



## USER GUIDE

**DEADLINE**  
**MARCH 31, 2020**  
**7:59 p.m. EDT**

# Submitting an Application under the FY 2020 Community Policing Advancement (CPA) Programs

Including Community Policing Development (CPD), Law Enforcement Mental Health and Wellness Act (LEMHWA), Preparing for Active Shooter Situations (PASS), and Tribal Resources Grant Program – Technical Assistance (TRGP-TA)

---

This user guide is a summary of the CPA application guides. For all details and requirements on submitting an application, please refer to the appropriate program's application guide.

**COPS**

Community Oriented Policing Services  
U.S. Department of Justice

# User Guide for Submitting an Application under the FY 2020 Community Policing Advancement (CPA) Programs

This user guide is a summary of the CPA application guide including Community Policing Development (CPD), Law Enforcement Mental Health and Wellness Act (LEMHWA), Preparing for Active Shooter Situations (PASS), and Tribal Resources Grant Program – Technical Assistance (TRGP-TA). For all details and requirements on submitting a CPA application, please refer to the CPA application guide.

## CFDA 16.710 Funding Opportunity Numbers

### CPD

COPS-Community-Policing-Development-2020

### LEMHWA

COPS-Law-Enforcement-Mental-Health-and-Wellness-Act-2020

### PASS

COPS-Preparing-for-Active-Shooter-Situations-2020

### TRGP-TA

COPS-Tribal-Resources-Grant-Program-Technical-Assistance-2020

**WHEN:** Deadline for grant application is March 31, 2020 at 7:59 p.m. ET.

**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 application period for the 2020 Community Policing Development (CPD) program begins **January 30, 2020**. All applications must be submitted by **March 31, 2020, at 7:59 p.m. ET**. Applications submitted after March 31, 2020 will not be considered for funding.

## Eligibility

The FY 2020 CPA programs are open to all government agencies, federally recognized Indian tribes, 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 <https://www.grants.gov/help/html/help/Applicants/GrantApplications.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. ET, except on federal holidays.

► **To obtain or verify your DUNS number**, please visit [fedgov.dnb.com/webform](https://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](https://www.sam.gov) or call 866-606-8220.

## CPA (CFDA 16.710) Program Overview

The 2020 CPD program has been established to fund specific projects related to the following topic areas:

- Law Enforcement Injury Prevention and Rehabilitation Program Toolkit
- Recruiting the Next Generation of Officers and Deputies
- Promising Practices in Law Enforcement Victim Support
- Rural Law Enforcement Training Center
- Managing High-Risk Law Enforcement Vehicular Pursuits
- Implementing Successful Faith-Based Partnerships
- Police Academy Innovations
- Public Safety Implications of Driving Automation Systems for Motor Vehicles
- Open Category

The FY 2020 LEMHWA program has been established to fund specific projects related to the following topics:

- Peer Support Implementation Projects
- National Peer Support Program for Small and Rural Agencies
- LEMHWA Coordinator Assistance Provider

The FY 2020 PASS program has been established to fund specific projects related to the following topic:

- Preparing for Active Shooter Situations

The FY 2020 TRGP-TA program has been established to fund specific projects related to the following topics:

- Cold Cases and Missing or Murdered Indigenous Persons
- Developing an Alaskan Law Enforcement Recruitment Strategy

For more information, please refer to the appropriate program's application guide.

## 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 appropriate program's application guide.

---

### ► Length of award term

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

---

### ► Maximum federal share/ local share requirements

No requirement for cost sharing or local match for CPA 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 appropriate program's application guide.)
- **Equipment/Technology** (For a description and unallowable costs, please refer to the appropriate program's application guide.)
- **Supplies** (For a description and unallowable costs, please refer to the appropriate program's application guide.)
- **Travel/Training/Conferences** (For a description and unallowable costs, please refer to the appropriate program's application guide.)
- **Contracts/Consultants** (For a description and unallowable costs, please refer to the appropriate program's application guide.)
- **Other costs** (For a description and unallowable costs, please refer to the appropriate program's application guide.)
- **Indirect costs** (For a description and unallowable costs, please refer to the appropriate program's application guide.)

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
- Fitness equipment
- General law enforcement vehicles (including patrol cars and leased vehicles)

- 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 any program's application guide.**

*For further guidance, refer to the appropriate program's application guide.*

---

## COPS Office Application

### Pre-Application

#### **Step 1. Obtain or confirm a 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 5 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](http://www.dnb.com).

*For further guidance, refer to the appropriate program's application guide.*

#### **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](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 appropriate program's application guide.*

### 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](mailto:AskCopsRC@usdoj.gov) or 800-421-6770.

Requests for an ORI number take up to 5 business days.

*For further guidance, refer to the appropriate program's application guide.*

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

---

- ▶ **It can take up 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 appropriate program's application guide.*

### 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 appropriate program's application guide.*

### 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

*For further guidance, refer to the appropriate program's application guide 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

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

*For further guidance, refer to the appropriate program's application guide or the Agency Portal Grants Management User Manual for instructions.*

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

---

Complete application package on Grants.gov for the appropriate program's funding number:

- CPD: COPS-Community-Policing-Development-2020
- LEMHWA: COPS-Law-Enforcement-Mental-Health-and-Wellness-Act-2020
- PASS: COPS-Preparing-for-Active-Shooter-Situations-2020
- TRGP-TA: COPS-Tribal-Resources-Grant-Program-Technical-Assistance-2020

*For further guidance, refer to the appropriate program's application guide.*

## 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 appropriate program's application guide.*

## 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 whether your project includes any research and development, youth-centered, or training 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 appropriate program's application guide.*

## **Section 2. Agency eligibility information**

You will need to verify your agency type.

*For further guidance, refer to the appropriate program's application guide.*

## **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
- 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 appropriate program's application guide.*

## **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 appropriate program's webpage and provide to the COPS Office Response Center via email at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or fax to 202-616-8594.

*For further guidance, refer to the appropriate program's application guide.*

## **Section 5. COPS Office officer hiring request form – Not applicable**

## **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 appropriate program's application guide.*

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

In no more than 500 characters, you will need to explain the inability to address the need for this award without federal assistance.

*For further guidance, refer to the appropriate program's application guide.*

## **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 appropriate program's application guide.*

## **Section 9. School safety assessment—Not applicable**

## **Section 10. Project abstract**

You will need to submit a brief (1,000 characters or less) high-level abstract that summarizes the proposed project.

You will also need to provide a title for your proposed project, no more than 100 characters.

*For further guidance, refer to the appropriate program's application guide.*

## **Section 11. Project description (narrative)—Not applicable**

## **Section 12. Official partner(s) contact information—Not applicable**

## **Section 13. Application attachments**

A cover page identifying the solicitation topic and subtopic for which the applicant is applying and the title of the application, which must match the topic and subtopic selected in section 1 of the COPS Office Online Application System by the applicant.

The project narrative should be no more than 20 pages long. (Note: Review panels will not read any print past the 20 page mark. Any information provided in that space will not be counted in your application.)

Items counting toward the 20-page limit include the following:

- Executive summaries
- Abstracts
- Timelines, graphs, and charts (regardless of pagination in front matter)

Items not counting toward the 20-page limit include the following:

- Cover page
- Table of contents
- References (should be formatted as endnotes)

Appendices are strongly discouraged. Resumes, curricula vitae, letters of support from partners (if applicable), and certifications should be separate attachments and do not count toward the narrative page requirements:

- Double-spaced
- 8.5 x 11-inch page
- One-inch margins
- Page numbers
- Type no smaller or larger than 12 point, Times New Roman font
- Headings and subheadings that correspond to the sections identified in the solicitation.
- Microsoft Word documents in .doc or .docx formats or PDF files (.pdf)

---

### **Solicitation section headings**

- Cover page
- Strategy
- Impact on the field
- Project management plan
- Experience and capacity

*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 appropriate program's application guide.*

*For further guidance, refer to the appropriate program's application guide.*

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)

*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 appropriate program's application guide.*

*For further guidance, refer to the appropriate program's application guide.*

## 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 appropriate program's application guide.*

## 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 appropriate program's application guide.*

## 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 appropriate program's application guide.*

## 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 appropriate program's application guide.*

## **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, or updated. Failure to respond to the request may eliminate the application from funding consideration.

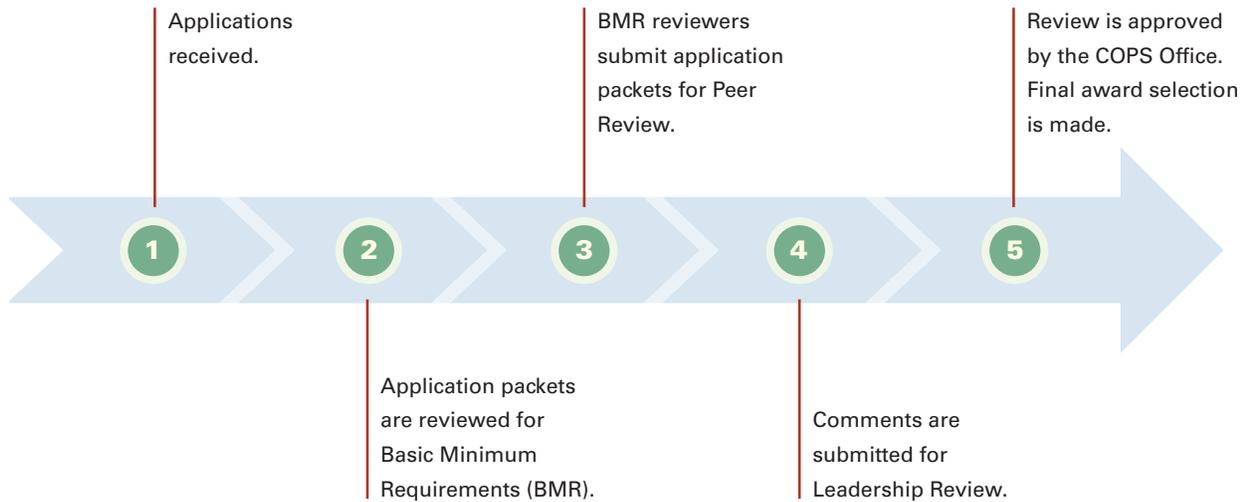
There will be a final round of validation where you will be directed to fix any errors in the application. Once you submit your application, you will receive a message stating, “Your application has been successfully recorded.”

*For further guidance, refer to the appropriate program’s application guide.*

# 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.

**Figure 1. Application review process**



## COPS Office Application Guide and Additional Assistance

The CPA program application guides include general information on the administrative and legal requirements governing COPS Office award programs as well as detailed program-specific information. Guidance for the CPA programs is contained in their respective application guides, which can be found at <https://cops.usdoj.gov/cpd>, <https://cops.usdoj.gov/lemhwa>, <https://cops.usdoj.gov/pass>, and <https://cops.usdoj.gov/trgp-ta>.



---

### RESOURCES AND ASSISTANCE

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