Submitting an Application under the FY 2019 Community Policing Development (CPD) Program

DEADLINE
MAY 28, 2019
7:59 p.m. EDT

This user guide is a summary of the CPD application guide. For all details and requirements on submitting a CPD application, please refer to the CPD application guide.
User Guide for Submitting an Application under the FY 2019 Community Policing Development (CPD) Program

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CFDA 16.710 Funding Opportunity Number: COPS-Community-Policing-Development-2019

**WHEN:** Deadline for grant application is May 28, 2019 at 7:59 p.m. EDT.

**Start EARLY.** This is more than a one-day process.

**WHERE:**

**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 application period for the 2019 Community Policing Development (CPD) program begins **March 29, 2019**. All applications must be submitted by **May 28, 2019, at 7:59 p.m. EDT**. Applications submitted after May 28, 2019 will not be considered for funding.

**Eligibility**
The FY 2019 CPD program is open to all government agencies, for-profit (commercial) organizations, nonprofit organizations, institutions of higher education, community groups, and faith-based organizations.

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](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. 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 or call 866-705-5711.

▸ To register in the SAM database or confirm your SAM number, please visit www.sam.gov or call 866-606-8220.

**CPD (CFDA 16.710)**

**Program Overview**

CPD funds are used to develop the capacity of law enforcement to implement community policing strategies by providing guidance on promising practices through the development and testing of innovative strategies; building knowledge about effective practices and outcomes; and supporting new, creative approaches to preventing crime and promoting safe communities.

The 2019 CPD program has been established to fund specific projects related to the following topic areas:

▸ Building Bridges between Law Enforcement and Youth

▸ Increasing the Capacity for Change Through the Implementation of Innovative Recruitment Strategies

▸ Designing a Public and Officer Safety Dashboard

▸ Protecting Youth Through the Implementation of School Safety Recommendations

▸ Translating Crime Reduction Best and Emerging Practices for Small and Rural Agencies

▸ Building a Campaign to Improve the Reporting of Hate Crimes

▸ Improving Law Enforcement Coordination and Information Sharing in Response to Endangered Youth

▸ Innovative Uses of Technology to Address Crime

▸ Emerging Issue Forums

▸ Training for Law Enforcement: Developing New Skill Building Courses to Advance Public Safety

▸ Blue Alert Network Support

▸ Open Category

▸ Invitational Applications

For more information, please refer to the CPD application guide, starting on page 2.

**Goals**

Under this solicitation, the COPS Office seeks to support demonstration projects that allow for the identification and expansion of promising practices and produces knowledge products that follow the principles of good guidance:

▸ Quality-driven, with an emphasis on action statements to drive promising practices and reduce variations in performance

▸ Evidence-based, with recommendations that are consistent with the weight of the best available evidence identified through systematic review

▸ Accessible, with clear language and manageable lengths that are appropriate and relevant for the law enforcement field

▸ Memorable, to encourage immediate actions or aid for the complex situations law enforcement professionals face

For more information on the program and project-specific goals, please refer to the CPD application guide, starting on page 26.

**Length of award term**

CPD awards provide funding for two-year (24 months) awards

**Maximum federal share/local share requirements**

No requirement for cost sharing or local match for CPD awards
Federal Funding

Allowable Costs

Budget requests may be made in the following categories:

- **Civilian or nonsworn personnel** (base salary and fringe benefits) (For a description and unallowable costs, please refer to the CPD application guide, starting on page 58)

- **Equipment/Technology** (For a description and unallowable costs, please refer to the CPD application guide, starting on page 62)

- **Supplies** (For a description and unallowable costs, please refer to the CPD application guide, starting on page 64)

- **Travel/Training/Conferences** (For a description and unallowable costs, please refer to the CPD application guide, starting on page 65)

- **Contracts/Consultants** (For a description and unallowable costs, please refer to the CPD application guide, starting on page 67)

- **Other costs** (For a description and unallowable costs, please refer to the CPD application guide, starting on page 72)

- **Indirect costs** (For a description and unallowable costs, please refer to the CPD application guide, starting on page 74)

All items requested will be considered on a case-by-case basis during the budget review process. 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.

Each requested budget item must be allowable, necessary, allocable, and reasonable to the project activities.

Unallowable Costs

Although not an exhaustive list, some typical unallowable costs include the following:

- For awards made to states or units of local government (including law enforcement agencies), salaries and benefits for positions that are already budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and would be funded in the absence of this COPS Office award are also not allowed.
- Bikes and associated equipment
- Body-worn cameras
- Bulletproof vests and accessories
- Conference or event swag, including t-shirts, bags, or mugs
- Construction costs
- Costs exceeding Federal Travel Regulations if no other organizational written policy is supplied that supersedes these established rates
- Entertainment, including amusement, diversion, social activities, and any associated costs (e.g., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Extracurricular expenses for youth programs, including t-shirts, meal plans, giveaways, swag bags, and games
- Firearms (including training firearms)
- Fitness equipment
- General law enforcement vehicles (including patrol cars and leased vehicles)
- Handcuffs, weapons, and ammunition (including training ammunition)
- Land acquisition including renting, leasing, or construction of buildings or other physical facilities
- Live animals (including dogs and horses) including associated supplies, food, transportation, and veterinary expenses
- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the project location
- Metal detectors
- Recreation equipment (including tents and coolers)
- Video surveillance (including security systems)

The COPS Office reserves the right to deny funding for any items that may not be included in this user guide or the CPD application guide.

For further guidance on budget requests, refer to the CPD Application Guide starting on page 54.

COPS Office Application

Pre-Application

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

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.dnb.com.

For further guidance, refer to the CPD Application Guide starting on page 33.

Step 2. Register with SAM database/Confirm SAM number

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.

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 CPD Application Guide starting on page 34.
Step 3. Obtain an ORI number

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 or 800-421-6770.

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

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

Step 4. Register with Grants.gov/Confirm registration

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 CPD Application Guide starting on page 36.

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

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 CPD Application Guide starting on page 36.

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

- 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 CPD Application Guide starting on page 37 or the Agency Portal Grants Management User Manual for instructions.
Step 7. Set up e-Signatures via COPS Office Agency Portal

- 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 CPD Application Guide starting on page 37 or the Agency Portal Grants Management User Manual for instructions.

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


For further guidance, refer to the CPD Application Guide starting on page 39.

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

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 CPD Application Guide starting on page 43.

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.

You will need to indicate the topic and subtopic areas as well as whether your project includes any research and development activities.

If you plan to apply under more than one topic area, you must submit a separate application for each proposal.

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

Section 2. Agency eligibility information

You will need to verify your agency type.

For further guidance, refer to the CPD Application Guide starting on page 46.
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. Attorney’s District Office
- U.S. Department of Justice and other federal funding

For further guidance, refer to the CPD Application Guide starting on page 48.

Section 4. Executive information

You will need to verify that the prepopulated information listed for your executive/agency executive and government executive/financial official is accurate.

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. You may use the change of information form available on the CPD webpage and provide to the COPS Office Response Center via email at AskCopsRC@usdoj.gov or fax to 202-616-8594.

For further guidance, refer to the CPD Application Guide starting on page 49.

Section 5. COPS Office officer hiring request form—Not applicable under the CPD program

Section 6. Law enforcement and community policing strategy

You will need to indicate the level of community support for your proposed project and impact on other components of the criminal justice system.

For further guidance, refer to the CPD Application Guide starting on page 50.

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 CPD Application Guide starting on page 50.
Section 8. Continuation of project after federal funding ends

You will need to provide any plans to continue the program or activity after the conclusion of federal funding.

For further guidance, refer to the CPD Application Guide starting on page 50.

Section 9. School safety assessment—Not applicable under the CPD program

Section 10. Executive summary

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

For further guidance, refer to the CPD Application Guide starting on page 51.

Section 11. Project description (narrative)

You will be required to submit a project description/narrative as an upload in section 13.

The project narrative portion of the application 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.
- A cover page identifying the CPD solicitation topic and subtopic for which the applicant is applying and the title of the application. The CPD solicitation topic identified on the cover page must match the CPD topics elected in section 1 of the COPS Office Online Application System.
- No more than 20 pages and no fewer than 10 pages for the project narrative
- Microsoft Word documents in .doc or .docx formats or PDF files (.pdf)
- Headings and subheadings that correspond to the sections identified in the solicitation.

Solicitation section headings

- Cover page
- Topic selection and outcome identification and justification
- Strategy to achieve program outcomes and goals
- Capacity and experience
- Management and implementation plan
- Effectiveness of program
You will also need to provide a title for your proposed project, no more than 100 characters.

The COPS Office is providing a project narrative template that can be used as a voluntary tool to assist your organization in developing your narrative. To learn more about the template, refer to the CPD Application Guide starting on page 52.

For further guidance, refer to the CPD Application Guide starting on page 51.

**Section 12. Official partner(s) contact information**

If you have any partnerships, you will need to submit for each the partnering organization name, contact person, address, phone number, and email address.

For further guidance, refer to the CPD Application Guide starting on page 54.

**Section 13. Application attachments**

You should attach the following documents in this section:

- Project Narrative (required)
- Budget Narrative (required)
- Resume/vitae for key personnel (required)
- Letters of support from partners (if applicable)
- Indirect Cost Rate Agreement (if applicable)
- Sole Source Justification (if applicable)
- Budget Justification Documentation (if applicable)
- Consultant Rate justification (if applicable)
- Additional Disclosure of Lobbying Activities form (SF-LLL) (if applicable)
- Certification from each state or local government subrecipient’s chief legal officer (if applicable)

The COPS Office is providing templates for the project narrative, budget narrative, and a list of subaward(s) that can be used as a voluntary tool to assist your organization in developing these various required documents. To learn more about the templates, refer to the CPD Application Guide starting on page 56.

For further guidance, refer to the CPD Application Guide starting on page 54.
**Section 14. Budget detail worksheets**

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

- 14B. Civilian/Nonsworn personnel
- 14C. Equipment/Technology
- 14D. Supplies
- 14E. Travel/Training/Conferences
- 14F. Contracts/Consultants
- 14G. Other costs
- 14H. Indirect costs

You will be able to review the budget category totals and the total project costs in section 14S.

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

**Section 15. Assurances and Certifications**

Your law enforcement executive/agency executive and government executive/financial official are required to sign the forms in section 15A. U.S. Department of Justice Certified Standard Assurances and Section 15B. 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 CPD Application Guide starting on page 78.*

**Section 16A. 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 CPD Application Guide starting on page 79.*

**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, public universities, and other public entities) 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 the applicant’s chief legal officer of this certification requirement as soon as the CPD application period opens so that they may conduct the required reviews necessary for completing the certification(s) before the application deadline.*
Section 16C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation—not applicable to the CPD program

Section 17. Reviews and Certifications

Your law enforcement executive/agency executive, government executive/financial official, and the person submitting this application 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 CPD Application Guide starting on page 82.

Section 18. Application Data Verification—not applicable at time of application

After submission of this application, the COPS Office may require your agency to verify data provided in the application. This section is to be completed once the data has been reviewed, confirmed, or updated. Failure to respond to the request may eliminate the application from funding consideration.

There will be a final round of validation where you will be directed to fix any errors in the application. Once you submit your application, you will receive a message stating, “Your application has been successfully recorded.”

For further guidance, refer to the CPD Application Guide starting on page 84.
Application Review Process

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.

Basic Minimum Requirements (BMR)

The following criteria is reviewed during the basic minimum requirements (BMR) review:

- Is a project narrative attached in section 13?
- Does the project narrative follow the parameters as outlined in section 11?
- Is a separate budget narrative attached in section 13 that is 60 percent or more allowable?

Peer Review

CPD applications will be evaluated based on the following merit criteria, which the applicant addresses in their application, project narrative, budget narrative, budget worksheets, and other attachments. Although not an exhaustive list, at a minimum, reviewers will be asked to evaluate the following:

- **Topic selection and outcome identification and justification.** 10 percent
- **Strategy to achieve program outcomes and goals.** 30 percent
- **Capacity and experience.** 25 percent
- **Management and implementation plan.** 20 percent
- **Effectiveness of program.** 5 percent
- **Budget.** 10 percent

Leadership Review and Final Decision

Past performance on previous awards may be a consideration in this review process.

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 prior funding history, current award balances, underserved populations, population served, geographic diversity, organization diversity, strategic priorities, past performance, significant concerns regarding ability of the applicant to administer federal funds, and available funding when making awards.

*For further guidance, refer to the CPD Application Guide starting on page 87.*

COPS Office Application Guide and Additional Assistance

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

The appendices to the Application Guide may be accessed at https://cops.usdoj.gov/cpd/#programdocuments.

- **Appendix A.** Applying for CPD Checklist
- **Appendix B.** Helpful online resources
- **Appendix C.** Community policing defined
- **Appendix D.** Blank SF-424
- **Appendix E.** U.S. Department of Justice Certified Standard Assurances
- **Appendix F.** U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace Requirements
RESOURCES AND ASSISTANCE

- All CPD materials and resources can be found at https://cops.usdoj.gov/cpd.
- For additional assistance, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.