



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

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 2018 COPS Anti-Methamphetamine Program (CAMP). 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.

## 2018 COPS Anti-Methamphetamine Program (CAMP) Application Guide

CFDA#: 16.710

Funding Opportunity Number: COPS-CAMP-APPLICATION-2018

### Eligibility

The fiscal year (FY) 2018 COPS Anti-Methamphetamine Program (CAMP) is a competitive award program with a focus on advancing public safety by providing funds to investigate illicit activities related to the manufacture and distribution of methamphetamine. CAMP provides funding directly to state law enforcement agencies in states with high seizures of precursor chemicals, finished methamphetamine, laboratories, and laboratory dump seizures for the purpose of locating and investigating illicit activities including precursor diversion, laboratories, or methamphetamine traffickers. Only state law enforcement agencies authorized by law or by a state agency to engage in or to supervise anti-methamphetamine investigative activities are eligible to apply for funding.

**Additional consideration will be given to agencies participating in anti-methamphetamine task forces with multijurisdictional reach and interdisciplinary team structures.** 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 2018 CAMP begins **April 27, 2018**. All applications must be submitted **by June 27, 2018, at 7:59 p.m. EDT**. Applications submitted after June 27, 2018, at 7:59 p.m. EDT will not be considered for funding.

Completing an application under the CAMP solicitation 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 email to the applicant with instructions on completing the second part of the CAMP application through the COPS Office Online Application System (see "Registration" on page 1 and "How to Apply" on page 15). 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 email to [support@Grants.gov](mailto:support@Grants.gov), or consult the Grants.gov Organization Applicant User Guide at <https://www.grants.gov/help/html/help/index.htm>. 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 email to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

U.S. Department of Justice  
Office of Community Oriented Policing Services  
Phil Keith, Director  
[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

## 2018 COPS Anti-Methamphetamine Program (CAMP) Application Guide

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

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



U.S. Department of Justice  
Office of Community Oriented Policing Services  
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Washington, DC 20530

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

April 2018

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## COPS Anti-Methamphetamine Program (CAMP) (CFDA 16.710) Overview

### COPS Anti-Methamphetamine Program (CAMP) description and federal award information

This program is authorized under Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. § 10381 et seq. as amended and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322.

The use of methamphetamine—a central nervous system stimulant often referred to by its street names such as crank, speed, ice, or crystal—has been a persistent problem for law enforcement agencies across the United States in recent years. Methamphetamine is cheap and addictive and was traditionally developed in clandestine laboratories that were often located in remote areas. Methamphetamine use spreads quickly, most noticeably in rural areas, largely because of the simple preparation methods used and manufacturers' easy access to the necessary precursor chemicals. In more recent years, changing trends in methamphetamine production and distribution have created new obstacles for law enforcement and public health agencies. While law enforcement efforts and precursor chemical sale restrictions have been successful in decreasing the domestic production of methamphetamine, foreign drug traffickers have capitalized on this decreased availability by quickly expanding their avenues of methamphetamine distribution as users have sought out new, reliable supplies.<sup>1</sup>

Since 1998, the COPS Office has invested more than \$500 million nationwide to combat the spread of methamphetamine. The COPS Office encourages agencies to focus on community policing approaches to methamphetamine reduction. The COPS Office also works directly with state and local law enforcement agencies to craft innovative strategies, track and evaluate their implementation, and disseminate results to other jurisdictions confronting similar challenges. To combat methamphetamine in their communities, the COPS Office encourages sites to develop partnerships with other agencies, such as the Environmental Protection Agency, fire departments, local businesses, mental health organizations, child protection services, and other local law enforcement entities. The COPS Office also encourages data collection and information-sharing efforts aimed at better identifying and responding to the needs of drug endangered children.

The FY 2018 COPS Anti-Methamphetamine Program (CAMP) is designed to advance public safety by providing funds to investigate illicit activities related to the manufacture and distribution of methamphetamine. CAMP provides funding for 24 months to state law enforcement agencies for equipment, overtime, and other approved personnel costs for law enforcement officers assigned to the investigation of methamphetamine production and trafficking. Funding awarded to state law enforcement agencies may be used to support law enforcement personnel costs for allied agencies' officers participating in a state anti-methamphetamine task force. The COPS Office anticipates making approximately five 2018 CAMP awards for a total of approximately \$8,000,000. Funding requests under this program will be capped at \$2,000,000 per award.

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<sup>1</sup> *National Drug Threat Assessment 2011* (Johnstown, PA: National Drug Intelligence Center, 2011), <http://www.justice.gov/archive/ndic/pubs44/44849/44849p.pdf>.

## Registration

All FY 2018 CAMP 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 award application. This is required before you begin your application on Grants.gov.

In addition, the Federal Government requires that all applicants for federal awards 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 42 of this guide for more information regarding DUNS and SAM.

Completing an application under CAMP 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 email from the COPS Office within one business day with instructions on completing the second part of the CAMP 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, email [support@grants.gov](mailto:support@grants.gov), or consult the Grants.gov Applicant User Guide at [https://www.grants.gov/help/html/help/Get\\_Started/Get\\_Started.htm](https://www.grants.gov/help/html/help/Get_Started/Get_Started.htm). See "How to Apply/Application Submission" on page 15 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 email to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). See "How to Apply/Application Submission" on page 15 of this guide for more information.

## Deadline: Application

All completed applications must be submitted by **June 27, 2018, 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 27, 2018, at 7:59 p.m. EDT**.

## Late submissions

The COPS Office offers a process for CAMP applicants to provide advance notice to the COPS Office if receipt of their application will be delayed due to unforeseen COPS Office Online Application System technical issues. Applicants must provide notice prior to the close of the solicitation. If applicants do not provide advance notice to the COPS Office about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, submission may be considered. Extension of deadlines is not guaranteed.

### Experiencing unforeseen COPS Office Online Application System technical issues

If you experience unforeseen COPS Office Online Application System technical issues beyond your control, which prevent you from submitting your application by the deadline, **please immediately contact the COPS Office Response Center at 1-800-421-6770 to create a record of the issue. You will need to provide the following information to the COPS Office Response Center:**

- ORI
- Agency Name
- Point of Contact name and contact information
- Application ID
- Nature of technical issues

The COPS Office will respond to each applicant as soon as possible with an approval and instructions for submission, or a rejection. If the technical issues you reported cannot be validated, your application will be rejected. Any requests to submit applications due to technical issues after the deadline will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are *not* valid reasons: (1) failure to begin the registration process in sufficient time; (2) failure to follow the COPS Office Online Application System instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the CAMP solicitation, including the CAMP application guide; (4) failure to register or update information on the SAM website; and (5) failure to register or complete SF-424 in grants.gov.

Notifications regarding known technical problems with COPS Office Online Application System will be posted on **<https://portal.cops.usdoj.gov/>** and **<https://cops.usdoj.gov/default.asp?Item=2895>**.

No late submission requests will be considered once the CAMP application closes.



## Extraordinary natural or manmade disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or mass casualty events, applicants may request to submit applications late by sending an email to AskCopsRC@usdoj.gov.

Applicants will need to follow the below directions:

- Send email directly to AskCopsRC@usdoj.gov
- The subject line should read - "FY18 AHTF Extraordinary Circumstances: ORI, Agency Name, Application ID" – with your specific ORI, organization name, and application ID included in the subject line
- Message: The message should include the following information:
  - ORI
  - Agency Name
  - Application ID
  - Nature of the Disaster and how it affected the applicant's ability to submit an application on time

The email message must be sent by the deadline or as soon as possible given the specific emergency. The COPS Office will respond to each applicant as soon as possible with an approval and instructions for submission, or a rejection.

## Eligibility Requirements

FY 2018 CAMP is a competitive award program, with a focus on advancing public safety by providing funds to investigate illicit activities related to the manufacture and distribution of methamphetamine. CAMP provides funding directly to state law enforcement agencies in states with high seizures of precursor chemicals, finished methamphetamine, laboratories, and laboratory dump seizures for the purpose of locating and investigating illicit activities, including precursor diversion, laboratories, or methamphetamine traffickers. Only state law enforcement agencies authorized by law or by a state agency to engage in or to supervise anti-methamphetamine investigative activities are eligible to apply for funding. Additional consideration will be given to agencies participating in anti-methamphetamine task forces with multijurisdictional reach and interdisciplinary team structures.

FY 2018 CAMP 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 email 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-methamphetamine investigative activities. Funding is limited, and this solicitation is expected to be very competitive. Approximately \$8,000,000 in funding may be available for FY 2018 CAMP, and a maximum of \$2,000,000 may be awarded to each 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 methamphetamine seizure 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 2018 CAMP seeks to address the growing problem of methamphetamine abuse by assisting state law enforcement agencies in collaboration with other service providers and stakeholders to

- increase efforts to locate and investigate illicit methamphetamine activities including precursor diversion, laboratories, or traffickers;
- establish new or enhance existing multijurisdictional and interdisciplinary task forces to investigate and lead to the seizure of precursor chemicals, finished methamphetamine, laboratories, and laboratory dump seizures;
- increase the use of community policing strategies during the investigation phase (including problem solving, partnerships, and organizational changes) to reduce the manufacture, distribution, and use of methamphetamine;
- increase anti-methamphetamine 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 award 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 award period. CAMP recipients 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 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 award period.

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

## **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-methamphetamine strategies. Each award application must explain how the proposed project would fit into an overall effort to increase and/or enhance methamphetamine 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 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 CAMP project. Officers previously employed by your agency may be re-hired using CAMP award funds. If current personnel are redeployed into this program, they must be paid with local funds. COPS Office award 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 CAMP-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/Non-sworn 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 CAMP project. Examples of allowable personnel and fringe benefits costs include those for civilian CAMP project coordinators or anti-methamphetamine/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 methamphetamine investigations. All items requested must be clearly linked to the enhancement or implementation of the CAMP project.

### *Supplies*

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

### *Travel/Training*

Travel/training costs include award-related travel costs for the recipient or other (non-recipient) individuals to attend CAMP-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*

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. 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 award 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 \$650 per day. For consultant or contractor rates that exceed \$650 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process, and recipients 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 CAMP-related investigative activities, or other miscellaneous items that have a direct correlation to the overall success of a recipient'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 award.

In addition, any publication material developed and/or purchased with federal award funds must contain the following designation: "This project was supported by Award 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 CAMP project. Before including any of these items in your project proposal, please contact the COPS Office Response Center 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 CAMP project. All requests must contribute directly to the specific purpose of the award project and relate to the parameters stipulated in the appropriations language enacted for FY 2018.

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 award 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: Civilian overtime costs are unallowable*

## Equipment/Technology

- Armored vehicles
- 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
- Fitness equipment
- General police vehicles (including patrol cars and leased vehicles)
- Handcuffs, weapons, and ammunition (including training ammunition)
- Incentives for research and/or participation in program activities
- Office equipment (copiers, fax machines, etc.)
- Pagers (including service time)
- Phone lines and voicemail systems
- Prisoner transport vehicles
- Radar guns/equipment
- Standard issue police vehicle equipment (including light bars, cages, and siren packages)

- Televisions /VCRs/DVD players/projectors
- Trinkets and other conference takeaways
- Unmanned aircraft systems (also commonly referred to as unmanned aerial vehicles or “drones”)
- 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 CAMP award

## Contracts/Consultants

- Any consultant fees in excess of \$650 per day must receive prior written approval from the COPS Office, contingent upon written justification by the recipient, if the consultant or contractor is hired through a noncompetitive bidding process
- Contractual agreements that cannot be directly linked to the CAMP award
- Maintenance and/or service contracts that extend the life of the award period (multi-year contracts and extended warranties are allowable but must be paid in full within the initial award period)

## Supplies and other costs

- Animals
- Clandestine laboratory cleanup costs
- Education and awareness campaigns
- Evaluation Costs
- Indirect costs
- Overtime for civilian positions
- 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.)
- Office rental/lease space
- Standard office supplies not directly related to the CAMP award
- Standard or dress uniforms or uniform accessories
- Subawards
- Treatment programs
- Vehicle repair/maintenance/fuel

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.

Over the past several years, the COPS Office has provided funds in concert with the Drug Enforcement Administration (DEA) to support state and local law enforcement agencies with services necessary for the cleanup of hazardous waste seized during clandestine methamphetamine laboratory investigations. While the FY 2018

COPS Anti-Methamphetamine Program does not allow for the funding of clandestine laboratory cleanup activities, state and local law enforcement agencies may contact the DEA for assistance with properly and safely disposing of hazardous waste from clandestine laboratory sites. For further information and assistance in clan-lab cleanup activities, please contact the DEA at 202-307-4724.

## Financial Management and System of Internal Controls

Award recipients must, as set out in the Uniform Guidance at 2 C.F.R. § 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the recipient’s compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency designates as sensitive or the recipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

## Compliance with 8 U.S.C. § 1373

All state or local government entity applicants (e.g., police departments, sheriff’s departments, state police) are required to certify compliance with 8 U.S.C. § 1373 regarding prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status, including any prohibitions or restrictions imposed or established by a State or local government entity or official. This certification must be completed by the governing body’s chief legal officer (e.g., city or county attorney).

- a. Set up a new user and roles in the COPS Office Agency Portal at [www.cops.usdoj.gov/Default.asp?Item=2450](http://www.cops.usdoj.gov/Default.asp?Item=2450). Establish accounts for the law enforcement executive (LE)/program official (PO), government executive (GE)/financial official (FO), and chief legal officer (CLO).
- b. Set up an e-signature in the COPS Office Agency Portal at [www.cops.usdoj.gov/Default.asp?Item=2450](http://www.cops.usdoj.gov/Default.asp?Item=2450). Establish an electronic signature for all officials (LE/PO, GE/FO, and CLO). This is critical as it enables your agency to sign important documents in the application process.

**We strongly recommend notifying your governing body’s chief legal counsel of this certification requirement as soon as the AHTF application period opens so that they may conduct the required reviews necessary for completing the certification before the application deadline.**

The Chief Legal Officer is the primary/highest ranking attorney for the governing body that governs any state or local law enforcement applicant (e.g., City Attorney, County Attorney, State Attorney General) or for the entity that is applying for funds and will make subawards to a State or local government entity (e.g., General Counsel for a non-profit organization that will make subawards to a City or County). *(Please note that the Certification may not be completed by a law enforcement agency attorney—the Chief Legal Officer must represent the governing body.)*



Questions regarding the certification requirement may be directed to the COPS Office Legal Division at 202-514-3750.

## **Administrative Actions and Legal Remedies Related to Federal Awards**

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 awards, has other award compliance issues that would make the applicant agency ineligible to receive COPS Office funding, or is not cooperating with an ongoing U.S. Department of Justice award 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 or is not cooperating with an ongoing federal civil rights investigation.

Misuse of COPS Office funds or failure to comply with all COPS Office award requirements may result in suspension or termination of award funds, the repayment of award funds, 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), or 800-869-4499.

## **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 award 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 award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award 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.

Through these monitoring efforts, 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 award 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 services is consistent with the applicant's approved award budget as reflected on the Financial Clearance Memo and Final Funding Memorandum. All COPS Office recipients will be required to participate in award monitoring activities of the U.S. Department of Justice including, but not limited to, reviews conducted by the COPS Office, the Office of the Inspector General, or any entity designated by the COPS Office.

Awarded agencies will be responsible for submitting Programmatic Progress Reports and Federal Financial Reports on a quarterly basis. In addition, awarded agencies will be responsible for the timely submission of a final Closeout Report and any other required final reports. By accepting an award from the COPS Office, award recipients agree to cooperate with and respond to any requests for information pertaining to their award.

Though a formal assessment is not a requirement, awarded agencies are strongly encouraged to conduct an independent assessment of their respective award-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.

### ***Reporting***

If awarded, all 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 award end date. Recipients who do not submit SF-425 reports by the due date will be unable to drawdown funds. More information will be provided in the award package upon receipt of a COPS Office award.

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

Please feel free to contact the COPS Office Response Center 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 (GPRA Modernization Act of 2010, P.L. 111-352, recipients who receive funding from the Federal Government must measure the results of work that funding supports. This Act 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 CAMP are as follows:

Objective	Performance measures	Data recipient 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, equipment, and training.	To what extent has COPS Office award funding (e.g., officers, equipment/training, technical assistance) increased your agency's community policing capacity? To what extent have COPS Office knowledge resources (e.g., training or publications) increased your agency's community policing capacity?	Periodic progress reports providing an overview of COPS Anti-Methamphetamine Program award purchases/implementation and implementation of community policing strategies.

COPS Office awards target increasing recipient 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 CAMP 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](http://www.cops.usdoj.gov).

As part of the programmatic progress report, CAMP recipients be required to report on their progress toward implementing community policing strategies. Based on the data collected from recipients, the COPS Office may make improvements to CAMP 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 AskCopsRC@usdoj.gov or 800-421-6770.	<input type="checkbox"/>
If you have not renewed your COPS Office Account Access information since November 15, 2015, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.	<input type="checkbox"/>
Register with Grants.gov/Confirm registration.	<input type="checkbox"/>
Obtain a DUNS number/Confirm DUNS number.	<input type="checkbox"/>
Register with SAM database/Confirm SAM number.	<input type="checkbox"/>
Complete SF-424 on Grants.gov (funding number: COPS-CAMP-Application-2018).	<input type="checkbox"/>
Upon receipt of an email 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 a CAMP 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-CAMP-Application-2018. Once the SF-424 has been submitted, applicants will receive an email from the COPS Office with instructions on completing the second part of the CAMP 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 email [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 email 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 email.
- 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. The U.S. Department of Justice 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).

## Register or Update an Account in the COPS Office Account Access

**Estimated timeframe: up to one business day**

All COPS Office applicants must have an account through the COPS Office Online Application System. The information in the Online Application System will prepopulate section 4 of the application, so please ensure its accurate. The following individuals are deemed critical for the submission of the application and will need to have current contact information and e-Signatures in the system:

- Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies
- Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies
- Chief Legal Officer (primary/highest ranking attorney for the governing body that governs any State or local law enforcement applicant [e.g., City Attorney, County Attorney, State Attorney General] or for the entity that is applying for funds and will make subawards to a State or local government entity (e.g., General Counsel for a non-profit organization that will make subawards to a City or County. *Please note that the*

*Certification may not be completed by a law enforcement agency attorney – the Chief Legal Officer must represent the governing body.*) – see the instructions below about designating and setting up the e-signature for the Chief Legal Officer

Designating Your Chief Legal Officer (CLO) in Agency Portal:

1. The Law Enforcement Executive (LE) must sign into Agency Portal (IE11 is recommended):  
**<https://portal.cops.usdoj.gov/>**  
(If you do not know your Agency's LE, or if they need assistance setting up their account, please contact the COPS Office Response Center at 800-421-6770.)
2. On the left-hand menu, click "Add" to add a new user
3. Enter the CLO's information and check "Chief Legal Officer." See figure 1.

**Figure 1. Designating your Chief Legal Officer in Agency Portal**

4. Scroll to the bottom of the page and click "Update"
5. Once their account has been set-up, the CLO can log in by using their email address as their username and clicking "Forgot Password." They will receive an email prompting them to set up a password for their account.

Setting Up the Chief Legal Officer's E-signature in Agency Portal:

1. The CLO must sign in to Agency Portal (IE11 is recommended):  
**<https://portal.cops.usdoj.gov/>**
2. On the left-hand menu, click "Account Information"
3. Confirm name and contact information, then enter e-signature (see figure 2).  
Note: When signing the application, the signature will be validated against the information entered in this field of Agency Portal. The two signature must precisely match.

4. Click "Update."

Figure 2. Setting up the CLO's e-signature in Agency Portal

ACCOUNT INFORMATION

Email:

Title:

First Name:

Last Name:

Phone:

Extension:

Please provide your electronic signature below. This signature will be used to authenticate your electronic signature across the various COPS IT systems that require an electronic signature (ex. Award Documents, Withdrawal Requests, etc...).

Signature:

Update

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

The Federal Government requires that all applicants for federal awards 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 awards and cooperative agreements and to provide consistent name and address data for electronic award 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 an award 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 awards 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 award 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 award 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 award and cooperative agreement applicants or prospective applicants and federal contractors. Be certain to identify yourself as a federal award applicant or prospective applicant.



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

Applicants for all federal awards 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:

To register in SAM, follow the next steps:

### *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 email address you provided during the registration process and login, you will see a message on the user dashboard (My SAM) that will ask you, “Would you like to migrate a legacy system account?” Click “Yes” to begin the migration process. Alternatively, you may click on “Manage My User Roles,” then on “Migrate Legacy Account” link to begin the migration process. The roles you had with the legacy system will be mapped to your SAM account.

To update your entity’s SAM registration, follow the 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 67 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 <https://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 2018 CAMP begins **April 27, 2018**. All applications must be submitted by **June 27, 2018, at 7:59 p.m. EDT**. Applications submitted after **June 27, 2018, at 7:59 p.m. EDT** 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

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, Subpart F - Audit Requirements, available [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl), establish the requirements for organizational audits that apply to COPS Office recipients. Recipients must arrange for the required organization-wide (not award-by-award) audit in accordance with the requirements of Subpart F.

## Civil rights

All recipients 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 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 awards using the COPS Office online system.

## Freedom of Information Act and Privacy Act (5 U.S.C. § 552 and 5 U.S.C. § 552a)

All applications submitted to the COPS Office (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request if DOJ determines that the responsive information is protected from disclosure under the Privacy Act or falls within the scope of one or more of the nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to the FOIA not to release some or all portions of an application/award file.

In its review of records that are responsive to a FOIA request, the COPS Office will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, the COPS Office will request the views of the applicant/recipient that submitted a responsive document.

For example, if the COPS Office receives a request pursuant to the FOIA for an application submitted by a nonprofit organization, for-profit organization, or an institution of higher education, or a request for an application that involves research, the COPS Office typically will contact the applicant/recipient that submitted the application. The COPS Office ask the applicant/recipient to identify -- quite precisely -- any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, the COPS Office makes an independent assessment regarding withholding information.

## Award terms and conditions/Funding restrictions

The following section describes all of the compliance terms and conditions that applicants should be aware of before applying to COPS Office programs. Table 1 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.

**Table 1. Compliance terms and conditions**

Key: Y = Yes; N = No

<b>FY 2018 Program</b>	<b>CAMP</b>
I. U.S. Department of Justice Certified Standard Assurances	Y
II. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements	Y
III. Disclosure of Lobbying Activities	Y (if applicable)
IV. Supplementing, Not Supplanting	Y
V. Sole Source Justification	Y
VI. Criminal Intelligence Systems	Y
VII. Certification to Mitigate Possible Adverse Health Safety & Environment Impacts	N
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	Y
XI. Contract Provisions	Y
XII. Prior Approval Planning and Reporting of Conference/Meeting/Training Costs	Y
XIII. Curriculum Development	N
XIV. Restriction on Internal Confidentiality Agreements	Y
XV. Mandatory Disclosure	Y
XVI. Debarment and Suspension	Y
XVII. Recipient Integrity and Performance Matters	Y
XVIII. False Statements	Y
XIX. Duplicative Funding	Y
XX. Additional High-Risk Recipient Requirements	Y
XXI. Modification	Y
XXII. Evaluations	Y
XXIII. Allowable Costs	Y
XXIV. Local Match	N
XXV. Equal Employment Opportunity Plan	Y
XXVI. Employment Eligibility	Y
XXVII. Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information	Y
XXVIII. Federal Civil Rights	Y
XXIX. Conflict of Interest	Y
XXX. Reports/Performance Goals	Y
XXXI. Extensions	Y
XXXII. Computer Network Requirement	Y
XXXIII. Award Monitoring Activities	Y
XXXIV. Community Policing	Y

FY 2018 Program	CAMP
XXXV. Retention	N
XXXVI. Contracts and/or MOUs with Other Jurisdictions	Y
XXXVII. Travel Costs	Y
XXXVIII. State Information Technology Point of Contact	Y
XXXIX. Public Release Information	N
XL. News Media	N
XLI. Paperwork Reduction Act	Y
XLII. Copyright	N
XLIII. Human Subjects Research	N
XLIV. Compliance with 8 U.S.C. § 1373	Y
XLV. Information Sharing with the U.S. Department of Justice Organized Crime Drug Enforcement Task Force Fusion Center	Y

I. & II. Assurances and Certifications (also refer to section 15 U.S. Department of Justice Certified Standard Assurances and U.S. Department of Justice Certifications Regarding Lobbying ;Debarment, Suspension and Other Responsibility Matters And Drug-Free Workplace Requirements on page 54 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 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 make an award.

III. Disclosure of Lobbying Activities (also refer to section 16 on page 55 of this Application Guide and Standard Application forms.)

This disclosure form shall be completed by the reporting entity, whether subrecipient 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.

Please be advised that all recipients and subrecipients must comply with the provisions of 2 C.F.R. § 200.450, as appropriate, regarding unallowable costs under the Federal award associated with lobbying or influencing activities. Additional restrictions in 2 C.F.R. § 200.450(c) are applicable to nonprofit organizations and institutions of higher education.

## IV. Nonsupplanting requirement

The COPS Office nonsupplanting requirement mandates that award funds not be used to replace state or local funds (or, for tribal recipients, BIA funds) that would, in the absence of federal assistance, be made available for award purposes (hiring, training, purchases, and/or other activities). Instead, award funds must be used to increase the total amount of funds that would otherwise be made available for award purposes. 34 U.S.C. § 10384 (a).

An award recipient may not use COPS Office funds to pay for any item or cost associated with this funding request that the recipient is already obligated to pay. Nonfederal funds allocated to pay for award purposes, may not be reallocated to other purposes or refunded should COPS Office funding 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 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 award 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

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, 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 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. 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 award 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 award 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. The COPS Office authorizes noncompetitive proposals in response to a written request from the recipient.
4. Competition is determined inadequate after solicitation of a number of sources.
  - Results of a market survey to determine competition availability; if no survey is conducted, please explain why not
  - Any additional information that would support the case

**Section III** – A declaration that this action 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 the COPS Office Response Center at 800-421-6770.

## **VI. Criminal Intelligence Systems/28 C.F.R. Part 23 compliance**

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, 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 award.

## **VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts - Not applicable under any FY18 COPS Office programs**

## **VIII. Community Policing Self-Assessment Tool (CP-SAT) - Not applicable under CAMP**

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

Unless exempted from this requirement under 2 C.F.R. § 25.110, the recipients must maintain the currency of their information in the SAM until submission of the final financial report required under this award or receipt of the final payment, whichever is later. This requires recipients to review and update the information at least annually after the initial registration and more frequently if required by changes in information or other award term.

To review the System for Award Management and Universal Identifier Award Term, please see the appendices of this guide.

## **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.fsr.gov](http://www.fsr.gov), is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA.

The subaward information entered in FSRS will then be displayed on [www.USASpending.gov](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 the appendices of this guide.

## **XI. Contract Provision under Federal Award**

All contracts made by the 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 Non-Federal Entity Contracts Under Federal Awards.

For the full text of 2 C.F.R. Appendix II to Part 200, please refer to the appendices of this guide.

## **XII. Prior Approval, Planning, and Reporting of Conference/Meetings/Training Costs**

Recipients are 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 CAMP**

## **XIV. Restrictions on Internal Confidentiality Agreements**

Recipients, subrecipients, or entities that receive a contract or subcontract with any funds under this award, may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. Consolidated Appropriations Act, 2018, Public Law 115-141, Division E, Title VII, Section 743.

## **XV. Mandatory Disclosure**

Recipients and subrecipients are 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. Recipients agree to report certain civil, criminal, or administrative proceedings in SAM, if it received an award with the Term and Condition for Recipient Integrity and Performance Matters as outlined in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.338.

## **XVI. Debarment and Suspension**

Recipients agree not to award Federal funds under this program to any party which is debarred or suspended from participation in Federal assistance programs. 2 C.F.R. Part 180 (Government-wide Debarment and Suspension), and 2 C.F.R. Part 2867 (DOJ-specific requirements).

## **XVII. Recipient Integrity and Performance Matters**

Recipients that received \$500,000 or more in a federal award, agree to comply with the terms and conditions outlined in 2 C.F.R. Part 200, Appendix XII to part 200 - Terms and Condition for Recipient Integrity and Performance Matters.

For the full text, please see the appendices of this guide.

## **XVIII. False Statements**

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

## **XIX. Duplicative Funding**

Recipients agree to notify the COPS Office if they receive, from any other source, funding for the same item(s) or service(s) also funded under this award.

## **XX. Additional High-Risk Recipient Requirements**

Recipients agree to comply with any additional requirements that may be imposed during the award performance period if the awarding agency determines that the recipient is a high-risk recipient (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.207 as adopted by the Department of Justice in 2 C.F.R. § 2800.101).

## **XXI. Modifications**

Occasionally, a change in an agency's fiscal or law enforcement situation necessitates a change in its COPS Office award. Award modifications are evaluated on a case-by-case basis. All modification requests involving new budget items must be approved, in writing, by the COPS Office prior to their implementation. In addition, please be aware that the COPS Office will not approve any modification request that results in an increase of federal funds.

## **XXII. Evaluations**

The COPS Office may conduct monitoring or sponsor national evaluations of COPS Office award programs. Recipients agree to cooperate with the monitors and evaluators. 34 U.S.C. § 10385 (b).

## **XXIII. Allowable Costs**

The funding under this award is for the payment of approved costs identified in the Financial Clearance Memorandum (FCM). Recipients may not earn or keep any profit resulting from the award unless expressly authorized, in writing, by the COPS Office.

## XXIV. Local Match – Not applicable under CAMP

## XXV. Equal Employment Opportunity Plan

Recipients agree to comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan (28 C.F.R. Part 42 subpart E).

## XXVI. Employment Eligibility

Recipients agree to complete and keep on file, as appropriate, a Bureau of Citizenship and Immigration Services Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.

## XXVII. Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information

Recipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he/she reasonably believes is evidence of gross mismanagement of a federal contract or award, a gross waste of federal funds, an abuse of authority relating to a federal contract or award, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant. Recipients also agree to provide to their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see the appendices of this guide for a full text of the statute.

## XXVIII. Federal Civil Rights

The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition—

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
- d. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- e. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R.

Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

## **XXIX. Conflict of Interest**

Recipients must disclose in writing to the COPS Office or pass-through entity, as applicable, any potential conflict of interest affecting the awarded federal funding in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.112 as adopted by the Department of Justice in 2 C.F.R. § 2800.101.

## **XXX. Reports/Performance Goals**

Recipients are responsible for submitting quarterly programmatic progress reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425). 2 C.F.R. § 200.327; and 2 C.F.R. § 200.328. The progress report is used to track recipient's progress toward implementing community policing strategies and to collect data to gauge the effectiveness of increasing your agency's community policing capacity through COPS Office funding. The Federal Financial Report is used to track the expenditures of the recipient's award funds on a cumulative basis throughout the life of the award.

## **XXXI. Extensions**

Recipients may request an extension of the award period to receive additional time to implement your award program. Such extensions do not provide additional funding. Awards may be extended a maximum of 34 months beyond the initial award expiration date. Any request for an extension beyond 24 months will be evaluated on a case-by-case basis. Only recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Reasonable justifications may include technology implementation delays, procurement challenges, change in administration, staff turnover of key award/award-funded personnel, training delays, hiring and recruitment delays or other circumstances that interrupt the 24-month award funding period. An extension allows recipient to compensate for such delays by providing additional time to complete the full 24 months of funding. Extension requests must be received prior to the end date of the award.

## **XXXII. Computer Network Requirement**

Recipients agree that no award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in this requirement limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities. Consolidated Appropriations Act, 2018, Public Law 115-141, Division B, Title II, Section 531.

## **XXXIII. Grant Monitoring Activities**

Federal law requires that law enforcement agencies receiving federal funding from the COPS Office 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 award 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. Recipients agree to cooperate with and respond to any requests for information pertaining to their award. 34 U.S.C. § 10385 (a).

#### **XXXIV. Community Policing**

Community policing activities to be initiated or enhanced by recipients were identified and described in their grant application. Recipients develop a community policing plan for the grant with specific reference to a crime or disorder problem and the following elements of community policing: a) problem solving—a recipient’s plan to assess and respond to the problem identified; b) community partnerships and support, including related governmental and community initiatives that complement a recipient’s proposed use of funding; and c) organizational transformation—how a recipient will use the funds to reorient its mission to community policing or enhance its involvement in and commitment to community policing. Throughout the award period recipients are required to implement the community policing plan they set forth in the award application. 34 U.S.C. § 10382 (c)(10).

#### **XXXV. Retention – Not applicable under CAMP**

#### **XXXVI. Contracts and/or MOUs with Other Jurisdictions**

Equipment, technology, training, vehicles, sworn law enforcement officer positions and civilian positions, awarded may only be used for law enforcement activities or services that exclusively benefit the recipient/taskforce and the population that it serves.

#### **XLIII. Travel Costs**

Travel costs for transportation, lodging and subsistence, and related items are allowable under CAMP with prior approval from the COPS Office. Payment for allowable travel costs will be in accordance with 2 C.F.R. § 200.474 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) as adopted by the Department of Justice in 2 C.F.R. § 2800.101.

#### **XLIV. State Information Technology Point of Contact**

Recipients agree to ensure that the appropriate State Information Technology Point of Contact receives written notification regarding any information sharing or technology project funded by a COPS Office award. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, recipients agree to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.

XXXIX. Public Release Information – Not applicable under CAMP

XL. News Media – Not applicable under CAMP

XLI. Paperwork Reduction Act

Recipients agree, if required, to submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget (OMB) for clearance under the Paperwork Reduction Act (PWRA) of 1995.

XLII. Copyright – Not applicable under CAMP

XLIII. Human Subjects Research – Not applicable under CAMP

XLIV. Compliance with 8 U.S.C. § 1373

To obligate or expend award funding, all State or local government entities must comply with a new grant condition requiring compliance with 8 U.S.C. § 1373 regarding prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status, including any prohibitions or restrictions imposed or established by a State or local government entity or official. This condition applies throughout the grant award period. The full text of this grant condition may be found in the appendices.

XLV. Information Sharing with the U.S. Department of Justice Organized Crime Drug Enforcement Task Force Fusion Center

Recipients are required to share relevant law enforcement information collected as a result of COPS Office funding with the Organized Crime Drug Enforcement Task Force (OCDETF) Fusion Center.

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.

**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.

**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.

Priority consideration will be given to applicants that receive a “Highly Recommended” rating AND were not previously funded under CAMP.

Priority consideration may also be given to applicants that partner with federal law enforcement to address illegal immigration.

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.

In addition, prior to making an award greater than the simplified acquisition threshold (currently set at \$150,000), any information about applicants that is in the designated integrity and performance system accessible through SAM will be reviewed and considered. Applicants may review and comment on any information about them in SAM that a Federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

*Past performance on previous awards may be in 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.*

### *The award document*

The award document is the document indicating your official award funding amount, the number of officer positions awarded, the type of positions awarded, the award number, the award 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 CAMP award is 24 months of funding for each award.

Your award number is in the following format: 2018-AMWX-0000 for awards awarded in FY 2018. The COPS Office tracks award information based upon this number. Therefore, it is important to have your agency's award 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 award 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 award, please refer to your award 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 award 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 23.

## Suspension or termination of funding

The COPS Office may suspend, in whole or in part, or terminate funding or impose other sanctions on a recipient 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 award 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 recipient 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.

Awards terminated due to non-compliance with the federal statutes, regulations, or award terms and conditions, will be reported to the integrity and performance system accessible through SAM (currently FAPIIS).

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

Please be advised that recipients 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-Methamphetamine Program

Table 2 on page 38 shows the required documentation that must be completed and submitted for your CAMP 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.

**Table 2. Required application documents and sections for CAMP**

Application documents and sections	Required? Yes, no, or possible	Completed?
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 15A. U.S. Department of Justice Certified Standard Assurances	Yes	<input type="checkbox"/>
Section 15B. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements	Yes	<input type="checkbox"/>
Section 16A. Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
Section 16B. Certification of Compliance with 8 U.S.C. § 1373	Yes	<input type="checkbox"/>
Section 16C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation	Possible	<input type="checkbox"/>
Section 17. Reviews and Certifications	Yes	<input type="checkbox"/>
Section 18. Application and Data Verification	Possible	<input type="checkbox"/>

## 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 email to the applicant with instructions on completing the second part of the CAMP 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 39 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.

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 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 email 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.
  - State government
  - County government
  - City or township government
  - Special District government
  - Regional Organization
  - U.S. Territory or possession
  - Independent school district
  - Public/state controlled institution of higher education
  - Indian/Native American Tribal Government (federally recognized)
  - Indian/Native American Tribal Government (other than federally recognized)
  - Indian/Native American tribally designated organization
  - Public/Indian housing
  - Nonprofit
  - Private institution of higher education
  - Individual
  - For-profit organization (other than small business)
  - Small business
  - Hispanic-serving institution
  - Historically Black colleges and universities (HBCU)
  - Tribally controlled colleges and universities (TCCU)
  - Alaska Native and Native Hawaiian serving institutions
  - Nondomestic (non-U.S.) entity
  - 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 email 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

FY 2018 CAMP is a competitive award program with a focus on advancing public safety by providing funds to investigate illicit activities related to the manufacture and distribution of methamphetamine. CAMP provides funding directly to state law enforcement agencies in states with high seizures of precursor chemicals, finished methamphetamine, laboratories, and laboratory dump seizures for the purpose of locating and investigating illicit activities including precursor diversion, laboratories, or methamphetamine traffickers. Only state law enforcement agencies authorized by law or by a state agency to engage in or to supervise anti-methamphetamine investigative activities are eligible to apply for funding. Additional consideration will be given to agencies participating in anti-methamphetamine task forces with multijurisdictional reach and interdisciplinary team structures.

Before proceeding with this application, we ask that you please log on to 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.

**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 award. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

**Applicant Data Universal Numeric System (DUNS) number.** The Federal Government requires that all applicants for federal awards, 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 award 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.

**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 award 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, 2018, please renew your SAM registration prior to completing this application. All applicants are required to maintain current registrations in the SAM database. If you are trying to register a new entity at [www.sam.gov](http://www.sam.gov), you must provide a notarized letter stating that you are the authorized Entity Administrator before your SAM.gov entity registration will be activated. Please note that the notarized letter process is now applicable to both new and existing registrations. Please also 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, refer to the “How to Apply” section of this application guide.

**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.

**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.

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

**Law enforcement agency sworn force information – Not applicable under CAMP**

**Civilian staffing – Not applicable under CAMP**

**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 awards that support the same or similar activities or services for which award funding is being requested under this application.

Be advised that COPS Office award 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 award 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 an award is funded, this information will be used for any award notifications.



## Applicant executive/agency executive information

### 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 award is funded, the person in this position will ultimately be responsible for the programmatic implementation of the award.

### 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 award is funded, 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 award could delay the review of your application, or remove your application from consideration.

## Application contact information

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

## Section 5. COPS Office officer request - Not applicable under CAMP

## Section 6. Law enforcement and community policing strategy

Please complete questions CP1 and CP2.

Agencies are required to share relevant law enforcement information collected as a result of CAMP funding with the Organized Crime Drug Enforcement Task Force (OCDETF) Fusion Center. Please check the box indicating your agency's agreement to comply with this OCDETF Fusion Center requirement.

## 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 under CAMP

Section 7C. Fiscal health - Not applicable under CAMP

Section 7D. Property crime/violent crime - Not applicable under CAMP

## Section 8. Continuation of project after federal funding ends

Section 8A. For COPS Office awards with a retention plan requirement - Not applicable under CAMP

Section 8B. For COPS Office awards 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 under CAMP

## 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 award, if funded. This information may be used to keep Congress or other executive branch agencies informed about CAMP projects.

## Section 11. Project description (narrative)

FY 2018, CAMP 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 information that you will need to complete and attach in section 13 is available at:

**[http://www.cops.usdoj.gov/pdf/2018AwardDocs/camp/2018\\_CAMP\\_Project\\_Narrative\\_508.pdf](http://www.cops.usdoj.gov/pdf/2018AwardDocs/camp/2018_CAMP_Project_Narrative_508.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 project narrative will also address how your agency will share information and collaborate with local law enforcement agencies within your jurisdiction—especially those that are most directly impacted by methamphetamine—and how your agency will make use of any existing intelligence sharing resources within your jurisdiction including Fusion Centers, Regional Information Sharing Systems (RISS), etc.

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 award 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 email 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 CAMP applicants must attach both a project narrative and a budget narrative. Your project narrative attachment must address each element on the following form:

**[http://www.cops.usdoj.gov/pdf/2018AwardDocs/camp/2018\\_CAMP\\_Project\\_Narrative\\_508.pdf](http://www.cops.usdoj.gov/pdf/2018AwardDocs/camp/2018_CAMP_Project_Narrative_508.pdf)**. Your budget narrative attachment must address each element on the following form:

**[http://www.cops.usdoj.gov/pdf/2018AwardDocs/camp/2018\\_CAMP\\_Budget\\_Narrative\\_508.pdf](http://www.cops.usdoj.gov/pdf/2018AwardDocs/camp/2018_CAMP_Budget_Narrative_508.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 award 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 CAMP APPLICANTS MUST ATTACH THE BUDGET NARRATIVE AS PART OF SECTION 13. (Attachment available at: [http://www.cops.usdoj.gov/pdf/2018AwardDocs/camp/2018\\_CAMP\\_Budget\\_Narrative\\_508.pdf](http://www.cops.usdoj.gov/pdf/2018AwardDocs/camp/2018_CAMP_Budget_Narrative_508.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-Methamphetamine 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-Methamphetamine Program may not exceed the program cap of \$2,000,000. 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 award 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 as figures 3–13 beginning on page 48.

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

**Figure 3. Sample budget detail worksheet: Budget summary****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	
A. Sworn Officer Positions	\$0.00	
B. Non-Sworn Personnel	\$0.00	
C. Equipment & Technology	\$0.00	
D. Supplies	\$0.00	
E. Travel & Training	\$0.00	
F. Contracts & Consultants	\$0.00	
G. Other Costs	\$0.00	
H. Indirect Costs	\$0.00	
Total Project Amount:	\$0.00	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)	\$0.00	100.000000%
Total Local Share Amount(if applicable): (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.

First Name:

Last Name:

Title:

Telephone Number:

Fax:

Email Address:

**Sworn officer positions****Instructions**

This worksheet will assist your agency in reporting your agency's current salary and benefits and identifying the total salary and benefits request per officer position for the length of the award term. Please list the current 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).

Figure 4. Sample budget detail worksheet: Base salary information for sworn personnel

**SECTION 14A: BUDGET DETAIL WORKSHEETS**

**Instructions:** This worksheet will assist your agency in reporting your agency's current 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 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 Sworn Officer Base Salary Information**

**Part 1: Instructions:** Please complete the questions below based on your agency's 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	
<b>A. Base Salary Information</b>	
<b>Year 1 Salary</b>	<b>Year 2 Salary</b>
Enter the first year base salary for one sworn officer position.	Enter the second year base salary for one sworn officer position.
<input type="text" value="0"/>	<input type="text" value="0"/>
Select One... Does the base salary include Vacation costs? Please select Yes or No.	Select One... Does the base salary include Vacation costs? Please select Yes or No.
Select One... Does the base salary include Sick Leave costs? Please select Yes or No.	Select One... Does the base salary include Sick Leave costs? Please select Yes or No.
<b>B. Fringe Benefit costs should be calculated for each year of the grant term.</b>	
<b>FRINGE BENEFITS:</b>	
Social security expenses cannot exceed 6.2% <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 6.2% <input type="checkbox"/> Fixed Rate	
Medicare expenses cannot exceed 1.45% <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 1.45% <input type="checkbox"/> Fixed Rate	
Health Insurance (Family Coverage)	
<b>Year 1 Fringe Benefits</b>	<b>Year 2 Fringe Benefits</b>
<b>COST BASE</b>	<b>COST BASE</b>
<input type="text" value="0"/>	<input type="text" value="0"/>
<b>% OF SALARY</b>	<b>% OF SALARY</b>
<input type="text" value="6.2"/>	<input type="text" value="6.2"/>
<input type="text" value="1.45"/>	<input type="text" value="1.45"/>
<input type="text" value="0"/>	<input type="text" value="0"/>

Figure 5. Sample budget detail worksheet: Fringe benefits for sworn personnel

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"/>
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"/>
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	Select One	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	Select One	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	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"/>	×	<input type="text" value="0"/>	# of Positions <input type="text" value="0.00"/>

**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.

Figure 6. Sample budget detail worksheets: Base salary for civilian personnel

**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**

**Remove Position**

---

**A. Base Salary Information**

Position Title Description	<div style="border: 1px solid black; padding: 2px;">Type here to create 1st position</div>	<b>Year 1 Salary</b> Enter the first year entry-level base salary for this civilian/non-sworn position. <div style="border: 1px solid black; width: 100px; text-align: center;">0</div> x <div style="border: 1px solid black; width: 100px; text-align: center;">100.00</div> % of time on project <div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<b>Year 2 Salary</b> Enter the second year entry-level base salary for this civilian/non-sworn position. <div style="border: 1px solid black; width: 100px; text-align: center;">0</div> x <div style="border: 1px solid black; width: 100px; text-align: center;">100.00</div> % of time on project <div style="border: 1px solid black; width: 100px; text-align: center;">0</div>
-------------------------------	--	---	--

  

Select One... Does the base salary include Vacation costs? Please select Yes or No.	Select One... Does the base salary include Vacation costs? Please select Yes or No.
Select One... Does the base salary include Sick Leave costs? Please select Yes or No.	Select One... Does the base salary include Sick Leave costs? Please select Yes or No.

  

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

<b>FRINGE BENEFITS:</b>  Social security expenses cannot exceed 6.2% <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 6.2% <input type="checkbox"/> Fixed Rate Medicare expenses cannot exceed 1.45% <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 1.45% <input type="checkbox"/> Fixed Rate Health insurance Life Insurance Vacation      Number of Hours Annually: <div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<b>Year 1 Fringe Benefits</b> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>COST BASE</th> <th>% OF SALARY</th> </tr> </thead> <tbody> <tr> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> <td><div style="border: 1px solid black; width: 100px; text-align: center;">6.2</div></td> </tr> <tr> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> <td><div style="border: 1px solid black; width: 100px; text-align: center;">1.45</div></td> </tr> <tr> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> </tr> <tr> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> </tr> <tr> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> </tr> </tbody> </table>	COST BASE	% OF SALARY	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">6.2</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">1.45</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<b>Year 2 Fringe Benefits</b> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>COST BASE</th> <th>% OF SALARY</th> </tr> </thead> <tbody> <tr> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> <td><div style="border: 1px solid black; width: 100px; text-align: center;">6.2</div></td> </tr> <tr> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> <td><div style="border: 1px solid black; width: 100px; text-align: center;">1.45</div></td> </tr> <tr> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> </tr> <tr> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> </tr> <tr> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> <td><div style="border: 1px solid black; width: 100px; text-align: center;">0</div></td> </tr> </tbody> </table>	COST BASE	% OF SALARY	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">6.2</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">1.45</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>
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<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>	<div style="border: 1px solid black; width: 100px; text-align: center;">0</div>																									

*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.

**Figure 7. Sample budget detail worksheets: Fringe benefits for civilian personnel**

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	Select One		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	Select One		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	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="0"/>	# of Positions	<input type="text" value="0.00"/>

### 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.

**Figure 8. Sample budget detail worksheets: Equipment and technology**

#### 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	
	Base cost: <input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Total: <input type="text" value="0.00"/>					

Add Item

### Supplies

Supply costs consist of those incurred for purchased goods and fabricated parts directly related to an award 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.



Figure 9. Sample budget detail worksheets: Supplies

**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	
Office Supplies	Base cost: 1000.00	1	1000.00	Office supplies for the project.	Delete
			Total :1000.00		

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 award-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, 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).

Figure 10. Sample budget detail worksheets: Travel and training

**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 nonfederal 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	# of Staff	Sub Total	Description	
	Registration: 0.00				Delete
	Lodging: 0.00	0	0.00		
	Per Diem: 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.



- 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 \$650/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 recipient'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.

**Figure 13. Sample budget detail worksheets: Other costs**

**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	
	Base cost: 0.00	0	0.00		Delete
			Total: 0.00		

Add Item

## 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 award 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 fund the covered award. See appendices of this application guide for the full assurances and certifications.

### Section 15A. U.S. Department of Justice Certified Standard Assurances

Completing Section 15.A. –

1. Review each provision carefully.
2. **Signature of Law Enforcement Executive/Agency Executive** (required). Enter the name of the law enforcement executive/agency executive. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
3. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
4. **Signature of Government Executive/Financial Official** (required). Enter the name of the government executive/financial official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
5. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)

6. Click “next” to move to section 15.B. If any required fields are not answered, they will be flagged with warning messages.

NOTE: When entering the signatures, they must match exactly with the name in the COPS Office Agency Portal including capitalizations.

## Section 15B. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Completing Section 15.B. –

1. Review each provision carefully.
  - a. Please note that if the applicant is unable to certify to any of the statements in the DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS and FEDERAL TAXES sections of this certification form, it must attach an explanation in Section 13 of this application. If the applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, it must disclose such felony criminal conviction in writing to the COPS Office at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov), unless such disclosure has already been made. If the applicant is a corporation, it must also provide written notice of any unpaid tax liability (or liabilities) to the COPS Office at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).
2. **Signature of Law Enforcement Executive/Agency Executive** (required). Enter the name of the law enforcement executive/agency executive. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
3. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
4. **Signature of Government Executive/Financial Official** (required). Enter the name of the government executive/financial official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
5. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
6. Click “next” to move to section 16A. If any required fields are not answered, they will be flagged with warning messages.

NOTE: When entering the signatures, they must match exactly with the name in the COPS Office Agency Portal including capitalizations.

## Section 16A. 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. Please see the appendices of this guide for a blank SF-LLL, Disclosure of Lobbying Activities form.

Completing section 16A.

1. Review each provision carefully.
2. If you do not need to disclose lobbying activities pursuant to 31 U.S.C. § 1352, continue to Step 3. If you do need to disclose, skip to Step 4.
3. Click the “Not Applicable” box at the bottom of the page if there is no need to disclose lobbying activities. Skip to Step 22 to continue.
4. **Type of Federal Action.** Select the appropriate type of federal action
5. **Status of Federal Action.** Select the appropriate status
6. **Report Type.** Select the appropriate report
7. If you selected “material change” in Step 6, continue to Step 8. If you did not, skip to Step 11
8. **Year.** Enter the year (YYYY)
9. **Quarter.** Enter the quarter
10. **Date of last report.** Enter the date of the last report (MM-DD-YYYY)
11. **Name and Address of Reporting Entity.** Enter the name and address for the reporting entity.
  - a. *Prime or Subawardee.* Select the appropriate reporting entity
  - b. *Subawardee Tier, if known.* If *Subawardee* is selected, enter the subawardee tier, if known (no more than 10 characters)
  - c. *Congressional District.* Enter the Congressional District (number) if known (no more than 10 characters)
12. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime. Enter the name and address for the subawardee.
  - a. *Congressional District* Enter the Congressional District (number) if known
  - b. **Federal Department/Agency.** Enter the Federal Department/Agency (no more than 30 characters)
13. **Federal Program Name/Description.** Enter the federal program name/description (no more than 30 characters)
  - c. *CFDA Number.* If applicable, enter the CFDA Number
14. Federal Action Number, if known. Enter the federal action number
15. **Award Amount, if known.** Enter the award amount to the nearest dollar
16. **Name and Address of Lobbying Registrant.** Enter the name and address of the lobbying registrant. If the registrant is an individual, include the last name, first name, and middle initial (no more than 250 characters)
17. **Individuals Performing Services.** Enter the individuals performing the services. If this is different from Step 16, include the last name, first name, and middle initial (no more than 250 characters)
18. **Signature** (required). Enter the name of the **certifying** official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
19. **Title** (required). Enter the title for the signatory (no more than 40 characters)
20. **Telephone Number** (required). Enter the phone number (XXXXXXXXXX)
21. **Date** (required). Enter the date of the electronic signature
22. Click “next” to move to section 16B. If any required fields are not answered, they will be flagged with warning messages.

## Section 16B. Certification of Compliance with 8 U.S.C. § 1373

All State or local government entity applicants (e.g., police departments, sheriff's departments, state police) are required to certify compliance with 8 U.S.C. § 1373 regarding prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status, including any prohibitions or restrictions imposed or established by a State or local government entity or official.

This certification must be completed by the **governing** body's chief legal officer.

The Chief Legal Officer is the primary/highest ranking attorney for the governing body that governs any state or local law enforcement applicant (e.g., City Attorney, County Attorney, State Attorney General) or for the entity that is applying for funds and will make subawards to a State or local government entity (e.g., General Counsel for a non-profit organization that will make subawards to a City or County). *(Please note that the Certification may not be completed by a law enforcement agency attorney – the Chief Legal Officer must represent the governing body.)*

- a. Set up a new user and roles in the COPS Office Agency Portal at [www.cops.usdoj.gov/Default.asp?Item=2450](http://www.cops.usdoj.gov/Default.asp?Item=2450). Establish accounts for the law enforcement executive (LE)/program official (PO), government executive (GE)/financial official (FO), and chief legal officer (CLO).
- b. Set up an e-signature in the COPS Office Agency Portal at [www.cops.usdoj.gov/Default.asp?Item=2450](http://www.cops.usdoj.gov/Default.asp?Item=2450). Establish an electronic signature for all officials (LE/PO, GE/FO, and CLO). This is critical as it enables your agency to sign important documents in the application process

We strongly recommend notifying your governing body's chief legal counsel of this certification requirement as soon as the AHTF application period opens so that they may conduct the required reviews necessary for completing the certification before the application deadline.

Questions regarding the certification requirement may be directed to the COPS Office Legal Division at 202-514-3750.

The use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosure of Lobbying Activities form, constitute electronic signatures and the electronic signatures are the legal equivalent of handwritten signatures.

Completing section 16B.

1. Review each provision carefully.
2. Click either of the appropriate boxes at the top of the page:
  - a. The applicant entity is a State or local government entity OR will use these funds, if awarded, to make subawards to a State or local government entity (Certification Required).
  - b. The applicant entity is a Tribal entity, non-profit entity, private entity, or other entity that is not a State or local government entity AND will not use these funds, if awarded, to make subawards to a state or local government entity (Certification Not Required).
3. If the first option in step 2 is selected, certification is required and you will need to continue to step 4. If the second option in Step 2 is selected, certification is not required and you can skip to step 8.
4. **Signature of Chief Legal Official** (required). Enter the name of the chief legal official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
5. **Date of Certification** (required). Enter the date of the electronic signature.
6. **Title of Chief Legal Officer** (required). Enter the title of the Chief Legal Officer.

7. **Name of Applicant Entity.** This will automatically appear based on the information in the COPS Office Online Agency Portal.
8. Click “next” to move to section 16C. If any required fields are not answered, they will be flagged with warning messages.

**NOTE:** When entering the signatures, they must match exactly with the name in the COPS Office Agency Portal including capitalizations.

## Section 16C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation

Completing section 16C.

State and local law enforcement agency applicants have the opportunity to receive additional points based on their cooperation with federal immigration officials to address illegal immigration.

A. State or local law enforcement agency applicants may receive additional points if the agency has a 287(g) partnership, defined for this purpose as a partnership with the U.S. Department of Homeland Security (“DHS”) under 8 U.S.C. § 1357(g)(1) whereby officers of the applicant entity are delegated limited immigration officer authority to identify and process for removal aliens in the custody of the entity named below under the direction and supervision of DHS, documented with the official 287(g) Memorandum of Agreement with the Department of Homeland Security Immigration and Customs Enforcement. To receive these additional points, please complete the following:

☐ By checking this box I certify that this law enforcement agency applicant has a 287(g) Partnership documented with the official 287(g) Memorandum of Agreement with the Department of Homeland Security Immigration and Customs Enforcement as of the date that this application is submitted.

B. State and local law enforcement agency applicants may be eligible to receive additional points by certifying willingness to cooperate with federal immigration officials within their detention or correctional facilities. To be eligible to receive these additional points, your agency must operate a detention or correctional facility, defined for this purpose as a prison or jail in which individuals are fingerprinted and detained for periods of 24 hours or longer. To determine whether your agency is eligible to receive these additional points, please complete the following:

☐ Yes, my agency operates its own detention or correctional facility (a prison or jail in which individuals are fingerprinted and detained for periods of 24 hours or longer).

☐ No, my agency does not operate a detention or correctional facility (a prison or jail in which individuals are fingerprinted and detained for periods of 24 hours or longer).

## 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 award review or audit.

Applicants must certify whether or not their agency will use COPS Office 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 award 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 award 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 awards, 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 fund the covered award;
- 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 award project and mutually agreed to this partnership prior to this award 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.

The use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosure of Lobbying Activities form, constitute electronic signatures and the electronic signatures are the legal equivalent of handwritten signatures.

Completing section 17.

1. Review each provision carefully.
2. **Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems** (required). Check the appropriate option of the agency's intended use of this award.
3. **Signature of Law Enforcement Executive/Agency Executive** (required). Enter the name of the law enforcement executive/agency executive. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
4. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
5. **Signature of Government Executive/Financial Official** (required). Enter the name of the government executive/financial official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
6. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)



7. Click on the box at the end of the page stating that the applicant understands that the use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosures of Lobbying Activities form, constitute electronic signatures and that the electronic signatures are the legal equivalent of handwritten signatures.
8. Click “next,” and submit on the next page. If any required fields are not answered, they will be flagged with warning messages.

**NOTE:** When entering the signatures, they must match exactly with the name in the COPS Office Online System including capitalizations.

## 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 2018 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 award 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 fund award the covered award
- 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 awards, cooperative agreements, or contracts; and/or other remedy available to by law to the Federal Government.

# Appendices

## Appendix A. Helpful online resources

Data Universal Numbering System (DUNS) Number Information:

<https://fedgov.dnb.com/webform/displayHomePage.do>

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS): <https://www.fsrs.gov/>

Geographic Names Information System (GNIS): <https://geonames.usgs.gov/>

Grants.gov: [www.grants.gov](http://www.grants.gov)

Grants.gov Organization Applicant User Guide: <https://www.grants.gov/help/html/help/index.htm>

Office of Community Oriented Policing Services (COPS Office): [www.cops.usdoj.gov](http://www.cops.usdoj.gov)

Agency Access: <https://portal.cops.usdoj.gov/>

*Agency Portal Grants Management User Manual:*

[https://cops.usdoj.gov/pdf/2017AwardDocs/Agency\\_Portal\\_GrantsMgt\\_Manual.pdf](https://cops.usdoj.gov/pdf/2017AwardDocs/Agency_Portal_GrantsMgt_Manual.pdf)

*Community Policing Defined:* <https://ric-zai-inc.com/ric.php?page=detail&id=COPS-P157>

COPS Anti-Methamphetamine Program (CAMP) Page: <https://cops.usdoj.gov/default.asp?Item=2716>

Contact information (including Response Center, FOIA, etc.): <https://cops.usdoj.gov/contact>

Freedom of Information Act (FOIA): <https://cops.usdoj.gov/Default.asp?Item=40>

Training resources: <https://cops.usdoj.gov/training>

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

U.S. Department of Justice (DOJ): [www.justice.gov](http://www.justice.gov)

DOJ Financial Guide: <https://ojp.gov/financialguide/doj/index.htm>

DOJ Office of Inspector General: <https://oig.justice.gov/hotline/index.htm>

Uniform Guidance: [https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

USA Spending: <https://www.usaspending.gov/Pages/Default.aspx>

## Appendix B. U.S. Department of Justice Certified Standard Assurances

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--
  - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
  - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
  - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--
  - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
  - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
  - d. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
  - e. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.
- (5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

- (6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).
- (7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.
- (8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--
- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
- (9) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law—including, but not limited to, the Indian Self-Determination and Education Assistance Act—seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

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Signature of Law Enforcement Executive/Agency Executive

---

Date

(For your electronic signature, please type in your name)

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Signature of Government Executive/Financial Official

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Date

(For your electronic signature, please type in your name)

## Appendix C. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person 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 the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person 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 this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and
- (c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

- A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—
  - (a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen

- property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;
- (c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or
  - (d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.
- B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)), unless such disclosure has already been made.
3. FEDERAL TAXES
- A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)).
- B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.
4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)
- As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:
- A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by—
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an on-going drug-free awareness program to inform employees about—
    - (1) The dangers of drug abuse in the workplace;
    - (2) The Applicant's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will—
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

- (e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

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Signature of Law Enforcement Executive/Agency Executive

---

Date

(For your electronic signature, please type in your name)

---

Signature of Government Executive/Financial Official

---

Date

(For your electronic signature, please type in your name)

## Appendix D. Blank SF-LLL, Disclosure of Lobbying Activities Form

This appendix contains a blank copy of form SF-LLL and instructions for completing it.



# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB

4040-0013

## Review Public Burden Disclosure Statement

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input type="checkbox"/> a. initial filing <input checked="" type="checkbox"/> b. material change <b>For Material Change Only:</b> year <input type="text"/> quarter <input type="text"/> date of last report <input type="text"/>
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/> Congressional District, if known: <input type="text"/>		
<b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b>     		
<b>6. * Federal Department/Agency:</b> <input type="text"/>	<b>7. * Federal Program Name/Description:</b> <input type="text"/> CFDA Number, if applicable: <input type="text"/>	
<b>8. Federal Action Number, if known:</b> <input type="text"/>	<b>9. Award Amount, if known:</b> \$ <input type="text"/>	
<b>10. a. Name and Address of Lobbying Registrant:</b> Prefix <input type="text"/> * First Name <input type="text"/> Middle Name <input type="text"/> * Last Name <input type="text"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
<b>b. Individual Performing Services</b> (including address if different from No. 10a) Prefix <input type="text"/> * First Name <input type="text"/> Middle Name <input type="text"/> * Last Name <input type="text"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. <b>* Signature:</b> <input type="text"/> <b>*Name:</b> Prefix <input type="text"/> * First Name <input type="text"/> Middle Name <input type="text"/> * Last Name <input type="text"/> Suffix <input type="text"/> <b>Title:</b> <input type="text"/> <b>Telephone No.:</b> <input type="text"/> <b>Date:</b> <input type="text"/>		
		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

## Instructions for completion of SF-LLL, Disclosure of Lobbying Activities

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 4040-0013. Public reporting burden for this collection of information is estimated to average 10 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 (4040-0013), Washington, DC 20503

## Appendix E. Award Condition for Compliance with 8 U.S.C. § 1373

Authority to obligate or expend contingent on compliance with 8 U.S.C. 1373

NOTE: This grant condition applies only to State or local government entities or to non-State or local government entities that make subawards with these funds to a State or local government entity.

State or local government entity recipients of this award, and any subrecipient of this award at any tier that is an entity of a State or of a unit of local government, may not obligate or expend award funds if – at the time of the obligation or expenditure – the “program or activity” of the recipient funded in whole or in part with the award funds (which includes any such program or activity of any subrecipient at any tier) is subject to any prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status as described in 8 U.S.C. 1373(a) or (b), including any prohibitions or restrictions imposed or established by a State or local government entity or official.

A subrecipient of this award (at any tier) that is an entity of a State or of a unit of local government may not obligate or expend award funds if – at the time of the obligation or expenditure – the “program or activity” of the subrecipient (which includes any such program or activity of any subrecipient at any further tier) funded (in whole or in part) with award funds is subject to any prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status as described in 8 U.S.C. 1373(a) or (b), including any prohibitions or restrictions imposed by a State or local government entity or official.

Any obligations or expenditures of a recipient or subrecipient that are impermissible under this condition shall be unallowable costs for purposes of this award.

Rules of Construction. For purposes of this condition, “program or activity” means what it means under section 606 of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-4a).

Pursuant to 8 U.S.C. 1551 note, references to the Immigration and Naturalization Service in 8 U.S.C. 1373 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.

Should any provision of a condition of this award be held to be invalid or unenforceable by its terms, then that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law (to any person or circumstance) under this award. Should it be held, instead, that a condition (or a provision thereof) is of utter invalidity or unenforceability, such condition (or such provision) shall be deemed severable from this award.

Any questions about the meaning or scope of this condition should be directed, prior to acceptance of this award, to the Office of Community Oriented Policing Services Legal Division at 202-514-3750.

## Appendix F. Certification of Compliance with 8 U.S.C. § 1373 form

The following Certification must be completed by all state or local government entities and, for the Community Policing Development Program, by non-state or local government entities that intend to use these funds, if awarded, to make subawards to a state or local government entity. To determine whether this Certification applies to your application, please check the appropriate box below:

- ☐ The applicant entity is a state or local government entity OR will use these funds, if awarded, to make subawards to a state or local government entity. (Certification Required)
- ☐ The applicant entity is a Tribal entity, non-profit entity, private entity, or other entity that is not a state or local government entity AND will not use these funds, if awarded, to make subawards to a state or local government entity. (Certification Not Required)

### Certification of Compliance with 8 U.S.C. § 1373

On behalf of the applicant entity named below, I certify under penalty of perjury to the Office of Community Oriented Policing Services, U.S. Department of Justice, that all of the following is true and correct:

- (1) I am chief legal officer for the applicant entity named below and have the authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Community Oriented Policing Services). For purposes of this certification, the applicant entity's "chief legal officer" is that of the applicant's state or local governing body (e.g., state, city, county) or of the non-state or local government entity that is applying for funds and will make subawards to a state or local government entity.
- (2) I have carefully reviewed 8 U.S.C. § 1373(a) and (b), including the prohibitions on certain actions by State and local government entities and officials regarding information on citizenship and immigration status. I have reviewed the provisions set out at 8 U.S.C. § 1551 note, pursuant to which references to the Immigration and Naturalization Service in 8 U.S.C. § 1373 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.
- (3) I understand that the U.S. Department of Justice will require States and units of local government to comply with 8 U.S.C. § 1373 with respect to any "program or activity" funded in whole or in part with the federal financial assistance provided under the FY 2018 Office of Community Oriented Policing Services programs, including any such program or activity of a governmental entity that is a subrecipient (at any tier) of funds under an FY 2018 program.
- (4) I understand that, for purposes of this certification, "program or activity" means what it means under section 606 of title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d-4a).
- (5) I have conducted (or caused to be conducted on my behalf) a diligent inquiry and review concerning both—
  - (a) the "program or activity" to be funded (in whole or in part) with the federal financial assistance sought by the applicant entity under the FY 2018 program, and

(b) any prohibitions or restrictions potentially applicable to the program or activity funded under the FY 2018 program that deal with sending to, requesting or receiving from, maintaining, or exchanging information of the types described in 8 U.S.C. § 1373(a) or (b), whether imposed by a state or local government entity or official.

(6) As of the date of this certification, no state or local government entity or official has in effect (or purports to have in effect) any prohibition or restriction that is applicable to the program or activity to be funded in whole or in part under the FY 2018 program and that deals with sending to, requesting or receiving from, maintaining, or exchanging information of the types described in 8 U.S.C. § 1373(a) or (b).

I acknowledge that a false statement in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 42 U.S.C. § 3795), of administrative action, and/or of civil action in court. I also acknowledge that Office of Community Oriented Policing Services awards, including certifications provided in connection with such awards, are subject to review by the Office of Community Oriented Policing Services and/or by the Department of Justice's Office of the Inspector General.

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Signature of Chief Legal Officer

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Printed Name of Chief Legal Officer

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Date of Certification

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Title of Chief Legal Officer

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Name of Applicant Entity

## Appendix G. Certification of Illegal Immigration Cooperation

On behalf of the applicant entity named below, I certify under penalty of perjury to the Office of Community Oriented Policing Services, U.S. Department of Justice, that all of the following is true and correct:

- (1) As the Law Enforcement Executive or Government Executive for the applicant entity named below, I have the authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Community Oriented Policing Services) and its governing body (i.e., city, county, or state).
- (2) The applicant entity and/or its governing body has implemented or, before drawing down grant funds if awarded, will implement rules, regulations, policies, and/or practices that ensure that U.S. Department of Homeland Security ("DHS") personnel have access to any of the governing body's correctional or detention facilities in order to meet with an alien (or an individual believed to be an alien) and inquire as to his or her right to be or to remain in the United States.
- (3) The applicant entity and/or its governing body has implemented or, before drawing down grant funds if awarded, will implement rules, regulations, policies, and/or practices that ensure that any of the governing body's correctional and detention facilities provide advance notice as early as practicable (at least 48 hours, where possible) to DHS regarding the scheduled release date and time of an alien in the jurisdiction's custody when DHS requests such notice in order to take custody of the alien. This certification does not require holding an alien beyond his or her scheduled time of release.

I acknowledge that a false statement in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 42 U.S.C. § 3795), of administrative action, and/or of civil action in court. I also acknowledge that Office of Community Oriented Policing Services awards, including certifications provided in connection with such awards, are subject to review by the Office of Community Oriented Policing Services and/or by the Department of Justice's Office of the Inspector General.

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Name of Applicant Entity

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Signature of Law Enforcement Executive

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Signature of Government Executive

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Printed Title and Name of Law Enforcement Executive

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Printed Title and Name of Government Executive

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Date Signed

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Date Signed

## Appendix H. Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal 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 non-Federal 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 non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by 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 non-Federal entity must place a copy of the current prevailing wage determination issued by the 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 non-Federal 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 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 non-Federal 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 non-Federal 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 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 non-Federal 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) 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 government-wide exclusions 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.” SAM Exclusions 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.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not 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 or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

## Appendix I. Appendix XII to Part 200—Award Term and Condition for Recipient Integrity and Performance Matters

### General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

### Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent five year period; and
- c. Is one of the following:
  - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
  - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
  - (3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000;

or

- (i) Any other criminal, civil, or administrative proceeding if:
- (ii) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
- (iii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

- (iv) (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

## Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

## Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

## Definitions

For purposes of this award term and condition:

- a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—
  - (1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
  - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.
- d. [Reserved]

[80 FR 43310, July 22, 2015]

## Appendix J. 41 U.S.C. § 4712 - Enhancement of contractor protection from reprisal for disclosure of certain information

### **(a) Prohibition of reprisals.--**

**(1) In general.**--An employee of a contractor, subcontractor, grantee, or subgrantee or personal services contractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (2) information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

**(2) Persons and bodies covered.**--The persons and bodies described in this paragraph are the persons and bodies as follows:

**(A)** A Member of Congress or a representative of a committee of Congress.

**(B)** An Inspector General.

**(C)** The Government Accountability Office.

**(D)** A Federal employee responsible for contract or grant oversight or management at the relevant agency.

**(E)** An authorized official of the Department of Justice or other law enforcement agency.

**(F)** A court or grand jury.

**(G)** A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

**(3) Rules of construction.**--For the purposes of paragraph (1)--

**(A)** an employee who initiates or provides evidence of contractor, subcontractor, or grantee misconduct in any judicial or administrative proceeding relating to waste, fraud, or abuse on a Federal contract or grant shall be deemed to have made a disclosure covered by such paragraph; and

**(B)** a reprisal described in paragraph (1) is prohibited even if it is undertaken at the request of an executive branch official, unless the request takes the form of a non-discretionary directive and is within the authority of the executive branch official making the request.

### **(b) Investigation of complaints.--**

**(1) Submission of complaint.**--A person who believes that the person has been subjected to a reprisal prohibited by subsection (a) may submit a complaint to the Inspector General of the executive agency involved. Unless the Inspector General determines that the complaint is frivolous, fails to allege a violation of the prohibition in subsection (a), or has previously been addressed in another Federal or State judicial or administrative proceeding

initiated by the complainant, the Inspector General shall investigate the complaint and, upon completion of such investigation, submit a report of the findings of the investigation to the person, the contractor or grantee concerned, and the head of the agency.

**(2) Inspector General action.--**

**(A) Determination or submission of report on findings.--**Except as provided under subparagraph (B), the Inspector General shall make a determination that a complaint is frivolous, fails to allege a violation of the prohibition in subsection (a), or has previously been addressed in another Federal or State judicial or administrative proceeding initiated by the complainant or submit a report under paragraph (1) within 180 days after receiving the complaint.

**(B) Extension of time.--**If the Inspector General is unable to complete an investigation in time to submit a report within the 180-day period specified in subparagraph (A) and the person submitting the complaint agrees to an extension of time, the Inspector General shall submit a report under paragraph (1) within such additional period of time, up to 180 days, as shall be agreed upon between the Inspector General and the person submitting the complaint.

**(3) Prohibition on disclosure.--**The Inspector General may not respond to any inquiry or disclose any information from or about any person alleging the reprisal, except to the extent that such response or disclosure is--

**(A)** made with the consent of the person alleging the reprisal;

**(B)** made in accordance with the provisions of section 552a of title 5 or as required by any other applicable Federal law; or

**(C)** necessary to conduct an investigation of the alleged reprisal.

**(4) Time limitation.--**A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.

**(c) Remedy and enforcement authority.--**

**(1) In general.--**Not later than 30 days after receiving an Inspector General report pursuant to subsection (b), the head of the executive agency concerned shall determine whether there is sufficient basis to conclude that the contractor or grantee concerned has subjected the complainant to a reprisal prohibited by subsection (a) and shall either issue an order denying relief or shall take one or more of the following actions:

**(A)** Order the contractor or grantee to take affirmative action to abate the reprisal.

**(B)** Order the contractor or grantee to reinstate the person to the position that the person held before the reprisal, together with compensatory damages (including back pay), employment benefits, and other terms and conditions of employment that would apply to the person in that position if the reprisal had not been taken.

**(C)** Order the contractor or grantee to pay the complainant an amount equal to the aggregate amount of all costs and expenses (including attorneys' fees and expert witnesses' fees) that were reasonably incurred by the complainant for, or in connection with, bringing the complaint regarding the reprisal, as determined by the head of the executive agency.

**(2) Exhaustion of remedies.--**If the head of an executive agency issues an order denying relief under paragraph (1) or has not issued an order within 210 days after the submission of a complaint under subsection (b), or in the case

of an extension of time under paragraph (b)(2)(B), not later than 30 days after the expiration of the extension of time, and there is no showing that such delay is due to the bad faith of the complainant, the complainant shall be deemed to have exhausted all administrative remedies with respect to the complaint, and the complainant may bring a de novo action at law or equity against the contractor or grantee to seek compensatory damages and other relief available under this section in the appropriate district court of the United States, which shall have jurisdiction over such an action without regard to the amount in controversy. Such an action shall, at the request of either party to the action, be tried by the court with a jury. An action under this paragraph may not be brought more than two years after the date on which remedies are deemed to have been exhausted.

**(3) Admissibility of evidence.**--An Inspector General determination and an agency head order denying relief under paragraph (2) shall be admissible in evidence in any de novo action at law or equity brought pursuant to this subsection.

**(4) Enforcement of orders.**--Whenever a person fails to comply with an order issued under paragraph (1), the head of the executive agency concerned shall file an action for enforcement of such order in the United States district court for a district in which the reprisal was found to have occurred. In any action brought under this paragraph, the court may grant appropriate relief, including injunctive relief, compensatory and exemplary damages, and attorney fees and costs. The person upon whose behalf an order was issued may also file such an action or join in an action filed by the head of the executive agency.

**(5) Judicial review.**--Any person adversely affected or aggrieved by an order issued under paragraph (1) may obtain review of the order's conformance with this subsection, and any regulations issued to carry out this section, in the United States court of appeals for a circuit in which the reprisal is alleged in the order to have occurred. No petition seeking such review may be filed more than 60 days after issuance of the order by the head of the executive agency. Review shall conform to chapter 7 of title 5. Filing such an appeal shall not act to stay the enforcement of the order of the head of an executive agency, unless a stay is specifically entered by the court.

**(6) Burdens of proof.**--The legal burdens of proof specified in **section 1221(e) of title 5** shall be controlling for the purposes of any investigation conducted by an Inspector General, decision by the head of an executive agency, or judicial or administrative proceeding to determine whether discrimination prohibited under this section has occurred.

**(7) Rights and remedies not waivable.**--The rights and remedies provided for in this section may not be waived by any agreement, policy, form, or condition of employment.

**(d) Notification of employees.**--The head of each executive agency shall ensure that contractors, subcontractors, and grantees of the agency inform their employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

**(e) Construction.**--Nothing in this section may be construed to authorize the discharge of, demotion of, or discrimination against an employee for a disclosure other than a disclosure protected by subsection (a) or to modify or derogate from a right or remedy otherwise available to the employee.

**(f) Exceptions.**--**(1)** This section shall not apply to any element of the intelligence community, as defined in section 3(4) of the National Security Act of 1947 (**50 U.S.C. 401a(4)**).

**(2)** This section shall not apply to any disclosure made by an employee of a contractor, subcontractor, or grantee of an element of the intelligence community if such disclosure--

**(A)** relates to an activity of an element of the intelligence community; or

**(B)** was discovered during contract, subcontract, or grantee services provided to an element of the intelligence community.

**(g) Definitions.**--In this section:

**(1)** The term “abuse of authority” means an arbitrary and capricious exercise of authority that is inconsistent with the mission of the executive agency concerned or the successful performance of a contract or grant of such agency.

**(2)** The term “Inspector General” means an Inspector General appointed under the Inspector General Act of 1978 and any Inspector General that receives funding from, or has oversight over contracts or grants awarded for or on behalf of, the executive agency concerned.

**(h) Construction.**--Nothing in this section, or the amendments made by this section,<sup>1</sup> shall be construed to provide any rights to disclose classified information not otherwise provided by law.

**[(i) Repealed by Pub.L. 114-261, § 1(a)(3)(A)(ii), Dec. 14, 2016, 130 Stat. 1362]**

## Appendix K. 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 <https://www.archives.gov/federal-register/codification/executive-order/12372.html>. States that are not listed have chosen not to participate in the intergovernmental review process and therefore do not have an SPOC.



## Appendix L. Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation Award Term

### Appendix A to Part 170—Award term

#### I. Reporting Subawards and Executive Compensation.

##### a. 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 <https://www.fsrs.gov>.
  - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. What to report. You must report the information about each obligating action that the submission instructions posted at <https://www.fsrs.gov> specify.

##### b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
  - i. the total Federal funding authorized to date under this award is \$25,000 or more;
  - ii. in the preceding fiscal year, you received—
    - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. § 170.320 (and subawards); and
    - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. § 170.320 (and subawards); and
  - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To

determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://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 <https://www.sam.gov>.
  - ii. By the end of the month following the month in which this award is made, and annually thereafter.
- c. Reporting of Total Compensation of Subrecipient Executives.
  1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
    - i. in the subrecipient's preceding fiscal year, the subrecipient received—
      - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 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 <https://www.sec.gov/answers/execomp.htm>.)
  2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
    - i. To the recipient.
    - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

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

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 C.F.R. Part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. *Subaward*:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_ .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 C.F.R. § 229.402(c)(2)):
- i. *Salary and bonus.*
  - ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
  - v. *Above-market earnings on deferred compensation which is not tax-qualified.*
  - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

## Appendix M. System for Award Management (SAM) and Universal Identifier Award Term

### Appendix A to Part 25—Award Term

#### I. System for Award Management and Universal Identifier Requirements

##### A. Requirement for System for Award Management

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

##### B. Requirement for unique entity identifier

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 unique entity identifier to you.*
2. *May not make a subaward to an entity unless the entity has provided its unique entity identifier 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 <https://www.sam.gov>).
2. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 C.F.R. Part 25, subpart C:
  - a. A Governmental organization, which is a State, local government, or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and
  - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. *Subaward*:
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 C.F.R. § 200.330).
  - 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 N. Step-by-step instructions for two-part application submission process

### FY 2018 COPS Office online application procedures

Note: If your agency has previously applied for awards 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 <https://www.grants.gov/web/grants/applicants/organization-registration.html>.

#### *Step 1*

Please click this link for details on how to register with Grants.gov:

[https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Get\\_Started%2FGet\\_Started.htm](https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Get_Started%2FGet_Started.htm).

#### *Step 2. Submitting a COPS Office award 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-CPD-Application-2018. Then click on “Download Package.”
5. Click the “Download” link at the bottom right of the page under the “Instructions & Application” heading.
6. To view the SF-424 instructions, click the “Download Application Instructions” link.
7. To start the application, click “Download Application Package,” which is the second link.
8. Enter an application filing name of your choice (e.g., agency legal name and program type for which you are applying) into the “Application File Name” text box, which is highlighted yellow with a red border.
9. 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 Office 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 “Save & Submit” button at the top of the document.
14. 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 As” 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 emails from Grants.gov:
  - a. One email thanking the applicant for submission
  - b. A second email confirming Grants.gov validation
  - c. A third email stating the application was received by the agency
18. Within one business day, you will receive one of two emails from the COPS Office:
  - a. An email stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.

Or

  - b. An email 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.
2. Edit fields that had errors.
3. Select the “Save & Submit” button.
4. 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. 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 emails from Grants.gov.
  - a. One email thanking the applicant for submission.
  - b. A second email confirming Grants.gov validation.
  - c. A third email stating the application was received by the agency.
8. Within one business day, you will receive one of two emails from the COPS Office:
  - a. An email stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.

Or

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

## Glossary of Terms

The following information is provided to assist you with the completion of your COPS Office award 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 award 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 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 award applications. The name of the individual designated as an AOR will be populated by the Grants.gov system in award 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 number.** If funded, the award number identifies your agency's specific award, and can be found on your award document. This number should be used as a reference when corresponding with the COPS Office. The COPS Office tracks award information based upon this number.

**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 award document. Recipients 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.



**Chief Legal Officer (CLO).** The Chief Legal Officer is the primary/highest ranking attorney for the governing body that governs any state or local law enforcement applicant (e.g., City Attorney, County Attorney, State Attorney General) or for the entity that is applying for funds and will make subawards to a State or local government entity (e.g., General Counsel for a non-profit organization that will make subawards to a City or County). *(Please note that the Certification may not be completed by a law enforcement agency attorney – the Chief Legal Officer must represent the governing body.)*

**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.

**computing devices.** Computing devices are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting, and receiving, or storing electronic information.

**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 funded, is your awarding agency for your COPS Office award. The COPS Office is responsible for administering your award for the entire award 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 financial analyst is assigned to your state, and is available to answer any questions that you may have concerning the financial aspects of your award, if funded. To identify your state assigned financial analyst, 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.

**equipment.** Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$5,000.

**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 award 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.

**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 award document is signed by the director or his or her designated official. For the recipient, award funds are obligated when monies are spent directly on purchasing items approved under the award. 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 award 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 award 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.

**recipient.** A non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a federal program. The term recipient does not include subrecipients. See also §200.69 Non-Federal entity." 2 CFR 200.86

**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 our 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 award 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 award funding. Program funds must be used to increase the amount of state, local, or BIA funds otherwise budgeted for the award 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).

## **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 05/31/2020.

## About the COPS Office

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

Community policing begins with a commitment to building trust and mutual respect between police and communities. It supports public safety by encouraging all stakeholders to work together to address our nation's crime challenges. When police and communities collaborate, they more effectively address underlying issues, change negative behavioral patterns, and allocate resources.

Rather than simply responding to crime, community policing focuses on preventing it through strategic problem-solving approaches based on collaboration. The COPS Office awards grants to hire community policing officers and support the development and testing of innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders, as well as all levels of law enforcement.

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. Other achievements include the following:

- To date, the COPS Office has funded the hiring of approximately 130,000 additional officers by more than 13,000 of the nation's 18,000 law enforcement agencies in both small and large jurisdictions.
- 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 eight million topic-specific publications, training curricula, white papers, and resource CDs and flash drives.
- The COPS Office also sponsors conferences, roundtables, and other forums focused on issues critical to law enforcement.

COPS Office information resources, covering a wide range of community policing topics such as school and campus safety, violent crime, and officer safety and wellness, can be downloaded via the COPS Office's home page, [www.cops.usdoj.gov](http://www.cops.usdoj.gov). This website is also the grant application portal, providing access to online application forms.



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To obtain details about COPS Office programs, call the COPS Office Response Center at 800-421-6770.

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

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