



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street NE, Washington, DC 20530

**COPS**

## Preparing Your Application

The COPS Office wants to ensure that your agency has sufficient time to complete your application; we strongly recommend that your agency begin preparations for your application at this time. To minimize delays in submitting your application, please take some time now to address the following:

- We strongly recommend that applicants register immediately on [Grants.gov](https://www.grants.gov). Instructions on how to register can be found at the [Grants.gov registration page](#). Once agencies are notified that they may begin the online submission process, applicants are strongly encouraged to complete the SF-424 as quickly as possible. 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).
- Visit the Account Access portion of the [COPS Office website](#) to determine whether your agency currently has an active online account or learn how to create one. Please note that the COPS Office Agency Portal has recently been modified. Answers to frequently asked questions regarding the COPS Office Agency Portal can be found at the [COPS Agency Portal website](#) or by contacting the COPS Office Response Center at 800-421-6770.
- If you do not remember your password or user name, need assistance with account creation or system access, or would like to verify your agency's ORI number, call 800-421-6770 between 9:00 a.m. and 5:00 p.m. EDT or e-mail [askcopsrc@usdoj.gov](mailto:askcopsrc@usdoj.gov).
- Once logged into Account Access, your agency will be able to add additional user accounts and update agency contact and address information. Please ensure that your agency's law enforcement executive, government executive, and point of contact information are current with our office.
- A Data Universal Numbering System (DUNS) number is required to submit applications for COPS Office funding. A DUNS number is a unique nine- or thirteen-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Please note that obtaining a DUNS number may take one to two business days. Visit [Dun & Bradstreet](https://www.dunandbradstreet.com) to obtain or verify your number.
- In addition to the DUNS number requirement, all applicants for federal financial assistance must be registered in the System for Award Management (SAM) database prior to submitting an application. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Applicants must maintain an active SAM registration with current information at all times during the grant application process and, if awarded, the grant award period. If you have an active SAM registration that is set to expire before September 30, 2016, you must renew your SAM registration before completing the application. Please note that the SAM verification process may take up to two weeks to complete. To register or to verify that your SAM registration has not expired, please visit the [System for Award Management website](#).

- You will be required to provide the unique Geographic Names Information System (GNIS) identification number assigned to your agency. You can visit the GNIS website to [look up your GNIS Feature ID](#).
- Prepare to identify one community policing problem or focus area your agency will address with the requested funding. Consider your current and planned community policing efforts and how they build community partnerships, complement other community initiatives, and lead to organizational transformation.
- Gather information relating to the need for federal assistance, including layoff information and unemployment rates.
- Prepare budgetary information, such as current and projected entry level officer salary and benefits.
- Determine whether your agency can meet the local cash match and federal share requirements or whether a waiver of the local cash match will be requested based on severe fiscal distress.
- If your agency indicates that your jurisdiction has experienced an unanticipated catastrophic event, you will be required to submit a narrative description of the event with as much detail as possible.
- Applicants should note that, consistent with the Federal Funding Accountability and Transparency Act (FFATA), all recipients of awards of \$25,000 or more under this solicitation 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, recipients under this solicitation will use the [FFATA Subaward Reporting System \(FSRS\)](#) 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 [USASpending.gov](#) associated with the prime award, furthering federal spending transparency.
- All applicants should note that all recipients, as a condition of receipt of federal assistance, must acknowledge and agree that they will not (and will require any subgrantees, contractors, successors, transferees, and assignees not to), on the ground of race, color, religion, national origin, sex, disability, or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the nondiscrimination provisions of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the Age Discrimination Act of 1975 (42 U.S.C. §6101, et seq.); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.); and the corresponding U.S. Department of Justice regulations implementing those statutes at 28 C.F.R. part 42 (subparts C, D, E, G, and I). It will also comply with Executive Order 13279, Equal Treatment for Faith-Based Organizations, and its implementing regulations at 28 C.F.R Part 38, which requires equal treatment of religious organizations in the funding process and nondiscrimination of beneficiaries by faith-based organizations on the basis of belief or nonbelief.
- 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.