant or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.
- If you are not sure whether you have a DUNS number: Call D&B using the toll-free number 866.705.5711, and indicate that you are a federal grant applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

To Obtain Your DUNS Number

- The requestor may obtain a DUNS number via the Internet at <http://fedgov.dnb.com/webform>.
- The requestor may also obtain a DUNS number via telephone at 866.705.5711. The phone is staffed from 8 AM to 6 PM (local time of the caller when calling from within the continental United States). Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between the operating hours. The process to request a number takes about 5–10 minutes. A DUNS number will be assigned at the conclusion of the call. You will need to provide the following information:
 - Legal name
 - Headquarters name and address for your organization
 - Doing business as (DBA) or other name by which your organization is commonly known or recognized
 - Physical address, city, state, and zip code
 - Mailing address (if separate from headquarters and/or physical address)
 - Telephone number
 - Contact name and title
 - Number of employees at your physical location

Managing Your DUNS Number

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

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

Registering with the System for Award Management (SAM)

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

Step 1: Obtain a DUNS number at www.dnb.com/us/ or call 866.705.5711

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

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

To migrate your legacy system user account from Central Contractor Registration (CCR), FedReg, ORCA, or EPLS, you must first create a personal account in SAM by clicking on "Create an Account" on the homepage. An individual Account is required to manage Entity Registrations in SAM. You won't be able to manage your registration in 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 below 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, your agency must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

To review the System for Award Management and Universal Identifiers Requirements award terms, please see Appendix D.

Geographic Names Information System ID Number

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

To determine your jurisdiction's Feature ID number:

- Go to: <http://geonames.usgs.gov/> and click on "Search Domestic Names"
- From this screen, you can enter the name of your jurisdiction (for example, "Cleveland")
- Select your state ("Ohio")
- Click "Send Query" (The results will show that Cleveland, Ohio, is a populated place with a Feature ID of 1066654.)
- Enter this 7-digit number into your application form. Some jurisdictions may have Feature IDs of less than 7 digits; for example, American University is a school in the District of Columbia with a Feature ID of 531560. In this case, you should place a "0" in front of the number to ensure that 7 digits are entered into the application form (e.g., 0531560).

Helpful Online Resources

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

System for Award Management (SAM): www.sam.gov

Audit Requirement

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

Civil Rights

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

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

Section 508 of the Rehabilitation Act

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

Donte Turner

U.S. Department of Justice, COPS Office

202.616.9427 or Donte.Turner@usdoj.gov

Grant Terms and Conditions

The following section describes all of the compliance terms and conditions that applicants should be aware of before applying to COPS programs. The table below further defines which of the legal requirements are applicable to the program for which you are applying. Please review each section carefully. The signatures of the applicant's Authorized Organizational Representative, Law Enforcement Executive/Program Official, and Government Executive/Financial Official on Section 17: Reviews and Certifications assures the COPS Office that your agency will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds.

Key: Y – Yes; N – No; P – Possibly (dependent upon particular agency regulations or items requested)	
FY2013 Program	CPD
I. Assurances	Y
II. Certifications	Y
III. Disclosure of Lobbying Activities	P
IV. Nonsupplanting	Y
V. Procurement and Sole Source Justification	P
VI. Criminal Intelligence Systems/28 C.F.R. Part 23	Y
VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts	P
VIII. Community Policing Self Assessment Tool (CP-SAT)	N
IX. System for Award Management (SAM) and Universal Identifier Requirements	Y
X. Reporting Subaward and Executive Compensation Information	P

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

Applicants to COPS programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

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

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

If this applies to your agency, you are required to complete the disclosure form in Section 16 of the application. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

IV. Nonsupplanting Requirement

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

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

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

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Response Center at 800.421.6770 or AskCopsRC@usdoj.gov for further information.

V. Procurement & Sole Source Justification—If Applicable

Sole source, or procurement by noncompetitive proposals, is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. It must adhere to the standards set forth in the Uniform Administrative Requirements, 28 C.F.R. § 66.36 or 28 C.F.R. § 70.40 et seq. (as applicable).

For the purchase of equipment, technology, or services under a COPS 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 28 C.F.R. § 66.36 and 28 C.F.R. § 70.40 et seq. (as applicable). If a recipient determines that the award of a contract through a competitive process is infeasible, and if one of the following circumstances applies: (1) the item/service is available only from one source; (2) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or (3) competition is determined inadequate after solicitation of a number of sources, the grant recipient must seek written authorization from the COPS Office for sole source procurements in excess of \$100,000. Written approval for sole source procurements from the COPS Office must be received prior to purchasing equipment, technology or services, obligating funding for a contract, or entering into a contract with grant funds.

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

The request should also include the following information:

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

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

The item/service is available only from one source.

- Uniqueness of items/services to be procured from the proposed contractor or vendor (compatibility, patent issues, etc.)
- How the agency determined that the item/service is only available from one source (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
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- When the contractual coverage is required by your department and why
- Impact on project if deadline/dates are not met
 - How long it would take an alternate contractor to reach the same required level of competence (equate to dollar amounts, if desired)
 - Any additional information that would support the case

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

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

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

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

Please be advised that conflicts of interest are prohibited under the procurement standards set forth in 28 C.F.R. § 66.36 and 28 C.F.R. § 70.40 et seq.

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

VI. Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance—If Applicable

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

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

VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts—If Applicable

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

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

VIII. Community Policing Self Assessment Tool (CP-SAT)

Not applicable.

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

Unless you are exempted from this requirement under 2 C.F.R. 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or other award term.

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

X. 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 Reporting Subaward and Executive Compensation Award Term, please see Appendix C.

Suspension or Termination of Funding

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

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

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

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

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

COPS APPLICATION ATTACHMENT TO SF-424

WHAT AN APPLICATION MUST INCLUDE

Required Application Documents and Sections for Community Policing Development

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

Application Documents and Sections	Required? Yes, No, or Possible (dependent upon program)	Completed?
Standard Form 424 (to be completed on Grants.gov)	Yes	<input type="checkbox"/>
COPS Application Attachment to SF-424 (to be completed via COPS Office Online Application System)	Yes	<input type="checkbox"/>
Section 1: COPS Program Request	Yes	<input type="checkbox"/>
Section 2: Agency Eligibility Information	Yes	<input type="checkbox"/>
Section 3: General Agency Information	Yes	<input type="checkbox"/>
Section 4: Executive Information	Yes	<input type="checkbox"/>
Section 5: COPS Officer Hiring Request Form	No	<input type="checkbox"/>
Section 6: Law Enforcement & Community Policing Strategy	Yes	<input type="checkbox"/>
Section 7: Need for Federal Assistance	Yes (B only)	<input type="checkbox"/>
Section 8: Continuation of Project After Federal Funding Ends	Yes (B only)	<input type="checkbox"/>
Section 9: School Safety Assessment	No	<input type="checkbox"/>
Section 10: Executive Summary	Yes	<input type="checkbox"/>
Section 11: Project Description (Narrative)	Yes	<input type="checkbox"/>
Section 12: Official Partner(s) Contact Information	Possible	<input type="checkbox"/>
Section 13: Application Attachments Project Narrative (required) Key vitae/staff resumes (required) Budget Narrative (required) Indirect cost rate agreement (if applicable) Sole source justification (if applicable) Consultant rate justification (if applicable)	Yes	<input type="checkbox"/>

Section 14: Budget Detail Worksheets	Yes	<input type="checkbox"/>
A. Part 1: Sworn Officer Positions	No	<input type="checkbox"/>
Part 2: Sworn Officer Salary Information	No	<input type="checkbox"/>
Part 3: Federal/Local Share Costs (Hiring)	No	<input type="checkbox"/>
B. Civilian/Non-Sworn Personnel	Possible	<input type="checkbox"/>
C. Equipment/Technology	Possible	<input type="checkbox"/>
D. Supplies	Possible	<input type="checkbox"/>
E. Travel/Training	Possible	<input type="checkbox"/>
F. Contracts/Consultants	Possible	<input type="checkbox"/>
G. Other Costs	Possible	<input type="checkbox"/>
H. Indirect Costs	Possible	<input type="checkbox"/>
Budget Summary	Yes	<input type="checkbox"/>
Section 15: Assurances and Certifications	Yes	<input type="checkbox"/>
A. Assurances		
B. Certifications		
Section 16: Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
Section 17: Reviews and Certification	Yes	<input type="checkbox"/>

Instructions: Application for Federal Assistance SF-424

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

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

The Instructions for the Application for Federal Assistance SF-424 on pages 22–23 is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:
1.	<p>Type of Submission: (Required) Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2.	<p>Type of Application: (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation – An extension for an additional funding/ budget period for a project with a projected completion date. This can include renewals. • Revision – Any change in the Federal Government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If “Other” is selected, please specify in text box provided. <p>A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)</p>
3.	<p>Date Received: Leave this field blank. This date will be assigned by the federal agency.</p>
4.	<p>Applicant Identifier: Enter the entity identifier assigned by the federal agency, if any, or the applicant’s control number if applicable.</p>
5a.	<p>Federal Entity Identifier: Enter the number assigned to your organization by the federal agency, if any.</p>
5b.	<p>Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.</p>
6.	<p>Date Received by State: Leave this field blank. This date will be assigned by the state, if applicable.</p>
7.	<p>State Application Identifier: Leave this field blank. This identifier will be assigned by the state, if applicable.</p>
8.	<p>Applicant Information: Enter the following in accordance with agency instructions:</p> <p>a. <i>Legal Name:</i> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is that the organization has registered with the System for Award Management. Information on registering with SAM may be obtained by visiting the Grants.gov website.</p>

Item	Entry:		
8. (cont)	<p>b. <i>Employer/Taxpayer Number (EIN/TIN):</i> (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 U.S., enter 44-4444444.</p> <p>c. <i>Organizational DUNS:</i> (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.</p> <p>d. <i>Address:</i> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is U.S.), Province, Country (Required), Zip/Postal Code (Required, if country is U.S.).</p> <p>e. <i>Organizational Unit:</i> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.</p> <p>f. <i>Name and contact information of person to be contacted on matters involving this applicant (required), organizational affiliation (if affiliated with an organization) other on:</i> Enter the name (First and last name then the applicant organization), telephone number (Required), fax number, and e-mail address (Required) of the person to contact on matters related to this application.</p>		
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. District Government E. Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> M. Nonprofit N. Nonprofit O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-U.S.) Entity X. Other (specify </td> </tr> </table>	<ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. District Government E. Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority 	<ul style="list-style-type: none"> M. Nonprofit N. Nonprofit O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-U.S.) Entity X. Other (specify
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Item	Entry:
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 preapplications, attach a summary description of the project.
16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: <ul style="list-style-type: none"> • 2 characters State Abbreviation 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 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 U.S., enter 00-000.
17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

Item	Entry:
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 the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
21.	Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and e-mail address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

Section 1: COPS Program Request

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 application.

Your agency must maintain copies of the records used in this grant submission for future review in the event of a site visit, audit, or other request. Data used must be data that was recorded in official records. Please do not submit any confidential data or reports with your application.

Section 2: Agency Eligibility Information

The CPD Microgrants for Law Enforcement Agencies Program is open to all state, local, tribal, campus, and/or other law enforcement agencies. Proposals should demonstrate an understanding of community policing and present innovative, replicable community policing initiatives.

Section 3: General Agency Information

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

A. Applicant ORI Number

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

B. Applicant Data Universal Numeric System (DUNS) Number

The Federal Government requires that all applicants for federal grants and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number *prior* to application submission. A DUNS number is a unique nine or thirteen-digit sequence recognized as the standard identifier for entities receiving federal funds, and provides consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866.705.7511 or via the Internet at <http://fedgov.dnb.com/webform>. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of this Application Guide.

C. System for Award Management (SAM)

The System for Award Management (SAM) database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. The federal government requires that all applicants of federal grant funds and cooperative agreements—with the exception of individuals other than sole proprietors—be registered in the database *prior* to application submission. Please contact the SAM Service Desk at 866.606.8220 or view/update your registration information at www.sam.gov. If your SAM registration is set to expire prior to September 30, 2013, please renew your SAM registration *prior* to completing this application. All applicants are required to maintain current registrations in the SAM database. Please note that applicants must update or renew their SAM at least once per year to maintain an active status. For more information about how to register with SAM, please refer to the "How to Apply" section of this Application Guide.

D. Geographic Names Information System (GNIS) Identification Number

The Geographic Names Information System (GNIS) Identification Number is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to the website: <http://geonames.usgs.gov/domestic/index.html>. For more information about how to obtain a GNIS number, please refer to the “How to Apply” section of this Application Guide.

E. Cognizant Federal Agency

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

F. Fiscal Year

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

G. Law Enforcement Agency Sworn Force Information—Not Applicable**H. Civilian Staffing—Not Applicable****I. U.S. Department of Justice Funding**

Indicate which other components of the U.S. Department of Justice your agency receives grant funding from.

Section 4: Executive Information**A. Applicant Executive/Agency Executive Information**

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

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

B. Government Executive/Financial Official Information

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

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

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

C. CAP Contact Information

Enter the name and contact information for the person completing this application.

Section 5: COPS Officer Hiring Request Form—Not Applicable

Section 6: Law Enforcement & Community Policing Strategy

Please complete CP1 and CP2.

Section 7: Need for Federal Assistance

Under Section 7-B, all applicants are required to provide a brief explanation of their agency's inability to address its public safety needs and implement this project without federal assistance.

A. Service Population—Not Applicable

B. Explanation of Need for Federal Assistance

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

C. Fiscal Health – Not Applicable

D. Property Crime/Violent Crime – Not Applicable

Section 8: Continuation of Project after Federal Funding Ends

A. For COPS grants with a Retention Plan Requirement—Not Applicable

B. For COPS grants with no Retention Plan Requirement

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

Section 9: School Safety Assessment—Applies to Secure Our Schools (SOS) applicants only – Not Applicable

Section 10: Executive Summary

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

Section 11: Project Description (Narrative)

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

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

Please format your narrative using the following sections. The total length of the narrative should not exceed 20 pages.

Narrative Sections

1. Topic and Program Outcome Identification and Justification

Briefly describe the program outcome(s) that will be addressed, the gap in existing knowledge and/or practice, why/how this project will meet that need, and the level of innovation and originality of the proposed work. If applicable, supply data to support the problem or gap and what has been done previously to address it. Explain how this project will build upon, expand, and/or incorporate the principles of community policing.

2. Program Goals

Very briefly identify and describe the specific project goal(s) that are to be accomplished with reference to one or more of the following: developing knowledge, increasing awareness, increasing skills/abilities, increasing practice, and/or institutionalizing practice. Applicants must identify those goals that will be directly accomplished if funding is awarded. It is not expected or anticipated that the proposed project accomplish more than one of the goals listed above.

3. Strategy to Achieve Program Outcomes and Goals

Applicants should provide a comprehensive description of the overall strategy and specific activities of the proposed work. Applicants should specify how these proposed activities will achieve the identified program outcomes and goals.

4. Capacity and Experience

Please detail the capacity of your organization to carry out the proposed plan, and briefly explain your experience with other similar efforts.

5. Management and Implementation Plan

Applicants should describe the overall management and implementation plan for the project. This should include: how you will ensure effective implementation of the project; a brief timeline with a list of key activities and milestones to take place within the award performance period (two years for all awards under this solicitation), grouped by month or quarter; a management/staffing plan, detailing who will work on this project, what role they will play, their education and experience in similar projects, and their understanding of community policing; identification of any key partnerships or stakeholders who will play a role in the implementation of this project; and, if applicable, a brief marketing plan for the deliverable(s), to ensure a broad dissemination of the product(s) to the target audience(s).

6. Evaluation Plan/Effectiveness of Program

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

Section 12: Official Partner(s) Contact Information

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

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

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

Section 13: Application Attachments

This section should be used to submit the required Project Description described in Section 11 (maximum 20 pages), up to three Resumes/Vitas, the Budget Narrative (see Section 14), Indirect Cost Rate Agreement (if applicable), Sole Source Justification (if applicable), budget justification documentation (pay scales, travel policies, etc.), and documentation justifying consultant rates over \$550 per day if the consultant is hired through a noncompetitive bidding process (if applicable). The total size per attachment cannot exceed 20 MB, and zip files are not acceptable attachments and cannot be submitted. Additional attachments are strongly discouraged.

Vita and Resumes of Key Project Personnel

Applicants should attach the vitae/resumes of up to three key project staff detailing work and educational history, and highlighting any experience that is relevant to their ability to successfully carry out the proposed project. Vita and Resumes of Key Project Personnel attachments do not count toward the 20 page limit.

Budget Narrative

All CPD applicants must attach a Budget Narrative. Your agency must create and attach a document that 1) describes each item requested or group of similar items requested; and 2) links each item or group of items to the proposed project. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists. Budget narratives do not count toward the 20 page limit. See Section 14: Budget Detail Worksheets and Budget Narrative instructions and sample information.

Section 14: Budget Detail Worksheets and Budget Narrative

Instructions for Completing the Budget Detail Worksheets

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

For CPD Program grants with a grant performance period of two years, please insert zeros for all categories in year 3.

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

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

Instructions for Completing the Budget Narrative

Applicants are required to provide a specific description for each item included in the Budget Detail Worksheets and explain how it supports the project goals and objectives outlined in their application. This information is to be submitted as an application attachment under Section 13 of your online application.

Refer to the Budget Guide for detailed information and instructions on the budget narrative, worksheets, allowable/unallowable costs, and a sample budget. The Budget Guide is accessible at www.cops.usdoj.gov/pdf/2013AwardDocs/CPD/Budget-Guide.pdf.

Section 15: Assurances and Certifications

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

Section 16: Disclosure of Lobbying Activities

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

If this applies to your agency, you are required to complete the disclosure form. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

Section 17: Reviews and Certifications

Please be advised that an application may not be funded and, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a Department of Justice grant review or audit.

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

The signatures of the Law Enforcement Executive/Agency Executive, Government Executive/Financial Official, and the Person Submitting this Application on the Reviews and Certifications represent to the COPS Office that:

- a) the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity;
- b) the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide, the COPS Grant Owner's Manual, Assurances, Certifications, and all other applicable program regulations, laws, orders, and circulars;
- c) the applicant understands that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government; AND
- d) 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 Department of Justice determines to award the covered grant.

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.

APPENDIXES

Appendix A: Glossary of COPS Program Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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 grant or cooperative agreement. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office at 800.421.6770.

DUNS Number: DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine 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): Person who will designate which staff members can submit applications through www.cops.usdoj.gov. When you register with SAM, your institution will be asked to designate an E-Business POC.

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

Federally Recognized Tribe: Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally recognized 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 tribal grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631 - MIB, 1849 C Street, N.W., Washington, DC 20240, 202.208.2475.

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

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

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

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

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

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

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

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

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

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

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

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

Primary Law Enforcement Authority: An agency with primary law enforcement authority is the agency that is the first responder to calls for service, and has ultimate and final responsibility for the prevention, detection, and/or investigation of violations of criminal laws within its jurisdiction.

The Public Safety Partnership and Community Policing Act of 1994: The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to:

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

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.

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

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

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

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

Appendix C: Reporting Subawards and Executive Compensation Award Term

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

Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
2. *Where and when to report.*
 - i. You must report each obligating action described in paragraph a.1. of this award term to www.fsrs.gov.
 - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
1. *What to report.* You must report the information about each obligating action that the submission instructions posted at www.fsrs.gov specify.

b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - i. the total federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and

-
- iii. the public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)
2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:
 - i. As part of your registration profile at www.sam.gov.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.
- c. *Reporting of Total Compensation of Subrecipient Executives.*
1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
 - i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and subawards); and
 - ii. the public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)
 2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
 - i. To the recipient.
 - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.
- d. *Exemptions*
- If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
- i. Subawards, and
 - ii. The total compensation of the five most highly compensated executives of any subrecipient.

- e. *Definitions. For purposes of this award term:*
1. Entity means all of the following, as defined in 2 C.F.R. part 25:
 - i. A governmental organization, which is a state, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A federal agency, but only as a subrecipient under an award or subaward to a non- federal entity.
 2. *Executive* means officers, managing partners, or any other employees in management positions.
 3. *Subaward:*
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. II .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
 4. *Subrecipient* means an entity that:
 - i. Receives a subaward from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the federal funds provided by the subaward.
 5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 C.F.R. 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax-qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Appendix D: System for Award Management and Universal Identifier Award Term

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

I. System for Award Management and Universal Identifier Requirements

A. Requirement for System for Award Management (SAM)

Unless you are exempted from this requirement under 2 C.F.R. 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

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

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

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

C. Definitions

For purposes of this award term:

1. System for Award Management (SAM) means the federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at www.sam.gov).
2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866.705.5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Entity, as it is used in this award term, means all of the following, as defined at 2 C.F.R. part 25, subpart C:
 - a. A governmental organization, which is a state, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A federal agency, but only as a subrecipient under an award or subaward to a non-federal entity.

4. Subaward:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you, as the recipient, award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. II.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. Subrecipient means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the federal funds provided by the subaward

Appendix E: Step-by-Step Instructions for Two-Part Application Submission Process

FY2013 COPS Grant On-line Application Procedures

Note: If your agency has previously applied for grants using Grants.gov, and you already have an account set up with your username and password, please skip Step 1 and proceed to Step 2. For additional instructions on how to register with Grants.gov please visit

www07.grants.gov/applicants/get_registered.jsp.

STEP 1

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

Steps for registering with Grants.gov
www.grants.gov/assets/OrgRegUserGuide.pdf.

STEP 2

Submitting a COPS Grant Application Using Grants.gov

1. Log into www.grants.gov.
2. Scroll to the center of the page and click the “Apply for Grants” link in the center of the page.
3. Click on the “Download a Grant Application Package” link.
4. Scroll down to the **Funding Opportunity Number Box**, and enter **COPS-Microgrants for Law Enforcement Agencies-Application-2013**. Then click on

Download Package

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

Move Form to Complete

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

- b) Select “COPS Short Application Attachment to SF-424”, then click the

Move Form to Complete

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

10. Select the **Application for Federal Assistance** and click on the

Open Form

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

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

12. In the **Save As** dialogue box:

- a) Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
b) Select the **Save** button to save the file to your selected location on your computer.

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

13. Click on the **Save & Submit** button at the top of the document.

14. In the **Save As** dialogue box:

- a) Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
b) Select the **Save** button to save the file to your selected location on your computer.

15. Enter your Username and Password for the Authorized Organizational Representative (AOR). This is set up while registering with Grants.gov.

16. Wait until Confirmation Page appears to close the document.
Take note of the grant ID number provided by Grants.gov for your file.

17. After the SF-424 has been successfully submitted you will receive three e-mails from Grants.gov:

- a) One e-mail thanking the applicant for submission.
b) A second e-mail confirming Grants.gov validation.
c) A third e-mail stating the application was received by the agency.

18. Within one business day you will then receive an e-mail from the COPS Office, either:
- An e-mail stating your application passed the COPS validation and providing a link to the COPS Application Program System (CAPS).

Or

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

Correcting COPS Validation Errors

- Open the application that was saved in step 12 above.
- Edit fields that had errors.
- Select the  button.
- In the  dialogue box:
 - Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
 - Select the  button to save the file to your selected location on your computer.

Overwrite the existing application or save as a different file name on your computer.

- Enter your Username and Password for the AOR account.
- Wait until the Confirmation Page appears to close the document.
Take note of the new grant ID number provided by Grants.gov for your file.
- After the SF-424 has been successfully submitted you will receive three e-mails from Grants.gov.
 - One e-mail thanking the applicant for submission.
 - A second e-mail confirming Grants.gov validation.
 - A third e-mail stating the application was received by the agency.
- Within one business day you will then receive an e-mail from the COPS Office, either:
 - An e-mail stating your application passed the COPS validation and providing a link to the COPS Application Program System (CAPS).

Or

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

PAPERWORK REDUCTION ACT NOTICE

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

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098 and the expiration date is 02/29/2016.



COPS★

Community Oriented Policing Services
U.S. Department of Justice

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

To obtain details on COPS programs, call the COPS Office Response Center at 800.421.6770.
Visit COPS Online at www.cops.usdoj.gov.