



## USER GUIDE

### **DEADLINE**

**MARCH 11, 2020**

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

# Submitting an Application under the FY 2020 Community Policing Development (CPD) Microgrants Program

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This user guide is a summary of the CPD Microgrants application guide. For all details and requirements on submitting a CPD Microgrants application, please refer to the CPD Microgrants application guide.



Community Oriented Policing Services  
U.S. Department of Justice

# User Guide for Submitting an Application under the FY 2020 Community Policing Development (CPD) Microgrants Program

This user guide is a summary of the CPD Microgrants application guide. For all details and requirements on submitting a CPD Microgrants application, please refer to the CPD Microgrants application guide.

CFDA 16.710 Funding Opportunity Number: COPS-Community-Policing-Development-Microgrants-2020

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**WHEN:** Deadline for grant application is March 11, 2020 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 application period for the 2020 Community Policing Development (CPD) Microgrants program begins **January 9, 2020**. All applications must be submitted by **March 11, 2020, at 7:59 p.m. EDT**. Applications submitted after March 11, 2020 will not be considered for funding.

## Eligibility

The FY 2020 CPD Microgrants program is open to all state, local, and tribal law enforcement agencies.

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](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.

## CPD (CFDA 16.710) Microgrants Program Overview

CPD Microgrants 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 2020 CPD Microgrants program has been established to fund specific projects related to the following subtopic areas:

- Hate Crimes
- Human Trafficking
- Meeting Rural Law Enforcement Challenges
- Officer Safety and Wellness
- Recruitment, Hiring, and Retention
- School Safety
- Staffing and Allocation Studies

- Victim-Centered Approaches
- Violent Crime
- Youth Engagement

For more information, please refer to the CPD Microgrants 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 Microgrants application guide, starting on page 18.

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### ► Length of award term

CPD Microgrants provide funding for one-year (12 months) awards

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### ► Maximum federal share/ local share requirements

No requirement for cost sharing or local match for CPD Microgrants

# 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 Microgrants application guide, starting on page 46)
- **Equipment/Technology** (For a description and unallowable costs, please refer to the CPD Microgrants application guide, starting on page 49)
- **Supplies** (For a description and unallowable costs, please refer to the CPD Microgrants application guide, starting on page 51)
- **Travel/Training/Conferences** (For a description and unallowable costs, please refer to the CPD Microgrants application guide, starting on page 53)
- **Contracts/Consultants** (For a description and unallowable costs, please refer to the CPD Microgrants application guide, starting on page 55)
- **Other costs** (For a description and unallowable costs, please refer to the CPD Microgrants application guide, starting on page 60)
- **Indirect costs** (For a description and unallowable costs, please refer to the CPD Microgrants application guide, starting on page 61)

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:

- 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 Microgrants application guide.**

*For further guidance on budget requests, refer to the CPD Microgrants Application Guide starting on page 44.*

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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 3 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 CPD Microgrants Application Guide starting on page 24.*

#### **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 CPD Microgrants Application Guide starting on page 25.*

### 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 in up to 5 business days.

*For further guidance, refer to the CPD Microgrants Application Guide starting on page 27.*

### 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 CPD Microgrants Application Guide starting on page 27.*

### 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 CPD Microgrants Application Guide starting on page 27.*

### 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)
- Government Executive (GE)

*For further guidance, refer to the CPD Microgrants Application Guide starting on page 28 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)
- Government Executive (GE)

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

*For further guidance, refer to the CPD Microgrants Application Guide starting on page 28 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-COMMUNITY-POLICING-DEVELOPMENT-MICROGRANTS-2020**.

*For further guidance, refer to the CPD Microgrants Application Guide starting on page 28.*

## 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 CPD Microgrants Application Guide starting on page 31.*

## 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 subtopic areas as well as whether your project includes any research and development activities.

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

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

### Section 2. Agency eligibility information

You will need to verify your agency type as well as answer a series of questions related to your agency operations and authority.

*For further guidance, refer to the CPD Microgrants Application Guide starting on page 34.*

### 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 Microgrants Application Guide starting on page 36.*

## **Section 4. Executive information**

You will need to verify that the prepopulated information listed for your agency executive and government executive 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](mailto:AskCopsRC@usdoj.gov) or fax to 202-616-8594.

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

## **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 Microgrants Application Guide starting on page 38.*

## **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 Microgrants Application Guide starting on page 38.*

## **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 Microgrants Application Guide starting on page 38.*

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



## Section 10. Executive summary

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

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

## 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:

1. A cover page identifying the CPD Microgrants 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.
2. The project narrative should be no more than 10 pages long. (Note: Review panels will not read any print past the 10-page mark. Any information provided in that space will not be counted in your application.)
  - Items counting toward the 10-page limit: Executive summaries, abstracts, timelines, graphs, and charts (regardless of pagination in front matter) will count toward overall page limit.
  - Items not counting toward the 10-page limit: Cover page, table of contents, and references (should be formatted as end-notes) will not count toward the overall page limit.
  - 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.
3. Double-spaced
4. 8.5 x 11-inch page
5. One-inch margins
6. Page numbers. The COPS Office recommends numbering pages as follows: “1 of 8,” “2 of 8,” etc.
7. Type no smaller or larger than 12 point, Times New Roman font
8. Headings and subheadings that correspond to the sections identified in the solicitation.

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 Microgrants Guide starting on page 40.*

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### Solicitation section headings

- Cover page
- Issue identification and strategy
- Impact on the field
- Project management plan
- Experience and capacity

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

## 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 Microgrants Application Guide starting on page 42.*

## 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)

*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 Microgrants Application Guide starting on page 43.*

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

## 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 Microgrants Application Guide starting on page 44.*

## Section 15. Assurances and Certifications

Your law enforcement executive and government executive 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 Microgrants Application Guide starting on page 65.*

## 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 Microgrants Application Guide starting on page 67.*

## Section 16B.—Not applicable

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

Priority consideration may be given to state or local applicants that cooperate with federal law enforcement to address illegal immigration.

*For further guidance, refer to the CPD Microgrants Application Guide starting on page 68.*

## **Section 17. Reviews and Certifications**

Your law enforcement executive, government executive, 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 Microgrants Application Guide starting on page 69.*

## **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 Microgrants Application Guide starting on page 70.*

# 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)

Applications that are missing any of the following basic minimum requirements will be disqualified, without exception, and therefore not scored by review panels.

1. Applications must be submitted by organizations that are allowable applicants as per the solicitation.
2. Applications must include a project narrative attached in section 13.
3. Applications must include a budget narrative that is separate from the detailed budget worksheet.

## Peer Review

CPD Microgrants 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:

- **Issue identification and strategy.** 25 percent
- **Impact on the field.** 25 percent
- **Project management plan.** 20 percent
- **Experience and capacity.** 15 percent
- **Budget.** 15 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 Microgrants Application Guide starting on page 73.*

## COPS Office Application Guide and Additional Assistance

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

The appendices to the Application Guide begin on page 95.

- **Appendix A.** Applying for CPD Microgrants Checklist
- **Appendix B.** Blank SF-424
- **Appendix C.** U.S. Department of Justice Certified Standard Assurances
- **Appendix D.** U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace Requirements

- **Appendix E.** Blank SF-LLL, Disclosure of Lobbying Activities Form
- **Appendix F.** Award Condition for Citizenship and Immigration Status Communications
- **Appendix G.** 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
- **Appendix H.** 2 C.F.R. Part 200, Appendix XII to Part 200—Award Term And Condition For Recipient Integrity And Performance Matters
- **Appendix I.** 41 U.S.C. § 4712 - Enhancement of contractor protection from reprisal for disclosure of certain information
- **Appendix J.** Intergovernmental review process, points of contact by state
- **Appendix K.** Federal Funding Accountability and Transparency Act (FFATA)—Reporting subaward and executive compensation award term
- **Appendix L.** System for Award Management (SAM) and universal identifier award term
- **Appendix M.** Certification of Illegal Immigration Cooperation
- **Appendix N.** Sample budget narrative
- **Appendix O.** Conference and event guidance




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## RESOURCES AND ASSISTANCE

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