

Pre-Award Frequently Asked Questions (FAQs) for 2014 COPS Anti-Methamphetamine Program (CAMP)

Getting Started

Q: What is the purpose of COPS Anti-Methamphetamine Program (CAMP) funding?

A: CAMP is a competitive grant program that provides funding directly to state law enforcement agencies in states with high seizures of precursor chemicals, finished methamphetamine, laboratories, and laboratory dump seizures. Funds awarded in this program shall be used for investigative purposes to locate or investigate illicit activities, including precursor diversion, laboratories, or methamphetamine traffickers through federal, state, local, and/or tribal collaboration.

Q: Is CAMP an open solicitation?

A: Yes. State law enforcement agencies authorized by law or by a state agency to engage in or to supervise anti-methamphetamine investigative activities, such as locating and investigating illicit activities, including precursor diversion, laboratories, or methamphetamine traffickers are eligible to apply.

Q: What is my username?

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

Q: How does my agency obtain its password if it is lost or forgotten?

A: To obtain your password, click on the "Account Access" link on the COPS Office website. The log-on page has a "Forgot your password?" link that will enable you to have your password e-mailed to the current law enforcement executive on file with the COPS Office.

Q: I do not know my agency's ORI number, how can I obtain it?

A: If you've had grants with the COPS Office before and do not know your ORI number, please contact the COPS Office Response Center at 800-421-6770 and a representative will be able to look up your ORI number.

Q: My agency's Data Universal Numbering System (DUNS) number is about to expire, how do I renew it?

A: All Applicants must have a DUNS number prior to submitting an application for COPS Office funding. A DUNS number is a unique nine- or thirteen-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. If your DUNS number is due to expire on or

before September 30, 2014, you should renew it as soon as possible. To verify the expiration date of your DUNS number, please call 866-705-5711 or visit www.dnb.com/us.

Q: My System for Award Management (SAM) registration is about to expire, how do I renew it?

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

Q: What software is recommended to complete my CAMP application in the COPS Office Online Application System?

A: For best results with the COPS Office website, we recommend Internet Explorer versions 9, 10, or 11. When using Internet Explorer 11 users should add the COPS Office website to the Compatibility View settings in the browser by following www.cops.usdoj.gov/pdf/Compatibility-IE11.pdf or contacting the COPS Office Response Center at 800-421-6770.

Q: Can I print out a blank CAMP application so I can see it on paper first?

A: Yes. The COPS Office website has provided a link to a PDF version of the application for agencies to use for reference only. To access the PDF version of the application, please go to the COPS Office website at www.cops.usdoj.gov and click on the "Grants and Funding" link. Once you access the grants and funding page, click the link for the "COPS Anti-Methamphetamine Program" and a copy of the application will be posted there. As a reminder, applications are accepted online via the COPS Office website. The PDF version of the application serves as a reference document only and should not be used to submit your application. Note that not all fields in the printed PDF version of the application are required; the required fields will be specified in the online application.

Q: Should any other documents be printed in preparation to complete the CAMP application?

A: Yes. Applicants should also print the Section 13 Project Narrative and Budget Narrative forms to view the required questions. To access this PDF form, please go to the COPS Office website at www.cops.usdoj.gov and click on the "Grants and Funding" link. Once you access the grants and funding page, click the link for the "COPS Anti-Methamphetamine Program" and a copy of the Section 13 Project Narrative and Budget Narrative forms will be posted there. There is also a link to the Section 13 Project Narrative and Budget Narrative forms within the Standard Application PDF version and the CAMP Application Guide.

Q: Is there any way to print the finished application so that I can review a hard copy prior to submission?

A: Yes, before submitting the application on the last page of the online application, you will be able to print a copy for review; you will be able to print the entire application, or individual sections. After submission, you will also be able to print the entire completed application.

Q: How much time do I have before the application times out?

A: The applications will time out after 20 minutes of non-activity. If your application times out, you will only lose the current page of data. It is advisable to click the save button once you complete each page of the application. This will prevent you from losing data in the event your application is timed out. You will only be able to save pages that are completely filled out.

Allowable Costs under CAMP

Q: What may my agency request funding for under the CAMP grant program?

A: Agencies may request funding to pay for the following:

- Personnel and Fringe Benefits
 - New civilian personnel to work directly on anti-methamphetamine investigation activities
 - New entry-level sworn personnel to work directly on anti-methamphetamine investigation activities; however, agencies may elect to redeploy locally-funded sworn personnel to engage in CAMP activities and assign newly hired CAMP-funded officers to backfill their positions
- Equipment, directly related to anti-methamphetamine investigation activities
- Supplies, directly related to anti-methamphetamine investigation activities
- Travel/Training, directly related to anti-methamphetamine investigation activities
- Contracts/Consultants, directly related to anti-methamphetamine investigation activities
- Other Costs, including overtime for sworn officers engaging in anti-methamphetamine investigation activities

CAMP will only pay for costs not already funded in the applicant's local budget. Please refer to the CAMP Application Guide for a non-inclusive list of allowable and unallowable costs.

Q: Can CAMP funding be used to fund clandestine drug laboratory processing or clean-up, treatment programs, or prosecution of methamphetamine-related activities?

A: No. Agencies seeking funding for clandestine drug laboratory clean-up should contact the Drug Enforcement Administration (DEA). Cost related to clandestine laboratory processing, including BCI trucks; treatment programs; and prosecution of methamphetamine-related activities are all unallowable costs for the CAMP grant program.

Q: Can CAMP funding be used to fund overtime for sworn officers?

A: Yes. Agencies can request funding for overtime for sworn officers engaging in anti-methamphetamine investigation activities under the Other Costs budget category.

Q: Can CAMP funding be used to fund overtime for civilian personnel?

A: Yes. Agencies can request funding for overtime for civilian personnel engaging in anti-methamphetamine investigation activities under the Other Costs budget category.

Q: What is the maximum amount to be awarded per award?

A: Each award will be capped at \$1 million.

Q: Is there a match requirement?

A: No. There is no local match.

Q: How long is the award period for CAMP?

A: CAMP is a two-year (24 month) grant program. All budget requests cannot exceed this two-year period.

Q: Can CAMP funding be used to rehire sworn officers previously employed by our agency?

A: Yes. Officers previously employed by your agency may be re-hired using CAMP grant funds, but funding requests must be limited to your agency's entry-level salary and benefits.

Q: Can CAMP funding be used to fill sworn officer positions that are vacant at the time we apply for CAMP funding?

A: No. Officers funded with CAMP grant funds must be in addition to any officers funded in your agency's local budget. However, CAMP funding may be used to fill vacant sworn officer positions if the positions are unfunded in the law enforcement budget (i.e., state, local, or BIA funding has not been budgeted to pay for the salary and benefits costs of the positions) because of a hiring freeze or budget cuts due to local fiscal distress.

Preparing Your Application

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

A: Yes, the 4,000-character limit includes letters, numbers, spaces, and special characters.

Q: What documents are required to be uploaded to our application in the COPS Office Online Application System?

A: In addition to completing the SF-424 and COPS Attachment to the SF-424, applicants are required to upload as attachments: 1) a project narrative description, and 2) a budget narrative description. These documents must be uploaded to Section 13 in the COPS Office Online Application System. Any application that does not include these two documents will be determined as incomplete and will be removed from consideration.

Q: What is the deadline for this solicitation?

A: Applications for this program require a two-step process. It is strongly recommended that applicants complete the SF-424 through the grants.gov website as soon as possible. The SF-424 is a government-wide standard application for federal assistance. Once the SF-424 has been submitted via www.grants.gov, the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the CAMP application process through the COPS Office Online Application System (see "Registration" and "How to Apply" sections of the CAMP Application Guide). 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.* Complete application packages for the CAMP 2014 solicitation are due by **June 30, 2014, 7:59 p.m. EDT.**

Budget-Related Questions

Q. What are allowable fringe benefits?

A. In addition to Social Security, Medicare, health insurance, life insurance, vacation, sick leave, retirement, Worker's Compensation, and unemployment insurance, the following are allowable fringe benefits: (1) dental insurance, (2) vision insurance, (3) prescription drugs, (4) sick days (if not included in base salary), (5) vacation days (if not included in base salary), (6) holiday pay, (7) disability insurance, (8) accidental death and disability, (9) 401K plan, (10) liability insurance, (11) shift differential payments, (12) accident insurance, (13) bonding insurance, (14) Police Trust, (15) state funded retirement system, (16) professional liability insurance, (17) Federal Unemployment Tax Act (FUTA) tax, and (18) survivor benefit. Other benefits, such as severance pay, hazard pay, etc., are not allowed. The COPS Office will not pay for any fringe benefits not listed, and if your agency pays those benefits for locally-funded officer positions, your agency will be required to do so for CAMP-funded officer positions with local funds. **Please Note: If sick leave and/or vacation leave costs are already reflected in the base salary figure provided in Section 14A, Subsection A. Base Salary Information, please DO NOT also list these costs individually under Fringe Benefits (Section 14A, Subsection B).**

Q: How do I determine the healthcare and fringe benefits costs for my agency?

A: An agency should contact its Human Resources/Benefits Office to help determine their costs for healthcare and fringe benefits.

Q: How should an agency calculate the first-year salary and benefit package of officers who will be recruits promoted to sworn officer positions, given that a recruit and sworn officer fall under different pay and benefit levels?

A: The first-year salary and benefits package should cover the “blend” of both the recruitment academy and the post-graduation amounts, with the sworn officer salary and benefits amount used to cover the salaries and benefits of the officer post-graduation.

Q: My agency has officers that are exempt from Social Security benefit deductions. How should I address this in the CAMP application?

A: Agencies who have officers that are exempt from Social Security benefit deductions should check the “Exempt” option on the application. By checking “Exempt,” the agency is not required to submit additional information.

Q: Are indirect costs allowable under the CAMP grant?

A: No, CAMP does not pay for any indirect costs.

Q: If awarded funding from the CAMP grant program, will our agency be obligated to keep the total number of officers on staff at the time the grant was awarded?

A: To comply with the non-supplanting requirement of the CAMP grant, the grantee must maintain its locally-funded sworn force baseline and any planned increases of officer positions during the grant award period.

Non-supplanting Requirement

Q: Does the non-supplanting requirement apply to the CAMP grant program?

A: Yes. The non-supplanting requirement is a legal requirement in the Public Safety and Community Policing Act, which is the COPS Office’s authorizing statute. The non-supplanting requirement means COPS Office grant funds must be used to supplement (not replace) state, local, or Bureau of Indian Affairs (BIA) funds that would have been dedicated toward law enforcement if federal funding had not been awarded. As it applies to your agency’s CAMP grant, grantees must not reduce the level of state, local, or BIA funding that would have been dedicated toward any hiring or procurement as a result of receiving federal funding.

CAMP Funding and Other COPS Grants

Q: May our agency request funding under CAMP if we have an active COPS Office hiring grant for sworn officer positions?

A: Yes. Agencies with an active COPS Office hiring grant are not disqualified from applying for a CAMP grant, but the CAMP-funded position(s) must be over and above the number of officer positions funded in the agency’s local budget and under any other COPS Office hiring grant.

Q: Can CAMP funding be used to retain officers hired under other COPS Office hiring programs?

A: No. CAMP grant funding may not be used to comply with the retention requirement of your other COPS Office hiring grants. Instead, your agency must use state, local, or tribal funding to retain the COPS Office-funded positions for the required retention period following the conclusion of the grant period. In addition, the retained officer position(s) must be over and above your agency's locally-funded sworn force and any full-time sworn positions awarded under the CAMP grant.

Retention Requirement

Q: Is there a retention requirement for officers hired under CAMP?

A: No. There is **no** retention requirement for officers hired using CAMP funding. However, awardees will be subject to the non-supplanting requirement.

Other Questions

Q: What is the formula for disbursing these CAMP grant funds?

A: CAMP is not a "formula" grant program. All applications will be reviewed based on their answers to the state wide methamphetamine seizure data, community policing plan, project plan, multijurisdictional approach and collaborations, and other relevant factors determined by the COPS Office. Awards will be made on a competitive basis.

Q: How does an agency verify their application was received?

A: Agencies should log back into the "Account Access" page on the COPS Office website and click on the "CAMP" link to access their application and verify that their application was submitted and received by the COPS Office before the application deadline (the current application status will be "Completed and submitted"). Agencies whose applications were not received by the COPS Office before the deadline will receive a message in red stating that the application deadline has passed and they will not be able to proceed further.

Q: When should I expect notification if awarded CAMP grant funds?

A: The COPS Office anticipates making CAMP grant award announcements prior to September 30, 2014.

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