



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

## COPS Office FY 2015 Application Guide: COPS Anti-Heroin Task Force (AHTF) Program

CFDA#: 16.710

Funding Opportunity Number: COPS-AHTF-APPLICATION-2015

### Eligibility

The fiscal year (FY) 2015 COPS Anti-Heroin Task Force Program (AHTF) is a competitive program with a focus on advancing public safety by providing funds to investigate illicit activities related to the distribution of heroin or unlawful distribution of prescriptive opioids, or unlawful heroin and prescription opioid traffickers through statewide collaboration. AHTF funds awarded in this program shall be used for investigative purposes to locate or investigate illicit activities, including activities related to the distribution of heroin or unlawful distribution of prescriptive opioids or unlawful diversion and distribution of prescriptive opioids. AHTF will be open to state law enforcement agencies with multijurisdictional reach and an interdisciplinary team (e.g. task force) structures. These state law enforcement agencies must have primary law enforcement authority over heroin and other opioids seizures.

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

### Deadline/Application period

The application period for the 2015 COPS Anti-Heroin Task Force program begins **May 18, 2015**. All applications must be submitted by **June 19, 2015, at 7:59 p.m. EDT**. Applications submitted after June 19 at 7:59 p.m. will *not* be considered for funding.

Completing an application under the AHTF Program is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424, submitting it through the Grants.gov website. Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the AHTF application through the COPS Office Online Application System (see "Registration" on page 2 and "How to Apply" on page 9). If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800-421-6770. An application is not considered submitted until both of these steps are completed.

### Contact information

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

# 2015 COPS Office Anti-Heroin Task Force (AHTF) Program Application Guide

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

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



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

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

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## COPS Anti-Heroin Task Force (AHTF) Program (CFDA 16.710) Overview

### COPS Anti-Heroin Task Force (AHTF) program description and federal award information

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

The abuse of opioids, a group of drugs that includes heroin and prescription painkillers, has a devastating impact on public health and safety in this country. According to the Centers for Disease Control and Prevention (CDC), approximately 110 Americans, on average, died from drug poisoning every day in 2011. Prescription drugs were involved in more than half of the 41,300 drug poisoning deaths that year, and opioid pain relievers were involved in nearly 17,000 of these deaths. About 4,400 drug poisoning deaths involved heroin. Drug poisoning deaths outnumbered deaths from gunshot wounds or motor vehicle crashes.<sup>1</sup>

The FY 2015 COPS Anti-Heroin Task Force (AHTF) program is designed to advance public safety by providing funds to investigate illicit activities related to the distribution of heroin or unlawful distribution of prescriptive opioids or to unlawful heroin and prescription opioid traffickers through statewide collaboration. AHTF provides funding for 24 months directly to state law enforcement agencies with high rates of primary treatment admissions for heroin and other opioids. AHTF funds awarded in this program shall be used for investigative purposes to locate or investigate illicit activities, including activities related to the distribution of heroin or unlawful distribution of prescriptive opioids or unlawful diversion and distribution of prescription opioids. AHTF will be open to state law enforcement agencies with multijurisdictional reach and an interdisciplinary team (e.g., task force) structures. These state law enforcement agencies must have primary law enforcement authority over heroin and other opioids seizures. The COPS Office anticipates making approximately five 2015 AHTF awards for a total of approximately \$7,000,000, subject to the availability of funding. Funding requests under this program will be capped at \$1,500,000 per award.

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 Office funding, and/or is not cooperating with an ongoing U.S. Department of Justice grant review or audit. 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 COPS Office funds and/or failure to comply with all COPS Office grant requirements may result in suspension or termination of grant funds, the repayment of grant funds, and/or other remedies available by law.

Under the False Claim Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving COPS Office funds may be referred to the Office of Inspector General (OIG). The OIG may be contacted at [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov), [www.usdoj.gov/oig/FOIA/hotline.htm](http://www.usdoj.gov/oig/FOIA/hotline.htm), and 800-869-4499.

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<sup>1</sup> "The National Drug Control Strategy," Fact Sheet (Washington, DC: Office of National Drug Control Policy, July 2014), [https://www.whitehouse.gov/sites/default/files/ondcp/policy-and-research/2014\\_strategy\\_fact\\_sheet.pdf](https://www.whitehouse.gov/sites/default/files/ondcp/policy-and-research/2014_strategy_fact_sheet.pdf).

## Registration

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

In addition, the Federal Government requires that all applicants for federal grants and cooperative agreements—with the exception of individuals other than sole proprietors—have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to submitting an application. See “section 3: General Agency Information” on page 27 of this guide for more information regarding DUNS and SAM.

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

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

For technical assistance with submitting the SF-424, call Grants.gov Customer Service Hotline at 800-518-4726, e-mail [support@grants.gov](mailto:support@grants.gov), or consult the Grants.gov Applicant User Guide at [www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf](http://www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf). See “How to Apply/Application Submission” on page 9 of this guide for more information.

For technical assistance with submitting the online application via the COPS Office website, please call 800-421-6770 or send questions via e-mail to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). See “How to Apply/Application Submission” on page 9 of this guide for more information.

## Deadline: Application

All completed applications must be submitted by **June 19, 2015 at 7:59 p.m. EDT**. Please see “How to Apply/Application Submission” for more information.

Applications for this program must be submitted in two parts. First, applicants must apply online via [www.grants.gov](http://www.grants.gov) to complete the SF-424. Applicants will then be directed to the COPS Office website ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)) to complete the second part of the application by **June 19, 2015 at 7:59 p.m. EDT**.

## Eligibility Requirements

The COPS Anti-Heroin Task Force (AHTF) program is open to state law enforcement agencies with multijurisdictional reach and interdisciplinary team (e.g., task force) structures. These state law enforcement agencies must have primary authority over state seizures of heroin and other opioids. This program does not have a local match requirement.

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

## Program-Specific Information

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

This solicitation is being announced as an open competition targeted at state law enforcement agencies authorized by law or by a state agency to engage in or to supervise anti-heroin investigative activities. Funding is limited and this solicitation is expected to be very competitive. Approximately \$7,000,000 in funding may be available for FY 2015 AHTF, and a maximum of \$1,500,000 may be awarded to each grant recipient. Strong applications should demonstrate a multijurisdictional reach and participation in interdisciplinary team structures (i.e., task forces). Strong applications should also include multiyear state level primary treatment data to support their proposal. The COPS Office reserves the right to limit awards to one per state at the time of award announcement.

### Program goal

FY 2015 AHTF seeks to address the growing problem of heroin and other opioid abuse by assisting state law enforcement agencies in collaboration with other service providers and stakeholders to

- increase efforts to locate and investigate illicit heroin and other opioid activities;
- establish new or enhance existing multijurisdictional and interdisciplinary task forces to investigate heroin and other opioid activities;
- increase the use of community policing strategies during the investigation phase (including problem solving, partnerships, and organizational changes) to investigate heroin and other opioid activities;
- increase anti-heroin collaboration efforts during investigations with federal, state, local, and/or tribal partners involved in prevention, intervention and treatment, identification of drug endangered children, and enforcement activities.

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

All awards will have a performance period of two years (24 months) in duration, and there is no local match required.

The COPS Office will review reasonable requests made for no-cost time extensions in the event that all funds granted have not been expended within the two-year grant period. AHTF grantees will be provided an opportunity to extend 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 the COPS Office expects that all items, personnel, and/or training requested will be purchased or hired and the project implemented within the grant period.

The COPS Office statutory nonsupplanting requirement mandates that AHTF funds must be used to supplement (increase) the grantee's budget and may not supplant (replace) state, local, or Bureau of Indian Affairs funds that a grantee would otherwise have spent on sworn officer positions in the absence of the AHTF grant.

### Federal funding: Allowable and unallowable costs

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

**Allowable costs: Fundable requests**

Applications should include a clear and demonstrated plan for implementing comprehensive anti-heroin strategies. Each grant application must explain how the proposed project would fit into an overall effort to increase and/or enhance heroin investigation efforts. Budget requests may be made in the categories described in the following sections.

**Sworn officer positions (salaries and benefits)**

Sworn officer salary and fringe benefits apply to new, full-time entry level sworn career law enforcement officers not already funded in the applicant's local budget. A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law or by a state, local, or tribal agency to engage in or oversee the prevention, detection, and/or investigation of violations of criminal laws. Officers must be hired on or after the award start date, and positions must directly relate to the AHTF project. Officers previously employed by your agency may be re-hired using AHTF grant funds, but funding requests must be limited to your agency's entry level salary and benefits. If current personnel are redeployed into this program, they must be paid with local funds. COPS Office grant funds may be used to backfill the resulting vacancy with newly hired personnel for an equivalent amount of time. [Please note: Overtime for sworn officers engaging in AHTF-related activities is an allowable cost; however, any overtime expenses requested for sworn officer positions must be listed in the "Other Costs" section of your application's budget. Overtime expenses must exceed the expenditures that your agency is obligated or funded to pay in its current budget.]

**Civilian/Nonsworn personnel (salaries and benefits)**

Civilian salary and fringe benefits apply to new personnel not already funded in the applicant's local budget. Staff must be hired on or after the award start date, and positions must directly relate to the AHTF project. Examples of allowable personnel and fringe benefits costs include those for civilian AHTF project coordinators or anti-heroin/drug problem analysts.

**Equipment/Technology**

Equipment and/or technology costs shall provide agencies with the ability to purchase new or enhance existing equipment exclusively related to heroin investigation. All items requested must be clearly linked to the enhancement or implementation of the AHTF project.

**Supplies**

Generally, supplies include any materials that are expended or consumed during the course of the AHTF project. Such costs may include training manuals, paper, printer ink, pens, postage, etc.

**Travel/Training**

Travel/training costs include grant-related travel costs for the grantee or other (nongrant) individuals to attend AHTF-related training and technical assistance conferences, seminars, or classes or to visit a site specified in the application. Expenses for transportation, lodging, meals, and incidental expenses (if travel is more than 50 miles from the program location) and temporary dependent care costs will be reviewed in accordance with applicable guidelines as part of the application process.

**Contracts/Consultants**

Contract/consultant costs may include costs to provide one-time training to staff for equipment operation/usage and contracting/consulting services that provide such things as needs analysis, installation, and testing. Compensation for individual consultant services procured under a COPS

Office grant must be reasonable and allocable in accordance with OMB cost principles, and consistent with that paid for similar services in the marketplace. Unless otherwise approved by the COPS Office, consultant rates will be based on the salary a consultant receives from his or her primary employer, as applicable, up to \$550 per day. For consultant or contractor rates that exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process and grantees must receive COPS Office approval of those rates before drawing down funds. Determinations will be made on a case-by-case basis.

#### **Other costs**

Other costs may include such items as software and prepaid warranties or maintenance agreements (not to exceed 24 months), overtime costs for sworn officers engaging in AHTF-related investigative activities, or other miscellaneous items that have a direct correlation to the overall success of a grantee's project objectives and are necessary for the project to reach full implementation.

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. Requests may be made only for items or positions that are not otherwise budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and would not be funded in the absence of this COPS Office grant.

In addition, any publication material developed and/or purchased with federal grant funds must contain the following designation: "This project was supported by Grant Number \_\_\_\_\_ awarded by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific agencies, companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues."

#### **Unallowable costs: Requests will NOT be funded**

The items listed below are generally considered to be unallowable and may only be funded under extremely limited and extenuating circumstances and at the discretion of the COPS Office based on clear demonstration of a direct link between the requested item and the applicant's AHTF project. Before including any of these items in your project proposal, please contact your Grant Program Specialist at 800-421-6770.

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 AHTF project. All requests must contribute directly to the specific purpose of the grant project and relate to the parameters stipulated in the appropriations language enacted for FY 2015.

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

#### **Personnel**

- Salaries and benefits of existing employees
- Salaries and benefits of grant writers or other staff who do not directly contribute to the implementation of the program
- Salaries and benefits for personnel engaged in prosecution

*Please note: Restrictions on overtime costs are listed under "Supplies and Other Costs."*

**Equipment/Technology**

- Bicycles
- Body wire equipment
- Bulletproof vests and accessories
- Bunker shield(s)
- Cellular or satellite phone airtime
- Clandestine drug laboratory cleanup equipment
- Communications towers
- Construction and renovation costs
- Dictation systems
- General police vehicles (including patrol cars and leased vehicles)
- Handcuffs, weapons, and ammunition (including training ammunition)
- Office equipment (copiers, fax machines, etc.)
- Pagers (including service time)
- Phone lines and voice-mail systems
- Prisoner transport vehicles
- Radar guns/equipment
- Standard issue police vehicle equipment (including light bars, cages, and siren packages)
- Televisions /VCRs/DVD players/projectors
- Unmanned aircraft systems (also commonly referred to as unmanned aerial vehicles or “drones”)
- Tracked (armored) vehicles
- Weaponized aircraft and vessels and weaponized vehicles of any kind

**Travel/Training**

- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the program location
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel
- Meals and/or refreshment costs associated with meetings
- Training in topics that are not directly linked to the AHTF grant

**Contracts/Consultants**

- Contractual agreements that cannot be directly linked to the AHTF grant
- Maintenance and/or service contracts that extend the life of the grant period (multiyear contracts and extended warranties are allowable but must be paid in full within the initial grant period)
- 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
- Standard office supplies not directly related to the AHTF grant
- Indirect costs
- Overtime for personnel not directly involved in the department's project
- Funding for buy-back and/or confidential informant purposes
- Office furniture (desks, file cabinets, etc.)
- Standard or dress uniforms or uniform accessories
- Office rental/lease space
- Treatment programs
- Education and awareness campaigns
- Evaluation Costs
- Clandestine laboratory cleanup costs
- Funding for buy-back and/or confidential informant purposes
- Naloxone

This program will not provide funding for any positions or items that are funded in the applicant agency's budget with other sources of funding (state, local, or BIA). You may apply only for otherwise unfunded positions or items to supplement your agency's law enforcement budget.

**Monitoring, reporting, and evaluation requirements**

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

Awarded agencies will be responsible for submitting Programmatic Progress Reports and Federal Financial Reports on a quarterly basis. Additionally, awarded agencies will be responsible for the timely submission of a final Closeout Report and any other required final reports. All COPS Office grantees will be required to participate in such grant monitoring activities of the U.S. Department of Justice including, but not limited to, the COPS Office, the Office of the Inspector General, or any entity designated by the COPS Office.

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

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

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

## Performance Measures

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

Performance measures for AHTF are as follows:

Objective	Performance Measures	Data Grantee Provides
Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement’s capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.	Extent to which COPS Office grant funding (e.g., officers, equipment/ training, technical assistance) has increased your agency’s community policing capacity? Extent to which COPS Office knowledge resources (e.g., publications, podcasts, training) have increased your agency’s community policing capacity?	Data will be collected quarterly through grantee progress reports. Grantees will rate the effectiveness of the COPS Anti-Heroin Task Force program funding in increasing community policing capacity.

COPS Office grants target increasing grantee capacity to implement community policing strategies within the three primary elements of community policing: 1) problem-solving; 2) partnerships; and 3) organizational transformation. The COPS Office requires all AHTF applicants to describe how the personnel, technology, equipment, and/or training requested will assist the applicant in implementing community policing strategies. For more information on community policing, please go to the COPS Office website at [www.cops.usdoj.gov/Default.asp?Item=36](http://www.cops.usdoj.gov/Default.asp?Item=36).

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

## How to Apply/Application Submission

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

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

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

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

- Applicants will have the opportunity to print a copy of the application prior to submission and another copy of the application after it has been submitted. Please note that the application package cannot be submitted until all required fields have been completed. Note: If Internet access is not available to print a copy of the application package, contact the Response Center at 800-421-6770 to request that a printed copy be sent to you.
- Applicants will be able to print a copy of the application package only for reference while completing the application online via the COPS Office website. The COPS Office will not accept applications submitted via mail or e-mail.
- Do not wait until the application deadline date to begin the application process through the COPS Office website. The registration steps may take several days to complete, and if you wait until the application deadline date you may be unable to submit your application online.

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

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

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

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

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

The Federal Government requires that all applicants for federal grants and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. The DUNS number is used to identify related organizations that are receiving funding under grants and cooperative agreements and to provide consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866-705-7511 or via the Internet at [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).

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

- The DUNS number is a unique nine- or thirteen-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- **If you already have a DUNS number.** If you, as the entity applying for a federal grant or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use

that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update or validate the information associated with the number.

- **If you are not sure whether you have a DUNS number**, call D&B using the toll-free number 866-705-5711 and indicate that you are a federal grant applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

#### **To obtain your DUNS number**

- The requestor may obtain a DUNS number via the Internet at [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).
- The requestor may also obtain a DUNS number via telephone at 866-705-5711. The phone is staffed from 8:00 a.m. to 6:00 p.m. (local time of the caller when calling from within the contiguous United States). Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between the operating hours. The process to request a number takes about 5–10 minutes. A DUNS number will be assigned at the conclusion of the call. You will need to provide the following information:
  - Legal name
  - Headquarters name and address for your organization
  - Doing business as (DBA) or other name by which your organization is commonly known or recognized
  - Physical address, city, state, and ZIP code
  - Mailing address (if separate from headquarters and/or physical address)
  - Telephone number
  - Contact name and title
  - Number of employees at your physical location

#### **Managing your DUNS number**

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches or divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at 866-705-5711 to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches or divisions have DUNS numbers for federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name or organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

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

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

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

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

**Step 2.** Access the SAM online registration through the SAM home page at [www.sam.gov/](http://www.sam.gov/) and follow the online instructions for new SAM users.

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

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

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

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

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

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

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

If awarded funds, your agency must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

To review the System for Award Management and Universal Identifier Award Term, please see appendix D on page 47 of this guide.

## Geographic Names Information System (GNIS) ID number

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

To determine your jurisdiction's feature ID number, follow these steps:

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

### **Deadline/Application period**

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

### **Helpful online resources**

DUNS Number Information: [fedgov.dnb.com/webform/displayHomePage.do](http://fedgov.dnb.com/webform/displayHomePage.do)

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

### **Audit requirement**

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

### **Civil rights**

All recipients of federal 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 Office online system ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)), please contact:

**Donte Turner**  
**U.S. Department of Justice, COPS Office**  
**202-616-9427 or [Donte.Turner@usdoj.gov](mailto:Donte.Turner@usdoj.gov)**

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

### Grant terms and conditions/Funding restrictions

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

Key: Y = Yes; N = No; P = Possibly (dependent upon particular agency regulations or items requested)

FY 2015 Program	AHTF
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. Federal Funding Accountability and Transparency Act (FFATA) Reporting Subaward and Executive Compensation Information	P
XI. Contract Provisions under Federal Award	P
XII. Prior Approval, Planning, and Reporting of Conferences/Meetings/Training Costs	P
XIII. Curriculum Development	P
XIV. Internal Confidentiality Agreements	Y
XV. Mandatory Disclosure	Y

#### ***I. & II. Assurances and Certifications (also refer to section 15 on page 39 of this application guide and Standard Application forms.)***

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

#### ***III. Disclosure of Lobbying Activities (also refer to section 16 on page 39 of this Application Guide and Standard Application forms.)***

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. The filing of a form is required for each payment or agreement to

make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change reports. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

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

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

The COPS Office nonsupplanting requirement mandates that grant funds not be used to replace state or local funds (or, for tribal grantees, Bureau of Indian Affairs funds) that would, in the absence of federal aid, be made available for the purpose of the grant. Instead, grant funds must be used to increase the total amount of funds that would otherwise be made available for the grant purposes.

A grant recipient may not use federal grant 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 grant may not be reallocated to other purposes or refunded should a COPS Office grant or cooperative agreement be awarded. Nonfederal funds must remain available for and devoted to that purpose, with COPS Office funds supplementing those nonfederal funds. Funding awarded cannot be obligated until after the grant award start date (unless an exception is authorized in writing by the COPS Office). This means that COPS Office funds cannot be applied to any agency cost incurred prior to the award start date.

The possibility of supplanting will be the subject of careful application review, possible pre-award review, and post-award monitoring and audit. Any supplanting of nonfederal funds by COPS Office grant funds may be grounds for potential suspension.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Response Center at 800-421-6770 or [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) for further information.

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

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

For the purchase of equipment, technology, or services under a COPS Office award, grant recipients must follow their own policies and procedures on procurement as long as those requirements conform to the federal procurement requirements set forth in 2 C.F.R. § 200.320 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101. A sole source justification request should be submitted if a grant recipient determines that the award of a contract through a competitive process is infeasible. If a recipient determines that the award of a contract through a competitive process is infeasible, and if one of the following circumstances applies—(1) the item or service is available only from one source; (2) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; (3) competition is determined inadequate after solicitation of a number of sources; or (4) based on one or more of the circumstances above, the COPS Office expressly authorizes noncompetitive proposals in response to a written request from the law enforcement entity—the grant recipient must seek written authorization from the COPS Office for sole source procurements in excess

of \$150,000. Written approval for sole source procurements from the COPS Office must be received prior to purchasing equipment, technology or services; obligating funding for a contract; or entering into a contract with grant funds.

Requests for sole source procurements of equipment, technology, or services in excess of \$150,000 must be submitted to the COPS Office in writing certifying that the award of the contract through full and open competition is infeasible. The sole source request must be prepared on department letterhead.

The request should also include the following information:

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

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

1. The item or service is available only from one source.
  - Uniqueness of items or services to be procured from the proposed contractor or vendor (compatibility, patent issues, etc.)
  - How the agency determined that the item or service is only available from one source (market survey results, independent agency research, patented or proprietary system, etc.)
  - Explanation of need for contractor's expertise linked to the current project (knowledge of project management, responsiveness, experience of contractor personnel, prior work on earlier phases of project, etc.)
  - Any additional information that would support the case
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
  - When the contractual coverage is required by your department and why
  - Impact on project if deadline dates are not met
  - How long it would take an alternate contractor to reach the same required level of competence (equate to dollar amounts, if desired)
  - Any additional information that would support the case
3. Competition is determined inadequate after solicitation of a number of sources.
  - Results of a market survey to determine competition availability; if no survey is conducted, please explain why not
  - Any additional information that would support the case
4. Based on one or more of the circumstances above, the COPS Office expressly authorizes noncompetitive proposals in response to a written request from the law enforcement entity.

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

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

Please be advised that conflicts of interest are prohibited under the procurement standards set forth in 2 C.F.R. § 200.318 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

If you have any questions regarding the federal requirements that guide procurement procedures, please contact your COPS Office Grant Program Specialist at 800-421-6770.

***VI. Criminal intelligence systems/28 C.F.R. Part 23 compliance—if applicable***

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

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

***VII. Certification to mitigate possible adverse health, safety, and environmental impacts—if applicable***

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

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

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

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

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

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

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

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires, among other things, that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with FFATA, will be required to report award information on any first-tier subawards totaling \$25,000 or more and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at [www.fsrs.gov](http://www.fsrs.gov), is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA.

The subaward information entered in FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov), associated with the prime award, furthering federal spending transparency.

Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.

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

***XI. Contract provision under federal award***

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

For the full text of 2 C.F.R. Appendix II to Part 200, please refer to appendix F on page 51 of this Application Guide.

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

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

***XIII. Curriculum development—Not applicable under AHTF******XIV. Internal confidentiality agreements***

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

***XV. Mandatory disclosure***

If awarded funds, recipients and subrecipients will be required to timely disclose in writing to the COPS Office or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in the Uniform

Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2C.F.R. § 200.238 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

### ***Application review information***

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

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

Peer reviewers will be reviewing the applications submitted under this program that meet eligibility and/or basic minimum requirements. Each program may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. Applications that meet eligibility and basic minimum requirements will be evaluated and ranked by peer reviewers.

Peer reviewers will review the applicant's project narrative and evaluate the following: (a) problem identification, (b) current activities, (c) task force participation, (d) collaboration and partnerships, (e) proposed strategies, and (f) budget items requested.

Successful applications will

- identify and describe the problem in detail using relevant facts, statistics, or other supporting information;
- comprehensively detail their current investigative activities;
- describe their participation, structure, responsibilities, and role in their task force or their plan to establish one;
- describe their current and proposed collaboration efforts with federal, state, local, and/or tribal partners;
- provide a budget that is complete, allowable, supports the total cost of the project, and directly relates to and supports the activities described in the proposal.

Each section of the project narrative will be scored on the following scale:

- **5—Comprehensive.** The application provides a thorough discussion of all elements identified for the section with no substantial weaknesses. The discussion is clear, detailed, and supported by the information provided. The information provided clearly supports the information provided in other sections of the application.
- **4—Substantial.** The application provides a strong discussion of all key elements identified for the section. The discussion is clear, detailed, and supported by the information provided. A limited number of elements may be incomplete.
- **3—Satisfactory.** The application provides an adequate discussion of all key elements identified for the section. The discussion is clear and supported by the information provided. Multiple elements may be incomplete.
- **2—Marginal.** The application provides inadequate discussion of *some* elements identified for the section. The discussion may be unclear, lacking in detail, or not supported by the information provided.
- **1—Poor.** The application lacks discussion of *many* elements identified for the section. The discussion provided is unclear, lacking in detail, and/or not supported by the information provided.
- **0—Unresponsive.**

Applications that meet eligibility and basic minimum requirements will be evaluated and ranked, by peer reviewers as: not recommended, recommended, or highly recommended.

**Highly recommended.** The full proposal provides a superior explanation of the requested selection criteria and presents the material in a sound and/or innovative approach. The full proposal comprehensively addresses the requested selection criteria. The result of the proposal has the potential to make significant impact in the field. The panel highly recommends the proposal for funding by the COPS Office. The proposal does not require revisions or clarification.

**Recommended.** The full proposal provides a satisfactory design and demonstrates the potential for making an impact in the field. The full proposal addresses the requested selection criteria. The panel recommends possible funding but the proposal may need minor revisions and/or clarifications.

**Not recommended.** The full proposal does not provide satisfactory explanation of the requested selection criteria. The program approach is weak. The application needs significant revisions and clarifications.

Within each of these rankings, each proposal will be ranked again based on seizure data provided. The highest ranking proposals will be considered for funding.

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

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

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

### **Federal award administration information**

#### **Federal award notices**

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

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

#### **The award document**

The award document is the document indicating your official grant funding amount, the number of officer positions awarded, the type of positions awarded, the grant number, the grant conditions, and the award start and end dates.

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

The award start date indicated on the award document means that your agency may be reimbursed for any allowable costs incurred on or after this date. The duration of your AHTF award is 24 months of funding for each award.

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

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

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

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

#### ***Administrative and national policy requirements***

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

Please see general terms and conditions on page 27.

#### ***Reporting***

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

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

#### ***Suspension or termination of funding***

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

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in this application
- Failure to adhere to grant agreement requirements or special conditions
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding

- Failure to submit required or requested reports
- Filing a false statement or certification in this application or other report or document
- Other good cause shown

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

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

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

## COPS Office Application Attachment to SF-424

### What an application must include

Detailed explanations of required documents can be found on the following pages.

#### **Required application documents and sections for the COPS Anti-Heroin Task Force program**

Listed below is a chart that shows the required documentation that must be completed and submitted for your AHTF 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.

[begin application requirements table – right-hand column should be check-boxes]

<b>Application Documents and Sections</b>	<b>Required? Yes, No, or Possible</b>	<b>Completed?</b>
Standard Form 424 (to be completed on Grants.gov)	Yes	<input type="checkbox"/>
COPS Office Application Attachment to SF-424 (to be completed via COPS Office Online Application System)	Yes	<input type="checkbox"/>
Section 1. COPS Office Program Request	Yes	<input type="checkbox"/>
Section 2. Agency Eligibility Information	Yes (section 2C only)	<input type="checkbox"/>
Section 3. General Agency Information	Yes	<input type="checkbox"/>
Section 4. Executive Information	Yes	<input type="checkbox"/>
Section 5. COPS Office Hiring Request Form	No	<input type="checkbox"/>
Section 6. Law Enforcement and Community Policing Strategy	Yes (section 6A only)	<input type="checkbox"/>
Section 7. Need for Federal Assistance	Yes (section A only)	<input type="checkbox"/>
Section 8. Continuation of Project after Federal Funding Ends	Yes (section B only)	<input type="checkbox"/>
Section 9. School Safety Assessment	No	<input type="checkbox"/>
Section 10. Executive Summary	Yes	<input type="checkbox"/>
Section 11. Project Description (Narrative)	Yes	<input type="checkbox"/>

Section 12. Official Partner(s) Contact Information	Possible	<input type="checkbox"/>
Section 13. Application Attachments Project Narrative (Required) Budget Narrative (Required)	Yes	<input type="checkbox"/>
Section 14. Budget Detail Worksheets	Yes	<input type="checkbox"/>
Section 15. Assurances and Certifications	Yes	<input type="checkbox"/>
Section 16. Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
Section 17. Reviews and Certifications	Yes	<input type="checkbox"/>
Section 18. Application and Data Verification	Possible	<input type="checkbox"/>

Please note: When completing this application online, the system will time out after 20 minutes of inactivity. To prevent any loss of information, applicants are advised to save their information frequently. When completing sections where you are required to provide a significant amount of narrative or other information, the COPS Office suggests that you complete your response in a separate document offline and then paste it into the application.

#### **General information**

The applicant's SF-424 must be submitted online via [www.grants.gov](http://www.grants.gov). 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 AHTF application through the COPS Office online via the COPS Office website ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)).

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

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

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

The Instructions for the Application for Federal Assistance SF-424 on page 22 is a standard form (including the continuation sheet) required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency).

Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

1. **Type of Submission** (required). Select one type of submission in accordance with agency instructions.
  - Pre-application
  - Application

- 
- Changed/corrected application—If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2. **Type of Application** (required). Select one type of application in accordance with agency instructions.
- New—An application that is being submitted to an agency for the first time.
  - Continuation—An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.
  - Revision—Any change in the Federal Government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If “other” is selected, please specify in text box provided.
    - Increase award
    - Decrease award
    - Increase duration
    - Decrease duration
    - Other (specify)
3. **Date Received**. Leave this field blank. This date will be assigned by the federal agency.
4. **Applicant Identifier**. Enter the entity identifier assigned by the federal agency, if any, or the applicant’s control number if applicable.
- 5a. **Federal Entity Identifier**. Enter the number assigned to your organization by the federal agency, if any.
- 5b. **Federal Award Identifier**. For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.
6. **Date Received by State**. Leave this field blank. This date will be assigned by the state, if applicable.
7. **State Application Identifier**. Leave this field blank. This identifier will be assigned by the state, if applicable.
8. **Applicant Information**. Enter the following in accordance with agency instructions:
- a. *Legal name* (required). Enter the legal name of the applicant who will undertake the assistance activity. This is what the organization has registered with the System for Award Management. Information on registering with SAM may be obtained by visiting the Grants.gov website.
  - b. *Employer/Taxpayer number (EIN/TIN)* (required). Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the United States, enter 44-4444444.
  - c. *Organizational DUNS* (required). Enter the organization’s DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.
  - d. *Address*. Enter the complete address as follows: Street address (line 1 required), City (required), County, State (required, if country is United States), Province, Country (required), ZIP/Postal Code (required, if country is United States).

- 
- e. *Organizational Unit*. Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.
- f. *Name and contact information of person to be contacted on matters involving this application (required) and organizational affiliation (if affiliated with an organization)*: Enter the name (first and last name, then the application organization), telephone number (required), fax number, and e-mail address (required) of the person to contact on matters related to this application.
9. **Type of Applicant** (required). Select up to three applicant type(s) in accordance with agency instructions.
- A. State government
  - B. County government
  - C. City or township government
  - D. District government
  - E. Organization
  - F. U.S. Territory or possession
  - G. Independent school district
  - H. Public/state controlled institution of higher education
  - I. Indian/Native American Tribal Government (federally recognized)
  - J. Indian/Native American Tribal Government (other than federally recognized)
  - K. Indian/Native American tribally designated organization
  - L. Public/Indian housing authority
  - M. Nonprofit
  - N. Nonprofit
  - O. Private institution of higher education
  - P. Individual
  - Q. For-profit organization (other than small business)
  - R. Small business
  - S. Hispanic-serving institution
  - T. Historically Black colleges and universities (HBCU)
  - U. Tribally controlled colleges and universities (TCCU)
  - V. Alaska Native and Native Hawaiian serving institutions
  - W. Nondomestic (non-U.S.) entity
  - X. Other (specify)

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

21. **Authorized Representative** (required). To be signed and dated by the authorized representative of the applicant organization. Enter the name (first and last name required), title (required), telephone number (required), fax number, and e-mail address (required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

### Section 1. COPS Office program request

Please ensure that the correct program box is checked. If you plan to apply for other COPS Office programs, a separate application must be completed for each COPS Office program for which you are applying. Please ensure that you read, understand, and agree to comply with the applicable terms and conditions as outlined in this application guide before finalizing your selections.

### Section 2. Agency eligibility information

The COPS Anti-Heroin Task Force (AHTF) program is open to state law enforcement agencies with multijurisdictional reach and interdisciplinary team (e.g., task force) structures. These state law enforcement agencies must have primary authority over state seizures of heroin and other opioids. This program does not have a local match requirement.

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

### Section 3. General agency information

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

#### A. Applicant ORI number

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

#### B. Applicant Data Universal Numeric System (DUNS) number

The Federal Government requires that all applicants for federal grants and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. A DUNS number is a unique nine- or thirteen-digit sequence recognized as the standard identifier for entities receiving federal funds, and provides consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866-705-7511 or via the Internet at [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform). For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of this application guide.

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

The System for Award Management (SAM) database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Federal Government requires that all applicants of federal grant funds and cooperative agreements—with the

exception of individuals other than sole proprietors—be registered in the database prior to application submission. Please contact the SAM Service Desk at 866-606-8220 or view or update your registration information at [www.sam.gov](http://www.sam.gov). If your SAM registration is set to expire prior to September 30, 2015, please renew your SAM registration prior to completing this application. All applicants are required to maintain current registrations in the SAM database. Please note that applicants must update or renew their SAM at least once per year to maintain an active status. For more information about how to register with SAM, please refer to the “How to Apply” section of this application guide.

**D. Geographic Names Information System (GNIS) ID**

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 [geonames.usgs.gov/domestic/index.html](http://geonames.usgs.gov/domestic/index.html). For more information about how to obtain a GNIS number, please refer to the “How to Apply” section of this application guide.

**E. Cognizant Federal Agency**

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

**F. Fiscal year**

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

**G. Law enforcement agency sworn force information—not applicable**

**H. Civilian staffing—not applicable**

**I. U.S. Department of Justice and other federal funding**

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

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

#### **Section 4. Executive information**

Please ensure that information listed is current. If these officials are “Interim” or “Acting” at the time of application, check the appropriate box. Please note that this information will be used for any future correspondence regarding this grant application, and ultimately, if a grant is awarded, this information will be used for any grant award notifications.

**A. For law enforcement agencies**

This is the highest ranking law enforcement official within your jurisdiction (e.g., chief of police, sheriff, or equivalent). If the grant is awarded, the person in this position will ultimately be responsible for the programmatic implementation of the award. This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

**B. For government agencies**

This is the highest ranking government official within your jurisdiction (e.g., mayor, municipal administrator, tribal chairman, or equivalent). If the grant is awarded, the person in this position will ultimately be responsible for the financial management of the award. Please note that information for nonexecutive positions (e.g., clerks or trustees) is not acceptable. This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770. 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. Application contact information**

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

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

Please complete questions CP1 and CP2.

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

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

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

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

## Section 9. School safety assessment—not applicable

### Section 10. Executive summary

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

### Section 11. Project description (narrative)

FY 2015 AHTF applicants must submit their entire project description as an attachment in section 13 of this application. The project narrative portion of the application is limited to 15 pages (maximum), double-spaced, 12 point font. Submit this narrative as an attachment under section 13 of the application. The required fillable form that you will need to complete and attach in section 13 is available at [www.cops.usdoj.gov/pdf/2015AwardDocs/ahtf/AHTF\\_Project\\_Narrative.pdf](http://www.cops.usdoj.gov/pdf/2015AwardDocs/ahtf/AHTF_Project_Narrative.pdf).

The project narrative will address problem identification, current investigative activities, task force involvement, collaboration efforts, proposed project goals and objectives, project implementation plan, program outcomes, and seizure data for the last three years.

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.

Your agency is not required to submit supporting documentation with this application. However, 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 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.

Applications that represent multijurisdictional taskforces are strongly encouraged to apply.

### Section 13. Application attachments

#### ***Project narrative and budget narrative***

This section should be used to submit the required project narrative described in section 11 (maximum 15 pages, double-spaced, 12 point font) and the budget narrative (see section 14). The total size per attachment must not exceed 20 MB, and .zip files are not acceptable attachments and must not be submitted. All AHTF applicants must attach both a project narrative and a budget narrative. Your project narrative attachment must address each element on the following form [www.cops.usdoj.gov/pdf/2015AwardDocs/ahtf/AHTF\\_Project\\_Narrative.pdf](http://www.cops.usdoj.gov/pdf/2015AwardDocs/ahtf/AHTF_Project_Narrative.pdf). Your budget narrative attachment must address each element on the following form [www.cops.usdoj.gov/pdf/2015AwardDocs/ahtf/AHTF\\_Budget\\_Narrative.pdf](http://www.cops.usdoj.gov/pdf/2015AwardDocs/ahtf/AHTF_Budget_Narrative.pdf). The budget narrative must (1) describe each item requested or group of similar items requested; and (2) link 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. See section 14, Budget detail worksheets and budget narrative attachment, for additional guidance.

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

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

## Section 14. Budget detail worksheets and budget narrative attachment

### ***Instructions for completing the budget detail worksheets and budget narrative attachment***

Included within this section are instructions and sample information for completing the budget detail worksheets and budget narrative. Please complete each section of the budget detail worksheets as applicable. If you are requesting new entry level full-time officer positions not currently funded in your agency's local budget, please indicate the number of positions. 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. **Budget requests must not exceed the two year grant period. Please insert zeros for all categories in year 3.**

*The budget detail worksheets request that you provide a specific description for each item and explain how it supports the project goals and objectives outlined in your application. Applicants will be providing this information as part of the budget narrative attachment and not as part of the budget detail worksheets. Please note: ALL AHTF APPLICANTS MUST ATTACH THE BUDGET NARRATIVE AS PART OF SECTION 13. (Attachment available at: [www.cops.usdoj.gov/pdf/2015AwardDocs/ahf/AHTF\\_Budget\\_Narrative.pdf](http://www.cops.usdoj.gov/pdf/2015AwardDocs/ahf/AHTF_Budget_Narrative.pdf).)*

In the budget narrative attachment, you must provide a brief description of the item(s) proposed for purchase, their purpose, and how the item(s) relate to the overall project. Sections A, B, C, D, E, F, and G and the budget summary of the COPS Office budget detail worksheets are applicable to the COPS Anti-Heroin Task Force program. Like items may be grouped together for ease of reporting. Each item in the budget narrative must fall under one of seven categories:

1. Sworn officer positions and fringe benefits
2. Civilian/Nonsworn personnel and fringe benefits
3. Equipment/Technology
4. Supplies
5. Travel/ Training
6. Contracts/Consultants
7. Other costs

Finally, every item included on the budget detail worksheets must be included in the budget narrative attachment. For your convenience, we have included a sample budget narrative and budget detail worksheets. For more information, please see the "Allowable and Unallowable Costs" section.

All final calculations should be rounded to the nearest whole dollar. Also, please note that the total project amount requested in your COPS Anti-Heroin Task Force Program application may not exceed the program cap of \$1,500,000. 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.

**Sample budget detail worksheets**

The following budget detail worksheets are designed to allow all COPS Office grant and cooperative agreement applicants to use the same budget forms to request funding. Please refer to the "Allowable/Unallowable Costs" section of this application guide, because these costs vary widely among programs.

To assist you, sample budget detail worksheets are included in this application guide.

If you need assistance in completing the budget detail worksheets, please call the COPS Office Response Center at 800-421-6770.

**Sworn officer positions**

**Instructions.** This worksheet will assist your agency in reporting your agency's current entry level salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Please list only your agency's contribution of each fringe benefit item; do not include employee contributions. Please insert zeros for all categories in year 3.

**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).

**SECTION 14A: BUDGET DETAIL WORKSHEETS**

**Instructions:** This worksheet will assist your agency in reporting your agency's current entry-level salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry-level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Do not include employee contributions. (Please refer to <http://www.cops.usdoj.gov/Default.asp?Item=46> for information on the length of the grant term for the program under which you are applying.)

Special note regarding sworn officer fringe benefits: For agencies that do not include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Part 1, Section B. Any fringe benefits that are already included as part of the agency's base salary (Part 1, Section A of the Sworn Officer Budget Worksheet) should not also be included in the separate fringe listing (Part 1, Section B). Please refer to <http://www.cops.usdoj.gov/Default.asp?Item=46> for information about allowable and unallowable fringe benefits for sworn officer positions requested under the program to which your agency is applying.

**A. SWORN OFFICER POSITIONS**

**Full-Time Entry-Level Sworn Officer Base Salary Information**

**Part 1: Instructions:** Please Complete the questions below based on your agency's entry-level salary and benefits package for one locally-funded officer position. As applicable per the program-specific Application Guide, you may also be required to project Year 2 and Year 3 salaries.

Sworn Officer Position

---

**A. Base Salary Information**

	<b>Year 1 Salary</b>	<b>Year 2 Salary</b>
	Enter the first year entry-level base salary for one sworn officer position.	Enter the second year entry-level base salary for one sworn officer position.
	0	0
	Please check this box if base salary includes vacation costs. <input checked="" type="checkbox"/>	Please check this box if base salary includes vacation costs. <input checked="" type="checkbox"/>
	Please check this box if the base salary includes sick leave costs. <input checked="" type="checkbox"/>	Please check this box if the base salary includes sick leave costs. <input checked="" type="checkbox"/>

**B. Fringe Benefit costs should be calculated for each year of the grant term.**

		<b>Year 1 Fringe Benefits</b>		<b>Year 2 Fringe Benefits</b>	
		COST BASE	% OF SALARY	COST BASE	% OF SALARY
Social security expenses cannot exceed 6.2% <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 6.2% <input type="checkbox"/> Fixed Rate		0	6.2	0	6.2
Medicare expenses cannot exceed 1.45% <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 1.45% <input type="checkbox"/> Fixed Rate		0	1.45	0	1.45
Health Insurance (Family Coverage)		0	0	0	0
Life Insurance		0	0	0	0
Vacation	Number of Hours Annually:	0	0	0	0
Sick Leave	Number of Hours Annually:	0	0	0	0
Retirement		0	0	0	0
Worker's Compensation <input type="checkbox"/> Exempt		0	0	0	0
Unemployment Insurance <input type="checkbox"/> Exempt		0	0	0	0
Other	Select One	0	0	0	0
Other	Select One	0	0	0	0
Other	Select One	0	0	0	0
Benefits Sub-Total Per Year (1 Position)		0.00		0.00	
C. Total Salary + Benefits Per Year (1 Position)		0.00		0.00	
D. Total Salary and Benefits for Years 1 and 2 (1 Position):		0.00	x 1	# of Positions	0.00

**SALARY DETAILS**

**Part 2 : Sworn Officer Salary Information**

1. If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reasons(s) why in the space below. If these costs do not increase, please select "Not Applicable".

- Cost of Living Adjustment (COLA)
- Step Raises
- Change in Benefit Costs
- Not Applicable

**Civilian positions**

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

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

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

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

**B. CIVILIAN POSITIONS**

Add Position Remove Position

**A. Base Salary Information**

Position Title

Description

	<b>Year 1 Salary</b>	<b>Year 2 Salary</b>
	Enter the first year entry-level base salary for this civilian/non-sworn position.	Enter the second year entry-level base salary for this civilian/non-sworn position.
	<input type="text" value="0"/>	<input type="text" value="0"/>
	x <input type="text" value="100.00"/> % of time on project	x <input type="text" value="100.00"/> % of time on project
	<input type="text" value="0"/>	<input type="text" value="0"/>
	<input checked="" type="checkbox"/> Please check this box if base salary includes vacation costs.	<input checked="" type="checkbox"/> Please check this box if base salary includes vacation costs.
	<input checked="" type="checkbox"/> Please check this box if the base salary includes sick leave costs.	<input checked="" type="checkbox"/> Please check this box if the base salary includes sick leave costs.

**B. Fringe Benefit costs should be calculated for each year of the grant term.**

FRINGE BENEFITS:	Year 1 Fringe Benefits		Year 2 Fringe Benefits	
	COST BASE	% OF SALARY	COST BASE	% OF SALARY
Social security expenses cannot exceed 6.2% <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 6.2% <input type="checkbox"/> Fixed Rate	<input type="text" value="0"/>	<input type="text" value="6.2"/>	<input type="text" value="0"/>	<input type="text" value="6.2"/>
Medicare expenses cannot exceed 1.45% <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 1.45% <input type="checkbox"/> Fixed Rate	<input type="text" value="0"/>	<input type="text" value="1.45"/>	<input type="text" value="0"/>	<input type="text" value="1.45"/>
Health Insurance	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Life Insurance	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Vacation Number of Hours Annually: <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Sick Leave Number of Hours Annually: <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Retirement	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Worker's Compensation <input type="checkbox"/> Exempt	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unemployment Insurance <input type="checkbox"/> Exempt	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other <input type="text" value="Select One"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other <input type="text" value="Select One"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other <input type="text" value="Select One"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Benefits Sub-Total Per Year (1 Position)	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>	
C. Total Salary + Benefits Per Year (1 Position)	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>	
D. Total Salary and Benefits for Years 1 and 2 (1 Position):	<input type="text" value="0.00"/> x <input type="text" value="1"/> # of Positions		<input type="text" value="0.00"/>	

**Fringe benefits**

Aside from Social Security, Medicare, health insurance, and life 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—calculate using 8-hour workdays)
5. Vacation days (if not included in base salary—calculate using 8-hour workdays)

6. Holiday pay (if not included in base salary)
7. Retirement pension
8. Worker's Compensation
9. Unemployment
10. Disability insurance
11. Accidental death and disability
12. 401(k) Plan
13. Liability insurance
14. Shift differential pay (if not included in base salary)
15. Accident insurance
16. Bonding insurance
17. Police trust
18. State funded retirement system
19. Professional liability insurance
20. Federal Unemployment Tax Act (FUTA) tax
21. Survivor benefit

Other benefits, such as training, equipment (e.g., uniforms, weapons, or vehicles), severance pay, and hazard pay, are not allowed.

**Equipment/Technology**

Necessary equipment 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.

### C. EQUIPMENT/TECHNOLOGY

No Equipment/Technology Requested

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

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

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

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

Item Name

Name	Cost	Qty	Sub Total	Description
<input type="text"/>	Base cost: <input type="text" value="0.00"/>	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="text"/>
			Total : <input type="text" value="0.00"/>	<input type="button" value="Delete"/>

[Add Item](#)

### Supplies

Supply costs consist of those incurred for purchased goods and fabricated parts directly related to a grant proposal. Supplies differ from equipment in that they are consumable, expendable, and of a relatively low unit cost, defined as less than \$5,000 per unit. Such costs may include paper, printer ink, pens, pencils, laptops, etc.

### D. SUPPLIES

No Supplies Requested

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

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

Item Name

Name	Cost	Qty	Sub Total	Description
<input type="text"/>	Base cost: <input type="text" value="0.00"/>	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="text"/>
			Total : <input type="text" value="0.00"/>	<input type="button" value="Delete"/>

[Add Item](#)

### Travel/Training

Travel costs include the costs of transportation, lodging, meals, temporary dependent care, and incidental expenses incurred by personnel while on official business, such as attendance at a grant-related meeting or conference when travel is further than 50 miles from the 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](http://www.gsa.gov/portal/content/104790).

**E. TRAVEL/TRAINING**

No Travel/Training Requested

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

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

Event Title and Location

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

[Add Item](#)

- Include each trip as an individual entry in the Travel/Training section. The name should reflect the name/title of the trip and should not be a group of trips.
- Registration includes the amount for the registration of the training/conference attendance.
- Lodging includes the amount for the hotel and any taxes/fees associated.
- Per diem includes the amount for GSA-approved meals and incidentals.
- Transportation includes all ground and air transportation as well as public transportation and parking fees.

**Contracts/Consultants**

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

**F. CONTRACTS/CONSULTANTS**

No Contract Costs Requested

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

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

F1. Contract Costs

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

[Add Item](#)

No Consultant Fees Requested

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

**Consultant Fees:** For each consultant enter the name (if known), service to be provided, hourly or daily fee (based upon an 8-hour day), and estimated length of time on the project. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of \$550 per day require additional written justification and must be pre-approved in writing by the COPS Office if the consultant is hired via a noncompetitive bidding process.

F2. Consultant Fees

Name	Cost	Qty	Sub Total	Description
<input type="text"/>	Base cost: <input type="text" value="0.00"/>	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="text"/>
			Total : <input type="text" value="0.00"/>	<a href="#">Delete</a>

[Add Item](#)

No Consultant Travel Requested

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

**Consultant Travel:** List all travel-related expenses to be paid from the grant to the individual consultants (e.g., transportation, meals, lodging) separate from their consultant fees.

F3. Consultant Travel

Name	Cost	Qty	Sub Total	Description
<input type="text"/>	Registration: <input type="text" value="0.00"/> Lodging: <input type="text" value="0.00"/> Per Diem: <input type="text" value="0.00"/> Transportation: <input type="text" value="0.00"/>	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="text"/>
			Total : <input type="text" value="0.00"/>	<a href="#">Delete</a>

[Add Item](#)

No Consultant Expenses Requested

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

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

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

Name	Cost	Qty	Sub Total	Description
<input type="text"/>	Base cost: <input type="text" value="0.00"/>	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="text"/>
			Total : <input type="text" value="0.00"/>	<a href="#">Delete</a>

[Add Item](#)

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

**Other costs**

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

**G. OTHER COSTS**

No Other Costs Requested

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

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

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

Name	Cost	Qty	Sub Total	Description
<input type="text"/>	Base cost: <input type="text" value="0.00"/>	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="text"/>
			Total : <input type="text" value="0.00"/>	<a href="#">Delete</a>

[Add Item](#)

## S. BUDGET SUMMARY

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

Section

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

### Contact Information for Budget Questions

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

### Contact Information for Budget Questions

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

First Name:

John

Last Name:

Doe

Title:

0

Telephone Number:

1234567890

Fax:

Email Address:

Doe@JohnDoe.com

## Section 15. Assurances and Certifications

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

## Section 16. Disclosure of lobbying activities

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

If this applies to your agency, you are required to complete the disclosure form. If you need to submit additional forms, please submit them as attachments to your application online in section 13, Application attachments.

## Section 17. Reviews and certifications

Please be advised that an application may not be funded or, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, 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 Office grants funds (if awarded) to operate an interjurisdictional criminal intelligence system. If yes, the applicant assures the COPS Office that it will comply with the requirements of 28 C.F.R. Part 23.

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

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

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

**Section 18. Application data verification—not applicable at time of application**

After submission of this application, the COPS Office may require your department to verify data provided in the application. This section is to be completed once the data has been reviewed, confirmed, and/or updated. Failure to respond to the request may eliminate the application from 2015 funding consideration. The purpose of this section is to confirm the following:

- That the person reviewing, confirming, and/or updating the data is authorized by the appropriate governing body to act on behalf of the grant applicant entity
- That the information provided, including any amendments, be treated as material representations of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant
- That the applicant understands that false statements or claims made in connection with COPS Office programs may result in fines; imprisonment; debarment from participating in federal grants, cooperative agreements, or contracts; and/or other remedy available to by law to the Federal Government.

## Appendices

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

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

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

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

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

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

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

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

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

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

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

**COPS Office.** The Office of Community Oriented Policing Services (COPS Office) is the office within the U.S. Department of Justice that, if awarded, is your grantor or awarding agency for your COPS Office grant or cooperative agreement. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office at 800-421-6770.

**COPS Office finance staff.** Members of the COPS Office Finance staff handle your agency's financial and budgetary needs related to your application. A Staff Accountant is assigned to your state, and is available to answer any questions that you may have concerning the financial aspects of your grant, if awarded. To identify your Staff Accountant, please call the COPS Office Response Center at 800-421-6770, or visit the COPS Office web site at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

**DUNS number.** DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine or thirteen digits. If your institution does not have one, call 866-705-5711 to receive one free of charge. You can also request your DUNS number online at [www.dnb.com/us](http://www.dnb.com/us).

**e-business point of contact (POC).** Your e-business POC is the person who will designate which staff members can submit applications through Grants.gov. When you register with SAM, your institution will be asked to designate an e-Business POC.

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

**federally recognized tribe.** Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally acknowledged Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only federally recognized tribes are eligible to apply for COPS Office tribal grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631-MIB, 1849 C Street NW, Washington, DC 20240, 202-208-2475.

**GNIS ID:** 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.

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

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

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

**matching funds.** What a locality must contribute as a cash match toward total allowable project costs over the life of the program.

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

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

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

**OJP vendor number/EIN number.** This is your agency's nine-digit federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number.

If your EIN previously has been assigned to another agency within your jurisdiction, the Office of the Comptroller will assign a new OJP vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this grant program, and should not be used for IRS purposes.

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

**primary law enforcement authority.** An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only respond to or investigate specific type(s) of crime(s); respond to or investigate crimes within a correctional institution; serve warrants; provide courthouse security; transport prisoners; and/or have cases referred to them for investigation or investigational support.

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

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

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

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

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

## Appendix B. Intergovernmental review process, points of contact by state

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

A current list of state SPOCs is listed at [www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html). States that are not listed have chosen not to participate in the intergovernmental review process and therefore do not have an SPOC.

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

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

Reporting subawards and executive compensation

### a. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111–5) for a subaward to an entity (see definitions in paragraph e of this award term).
2. *Where and when to report.*
  - i. You must report each obligating action described in paragraph a.1 of this award term to [www.fsr.gov](http://www.fsr.gov).
  - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2013, the obligation must be reported by no later than December 31, 2013.)
3. *What to report.* You must report the information about each obligating action that the submission instructions posted at [www.fsr.gov](http://www.fsr.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](http://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](http://www.sam.gov).
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

d. *Reporting of Total Compensation of Subrecipient Executives.*

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i. in the subrecipient's preceding fiscal year, the subrecipient received—
  - (A) 80 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and
  - (B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and subawards); and
- ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm).)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:

1. Entity means all of the following, as defined in 2 C.F.R. part 25:
  - i. A governmental organization, which is a state, local government, or Indian tribe;
  - ii. A foreign public entity;
  - iii. A domestic or foreign nonprofit organization;
  - iv. A domestic or foreign for-profit organization;
  - v. A federal agency, but only as a subrecipient under an award or subaward to a nonfederal entity.

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

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

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

System for Award Management registration and universal identifier requirements

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

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

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

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

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.

2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. *Definitions*

For purposes of this award term:

1. *System for Award Management (SAM)* means the federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at [www.sam.gov](http://www.sam.gov)).
2. *Data Universal Numbering System (DUNS)* number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)).
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 C.F.R. Part 25, Subpart C:
  - a. A governmental organization, which is a state, local government, or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and
  - e. A federal agency, but only as a subrecipient under an award or subaward to a nonfederal entity.
4. *Subaward*:
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you, as the recipient, award to an eligible subrecipient.
  - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec.II.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
  - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. *Subrecipient means an entity that*:
  - a. Receives a subaward from you under this award; and
  - b. Is accountable to you for the use of the federal funds provided by the subaward.

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

### ***FY 2015 COPS Office grant online application procedures***

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

#### ***Step 1***

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

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

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

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

**Download Package**

Click the "Download" link at the bottom right of the page under the "Instructions & Application" heading.

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

**Move Form to Complete**

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

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

**Move Form to Complete**

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

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

**Open Form**

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

11. Click the **Save** button at the very top of the document.
12. In the "Save As" dialogue box, do the following:
  - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
  - b. Select the **Save** button to save the file to your selected location on your computer.

\*\* 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  button at the top of the document.
  14. In the  dialogue box, do the following:
    - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
    - b. Select the  button to save the file to your selected location on your computer.
  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 receive one of two e-mails from the COPS Office:
    - a. An e-mail stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.
- Or
- b. An e-mail stating that the COPS Office validation failed and that the issues must be corrected and resubmitted.

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

1. Open the application that was saved in step 12 above.
2. Edit fields that had errors.
3. Select the  button.
4. In the  dialogue box:
  - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
  - b. Select the  button to save the file to your selected location on your computer.  
  
Overwrite the existing application or save as a different file name on your computer.
5. Enter your username and password for the AOR account.
6. Wait until "Confirmation Page" appears to close the document.  
Take note of the new grant ID number provided by Grants.gov for your file.

7. 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.
8. Within one business day, you will receive one of two e-mails from the COPS Office:
  - a. An e-mail stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.

Or

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(K) See § 200.322 Procurement of recovered materials.

### **Paperwork Reduction Act Notice**

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

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098, and the expiration date is 04/30/2017.

## About the COPS Office

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

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

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

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

- Since 1994, the COPS Office has invested more than \$14 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing.
- To date, the COPS Office has funded approximately 125,000 additional officers to more than 13,000 of the nation's 18,000 law enforcement agencies across the country in small and large jurisdictions alike.
- Nearly 700,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.
- To date, the COPS Office has distributed more than 8.57 million topic-specific publications, training curricula, white papers, and resource CDs.

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



***COPS***★

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

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

To obtain details on COPS programs, call the COPS Office Response Center at 800-421-6770.  
Visit the COPS Office online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).