



## USER GUIDE

### **DEADLINE**

**August 2, 2019**

**7:59 p.m. EDT**

# Submitting an Application under the FY 2019 COPS Office Anti-Heroin Task Force (AHTF) Program

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This user guide is a summary of the AHTF application guide. For all details and requirements on submitting a AHTF application, please refer to the AHTF application guide at <https://cops.usdoj.gov/ahtf>.

**COPS**

Community Oriented Policing Services  
U.S. Department of Justice

# User Guide for Submitting an Application under the FY 2019 COPS Anti-Heroin Task Force (AHTF) Program

This user guide is a summary of the AHTF application guide. For all details and requirements on submitting an AHTF application, please refer to the AHTF application guide at <https://cops.usdoj.gov/ahtf>.

CFDA 16.710 Funding Opportunity Number: COPS-AHTF-APPLICATION-2019

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**WHEN:** Deadline for grant application is August 2, 2019 at 7:59 p.m. EDT.  
**Start EARLY.** This is more than a one-day process.

**WHERE:** 1. Register at [www.grants.gov](http://www.grants.gov).  
2. Complete the application at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). Click the "Account Access" tab.

**HOW:** Online only. No hard copies sent by U.S. Mail or electronic copies sent via email.

**NOTE:**  
**The COPS Office**  
**strongly recommends applicants**  
**use Internet Explorer® 11**  
**or a later version.**



## Deadline/application period

The reopened application period for the 2019 AHTF begins **July 2, 2019**. All applications must be submitted by **August 2, 2019, at 7:59 p.m. EDT**. Applications submitted after August 2, 2019 will not be considered for funding.

## Eligibility

The COPS Office Anti-Heroin Task Force Program (AHTF) provides funding directly to state law enforcement agencies in states with high per capita rates of primary treatment admissions for the purpose of locating and investigating illicit activities relating to the distribution of heroin, fentanyl, or carfentanil or the unlawful distribution of prescription opioids. These state law enforcement agencies must have primary law enforcement authority over heroin and other opioid seizures. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

## Contact information

► **For technical assistance with submitting the Application for Federal Assistance SF-424**, please 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 <http://www.grants.gov/help/html/help/index.htm>. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

► **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). The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. EDT, except on federal holidays.

► **To obtain or verify your DUNS number**, please visit [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform) or call 866-705-5711.

► **To register in the SAM database or confirm your SAM number**, please visit [www.sam.gov](http://www.sam.gov) or call 866-606-8220.

## AHTF (CFDA 16.710) Program Overview and Goals

AHTF is designed to assist state law enforcement agencies to

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

## Federal funding

### Allowable Costs (see Allowable Costs in AHTF Application Guide)

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.

All items requested must fall under the budget categories described below. This is not an exhaustive list of allowable and unallowable costs, they include frequent requests and guidance. **The COPS Office reserves the right to deny funding for any items that may not be included on this list.**

- **Personnel.** Sworn and civilian personnel (salaries and benefits). Please note that personnel hired under AHTF must function in a role directly related to the AHTF project.
- **Equipment.** All items must be clearly linked to the enhancement or implementation of the AHTF project.
- **Technology.** All items must be clearly linked to the enhancement or implementation of the AHTF project.

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#### ► Length of award term

AHTF awards provide funding for two years (24 months). No-cost extensions of time (not additional funding) may be provided on a case-by-case basis.

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#### ► Maximum federal share/ local share requirements

AHTF awards cannot exceed \$3,000,000. There is no local match requirement.

- **Supplies.** May include training manuals, paper, printer ink, pens, postage, etc.
- **Travel/Training.** AHTF-related training and technical assistance conferences, seminars, or classes or to visit a site specified in the application.

- **Contracts/Consultants.** Goods or services that directly contribute to the implementation or enhancement of the project.
- **Other Costs.** Allowable overtime for sworn officers, or other office supplies not already listed.

## Unallowable Costs

See Unallowable Costs in the AHTF Application Guide.

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# COPS Office Application

## Pre-Application

### Step 1. Obtain or confirm a DUNS number/Confirm DUNS number

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**Obtain your Data Universal Numeric System (DUNS) number first; you cannot complete any of the steps below without it.**

- ▶ **It can take up to 2 business days to obtain the DUNS number.**

Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply at [www.dnd.com](http://www.dnd.com).

*For further guidance, refer to the AHTF Application Guide starting on page 19.*

### Step 2. Register with SAM database/Confirm SAM number

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System of Award Management (SAM) registration and renewal can take as long as 10 business days to complete.

- ▶ **If you do not have an Employer Identification Number (EIN), the process can take up to 5 weeks.**

SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

The person registering with SAM will be the designated E-Business Point of Contact, who can assign the people who will submit applications for the organization (your Authorized Organization Representatives). **You must have a DUNS number to submit a SAM registration. In addition, you must renew your SAM registration once a year.**

*For further guidance, refer to the AHTF Application Guide starting on page 21.*

### Step 3. Obtain an ORI number

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If you do not currently have an Originating Agency Identification (ORI) number (state abbreviation followed by 5 digits/characters), submit a request for one at <https://portal.cops.usdoj.gov/ORIRequest.aspx> or through the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800-421-6770.

Requests for an ORI number are processed within 2–3 business days.

*For further guidance, refer to the AHTF Application Guide starting on page 36.*

### Step 4. Register with Grants.gov/Confirm registration

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► **It can take anywhere from a few days to 2 weeks for your registration to become active and for you to be able to submit an application.**

To register, begin the process at <https://apply07.grants.gov/apply/register.faces>.

*For further guidance, refer to the AHTF Application Guide starting on page 2.*

### Step 5. Obtain/Confirm Authorized Organization Representative (AOR) Role for rights to submit an application (SF-424)

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To learn about the process, visit <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html> or contact the Grants.gov help desk for additional information at 800-518-4726.

*For further guidance, refer to the AHTF Application Guide starting on page 22.*

### Step 6. Register or update your organization's current contact and user information in the COPS Office Agency Portal

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- 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)

*For further guidance, refer to the AHTF Application Guide starting on page 16 or the Agency Portal Grants Management User Manual for instructions.*

## Step 7. Set up e-Signatures via COPS Office Agency Portal

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- 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)

Add additional user accounts for individual(s) authorized to complete application in the Agency Portal.

*For further guidance, refer to the AHTF Application Guide starting on page 16 or the Agency Portal Grants Management User Manual for instructions.*

## Step 8. Complete the Standard Form (SF) 424 via Grants.gov

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Complete application package on Grants.gov for funding number: **COPS-AHTF-Application-2019**.

*For further guidance, refer to the AHTF Application Guide starting on page 15.*

## Step 9. Complete the COPS Office Application Attachment to SF-424

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Upon receipt of an email from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete sections 1–17 below and submit the second part of the application on the COPS Office Online Application System.

*For further guidance, refer to the AHTF Application Guide starting on page 37.*

## COPS Office Online Application System

### 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.

Verify that you are seeing “The program you have selected is: COPS Anti-Heroin Task Force Program.”

*For further guidance, refer to the AHTF Application Guide starting on page 42.*

### Section 2. Agency eligibility information

For this section, check the appropriate box, and choose the appropriate entity from the drop-down menu.

*For further guidance, refer to the AHTF Application Guide starting on page 42.*

### Section 3. General agency information

You will need to provide your organization information. Please have the following information ready:

- Applicant Originating Agency Identification (ORI) number
- Applicant Data Universal Numeric System (DUNS) number
- DUNS registered name
- System for Award Management (SAM) registration date
- Cognizant federal agency
- Fiscal year
- U.S. Department of Justice and other federal funding

*For further guidance, refer to the AHTF Application Guide starting on page 42.*

### Section 4. Executive information

You will need to verify that the prepopulated information listed for your executive officials is accurate. 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., commissioner, superintendent, or equivalent). 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.

##### b. For government agencies

This is the highest ranking government official within your jurisdiction (e.g., governor, attorney general, or equivalent). 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.

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

**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.**

*For further guidance, refer to the AHTF Application Guide starting on page 43.*

## **Section 5. Officer hiring request – Not applicable under AHTF**

## **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 AHTF 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.

*For further guidance, refer to the AHTF Application Guide starting on page 44.*

## **Section 7. Need for federal assistance**

In no more than 1,000 characters, you will need to explain the inability to address the need for this award without federal assistance.

*For further guidance, refer to the AHTF Application Guide starting on page 44.*

## **Section 8. Continuation of project after federal funding ends – Not applicable under AHTF**

## **Section 9. School safety assessment – Not applicable under AHTF**

## **Section 10. Project Summary**

You will need to submit a brief summary (200 words or less) high-level abstract that summarizes the proposed project.

*For further guidance, refer to the AHTF Application Guide starting on page 45.*

## **Section 11. Project Narrative – See section 13**

## **Section 12. Official partner(s) contact information – Not applicable under AHTF**

## **Section 13. Application attachments**

AHTF applicants must submit their entire project description as an attachment to this application.

### **Project Narrative Instructions**

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 coordinate with federal, state, local, and tribal law enforcement agencies to maximize the impact and effectiveness of the project; 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 narratives will be a significant factor in the application review and approval process. Failure to provide this information will eliminate your application from consideration.

Your project narrative attachment must address each element on the following form: [https://cops.usdoj.gov/pdf/2019AwardDocs/ahtf/2019\\_AHTF\\_Project\\_Narrative\\_508.pdf](https://cops.usdoj.gov/pdf/2019AwardDocs/ahtf/2019_AHTF_Project_Narrative_508.pdf).

### **Budget Narrative Instructions**

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 AHTF project. Provide a brief description of the item(s) proposed for purchase, their purpose, and how the item(s) relate to the overall project. Every item included on the budget detail worksheets must be included in the budget narrative attachment. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists. For more information, please see the “Allowable and Unallowable Costs” section of the complete AHTF Application Guide.

Your budget narrative attachment must address each element on the following form: [https://cops.usdoj.gov/pdf/2019AwardDocs/ahtf/2019\\_AHTF\\_Budget\\_Narrative\\_508.pdf](https://cops.usdoj.gov/pdf/2019AwardDocs/ahtf/2019_AHTF_Budget_Narrative_508.pdf).

**All AHTF applicants must include both a project narrative and a budget narrative to be considered eligible.**

### **Formatting**

The project and budget narratives must meet the following requirements:

- Double-spaced
- 8.5 x 11-inch page
- One-inch margins
- Type no smaller or larger than 12 point, Times New Roman font
- Page numbers. The COPS Office recommends numbering pages as follows: “1 of 8,” “2 of 8,” etc.
- Documents in the following formats: PDF files (.pdf)

**The project narrative portion must be no fewer than two pages and must not exceed eight pages.** Table of contents and cover pages will not count toward the overall page limit. Executive summaries, abstracts, timelines, graphs, and charts (regardless of pagination in front matter) will count toward overall page limit. Appendices are strongly discouraged. In cases where the applicant’s project narrative exceeds 8 pages, reviewers will be instructed to consider only the first 8 pages of the project narrative in their evaluation score.

*For further guidance, refer to the AHTF Application Guide starting on page 45.*

## **Section 14. Budget detail worksheets**

You are required to submit a reasonable budget based on the resources needed to implement your proposed projects. Using Sections 14A to 14G, you will need to provide details, justifications, and cost breakdowns for every requested item. Each requested item should be listed under one of the following categories:

- 14A. Sworn personnel for hiring officers only; overtime for existing officers is in Other Costs (14G)
- 14B. Civilian/Nonsworn personnel
- 14C. Equipment/Technology
- 14D. Supplies

- 14E. Travel/Training
- 14F. Contracts/Consultants
- 14G. Other costs

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.

You will be able to review the budget category totals and the total project costs in the Budget Summary (Section 14S).

If you need to revise a budget category, you can use the “Navigation Menu” on the left to skip to different sections.

**Contact information for budget questions (required).** Enter the contact information of the financial official that the COPS Office may contact with questions related to the budget submission. You may be contacted during review process regarding your budget. This process is part of the “Application review information” section. **This should not be interpreted as an indication of funding.**

**NOTE:** Do not use hyphens (-) when entering phone numbers.

**Budget requests may not exceed the two year award period. Please insert zeros for all categories in year 3.**

*For further guidance, refer to the AHTF Application Guide starting on page 46.*

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

## Section 15. Assurances and Certifications

Your law enforcement executive and government executive are required to sign the forms in section 15.A U.S. Department of Justice Certified Standard Assurances and section 15.B U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. Signing these documents assures the COPS Office that you have read, understood, and accept the award terms and conditions as outlined in the Assurances and Certifications.

*For further guidance, refer to the AHTF Application Guide starting on page 55.*

### Section 16.A. Disclosure of lobbying activities

You are required to complete this disclosure form only if it applies to your agency.

*For further guidance, refer to the AHTF Application Guide starting on page 56.*

### Section 16.B. 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.**

**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.**

*For further guidance, refer to the AHTF Application Guide starting on page 58.*

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

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.

*For further guidance, refer to the AHTF Application Guide starting on page 59.*

## **Section 17. Reviews and certifications**

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.

In addition, applicants must sign this section which in part represents to the COPS Office they have the authority to submit the application, the information in the application is true and accurate and the applicant will comply with all relevant legal, administrative and programmatic requirements if awarded funding.

*For further guidance, refer to the AHTF Application Guide starting on page 59.*

## **Section 18. Application data verification - Not applicable at time of application**

# Application Review Process

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 funding consideration.

*For further guidance, refer to the AHTF Application Guide starting on page 61.*

## COPS Office Application Guide and Additional Assistance

The AHTF Application Guide is designed to assist applicants in applying for the COPS Office AHTF program. The guide includes general information on the administrative and legal requirements governing the COPS Office AHTF program as well as detailed program-specific information. Guidance for the AHTF program is contained in the Application Guide, which can be found at <https://cops.usdoj.gov/ahtf>.

The appendices to the Application Guide may be accessed on the following pages:

- **Appendix A.** Helpful Online Resources on page 62
- **Appendix B.** Standard Assurances on page 63
- **Appendix C.** Certifications regarding Lobbying; Debarment, Suspension, and other responsibility matters and Drug-Free workplace requirements on page 65
- **Appendix D.** Blank SF-LLL, Disclosure of Lobbying

Activities on page 68

- **Appendix E.** Award Condition for Compliance with 8 USC 1373 on page 72
- **Appendix F.** Certification of Compliance with 8 USC 1373 on page 73
- **Appendix G.** Certification of Illegal Immigration Cooperation on page 75
- **Appendix H.** Contract Provisions for Non-Federal Entity Contracts on page 76
- **Appendix I.** Award Term and Condition for Recipient Integrity and Performance on page 78
- **Appendix J.** 41 USC 4712 – Enhancement of contractor protection from reprisal for disclosure of certain information on page 80
- **Appendix K.** Intergovernmental Review Process, POC's by State on page 84
- **Appendix L.** Federal Funding Accountability and Transparency Act on page 85
- **Appendix M.** System for Award Management (SAM) and Universal Identifier Award Term on page 90
- **Appendix N.** Step-by-step instructions for two-part application submission process on page 90



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## RESOURCES AND ASSISTANCE

- **AHTF materials and resources can be found at <https://cops.usdoj.gov/ahtf>.**
- **For additional assistance, please contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800-421-6770.**