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U.S. Department of Justice
Office of Community Oriented Policing Services

Community Policing Development (CPD) De-Escalation Training Solicitation

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Grants.gov Deadline:	July 21, 2021	7:59 PM
Application JustGrants Deadline:	July 22, 2021	7:59 PM

Overview

The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, https://cops.usdoj.gov) is pleased to announce that it is seeking applications for funding for the COPS Office FY 2021 Community Policing Development (CPD) program. 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 COPS Office welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any other entities carrying out the federal award must be identified as proposed subrecipients. The applicant must be the entity that would have primary responsibility for carrying out the awards, including administering the funding and managing the entire project. The terms and conditions of the federal award are also applicable to subrecipients.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Eligible Applicants:

Other

Other

The *Regional De-Escalation Training Centers* subcategory is limited to accredited institutions of higher education. The *De-Escalation State, Local, and Tribal Law Enforcement Agency Grants* subcategory is limited to local, state, tribal, and territorial law enforcement agencies.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit https://cops.usdoj.gov/SafePolicingEO.

Contact Information

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to **support@Grants.gov**, or consult the Grants.gov Organization Applicant User Guide. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact JustGrants Support at **JustGrants.Support@usdoj.gov** or 833-872-5175. JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at https://justicegrants.usdoj.gov/training-resources.

For programmatic assistance with the requirements of this program, 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. ET, except on federal holidays.

Submission Information

The application period for the FY 2021 Community Policing Development (CPD) De-Escalation Training Solicitation begins **June 3, 2021**. All applications must be submitted by **July 22, 2021, at 7:59 p.m. ET**. Applications submitted after **July 22, 2021** will not be considered for funding.

Registration: To submit an application, all applicants must obtain a Data Universal Number System (DUNS) number and register online with the System for Award Management (SAM) and Grants.gov.

Submission: Completing an application is a two-step process:

1. Applicants are first required to register via https://www.grants.gov, complete the SF-424 form and if applicable the SF-LLL, and submit it through the Grants.gov website.
2. Once the SF-424 has been submitted via Grants.gov, the applicants will complete the full application including providing attachments in JustGrants.

An application is not considered submitted until both of these steps are completed. For more information about registration and submission, see the “Application and Submission Information” section of this solicitation.

All guidance for this program is contained in this Solicitation and can also be found at https://cops.usdoj.gov/de- escalation. In addition to this Solicitation, the COPS Office is providing Additional Supplemental Materials to help guide applicants through the process.

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Program Description

Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as violent crime, nonviolent crime, and fear of crime.

Community Policing Development (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.

With this funding, the COPS Office supports 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

To read an overview of the principles of community policing, please see the COPS Office publication Community Policing Defined.

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. Law enforcement plays a vital role in each of these areas, through developing and maintaining meaningful relationships with all segments of their communities, and working in partnership with those communities to provide effective crime prevention, intervention, and response services and resources. For all Fiscal Year 2021 COPS Office grant solicitations, applicants should consider these priorities when applying for COPS Office funding to advance community policing, and address these strategic planning priorities within their applications as applicable.

Statutory authority

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

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Program-specific information

This solicitation is being announced as an open competition.

The following sections will provide further details on each subcategory as well as any further specific requirements for your application. In addition, all applicants should keep the following general requirements in mind:

- All award recipients will be expected to begin work immediately upon selection and notification of award.
- For all identified deliverables, the applicant must adhere to the requirements set forth in the COPS Office Curriculum Standards and Review Process Guides, which can be found at https://cops.usdoj.gov/training.
- For all identified deliverables, the applicant must adhere to the requirements set forth in the COPS Office conference request approval process.
- For all identified deliverables, the applicant should adhere to the COPS Office Editorial and Style Manual.
- For projects that propose site-specific work, letters of support from the targeted agencies are strongly encouraged.

With any programmatic questions, please contact 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. ET, except on federal holidays.

Regional De-Escalation Training Centers

Multiple awards, up to $1,250,000 each

Law enforcement use of force has long been a topic of national and local discussion, especially when a high- profile case heightens community awareness. The concept of de-escalation has been a part of law enforcement use of force discussions for decades. De-escalation refers to the range of verbal and nonverbal skills used to slow down the sequence of events, enhance situational awareness, conduct proper threat assessments, and allow for better decision-making to reduce the likelihood that a situation will escalate into a physical confrontation or injury and to ensure the safest possible outcomes. De-escalation includes

aspects of communication and physical tactics, but it is also important that it actively address how community engagement, community policing, procedural justice, and efforts to co-produce public safety are critically important to ensuring police-community encounters that are safe for everyone. Finally, it is important that an agency-wide approach to de-escalation effectively enable individual-level de-escalation tactics as well as effective policies and procedures for oversight and management that are informed by the community.

The COPS Office is providing funding for regional de-escalation training centers administered by accredited institutions of higher education to collectively develop and offer a suite of de-escalation training that will be certified by a national certification program.

The regional de-escalation training centers should provide comprehensive de-escalation training to a diverse set of state, local, and tribal law enforcement agencies in a multistate region. The final regional coverage will be determined post-award to ensure national coverage. The applicant should detail their experience and ability to provide de-escalation training and how they plan to provide onsite training at agency locations and host agencies at the center. The applicant should also describe how they plan to market their training to the broader law enforcement community within their identified region including outreach to state associations.

The regional de-escalation training centers will also collaborate with the De-Escalation National Coordinator, helping guide the development of any new training materials, sharing their existing materials, and reporting their training delivery numbers. The regional centers will be expected to serve on an advisory board for the development of an online training program, any other in-person modules, and pilot testing of all pieces of the curricula.

De-Escalation National Coordinator

The COPS Office is also interested in soliciting one of the Regional De- Escalation Training Centers to be a coordinator who will, in addition to its regional responsibilities, deliver a suite of agency-wide de-escalation trainings for a diverse range of law enforcement agencies across the country. The suite of trainings will include a comprehensive program that includes modules for individual officer techniques, management and leadership, data systems and tracking, and investigations. It will also include development of train-the-trainer courses and online training module(s) for the COPS Training Portal. All suite components will be required to receive certification by a national certification program for law enforcement training credit issued by state Peace Officer Standards and Training (POST) commissions. In addition, this training provider will support and coordinate with the other Regional De-Escalation Training Centers to ensure consistency across the training centers. The other training centers will also be engaged as an advisory board in the development of any new training or modifications of existing training including the train-the-trainer and online modules. The provider will create a structure to allow ongoing communication among the regional centers as well as a repository of training available by and to the centers. Finally, the national training provider will be responsible for reporting training numbers from the regional de-escalation training centers to the COPS Office.

If your center is interested in being the coordinator and fulfilling these additional duties, please submit a separate attachment of no more than five pages that expresses your interest and capabilities. The center selected for this role will receive an additional $500,000 to fulfill the coordinator duties. If you are selected as the coordinator, you will be required to submit a new budget including the new award amount.

Projects out of scope

- Applicants that are not accredited institutions of higher education will not be considered.
- Training programs that are not focused on de-escalation skills and tactics will not be considered.
- Applicants that cannot serve more than one state will not be considered.

Additional Requirements

The project description should also address the following:

- Describe any currently provided de-escalation training or the applicant's capacity and ability to develop such training.
- Describe the applicant's capacity and experience providing and promoting law enforcement training in multiple states; applicants should provide a detailed plan for how they plan to distribute training within their region.
- Describe the number of agencies or officers that the regional training center applicant plans to reach.
- Describe the process by which the applicant will ensure quality and consistency across training deliveries.
- Describe how the applicant will sustain the regional training center beyond COPS Office funding.

General training requirements

The COPS Office has a series of training requirements for training award recipients. These requirements were established to develop a common process for the development, delivery, and launch of COPS Office–funded in- person and online courses. The requirements help manage quality control through a series of review and approval checkpoints before movement to the next development phase; assist with establishing a process for vetting COPS Office training content, style, format, and quality in a manner comparable to other COPS Office products and services; establish clear outcome expectations of online and in-person training initiatives; and help maintain COPS Office training by keeping curricula current, relevant, and applicable to community policing.

Applicants should be knowledgeable about COPS Office training requirements and demonstrate an understanding in the course development, review, and evaluation process. To learn more about COPS Office training and the development, delivery, and launch requirements set forth by the COPS Office, visit the training tab on the COPS Office website. The COPS Office reserves the right to deliver training even after the funding source for the training is complete. The COPS Office reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the training in part or in whole for Federal Government purposes and to authorize others to use the training. The full outline of the right to use is detailed in every cooperative agreement and can be found in the Code of Federal Regulations (2 CFR 200.315 (b)).

Deliverables

The project deliverable(s) should be clearly identified and described in the application project narrative. The project should focus on the development, delivery, and promotion of the nationally certified comprehensive de- escalation training.

De-Escalation State, Local, and Tribal Law Enforcement Agency Grants

Multiple awards, up to $200,000 each

The COPS Office is providing direct grants to state and local law enforcement agencies to support their ability to build and maintain their officers' de-escalation proficiency. Funding may be used to support attendance at nationally certified de-escalation train-the-trainer programs and to build agencies' internal capacity to provide de-escalation training to their officers. For train-the-trainer and internally provided training, the selected training provider or curriculum will require review and approval by the COPS Office prior to delivery. Grant funding may be used to support internal training costs, including overtime and investments in Virtual Reality/Augmented Reality (VR/AR) technology. Funding may also support the development of resources (roll-call videos, toolkits, etc.) to support agencies' de-escalation training efforts and to promote continual learning and maintenance of skills. Deliverables developed by grant funding will be shared with the De-Escalation National Training Provider to share best practices and resources to support de-escalation training efforts nationwide.

Projects out of scope

- Applicants that are not state, local, or tribal law enforcement agencies will not be considered.

Requirements

The goal of this program is to support state and local law enforcement agencies' ability to build and maintain their sworn officers' de-escalation skill proficiency. Funding may be used to support officers' attendance at certified de-escalation train-the-trainer programs, agency costs associated with conducting internal de-escalation training programs, the development of resources for the continual learning and maintenance of officer de-escalation skills, and investments in Virtual Reality/Augmented Reality (VR/AR) technology to support agencies' de-escalation training efforts.

The project description should address the following:

- Applicants should provide a detailed description of how they plan to develop and maintain their agency's internal capacity to deliver de-escalation training and to promote continual learning and maintenance of officer de-escalation skills.
- Applicants should confirm the certification of the selected provider for the De-Escalation Train-the-Trainer program.
- If a VR/AR de-escalation training technology purchase is proposed, applicants should discuss how it will be used to support agency training efforts.
- If regional partnerships with other law enforcement agencies are proposed, applicants should discuss the number of agencies that will be reached through those regional training efforts.
- Applicants should describe how they will ensure quality and consistency of training within their department.
- Applicants should demonstrate past successes with similar initiatives.
- Applicants should explain the sustainability of their agency de-escalation training program beyond COPS Office funding.

Deliverables

- The project deliverable(s) should be clearly identified and described in the application project narrative. The project should focus on the agency's capacity to develop and maintain the internal capacity of their agency to deliver de-escalation training and to promote continual learning and maintenance of officer de-escalation skills.

- Agencies should expect to report the COPS Office the number of officers completing de-escalation training during the period of performance.

Program Goals

Under this solicitation, the COPS Office seeks to support 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

Project-Specific Goals

Applicants should explain in the project narrative how they will accomplish the following general categories when developing their own specific project goals. Applicants should cite any relevant research or methodology as appropriate.

Develop knowledge. Please explain how you will develop new knowledge or leverage existing knowledge about community policing activities and strategies that show promise.

Increase awareness. Please explain how you will increase the number of agencies and individuals who are aware of the most effective community policing strategies.

Increase skills and abilities. Please explain how you will increase the skills and abilities of law enforcement agencies, relevant stakeholders, and individuals to engage in proven community policing practices.

Increase practice. Please explain how you will increase the number of law enforcement agencies, relevant stakeholders, and individuals using proven community policing practices.

Institutionalize practice. Please explain how you will increase the number of law enforcement agencies, relevant stakeholders, and individuals that systematically use and integrate proven community policing strategies as part of their routine business and will continue to engage in these practices for the foreseeable future.

Applicants should also consider the COPS Office performance measures when developing their own specific project goals and activities, which can be found in the “Performance Measures” section of this application.

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

48

Anticipated Maximum Dollar Amount of Awards

$1,750,000.00

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

24

Anticipated Total Amount to be Awarded Under Solicitation

$15,000,000.00

Additional Information

1) $200,000 cap per award for State, Local and Tribal De-Escalation Training Grants, 2) $1,250,000 cap per award for Regional De-Escalation Training Centers, and 3) additional $500,000 available for one awardee to serve as a De-Escalation National Training Provider and Coordinator. Please see program description for additional information.

Federal Award Information

Depending on the quality of applications received and the availability of funding, the COPS Office may not fund every subcategory or may make additional or larger awards under one or more subcategories. In addition, the COPS Office reserves the right to revise the scope of the project in your application submission and modify the associated budget proposal accordingly.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. With limited funding, the COPS Office expects a competitive solicitation.

Length of award

The COPS Office expects to make the project period for all cooperative agreements and grants 24 months.

Type of award

The COPS Office will make all awards from the CPD solicitation in the form of cooperative agreements, which is the funding instrument used if the COPS Office anticipates ongoing substantial involvement in award activities. Cooperative agreement recipients will be responsible for day-to-day project management but should expect direct oversight and collaboration by the COPS Office in implementing the award. Examples of substantial federal involvement may include participating in the selection of key recipient personnel, providing feedback on deliverables before publication, approving all conference-related costs prior to obligation, and redirecting the work as appropriate.

The COPS Office may make some awards in the form of a grant, which does not provide for substantial involvement between the federal awarding agency and the nonfederal entity in carrying out the activity contemplated by the federal award. Grant recipients will be responsible for day-to-day project management and may reach out to the COPS Office with assistance in implementing the award. However, grant recipients will need to work with the COPS Office program manager in situations stated in the terms and conditions, such as scope changes, extensions, or conference request approvals.

Cost sharing or match

There is no requirement for cost sharing or a local match these awards.

Financial management and system of internal controls

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

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

Administrative actions and legal remedies related to federal awards

Please be advised that an application may not be funded or, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, is not cooperating with an ongoing federal civil rights investigation, or is not cooperating with a U.S. Department of Justice award review or audit.

Misuse of COPS Office funds or failure to comply with all COPS Office award requirements may result in legal sanctions including suspension and termination of award funds, the repayment of expended funds, ineligibility to receive additional COPS Office funding, and other remedies available by law.

Under the False Claims Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving COPS Office funds may be referred to the Office of Inspector General (OIG). The OIG may be contacted at **oig.hotline@usdoj.gov**, https://oig.justice.gov/hotline/index.htm, or 800-869-4499.

Eligibility Information

The *Regional De-Escalation Training Centers* subcategory is limited to accredited institutions of higher education. The *De-Escalation State, Local, and Tribal Law Enforcement Agency Grants* subcategory is limited to local, state, tribal, and territorial law enforcement agencies.

Application and Submission Information

This section describes in detail what an application must include. Failure to submit an application that contains all of the specified elements may negatively affect the review of its application; and, should a decision be made to make an award, such failure may result in the inclusion of award conditions that prevent the recipient from accessing or using award funds until the recipient satisfies the special conditions and the COPS Office makes the funds available. Applicants must comply with any word and field limit requirements described in this solicitation.

Moreover, applicants should anticipate that an application that the COPS Office determines does not address the scope of the solicitation or does not include the application elements that the COPS Office has designated to be critical will neither proceed to peer review nor receive further consideration. For this solicitation, the COPS Office has designated the following application elements as mandatory:

- Project Narrative (must be submitted as an attachment in the ”Proposal Narrative” section)
- Budget Narrative (must be submitted as an attachment in the “Budget/Financial Attachments” section)
- Budget Detail Worksheets (must use the web-based forms in “Budget and Associated Documentation” section)
- Résumés/Curricula Vitae of Key Personnel (must be submitted as an attachment in the “Additional Application Component” section)

Do not wait until the application deadline date to begin the application process. The application may take several days to complete, and if you wait until the application deadline date, you may be unable to submit your application by the deadline. Applications must first be submitted through Grants.gov. Once the Grants.gov portion of the application is complete and processed, applicants will submit the full application via JustGrants. No other form of application will be accepted. Applications with errors or missing information may be disqualified or rated accordingly. Please note that the application system will not accept incomplete applications or applications with errors.

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to **support@Grants.gov**, or consult the *Grants.gov Organization Applicant User Guide*. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact the JustGrants Support at **JustGrants.Support@usdoj.gov** or 833-872-5175. The JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at https://justicegrants.usdoj.gov/training-resources.

For programmatic assistance with the requirements of this program, 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. ET, except on federal holidays.

1. Obtain or confirm a DUNS number

Estimated timeframe: up to five business days to obtain the DUNS number

The Federal Government requires that all applicants for federal awards, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. The DUNS number is used to identify related organizations that are receiving funding under awards and to provide consistent name and address data for electronic award application systems. A DUNS number may be obtained by telephone at 866-705-5711 or via the Internet at https://fedgov.dnb.com/webform.

Data Universal Numbering System (DUNS) number

- The DUNS number is a unique nine- or thirteen-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a different DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division, department, or agency that applies for an award may be sufficient.
- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal awards.
- **If you already have a DUNS number**. If you, as the entity applying for a federal award agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another

purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers but use existing numbers and update or validate the information associated with the number.

- **If you are not sure whether you have a DUNS number**, call D&B using the toll-free number 866-705-5711 and indicate that you are a federal award applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed in the following section and will immediately assign you a number free of charge.

To obtain your DUNS number

- The requestor may obtain a DUNS number via the Internet at https://fedgov.dnb.com/webform.
- The requestor may also obtain a DUNS number via telephone at 866-705-5711. The phone is staffed from 8:00 a.m.to 6:00 p.m. (local time of the caller when calling from within the contiguous United States). Calls placed outside of those hours will receive a recorded message requesting the caller to call back between the operating hours. The process to request a number takes about 5–10 minutes. A DUNS number will be assigned at the conclusion of the call. You will need to provide the following information:
  - Legal name of your organization
  - Headquarters name and address for your organization
  - Doing business as (DBA) or other name by which your organization is commonly known or recognized Physical address, city, state, and ZIP code
  - Mailing address (if separate from headquarters and/or physical address) Telephone number
  - Contact name and title
  - Number of employees at your physical location

Managing your DUNS number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches or divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at 866-705-5711 to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches or divisions have DUNS numbers for federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name or organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.
- Obtaining a DUNS number is absolutely free for all entities doing business with the Federal Government. This includes award and cooperative agreement applicants or prospective applicants and federal contractors. Be certain to identify yourself as a federal award applicant or prospective applicant.

2. Register in the SAM database or confirm SAM number

Estimated timeframe: up to 10 business days to complete (if you do not have an EIN, the process can take up to 5 weeks)

In addition, all applicants are required to maintain current registrations in the System for Award Management (SAM) database. The SAM database replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. DOJ requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status. If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, you should allow two to five weeks for obtaining the information from the IRS when requesting the EIN via phone, fax, mail, or Internet.

Applicants that were previously registered in the CCR database must at a minimum

- create a SAM account;
- log in to the SAM database and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in the SAM database prior to registering in Grants.gov. Please contact the SAM Service Desk at 866-606-8220 or view or update your registration information at https://www.sam.gov. If your SAM registration is set to expire prior to **September 30, 2021**, please renew your SAM registration prior to completing this application.

To register in SAM, follow the next steps

Step 1.

Obtain a DUNS number at https://fedgov.dnb.com/webform or call 866-705-5711.

Step 2.

Access the SAM online registration through the SAM home page at https://www.sam.gov and follow the online instructions for new SAM users.

Step 3.

Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your business or organization. Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.

To migrate your legacy system user account from Central Contractor Registration (CCR), FedReg, ORCA, or EPLS, you must first create a personal account in SAM by clicking on "Create an Account" on the homepage. An individual account is required to manage entity registrations in SAM. You will not be able to manage your registration unless you create a system account in SAM. Once you validate that you have access to the email address you provided during the registration process and login, you will see a message on the user dashboard (My SAM) that will ask you, "Would you like to migrate a legacy system account?" Click "Yes" to begin the migration process. Alternatively, you may click on "Manage My User Roles," then on "Migrate Legacy Account" link to begin the migration process. The roles you had with the legacy system will be mapped to your SAM account.

To update your entity's SAM registration, follow the next steps:

Step 1.

Go to the SAM homepage, enter your username and password, and then click the "Log In" button.

Step 2.

Select "Complete Registrations" under Registration/Update Entity" in the left navigation pane.

Step 3.

Select the entity record that you want to update and click the "Update" button.

For more details on updating your registration, please refer to the *SAM User Guide*.

If awarded funds, your organization must maintain the currency of your information in the SAM database until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

Please see Appendix J in the *FY 2021 COPS Office Community Policing Advancement (CPA) Programs - Appendices* addressing the SAM and Universal Identifier Award Term.

3. Register with Grants.gov / Confirm registration

Estimated timeframe: up to two weeks for your registration to become active

All COPS Office applicants are required to submit the first part of the application through the Grants.gov website. If your organization has previously applied for awards using Grants.gov and you already have an account set up with your username and password, please skip this step and move to step #4.

Otherwise, please click this link for details on how to register with Grants.gov:
https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm.

For additional instructions on how to register with Grants.gov, please visit
https://www.grants.gov/web/grants/applicants/organization-registration.html.

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to **support@Grants.gov**, or consult the *Grants.gov Organization Applicant User Guide*. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

4. Obtain or confirm authorized organization representative (AOR) role

Estimated timeframe: up to one business day

The authorized organization representative (AOR) is the individual responsible for submitting the SF-424 in Grants.gov. To set up the AOR, please follow the instructions at https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html.

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to **support@Grants.gov**, or consult the *Grants.gov Organization Applicant User Guide*. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information under discretionary programs. Applicants must complete and submit the SF-424 via https://www.grants.gov.

Public reporting burden for this collection of information is estimated to average 60 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SUBMIT IT VIA GRANTS.GOV.

Instructions: Application for Federal Assistance SF-424

The Instructions for the Application for Federal Assistance SF-424 is a standard form (including the continuation sheet) required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the COPS Office. Please see Appendix A in the *FY 2021 COPS Office Community Policing Advancement (CPA) Programs - Appendices* for a blank SF-424 for reference.

Required items are identified with an asterisk on the form and are specified in the instructions that follow. Applicants must follow these instructions.

1. **Type of Submission** (required). Select one type of submission in accordance with agency instructions.
   - Pre-application
   - Application (select this one for this solicitation)
   - Changed/corrected application—If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2. **Type of Application** (required). Select one type of application in accordance with agency instructions.
   - New—An application that is being submitted to an agency for the first time. (Select this one for this solicitation.)
   - Continuation—An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.
   - Revision—Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "other" is selected, please specify in text box provided.
     - Increase award
     - Decrease award
     - Increase duration
     - Decrease duration
     - Other (specify)
3. **Date Received**. Leave this field blank. This date will be assigned by the federal agency.
4. **Applicant Identifier**. Enter the entity identifier assigned by the federal agency, if any, or the applicant's control number if applicable.

   5a. **Federal Entity Identifier**. Enter the number assigned to your organization by the federal agency, if any.

   5b. **Federal Award Identifier**. For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If you are submitting a changed or corrected application, enter the federal identifier in accordance with agency instructions.
6. **Date Received by State**. Leave this field blank. This date will be assigned by the state, if applicable.
7. **State Application Identifier**. Leave this field blank. This identifier will be assigned by the state, if applicable.

8. **Applicant Information**. Enter the following in accordance with agency instructions:

- *Legal name* (required). Enter the legal name of the applicant who will undertake the assistance activity. This is what the organization has registered with the System for Award Management (SAM). Information on registering with SAM may be obtained by visiting the Grants.gov website.
- *Employer/Taxpayer number (EIN/TIN)* (required). Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the United States, enter 44-4444444.
- *Organizational DUNS* (required). Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.
- *Address* (required). Enter the complete address as follows: Street address (line 1 required), City (required), County, State (required, if country is United States), Province, Country (required), ZIP/Postal Code (required, if country is United States).
- *Organizational unit*. Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.
- *Name and contact information of person to be contacted on matters involving this application* (required) *and organizational affiliation* (if affiliated with an organization): Enter the name (first and last name, then the applicant organization), telephone number (required), fax number, and email address (required) of the person to contact on matters related to this application.

9. **Type of Applicant** (required). Select up to three applicant type(s) in accordance with agency instructions.

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

10. **Name of Federal Agency** (required). Enter the name of the federal agency from which assistance is being requested with this application.

11. **Catalog of Federal Domestic Assistance Number/Title**. Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.

12. **Funding Opportunity Number/Title** (required). Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.

13. **Competition Identification Number/Title**. Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.

14. **Areas Affected by Project**. List the areas or entities using the categories (e.g., cities, counties, states) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.

15. **Descriptive Title of Applicant's Project** (required). Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre- applications, attach a summary description of the project.

16. Congressional Districts Of (required).

16a. Enter the applicant's congressional district.

16b. Enter all district(s) affected by the program or project. Enter in the following format:

- Two-character state abbreviation followed by three-character district number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina 103rd district.
- If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.
- If nationwide, i.e., all districts within all states are affected, enter U.S.-all.
- If the program/project is outside the United States, enter 00-000.

17. **Proposed Project Start and End Dates** (required). Enter the proposed start date and end date of the project. For the purposes of this solicitation, please use October 1, 2021 to September 29, 2022.

18. **Estimated Funding** (required). Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

19. **Is Application Subject to Review by State under Executive Order 12372 Process?** Applicants should contact the state single point of contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the state intergovernmental review process. Select the appropriate box. If "a" is selected, enter the date the application was submitted to the state.

20. **Is the Applicant Delinquent on Any Federal Debt?** (required) Select the appropriate box. This question applies to the applicant organization, not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. If yes, include an explanation on the continuation sheet.

21. **Authorized Representative** (required). To be signed and dated by the authorized representative of the applicant organization. Enter the name (first and last name required), title (required), telephone number (required), fax number, and email address (required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)

It is strongly recommended that applicants register immediately on https://www.grants.gov. In addition, applicants are strongly encouraged to complete the SF-424, section 1, and if applicable, the SF-LLL on Grants.gov as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or JustGrants.

For technical assistance with submitting the SF-424, call Grants.gov Customer Service Hotline at 800-518-4726, email **support@grants.gov**, or consult the *Grants.gov Applicant User Guide*.

Standard Applicant Information (JustGrants 424 and General Agency Information)

Once the SF-424 has been submitted via Grants.gov, an email will be sent to the entity's E-Biz POC (also referred to as the JustGrants Entity Administrator) from **DIAMD-NoReply@usdoj.gov**. This email will contain registration instructions to create an account in DOJ's secure user management system – the Digital Identity and Access Management Directory (DIAMD) or instructions on how to complete the second part of the online application through the JustGrants website. Applicants must complete the entire application in JustGrants, which is pre-populated with the SF-424 data submitted in Grants.gov. Applicants are required to confirm the AOR and verify the legal name and address. Applicants are also required to provide the areas affected by the project by entering applicable zip codes. For statewide or nationwide projects, the applicant should enter "State" or "National" in this field.

For further assistance with accessing JustGrants, please visit the JustGrants website. For further assistance with submitting an application in JustGrants, please visit the JustGrants Training web page.

Proposal Abstract

Applicants are required to write and submit a brief high-level project abstract that summarizes the proposed project in 2,000 characters or less. Project abstracts should explain to the reader about the projects' purpose, scope, activities, and key partners, if applicable. An abstract should be coherent, concise, and able to stand alone as a summary of the project. You should write your project abstract for a general public audience without any personally identifiable or law enforcement sensitive information as

this abstract, along with other federal award information, may be published on publicly available governmentwide websites. The abstract, which is to be entered into a text box in JustGrants, will not be scored but is used throughout the review process.

The COPS Office will only make the abstracts publicly available if the application is funded.

Data Requested with Application

Applicants will be required to respond to the below series of questions. Applicants will be limited to a 500 character count response for all survey narrative questions.

Please refer to the following steps to help guide you through initiating, completing, modifying, and obtaining the status of solicitation surveys in the JustGrants system:

- To **initiate** a survey, please click on the **survey title** to open.
- When you have **completed** the survey, please click the **"Finish"** button on the lower right corner of the screen. The system will direct you to a review screen displaying your survey responses.

  Please be advised: You may notice survey responses are not displayed properly in the survey response review screen. This is a known system bug, which is being corrected. Please be assured, your data is captured and saved in the JustGrants system.
- To go back to the initial **list of surveys**, go to the **"Actions"** menu at the top right corner of the screen and select **"Close"** to exit the survey review screen. The survey you just completed will still display an **"Open"** status.
- To **confirm the completed status** of your survey, go back to the **"Actions"** menu and select "Refresh."
- The status of your completed survey will change to **"Resolved-Completed."**
- If you would like to **verify** the survey responses of a completed survey, you may click the **survey title** to reopen the selected survey and **view** your saved responses.
- If you would like to **change and/or update** the survey responses of a completed survey, you may click the **"Re-open"** option to **update** your saved responses.
- Remember, to **confirm the status** of a completed survey, you will need to click the **"Actions"** menu and **"Refresh."**

Proposal Narrative

Applicants are required to submit a project description (narrative). The project narrative must respond to the solicitation and include the section headings listed in this section as well as describe how the project will advance community policing as it pertains to the chosen subcategory. Submit this narrative as an attachment under this section.

The narrative will be a significant factor in the application review and approval process. Failure to provide this information will eliminate your application from consideration.

The final application should include the following formatting requirements for application review:

- A cover page identifying the solicitation subcategory for which the applicant is applying and the title of the application, which must match the solicitation and, if applicable, the subcategory selected in the "Data Requested with Application" section 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: Executive summaries, abstracts, timelines, graphs, and charts (regardless of pagination in front matter) will count toward overall page limit.
  - Items not counting toward the 20-page limit: Cover page, table of contents, and references (should be formatted as endnotes) will not count toward the overall page limit.
  - Appendices are strongly discouraged. Résumés, curricula vitae, letters of support from partners (if applicable), and certifications should be separate attachments and do not count towards the narrative page requirements.
- Double-spaced
- 8.5 x 11-inch pages
- 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 this section of the solicitation
- Microsoft Word documents in .doc or .docx formats or PDF files (.pdf)

Résumés, curricula vitae, letters of support from partners (if applicable), and certifications should be separate attachments and do not count toward the overall page count. If the project narrative fails to comply with these length-related restrictions, the COPS Office may consider such noncompliance in peer review and final award decisions. The COPS Office recommends numbering the pages as follows: "1 of 20," "2 of 20," etc.

Please format your narrative using the following section headings:

Cover page. Each application must have a cover page that includes the title of the application and identify the solicitation subcategory for which the applicant is applying. The solicitation subcategory identified on the cover page must match the solicitation applying under and the subcategory selected in the "Data Requested with Application."

Issue Identification and Solicitation Responsiveness. Applicants must clearly identify the issue to be addressed, the gap in existing knowledge, and why this project is necessary. Applicants must clearly describe how this project is responsive to the solicitation. Explain how the project will be utilized to reorient the affected organization's mission toward community-oriented policing or enhance its involvement in or commitment to community-oriented policing. Applicants must provide a comprehensive, logical, and clear description of how each task will be implemented and completed and a clear description of how the strategy advances the goals and requirements of the solicitation. A clear description of deliverables and how the deliverables will be feasibly developed, including content, process steps, and outcomes within the project parameters. A clear description of how the deliverables contribute to the solicitation goals and requirements. Applicant describes a level of innovation or originality of the proposed project.

Impact on the Field. Applicants must identify the approximate number of law enforcement agencies and communities that will directly benefit from the deliverables (for example, number of agencies receiving technical assistance, number of agencies and/or individuals receiving training, or number of agencies who may replicate programs). Applicants must explain why this project is necessary to address a gap in knowledge or practice. Projects must not result in unnecessary duplication of other efforts by the COPS Office or other DOJ components. Applicants must identify relevant performance measures and clearly describe the approach for collecting, analyzing, and reporting performance measures. Include a description of a marketing plan for the deliverable(s) to ensure broad dissemination of the product(s) to the target audience(s), where applicable.

Project Management Plan and Strategy. Applicant must include a project management plan that is aligned to solicitation goals and requirements. The project management plan clearly identifies project-specific risks and proposes methods for addressing risk and details quality control measures to ensure successful completion of the project and that are clearly linked to key processes and deliverables associated with the project. Applicant should provide a detailed breakdown linking of key personnel to clearly defined roles, tasks, and deliverables that are supported by feasible timelines and align with the proposed budget, as well as limit unnecessary redundancies and makes efficient use of resources. Applicant must provide a detailed timeline with a list of key deliverables, activities, and milestones to take place within the award performance period (24 months for all awards under this solicitation, except 12 months for the CPD Microgrant awards), grouped by month or quarter.

Experience and Capacity. Please detail the capacity of the agency or organization to carry out the proposed plan in the proposed time frame of the project and explain the agency's or organization's experience with other similar efforts. This must include a discussion of key staff, what roles they will play, their education and experience in similar projects, and their understanding of community policing and related subject matter expertise. Applicant should include résumés or vitae for key staff (up to three). Identify any key partnerships or stakeholders who will play a role in the implementation of this project and their responsibilities.

Applicants should not expect that application reviewers will infer such expertise from résumés or curricula vitae submitted as attachments. In addition, for all proposed in-person training, the applicant should identify the instructor(s), provide examples of the subject matter expertise and training experience of the instructor(s), and do so expressly within the project narrative. In addition, applicants should attach résumés or curricula vitae for all instructors.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Project Narrative." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. The COPS Office is providing a template for the project narrative that can be used as a voluntary tool to assist your organization in developing this required document. You will be able to access the template (Microsoft Word document) via https://cops.usdoj.gov/Supplemental-Applications-Materials-and-Additional-Support.

Note that instructions in the templates are provided in italics. If you choose to use these templates, please make sure to delete the instructions before submitting so that they do not factor in your page count. If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.

Goals, Objectives, Deliverables, and Timeline

Applicants must complete the web-based goal, objectives, deliverables, and timeline section by providing at least one entry in each section. If awarded funding, the information provided in this section will be used in performance reporting and recipients will have to provide a status on the goals, objectives, deliverables, timeline. The COPS Office encourages applicants to review and link their goals and objectives to the solicitation goals and requirements.

Budget and Associated Documentation

Applicants must complete the web-based budget sheets in JustGrants and attach a separate budget narrative in the "Budget/Financial Attachments" section. The organization must create and attach a budget narrative that describes each item requested or group of similar items requested and links each item or group of items to the proposed project. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists. Budget narratives do not count toward the page limit of the project narrative.

Applicants must submit reasonable budgets based on the resources needed to implement their proposed projects. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the project narrative.

The *separate* budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheets contained in this application. The COPS Office expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its separate budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. Consideration will be given to budget proposals that maximize the direct funding that supports project activities.

The budget narrative should be mathematically sound and correspond clearly with the information provided in the budget detail worksheets. The narrative should explain how the applicant estimated and calculated all costs and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. The budget should describe costs by year and should cover the full project period of two years.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget. The budget narrative should not be used to explain deliverables or project activities that are not included in the project narrative. Deliverables and activities that are solely listed in the budget narrative and not described in the project narrative (and vice versa) will be scored negatively during the peer review process.

Budget requests may be made in the following categories:

- Civilian personnel (base salary and fringe benefits)
- Travel
- Equipment
- Supplies
- Sub-awards
- Procurement contracts
- Other costs
- Indirect costs

All items requested will be considered on a case-by-case basis during the budget review process. Items under the program must be purchased using the legislative guidelines established by the appropriations legislation that governs this funding. In addition, each item requested must programmatically link to the activities described in your application. To the extent permitted by law and to the greatest extent practicable under a federal award, recipients and subrecipients must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. See 2 C.F.R. 200.322.

Applicants should submit scalable proposals where appropriate. Note that the COPS Office may reduce funding for selected proposals based on the number of awards selected. The COPS Office may revise the proposed scope and modify the associated budget proposal accordingly.

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

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award. Requests for reimbursement of items purchased or expenses incurred prior to the award start date will not be funded. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. **NOTE: For awards made to states or units of local government (including law enforcement agencies), requests may be made only for items or positions that are not otherwise budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and would not be funded in the absence of this COPS Office award (see award condition IV, "Nonsupplanting requirement").**

For-profit organizations (as well as other recipients) must forgo any profit or management fee.

Each of the categories that follows includes definitions as well as information on frequent requests as well as typically allowable and unallowable costs. The unallowable lists are not exhaustive and are generally considered unallowable for the entire

solicitation, irrespective of where the applicant adds the requested item in the budget. **The COPS Office reserves the right to deny funding for any items that may not be included in this solicitation**.

The COPS Office is providing a template for the budget narrative that can be used as a voluntary tool to assist your organization in developing this required document. You will be able to access the template (Microsoft Word document) at https://cops.usdoj.gov/Supplemental-Applications-Materials-and-Additional-Support. Note that instructions in the template are provided in italics. If you choose to use this template, please make sure to delete the instructions before submitting so that they do not factor in your page count. In addition, the COPS Office is providing an example budget narrative, which can also be found in Appendix K in the *FY 2021 COPS Office Community Policing Advancement (CPA) Programs - Appendices*.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Budget Narrative."

Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats.

Budget Worksheet and Budget Narrative (Web-based Form)

Sworn personnel (base salary and fringe benefits)

Salaries of sworn officer positions are not allowable under this solicitation, with the exception of overtime. All overtime requests should be in the "Other Costs" section.

Civilian personnel (base salary and fringe benefits)

Base salary

Salaries of personnel are costs based on the percentage of time spent (full time equivalent [FTE]) working directly on the project. The total salary percentage should be comparable and consistent with organizational policy. The total amount paid is comparable to industry standards and the type of work being performed.

A recipient may not use federal funds to pay total cash compensation to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an organization with a Certified SES Performance Appraisal System for that year. The 2020 salary table for SES employees is available at the Office of Personnel Management website: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2020/executive-senior-level. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Nonfederal funds used for any such additional compensation will not be considered matching funds.) If only a portion of an employee's time is charged to a COPS Office award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

Typically, unallowable civilian personnel costs include the following (Note: these are typically unallowable no matter which category they are placed under):

- If your organization charges an indirect cost, those costs normally include the following positions and therefore these positions should not be charged as personnel costs to avoid possible duplication:
  - Administration (e.g., director or program head)
  - Clerical (e.g., secretary or administrative assistant)
  - Accounting (e.g., controller or bookkeeper)
  - Procurement (e.g., purchasing director or stockroom clerk)
  - Housekeeping and maintenance (e.g., custodial and janitorial, repairman, or grounds keeper)

  NOTE: These positions can be charged directly if the individual is working a significant amount of time on the project. This will be approved on a case-by-case basis and your narrative should significantly articulate the need to charge these directly if applicable.
- 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.
- Salaries and benefits of personnel that do not work directly on the project.
- Salaries and benefits for contract or consultant personnel (these should be placed under "Sub-awards").

Completing civilian base salary

If you are not requesting any civilian base salary, move to the next section. For each civilian personnel request, applicants must complete the web-based form. If the individual will be working more than one year on the project, applicants will have the option to copy a year.

The “additional narrative” section should be used to describe the employee’s roles, responsibilities, and activities related to the work to be completed on the project. If the salary increases from one budget year to another because of cost of living increases, be sure to detail these increases in the budget description.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Job description
- Organizational pay scales or written annual salary per position
- Résumés/vitae

Fringe benefits

Fringe benefits are allowances and services provided by the organization to its employees as compensation in addition to regular salary. Fringe benefits should be based on actual known costs or an established formula. Typical fringe benefits include the following:

- Federal Insurance Contributions Act (FICA) taxes—includes Social Security and Medicare and cannot exceed 7.65 percent (6.2 and 1.45 percent respectively)
- Health insurance—individual or family
- Life insurance
- Vacation
- Sick leave
- Retirement
- State unemployment compensation insurance
- Federal unemployment tax
- Worker’s Compensation insurance
- Other fringe benefits may include holidays, military leave, bereavement leave, sabbatical leave, severance pay, jury duty, state disability insurance, pension plan, 401(k) plan

Typically unallowable fringe benefit costs include the following (Note: these are typically unallowable no matter which category they are placed under):

- Bonuses or commissions
- If your indirect cost rate agreement includes fringe benefits, you may not charge these costs directly to the project

Completing fringe benefits

If you are not requesting any civilian base salary, move to the next section. Applicants will need to provide the appropriate percentage for each fringe benefit that the individual is allocated per the employee benefits. Note, the system will not allow more than 6.2% for Social Security and 1.45% for Medicare.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Written organization policies regarding fringe benefits
- Organizational fringe rate agreement

Travel

Travel costs include the costs of transportation, lodging, meals, temporary dependent care, and incidental expenses incurred by personnel while on official business, such as attendance at an award-related meeting or conference when travel is further than 50 miles from program location. Travel and subsistence estimates are based on the contemplated number of trips, places to be visited, length of stay, transportation costs, subsistence allowances, and the recipient’s own travel policies. For additional guidance, please see the Uniform Guidance 2 C.F.R. § 200.475.

When charging travel costs to federal awards, award recipients must indicate the source of travel policies applied (applicant or federal travel regulations). If a recipient does not have a written travel policy, it must adhere to the Federal Travel Regulations (FTR). For information on the FTR and U.S. Government General Service Administration (GSA) per diem rates by geographic area, please visit https://www.gsa.gov/travel/plan-book/per- diem-rates. For all applicants (with or without a written travel policy), airfare travel costs must be one of the following: the lowest discount commercial airfare, standard coach airfare, or the Federal Government contract airfare (if authorized and available).

Temporary dependent care costs above and beyond regular dependent care that directly results from conference travels are allowable as long as the costs incurred (1) are a direct result of the individual’s travel for the federal award; (2) are consistent with the recipient’s documented travel policy for all entity travel; and (3) are only temporary during the travel period.

The only individuals traveling who should be charged in this section are those listed in “Civilian personnel.” All other individuals traveling for the project, including participant and consultant travel, should be listed under “Sub- awards” or “Procurement Contracts.” This section should also include any training costs for the primary applicant, all other training costs should be listed under “Sub-Awards,” “Procurement Contracts,” or “Other Costs” as appropriate.

Typically unallowable travel costs include the following (Note: these are typically unallowable no matter which category they are placed under):

- Bar charges/alcoholic beverages
- Costs exceeding Federal Travel Regulations if no other organizational written policy is supplied that supersedes these established rates
- Credit card fees
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Food and beverages at conferences, meetings, or trainings your organization is hosting
- Foreign travel
- GPS and Easy Pass rentals (when renting a car)
- Laundry services while on travel
- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the project location
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel within a 50-mile radius of the project location
- Paying for meals other than your own
- Tips/gratuity

Completing Travel

If you are not requesting any travel, training, or conferences, move to the next section. For each travel request, applicants must complete the web-based form. Each trip should be entered as an individual entry rather than a group of trips.

The “additional narrative” section should be used to describe the purpose of the trip, proposed destination, trip duration by day/night, and list of individuals traveling as well as a detailed cost breakdown for each travel category (lodging, per diem, etc.). The cost breakdown should include

- mode of transportation and proposed fare per trip (airfare, train, etc.) broken down by day;
- mileage allowances if private vehicle will be used;
- per diem rates for the destination per day (including full per diem and travel day per diem);
- lodging costs per night;
- transportation fees per day;
- parking fees per day.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Organizational travel policy

Equipment

Necessary equipment must be specifically purchased to implement or enhance the proposed project. Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds $5,000. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in “Procurement Contracts.”

Typically unallowable equipment/technology costs include the following (Note: these are typically unallowable no matter which category they are placed under):

- 3D printers and associated equipment
- Ammunition (live and training)
- Automatic license plate recognition software
- Bayonets
- Bikes and associated equipment
- Biometric technology

- Body armor
- Body-worn cameras
- Bomb detection technology
- Bulletproof vests and accessories
- Buses/shuttles/transit vans
- Camouflage uniforms
- Closed-circuit televisions (CCTV)
- Communication boxes
- Computer aided dispatch (CAD) systems/records management systems (RMS)
- Copiers
- Criminal intelligence systems
- Electronic control weapons (ECW)/Tasers
- Explosives
- Firearm investigation equipment
- Firearms (including training firearms)
- Fitness equipment (including yoga equipment)
- General law enforcement vehicles (including patrol cars and leased vehicles)
- Golf carts/motorized personal vehicles
- GPS devices
- Grenade launchers
- Gunshot detection equipment and technology
- Handcuffs, weapons, and ammunition (including training ammunition)
- Laser spectroscopy devices
- License plate readers (LPR)
- Manned aircraft
- Metal detectors
- Mobile data terminals (MDT)
- Non-motorized vehicles
- Radios
- Recreation equipment (including tents and coolers)
- Robotic cameras
- Servers
- Shared items between projects—if equipment is to be used for concurrent projects, this should be captured in your indirect costs. If your organization does not have an indirect cost rate agreement, this may be proportionally charged as direct with prior approval.
- Simulators/augmented reality programs
- Surveillance equipment
- Tactical gear
- Thermal imaging devices
- Tracked (armored) vehicles
- Traffic equipment (such as cones, message boards)
- Trailers
- Unmanned aerial vehicles (drones)
- Video surveillance (including security systems)
- Weaponized aircraft, vessels, and vehicles of any kind

Completing Equipment

If you are not requesting any equipment or technology, move to the next section. For each equipment request, applicants must complete the web-based form.

The "additional narrative" section should be used to describe the type of equipment with a description and justification explaining why the equipment is necessary for the success of the project. The description should provide any additional calculations that make up the base cost and the justification should explain that this equipment is not available or accessible to project personnel without specifically purchasing through this award.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Narrative of the procurement method
- Sole Source Justification (see the *Sole Source Justification* fact sheet for further guidance)

Supplies

Supplies means all tangible personal property other than those items described under "Equipment." Supplies costs consist of those incurred for purchased goods and fabricated parts directly related to an award proposal. Supplies differ from equipment in that they are consumable, expendable, and of a relatively low unit cost, defined as less than $5,000 per unit. Such costs may include paper, printer ink, pens, pencils, laptops, etc. A computing device is a supply if the acquisition cost is less than $5,000, regardless of the length of its useful life.

For broad category requests (such as "office supplies"), explanation for project amounts should be provided with calculations. Broad grouping of items under supplies will be limited to $40 per month; otherwise items must be individually captured and justified in the budget request.

For any training awards, the COPS Office allows the purchase of flash drives or USB devices to distribute training materials with approval prior to purchasing.

Typically unallowable supply costs include (Note: these are typically unallowable no matter which category they are placed under):

- Body metric equipment such as blood pressure monitors and FitBits
- Conference or event swag, including t-shirts, bags, or mugs
- COVID-19 test kits
- Displays, demonstrations, or exhibits
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. 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 and yoga supplies
- Narcan
- Promotional items and memorabilia, including models, gifts, and souvenirs
- Recreational supplies (such as Frisbees)
- Shared items between projects—if supplies are to be used for concurrent projects, then this should be captured in your indirect charges or you should only charge the percentage allocated to this project (for example, if a laptop is being purchased for a research assistant who works 40 percent of their time on this project, then only charge 40 percent of the laptop cost to this project)

Completing Supplies

If you are not requesting any supplies, move to the next section. For each supply request, applicants must complete the web-based form. The cost should be broken down to the lowest form; therefore, if you are requesting $30 per month for office supplies, the calculation should be 12 x $30 and not 1 x $360.

The "additional narrative" section should be used to describe and justify why the supplies are necessary for the success of the project. Provide any additional calculations that make up the base cost.

Sub-awards

The applicant should distinguish clearly between sub-awards and procurement contracts in allocating any funds to other entities. Pursuant to 2 C.F.R. § 200.331, a sub-award is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of obtaining goods and services for the recipient's own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and

open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.318- 200.327, and the issuance of sub-awards must meet the requirements of 2 C.F.R. § 200.332.

Any recipient of an award will be responsible for monitoring sub-awards and contracts in accordance with all applicable statutes, regulations, and guidelines. Primary recipients will be responsible for oversight of subrecipient/partner spending and monitoring specific performance measures and outcomes attributable to the use of COPS Office funds.

Consultant expenses include goods or services that directly contribute to the implementation or enhancement of the project. The use of a consultant should be more economical than direct employment. Compensation for individual consultant services procured under a COPS Office award must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles, and consistent with that paid for similar services in the marketplace. The services should be commensurate with the rate or salary paid by the primary employer.

Unless otherwise approved by the COPS Office, independent consultant rates will be approved based on the salary a consultant receives from his or her primary employer, as applicable, up to $650 per day (or $81.25 per hour). Please note that this does not mean that the rate can or should be as high as $650 for all consultants. If individuals receive fringe benefits from their primary employer, such fringe benefit costs should not be included in the calculation of consultant rates. A consultant rate justification will need to be submitted for review and approval to the COPS Office for any consultants paid more than $650 per day prior to incurring any costs. Determinations of approval will be made on a case-by-case basis.

Consultant travel costs follow the same guidelines as “Travel” but should be costs associated with consultant travel. These costs should not be reflected in the “Civilian Personnel” or “Travel” categories.

All sole source procurements of goods and services (those not awarded competitively) in excess of $250,000 require prior approval from the COPS Office.

All other consultant-related expenses should be included in this section such as supply and equipment requests. The same guidelines as previously stated in the above sections will apply.

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate. For additional information, see the “Civil Rights Compliance.”

Typically unallowable sub-awards include the following (Note: these are typically unallowable no matter which category they are placed under):

- Bar charges/alcoholic beverages
- Compensation of federal employees—this category of unallowable costs includes salary payments, consulting fees, or other compensation to full-time federal employees.
- 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
- Credit card fees
- Displays, demonstrations, or exhibits
- Entertainment, including amusement, diversion, social activities, and any associated costs (e.g., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Food and beverages at conferences, meetings, or trainings your organization is hosting
- Foreign travel
- GPS and Easy Pass rentals (when renting a car)
- Honoraria when the primary intent is to confer distinction on or to symbolize respect, esteem, or admiration for the recipient of the honorarium (a payment for services rendered, such as speaker’s fee under an award, is allowable)
- Laundry services while on travel
- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the project location
- Maintenance and/or service contracts that extend the life of the award period (multiyear contracts and extended warranties are allowable but must be paid in full within the initial award period and must not exceed the award period)
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel within a 50-mile radius of the project location
- Narcan
- Paying for meals other than your own

- Promotional items and memorabilia, including models, gifts, and souvenirs
- Shared items between projects—if supplies are to be used for concurrent projects, then this should be captured in your indirect charges or you should only charge the percentage allocated to this project (for example, if a laptop is being purchased for a research assistant who works 40 percent of their time on this project, then only charge 40 percent of the laptop cost to this project)
- Tips/gratuities

Completing Sub-awards

If you are not requesting any sub-award costs, move to the next section. For each sub-award request, applicants must complete the web-based form.

The "additional narrative" section should be used to describe and justify the product or services to be procured by sub-award including the nature and scope of goods purchased, price proposals, and length of contract. Sub- award travel requests should follow the same guidance as the "travel" section. Provide any additional calculations that make up the base cost.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Consultant Rate Justification (see the *Consultant Rate Justification* fact sheet for further guidance)
- Consultant résumés/vitae
- Organizational travel policy
- Sole Source Justification (see the *Sole Source Justification* fact sheet for further guidance)

Procurement Contracts

The applicant should distinguish clearly between sub-awards and procurement contracts in allocating any funds to other entities. Contracts include goods or services that directly contribute to the implementation or enhancement of the project. The applicant should distinguish clearly between sub-awards and procurement contracts in allocating any funds to other entities. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317– 200.326, and the issuance of sub-awards must meet the requirements of 2 C.F.R. § 200.331.

All sole source procurements of goods and services (those not awarded competitively) in excess of $250,000 require prior approval from the COPS Office. 2 C.F.R. § 200.324(b)(2).

Typically unallowable procurement contracts include the following (Note: these are typically unallowable no matter which category they are placed under):

- Conference or event swag, including t-shirts, bags, or mugs
- Construction costs
- Criminal intelligence systems
- Displays, demonstrations, or exhibits
- Entertainment, including amusement, diversion, social activities, and any associated costs (e.g., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Food and beverages at conferences, meetings, or trainings your organization is hosting
- Maintenance and/or service contracts that extend the life of the award period (multiyear contracts and extended warranties are allowable but must be paid in full within the initial award period and must not exceed the award period)
- Promotional items and memorabilia, including models, gifts, and souvenirs
- Servers
- Shared items between projects—if supplies are to be used for concurrent projects, then this should be captured in your indirect charges or you should only charge the percentage allocated to this project (for example, if a laptop is being purchased for a research assistant who works 40 percent of their time on this project, then only charge 40 percent of the laptop cost to this project)

Completing Procurement contracts

If you are not requesting any procurement contract costs move to the next section. For each procurement contract request, applicants must complete the web-based form.

The "additional narrative" section should be used to describe and justify the product or services to be procured by sub-award including the nature and scope of goods purchased, price proposals, and length of contract.

Procurement contract travel requests should follow the same guidance as the "travel" section. Provide any additional calculations that make up the base cost.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Consultant Rate Justification (see the *Consultant Rate Justification* fact sheet for further guidance)
- Consultant résumés/vitae
- Organizational travel policy
- Sole Source Justification (see the *Sole Source Justification* fact sheet for further guidance)

Other costs

Items not included in the previous categories but that have a direct correlation to the overall success of a recipient's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis by the COPS Office. Requests that may fall under the "other" category include officer overtime, rent (see next paragraph for more details), or software purchases.

Rental costs are generally allowable under this solicitation when the costs are not included in indirect costs. Applicants should list square footage cost in the budget. The amount must be based on the space that will be allocated to implement the COPS Office project, not the costs of the entire rental space. **Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property.** In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.

For applicants that anticipate using COPS Office funds to cover only a portion of a particular service they provide, the budget should prorate operational costs like rent and phone service accordingly.

Typically unallowable other costs include the following (Note: these are typically unallowable no matter which category they are placed under):

- Advertising and public relations designed solely to promote the recipient
- Body metric equipment such as blood pressure monitors and FitBits
- Conference or event swag, including t-shirts, bags, or mugs
- Construction costs
- Corporate formation (startup costs)
- Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 C.F.R. Part 200 Subpart F – Audit Requirement are unallowable. If the applicant organization did not meet the applicable expenditure threshold during the organization's fiscal year, the cost of any audit performed may not be charged to the award.
- Costs incurred for intramural activities, student publications, student clubs, and other student activities
- Criminal intelligence systems
- 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
- Fuel for general patrol vehicles
- Gym memberships and subscriptions
- Health screenings
- 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
- Maintenance of vehicles and enhancements (such as mounts)
- Massages
- Membership fees to organizations whose primary activity is lobbying
- Office rental/lease space, except for costs proportionate to work conducted under this solicitation (if included within an indirect cost rate negotiated agreement)
- Personal protective equipment or gear
- Promotional items and memorabilia, including models, gifts, and souvenirs
- Psychological screenings

- Publishing services—the COPS Office provides editing, graphic design, and printing services for deliverables and other project materials; therefore, these costs cannot be directly charged unless approved on a case-by-case basis.
- Scholarships, fellowships, and other programs for student aid (exceptions are for institutions for higher education)
- Servers
- Uniforms (including helmets, boots)

Completing Other Costs

If you are not requesting any other costs, move to the next section. For each request, applicants must complete the web-based form. The cost should be broken down to the lowest form.

The "additional narrative" section should be used to describe and justify why the item is necessary for the success of the project. Provide any additional calculations that make up the base cost.

Indirect costs

Overview of indirect costs

Indirect costs means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to a particular project but necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

If a cognizant federal agency has approved your negotiated indirect cost rate, the negotiated rate must be accepted by all federal awarding agencies, unless otherwise capped by federal statute or regulation.

Indirect cost rates may vary depending on your cognizant federal agency determinations. In some cases, project budgets may include more than one rate, particularly when offsite activity is conducted at a location other than the organizations premises. **Note**: Ensure the indirect calculation is in accordance with your organization's indirect cost rate agreement.

Expired Indirect Cost Rate Agreement

If your indirect cost rate agreement has expired, you should either renegotiate the rate or request a one-time extension from your cognizant agency. The negotiated cost rate may be extended for up to four years. Once the cognizant federal agency has approved your extension, you must abide by the rate for the agreed-upon time period. No further negotiations regarding indirect cost rates may occur until the extension has expired. At the end of the extension period, you must then negotiate a new indirect cost rate.

De Minimis Indirect Cost Rate

If you do not have a current negotiated or provisional indirect cost rate, except for those nonfederal entities described in 2 C.F.R. Part 200, Appendix VII to Part 200, paragraph D.1.b., you may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. When using this method, cost must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Also, if this method is chosen, then it must be used consistently for all federal awards until such time as you choose to negotiate an indirect cost rate (which may be done at any time). No documentation is required to justify the 10 percent de minimis indirect cost rate. See 2 C.F.R. § 200.414(f).

If you elect to negotiate an indirect cost rate with your cognizant federal agency, a special condition will be added to the award prohibiting the obligation, expenditure, or drawdown of funds reimbursement for indirect costs until an indirect cost rate has been approved by your cognizant federal agency, and the appropriate notification has been made retiring the special condition.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 800-458-0786 or at **ask.ocfo@usdoj.gov**. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

Exception: If you are a unit of local government in which the Office of Management and Budget (OMB) has not assigned a cognizant federal agency, then you are not required to submit your indirect cost proposal, unless the awarding agency requires a copy of the proposal. Please see the appropriate appendix section in 2 C.F.R. Part 200 as listed above.

Approval of indirect cost rates for subrecipients

As the direct recipient, you are responsible for approving indirect cost rates for your subrecipients if funded. Such rates must be consistent with the requirements of 2 C.F.R. Part 200. The COPS Office will not approve indirect cost rates beyond the direct recipient level; however, subrecipients who are also direct recipients of federal awards may already have a federally approved indirect cost rate. If your subrecipient has negotiated an indirect cost rate with the Federal Government, then that rate applies.

The subrecipient rates should not be included in this section, but rather under "Sub-awards" or "Procurement Contracts."

Calculating direct cost base

The following direct cost bases may be used as a distribution base:

- **Modified total direct cost (MTDC)**—This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency.
- **Direct salaries and wages**—This base includes only the costs of direct salaries and wages incurred by the organization.
- **Direct salaries and wages plus fringe benefits**—This base includes the costs of direct salary, wages and fringe benefits incurred by the organization.

Exclusions in direct cost bases

Applicants should pay particular attention to the two areas listed below to ensure that their indirect cost rate application is in compliance with the existing requirements of the government-wide award rules set out in the Office of Management and Budget (OMB) circular and regulations:

- **$25,000 Subcontract/Subaward limitation**. For institutions of higher education and nonprofit organizations, indirect cost rates negotiated on the basis of modified total direct costs may only be applied against the first $25,000 of any subcontract or subaward under the agreement. This limitation must be applied to all conference related subcontracts and subawards, including those with hotels and travel agents. (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.400 et seq.)
- **Participant support costs**. For nonprofit organizations, in accordance with 2 C.F.R. part 200, Appendix IV to 2 Part 200, paragraph B.2.c.—Indirect (F&A) Costs Identification and Assignment and Rate Determination for Nonprofit Organizations: "The distribution base may be total direct costs (excluding capital expenditures and other distorting items, such as [contracts or] subawards for $25,000 or more), direct salaries and wages, or other base which results in an equitable distribution. The distribution base must exclude participant support costs as defined in § 200.75 Participant support costs."

Please note that only employees of the nonprofit organization are excluded from the definition of participant support costs. Costs related to contractors of the nonprofit organization who are acting in the capacity of a conference trainer/instructor/presenter/facilitator are considered participant support costs. For more information on allowable costs for conferences and training, please visit https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf.

If you need additional information on an indirect cost rate negotiated agreement, go to the *DOJ Grants Financial Guide* at https://ojp.gov/financialguide/doj/index.htm.

Completing Indirect Costs

If you are not requesting any indirect costs, move to the next section. Ensure that each type of indirect cost rate (provisional, final, predetermined, fixed, etc.) is identified. For institutions of higher education and other institutions where multiple indirect rates are applied, please enter each indirect rate as a separate line item with calculation breakdown and description for which each rate applies.

The "additional narrative" section should be used to describe the breakdown of the calculation as well as provide any additional calculations that make up the base cost. Include the expiration date and the cognizant agency name.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Current, signed, federally approved indirect cost rate negotiated agreement
  - If your organization does not have a provisional or current indirect cost rate negotiated agreement or it is expired and under review, the applicant must submit supporting documents to show the applicant's cognizant federal agency is reviewing the request. The COPS Office may disallow or freeze access to indirect funds until a provisional or current indirect cost rate negotiated agreement is provided.

Consolidated Category Summary

You will be able to review the category totals and the total project costs under this section. To make any changes to a particular category, please use the navigation on the right of the screen.

Non-competitive Justification

As applicable, applicants will attach the noncompetitive justification (or sole source justification). Additional guidance can be found in the *Sole Source Justification* fact sheet.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support

and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Sole Source." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Indirect Cost Rate Agreement (if applicable)

As applicable, applicants will attach the indirect cost rate agreement. Additional guidance can be found in the *Indirect Cost Rate Agreement* fact sheet.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Sole Source." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Consultant Rate

As applicable, applicants will attach the consultant rate justification. Additional guidance can be found in the *Consultant Rate Justification* fact sheet.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Sole Source." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Budget Narrative

Applicants must attach a separate budget narrative. The organization must create and attach a budget narrative that describes each item requested or group of similar items requested and links each item or group of items to the proposed project. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs lists. Budget narratives do not count toward the page limit of the project narrative.

Applicants must submit reasonable budgets based on the resources needed to implement their proposed projects. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the project narrative.

The separate budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheets contained in this application. The COPS Office expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its separate budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. Consideration will be given to budget proposals that maximize the direct funding that supports project activities.

The budget narrative should be mathematically sound and correspond clearly with the information provided in the budget detail worksheets. The narrative should explain how the applicant estimated and calculated all costs and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. The budget should describe costs by year and should cover the full project period of two years.

In some circumstances, the budget and budget narrative will be reviewed separately from the proposed project narrative. Therefore, it is very important that the budget narrative be as comprehensive as possible and describe in a narrative format each line item requested in the budget. The budget narrative should not be used to explain deliverables or project activities that are not included in the project narrative. Deliverables and activities that are solely listed in the budget narrative and not described in the project narrative (and vice versa) will be scored negatively during the peer review process.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Sole Source." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Memoranda of Understanding (MOUs) and Other Supportive Documents

As applicable, applicants will attach the any memoranda of understanding or partner agreements in this section.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].MOU." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Additional Application Components

As applicable, applicants will attach the following additional application attachments in this section:

- Curriculum Vitae or résumés (up to three key project staff detailing work and educational history and highlighting any experience that is relevant to their ability to successfully carry out the proposed project)
- Timeline
- Letters of Support

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Resume." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Curriculum Vitae or Resumes

As applicable, applicants will attach the Curriculum Vitae or résumés for up to three key project staff detailing work and educational history and highlighting any experience that is relevant to their ability to successfully carry out the proposed project).

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Resume." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Timeline Form

As applicable, applicants will attach the timeline.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Resume." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Letters of Support

As applicable, applicants will attach letters of support.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. All other attachments—such as letters of support and résumés—should use descriptive file names identified on the attachment(s) such as "[Applicant].Resume." Recommended file formats are PDF, Microsoft Word, and Microsoft Excel. The system may reject applications with other formats. **If an applicant submits multiple versions of the same document, the COPS Office will review only the most recent system-validated version submitted.**

Disclosures and Assurances

Disclosure of Lobbying Activities

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

change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your organization, you are required to complete the disclosure form via grants.gov. If you need to submit additional forms, please submit them as attachments to your application online in the "Additional Application Components" Section.

Please see Appendix D in the *FY 2021 COPS Office Community Policing Advancement (CPA) Programs - Appendices* for a blank SF-LLL, Disclosure of Lobbying Activities form.

The filing of a SF-LLL form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action.

Please see Appendix D in the *FY 2021 COPS Office Community Policing Advancement (CPA) Programs - Appendices* for a copy of the SF-LLL with instructions for completing this form.

An explanation when the applicant is unable to certify to certain statements in the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing" form (if applicable)—When the applicant is unable to certify to specific statements identified in this Certifications form, the applicant must attach an explanation. The applicant is still required to sign the Certifications form to certify to all the other applicable statements. Please see Appendix C in the *FY 2021 COPS Office Community Policing Advancement (CPA) Programs - Appendices* for a copy of this Certifications form.

DOJ Certified Standard Assurances

Applicants to COPS Office programs are required to sign and acknowledge the standard Assurances form in JustGrants. Signing this document assures the COPS Office that you have read and understood and that you accept the award terms and conditions as outlined in the Assurances.

Please read this document carefully, as signatures on this document are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered award. See "Terms and Conditions," appendix B, and appendix C for the full assurances and certifications, which can all be found at https://cops.usdoj.gov/Supplemental-Applications-Materials-and-Additional-Support.

Declaration and Certification to DOJ as to Application Submission

Applicants must read and acknowledge the statements in this section.

Review and Certifications

Federal Civil Rights and Award Review

Please be advised that an application may not be funded and, if awarded, a hold may be placed on the award if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a U.S. Department of Justice award review or audit.

Certification of Review and Representation of Compliance with Requirements

By submitting your application, your organization represent to the COPS Office that:

a) the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Office Solicitation Guide; DOJ Grants Financial Guide; the COPS Office award owner's manual; Assurances; Certifications; and all other applicable program regulations, laws, orders, and circulars

b) the applicant understands that as a general rule COPS Office funding may not be used for the same item or service funded through another funding source? and

c) the applicant and any required or identified official partner(s) listed in this application mutually agreed to this partnership prior to submission.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Applicants to COPS Office programs are required to sign and acknowledge the standard Certifications form in JustGrants. Signing this document assures the COPS Office that you have read and understood and that you accept the award terms and conditions as outlined in the Certifications.

Please read this document carefully, as signatures on this document is treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered award. See "Terms and

Conditions," appendix B, and appendix C for the full assurances and certifications, which can all be found at https://cops.usdoj.gov/Supplemental-Applications-Materials-and-Additional-Support.

How to Apply

Upon completing your Grants.gov SF-424 and the full application in JustGrants as outlined here, you will need to submit the application. Before you submit your application, each section much be completed and free of validation errors. If not, please return to each identified page using the table of contents on the right side of the page. If any required fields are unanswered, they will be flagged with warning messages. In this case, answer these required fields. **You will not be able to submit your application until all validation issues are corrected and the application is certified.**

After completing the application and clicking "Submit," applicants will receive a confirmation message. The COPS Office will not accept applications submitted via mail or email.

Submission Dates and Time

All completed applications must be submitted by **July 22, 2021** at 7:59 p.m. ET. Applications submitted after 7:59 p.m. ET on **July 22, 2021** will not be considered for funding.

Late submissions

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

Experiencing unforeseen JustGrants technical issues

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

- DUNS number
- Organization name
- Point of contact name and contact information
- Application ID
- Nature of technical issues

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

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons for extensions of the submission deadline: (1) failure to begin the registration process in sufficient time, (2) failure to follow the JustGrants instructions on how to register and apply as posted on its website, (3) failure to follow all of the instructions in the solicitation and associated materials, (4) failure to register or update information on the SAM website, and (5) failure to register or complete SF-424 in Grants.gov.

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

Extraordinary natural or manmade disasters

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

- Send email directly to **AskCopsRC@usdoj.gov**
- The subject line should read "FY21 CPD De-Escalation Extraordinary Circumstances: DUNS Number, Organization Name, Application ID," with your specific DUNS number, organization name, and application ID included in the subject line.
- Message: The message should include the following information:
  - DUNS number
  - Organization name
  - Application ID
  - Nature of the disaster and how it affected the applicant's ability to submit an application on time

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

Application Review Information

Review Process

Applications will undergo a standard review and selection process, which includes a review of basic minimum requirements, peer review panel ratings, administrative compliance review, a senior leadership review and recommendation panel, and director's selection. A description of each phase is provided in the following sections. Applicants are encouraged to review their own applications prior to submission, with particular attention given to the Basic Minimum Requirements and each of the Review Criteria specified in the descriptions that follow.

Basic Minimum Requirements review

Once the solicitation closes, COPS Office staff screen and score applications for compliance with basic minimum requirements (BMR). Applications should be written with clarity, organization, and soundness in the proposed work, with all mandatory attachments.

BMR review criteria

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

1. Did the applicant provide a separate project narrative?
2. Did the applicant provide a separate budget narrative that is 60 percent or more allowable?
3. Is the applicant eligible to submit an application under this solicitation
    - Institutions of higher education (*Regional De-Escalation Training Centers* subcategory)
    - State, local, tribal, and territorial law enforcement agencies (*De-Escalation State, Local, and Tribal Law Enforcement Agency Grants* subcategory)
4. Is the proposed project listed under the "projects out of scope" in the solicitation?

Peer review panel

Peer Review Panels will evaluate, score, and rank applications that meet the basic minimum requirements. The COPS Office may use internal peer reviewers, external peer reviewers, or a combination to assess applications on technical merit using the solicitation's review. An external peer reviewer is an expert in the subject matter of a given topic area who is not a current federal employee. An internal peer reviewer is a current federal employee who is well-versed or has expertise in the subject matter of the subcategory. Peer reviewers' ratings are advisory only, although reviewer views are considered carefully.

Applications that meet eligibility and basic minimum requirements will be evaluated and ranked by peer reviewers. Peer reviewers will be asked to review applications based on the application subcategory and the goal of the solicitation 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. Reviewers will also be asked to consider the subcategory-specific solicited goals, requirements, and deliverables described in the solicitation language.

Upon completion of their reviews, Peer Review Panels will recommend highly rated applications to advance to the Senior Leadership Review and Recommendation Panel.

Review criteria

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. Applications that are not responsive to the solicitation or duplicative of past or ongoing federally funded work will be scored accordingly. Although not an exhaustive list, at a minimum, reviewers will be asked to evaluate applications according to the following criteria:

- Issue Identification and Solicitation Responsiveness *(20 percent)*
    - Clearly identifies the issue they propose to address and how the project responds to the goals and requirements of the solicitation
    - Provides a comprehensive, logical, and clear description of how each task will be implemented and completed

- Clear description of deliverable(s) and how the deliverable(s) will be feasibly developed, including content, process steps, and outcomes within the project parameters
- Clear description of how the deliverable(s) contribute to the solicitation goals and requirements
- Innovation or originality of the proposed project

- Impact on the Field *(15 percent)*
  - Estimates number of law enforcement agencies and communities that will directly benefit from the deliverable(s) (for example, number of agencies receiving technical assistance, number of agencies and/or individuals receiving training, or number of agencies who may replicate programs)
  - Explains why this project is necessary to address a gap in knowledge or practice
  - Project will advance knowledge or otherwise increase the capacity of the field through an innovative topic or approach
  - Project will not result in unnecessary duplication of other efforts by the COPS Office or other DOJ components
  - Identifies relevant performance measures and clearly describes approach for collecting, analyzing, and reporting the measures
  - Description of a marketing plan for the deliverable(s) to ensure broad dissemination of the product(s) to the target audience(s), where applicable
- Project Management Plan, Strategy, and Feasibility *(30 percent)*
  - Includes a detailed project/work plan that is aligned to solicitation goals and requirements
  - Provides detailed breakdown linking of key personnel to clearly defined roles, tasks, and deliverables that are supported by feasible timelines and align with the proposed budget
  - Clearly identifies project-specific risks and proposes methods for addressing risk
  - Details quality control measures to ensure successful completion of project
  - Provides a detailed timeline (should include a list of key deliverables, activities, and milestones to take place within the award performance period) (24 months for all applications), grouped by month or quarter that reflects the proposed project and work plan
- Experience and Capacity *(20 percent)*
  - Demonstrated experience and capacity to carry out the proposed activities (e.g., the ability to conduct a substantive programmatic meeting, produce practitioner friendly reports, facilitate meetings or forums of varying sizes with law enforcement professionals, produce curriculum and/or deliver effective training on a specified topic as relevant to the subcategory-specific goals and proposed deliverables)
  - Inclusion of résumés or vitae for key staff (up to three)
  - Project staff, contractors, or consultants have relevant subject matter expertise, knowledge, skills, and appropriate licensure (when necessary) to achieve project goals and produce proposed deliverable(s)
  - Identification of any key partnerships or stakeholders, should include their role in the implementation of this project, responsibilities, and level of commitment
  - Demonstrated history of success in achieving similar outcomes in past work performance or directly addresses how innovative or future work can be accomplished without demonstrated prior history
- Budget (15 percent)
  - Provides a detailed budget narrative with costs that are allowable, appropriate, and reasonable relative to the level of effort and critical to the completion of the project
  - Provides a budget narrative that adequately justifies the budget and matches the feasibility and intent of the proposed project
  - Provides a detailed budget that matches the tasks and deliverable(s) outlined in the project narrative
  - Provides detailed breakdowns of each budget category and justification for total costs, such as per unit over time or reasonable estimate at time of application submission
  - Provides appropriate budget justification documentation which may include a current indirect cost rate agreement, sole source justification, and consultant rate justification
  - Identifies how strategy makes use of time and cost saving methods for conducting project work to achieving goals and objectives while not sacrificing quality outcomes

Administrative compliance review

All advancing applications will undergo an administrative compliance review. Past financial and programmatic performance with DOJ award funding will be considered in this review process. Past performance may affect the overall rating and ranking of an application. Factors that may be included in the past performance review are: the extent to which the applicant has adhered to all special conditions in the prior awards, the extent to which the applicant has complied with programmatic and financial reporting requirements, the extent to which the applicant has completed closeout of prior awards in a timely manner, whether the applicant

has received financial clearances in a timely manner, whether the applicant has resolved any issues identified in an audit or on-site monitoring visit in a timely manner, whether the applicant has adhered to single audit requirements and the extent to which the applicant has completed work and spent prior award funds in a timely manner.

Pursuant to 2 C.F.R. Part 200 ("Uniform Guidance"), before award decisions are made, the COPS Office also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, the COPS Office checks whether the applicant is listed in SAM as excluded from receiving a federal award. The COPS Office also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, "FAPIIS"). Applicants may review and comment on any information about them in SAM that a federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

The COPS Office may contact applicants regarding budget and financial questions as part of the review process. This outreach is not an indication of funds or awarding decisions.

Senior Leadership Review and Recommendation Panel

The Senior Leadership Review and Recommendation Panel is composed of senior-ranking federal employees. The panel will review all advancing applications from the Peer Review Panel and make recommendations for funding based on Peer Review Panel scores, administrative compliance review, past performance, project scope, and budget.

The Senior Leadership Review and Recommendation Panel will submit formal recommendations for funding to the COPS Office Director.

Director's selection

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, strategic priorities, past performance, significant concerns regarding ability of the applicant to administer federal funds, and available funding when making awards.

All award decisions are final and not subject to appeal.

Federal Award Administration Information

Award decisions

It is anticipated that awards will be announced on or after October 1, 2021. Award notification will be sent electronically. Any public announcements will be posted on the COPS Office website.

All award decisions are final and not subject to appeal.

To officially accept and begin your award, your organization must access your award package at https://justgrants.usdoj.gov/. Once you access your account, you will review and electronically sign the award document (including award terms and conditions) and, if applicable, the special award conditions or high risk conditions within 45 days of the date shown on the award congratulatory letter, unless an extension is requested and granted. Your organization will not be able to draw down award funds until the COPS Office receives your signed award document. For more information on accepting your award, please visit the JustGrants Training page for step-by-step instructions.

For technical support with JustGrants, please call JustGrants Support at **JustGrants.Support@usdoj.gov**, or 833-872-5175. For programmatic assistance, please contact the COPS Office Response Center at **AskCopsRC@usdoj.gov** or 800-421-6770.

The award document

The award document is the document indicating your official award funding amount, the award number, the award terms and conditions, and award start and end dates.

The award start date indicated on the award document/cooperative agreement means that your organization may be reimbursed for any allowable costs incurred on or after this date. The duration of awards is 24 months.

Your FY 2021 award number is in the following format: 2021-CKWX-K000. The COPS Office tracks award information based upon this number. Therefore, it is important to have your organization's award number (or your organization's DUNS number) readily available when corresponding with the COPS Office.

The award conditions are listed on your organization's Award Document and, if applicable, the Award Document Supplement. By accepting this award, you are acknowledging that you are obtaining federal funds from the COPS Office. As part of that agreement, if awarded funds, your organization will acknowledge that it will comply with these conditions (and, if applicable, additional special conditions or high risk conditions in the Award Document Supplement specific to your organization).

In limited circumstances, your award may be subject to special conditions or high risk conditions that prevent your organization from drawing down or accessing award funds until the special conditions or high risk conditions are satisfied as determined by the COPS Office. Any special conditions or high risk conditions will be included in your Award Document Supplement.

Administrative and national policy requirements

If selected for funding, in addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements including, but not limited to, OMB, DOJ, or other federal regulations that will be included in the award or incorporated into the award by reference or are otherwise applicable to the award.

Please see general terms and conditions in the following section.

Terms and conditions

The following section describes the compliance terms, conditions, and other requirements that applicants should be aware of before applying to COPS Office programs. Please review this section carefully. By submitting your application, your organization assures the COPS Office that you agree to the below terms, conditions, and requirements. If awarded funds, by accepting your COPS Office award, your organization agrees to comply with all of the terms, conditions, and other requirements in your award package and any additional special or high risk conditions that may be imposed on your award.

I. & II. Assurances and Certifications (also refer to "U.S. Department of Justice Certified Standard Assurances and U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace Requirements; Law Enforcement and Community Policing" of this Guide and Standard Application forms.)

Applicants to COPS Office programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read and understood and that you accept the terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully, as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to make an award.

III. Disclosure of Lobbying Activities (also refer to "Disclosure of lobbying activities" of this Guide and Standard Application forms.)

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

If this applies to your organization, you are required to complete the disclosure form in the "Disclosures and Assurances" section of the application. If you need to complete and submit additional forms, please complete and submit them as attachments in the "Additional Application Components" section.

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

IV. Criminal intelligence systems/28 C.F.R. Part 23 compliance

If your agency is receiving COPS Office funding for equipment or technology that will be used to operate an interjurisdictional criminal intelligence system, you must agree to comply with the operating principles found at 28 C.F.R Part 23. An interjurisdictional criminal intelligence system is generally defined as a system that receives, stores, analyzes, exchanges, or disseminates data regarding ongoing criminal activities (such activities may include loan sharking, drug or stolen property trafficking, gambling, extortion, smuggling, bribery, and public corruption) and shares this data with other law enforcement jurisdictions. 28 C.F.R. Part 23 contains operating principles for these interjurisdictional criminal information systems that protect individual privacy and constitutional rights.

If you are simply using the COPS Office funds to operate a single agency database (or other unrelated forms of technology) and will not share criminal intelligence data with other jurisdictions, 28 C.F.R. Part 23 does not apply to this award.

V. Award Owner's Manual

If awarded funding, the recipient agrees to comply with the terms and conditions in the Award Owner's Manual; DOJ Grants Financial Guide; COPS Office statute (34 U.S.C. § 10381, et seq.); 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards); 48 C.F.R. Part 31 (Contract Cost Principles and Procedures) as

applicable; the Cooperative Agreement as applicable; representations made in the application; and all other applicable requirements, laws, orders, regulations, or circulars.

VI. Nonsupplanting requirement

COPS Office funds awarded to states or units of local government (including law enforcement agencies) may not be used to supplant (replace) state, local, or Bureau of Indian (BIA) funds that would, in the absence of federal assistance, be made available for award purposes (hiring, training, purchases, and/or other activities). Instead, COPS Office funds must be used to supplement (increase) the total amount of funds that would otherwise be made available for award purposes. 34 U.S.C. § 10384(a).

A recipient may not use COPS Office funds to pay for any item or cost associated with this funding request that the recipient is already obligated to pay. Nonfederal funds allocated to pay for award purposes may not be reallocated to other purposes or refunded should COPS Office funding be awarded. Nonfederal funds must remain available for and devoted to that purpose, with COPS Office funds supplementing those nonfederal funds. Funding awarded cannot be obligated until after the award start date (unless an exception is authorized in writing by the COPS Office). This means that COPS Office funds cannot be applied to any agency cost incurred prior to the award start date.

The possibility of supplanting will be the subject of careful application review, possible pre-award review, and post-award monitoring and audit. Any supplanting of nonfederal funds by COPS Office funds may be grounds for potential suspension or termination of award funding, recovery of misused funds, and/or other applicable legal sanctions.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Response Center at 800-421-6770 or **AskCopsRC@usdoj.gov** for further information.

VII. Sole source

Recipients who plan to use award funds for the noncompetitive procurement of an item (or group of items) or service in excess of $250,000 must provide a written sole source justification to the COPS Office for approval prior to obligating, expending, or drawing down award funds for that item or service. 2 C.F.R. § 200.325(b)(2).

VIII. System for Award Management (SAM) and Universal Identifier requirements

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

To review the System for Award Management and Universal Identifier Award Term, please see Appendix J in the *FY 2021 COPS Office Community Policing Advancement (CPA) Programs - Appendices*.

IX. Federal Funding Accountability and Transparency Act (FFATA)—Reporting subaward and executive compensation information

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires, among other things, that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is https://www.USASpending.gov.

Applicants should note that all recipients of awards of $30,000 or more under this solicitation, consistent with FFATA, will be required to report award information on any first-tier subawards totaling $30,000 or more and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at https://www.fsrs.gov, is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA.

The subaward information entered in FSRS will then be displayed on https://www.USASpending.gov, associated with the prime award, furthering federal spending transparency.

Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.

To review the FFATA Reporting Subaward and Executive Compensation Award Term, please see Appendix I in the *FY 2021 COPS Office Community Policing Advancement (CPA) Programs - Appendices*.

X. Contract provision under federal award

All contracts made by the recipients under the federal award must contain the provisions required under 2 C.F.R. part 200 (Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.)

The full text of the contract provision may be found in Appendix E in the *FY 2021 COPS Office Community Policing Advancement (CPA) Programs - Appendices*.

XI. Restrictions on internal confidentiality agreements

Recipients, subrecipients, or entities that receive a contract or subcontract with any funds under this award may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. Consolidated Appropriations Act, 2021, Public Law 116–260, Division E, Title VII, Sec 742.

XII. Mandatory disclosure

Under 2 C.F.R. § 200.113, recipients and subrecipients are required to timely disclose in writing to the COPS Office or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients that receive an award of more than $500,000 must also report certain civil, criminal, or administrative proceedings in SAM, and are required to comply with the Term and Condition for Recipient Integrity and Performance Matters as set out in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.339.

XIII. Debarment and Suspension

Recipients agree not to award federal funds under this program to any party which is debarred or suspended from participation in federal assistance programs. 2 C.F.R. Part 180 (Governmentwide Nonprocurement Debarment and Suspension) and 2 C.F.R. Part 2867 (DOJ Nonprocurement Debarment and Suspension).

XIV. Recipient Integrity and Performance Matters

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

For the full text of 2 C.F.R. Part 200, Appendix XII to part 200, please refer to Appendix F in the *FY 2021 COPS Office Community Policing Advancement (CPA) Programs - Appendices*.

XV. False Statements

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

XVI. Duplicative Funding

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

XVII. Additional High-Risk Award Recipient Requirements

Recipients agree to comply with any additional requirements that may be imposed during the award performance period if the awarding agency determines that the recipient is a high-risk award recipient (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.208).

XVIII. Modifications

Award modifications are evaluated on a case-by-case basis in accordance with 2 C.F.R. § 200.308(f). For federal awards in excess of $250,000, any modification request involving the reallocation of funding between budget categories that exceed or are expected to exceed 10 percent of the total approved budget requires prior written approval by the COPS Office. Regardless of the federal award amount or budget modification percentage, any reallocation of funding is limited to approved budget categories. In addition, any budget modification that changes the scope of the project requires prior written approval by the COPS Office. The COPS Office will not approve any modification request that results in an increase of federal funds.

XIX. Evaluations

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

XX. Allowable Costs

The funding under this award is for the payment of approved costs identified in the Financial Clearance Memorandum (FCM). Recipients must forgo any profit or management fees in accordance with 2 C.F.R. § 200.400(g).

XXI. Equal Employment Opportunity Plan

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

XXII. Employment Eligibility

Recipients agree to complete and keep on file, as appropriate, the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States. See Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603.

XXIII. Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information

Recipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he or she reasonably believes is evidence of gross mismanagement of a federal contract or grant; a gross waste of federal funds; an abuse of authority relating to a federal contract or grant; a substantial and specific danger to public health or safety; or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant. Recipients also agree to provide to their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see Appendix G in the *FY 2021 COPS Office Community Policing Advancement (CPA) Programs - Appendices* for a full text of the statute.

XXIV. Federal Civil Rights

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

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

The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

XXV. Conflict of Interest

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

XXVI. Reports/Performance Goals

Recipients are responsible for submitting semiannual programmatic progress reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425) 2 C.F.R. §§ 200.328 and 200.329. The progress report is used to track recipients' progress toward implementing community policing strategies and to collect data to gauge the effectiveness of increasing your agency's community policing capacity through COPS Office funding. The Federal Financial Report is used to track the expenditures of the recipient's award funds on a cumulative basis throughout the life of the award.

XXVII. Extensions

Recipients may request an extension of their award period to receive additional time to implement their award. Such extensions do not provide additional funding. Only recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Extension requests must be received prior to the end date of the award and should be requested in JustGrants.

XXVIII. Computer Network Requirement

Recipients agree that no award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in this requirement limits the use of funds necessary for any

federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities. Consolidated Appropriations Act, 2021, Public Law 116-260, Division B, Title V, Sec 527.

XXIX. Award Monitoring Activities

Federal law requires that recipients receiving federal funding from the COPS Office must be monitored to ensure compliance with their award conditions and other applicable statutes and regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office may include site visits, enhanced office-based award reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. Recipients agree to cooperate with and respond to any requests for information pertaining to their award. This includes all financial records, such as general accounting ledgers and all supporting documents. All information pertinent to the implementation of the award is subject to agency review throughout the life of the award, during the close-out process and for three-years after submission of the final expenditure report. 34 U.S.C. § 10385(a) and 2 C.F.R. §§ 200.334 and 200.337.

XXX. Travel Costs

Travel costs for transportation, lodging and subsistence, and related items are allowable under this program with prior approval from the COPS Office. Payment for allowable travel costs will be in accordance with 2 C.F.R. § 200.474.

XXXI. Paperwork Reduction Act Clearance and Privacy Act Review

Recipients agree, if required, to submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget (OMB) for clearance under the Paperwork Reduction Act (PRA). Before submission to OMB, all information collections that request personally identifiable information must be reviewed by the COPS Office to ensure compliance with the Privacy Act. The Privacy Act compliance review and the PRA clearance process may take several months to complete. 44 U.S.C. §§ 3501-3520 and 5 U.S.C. § 552a.

XXXII. Copyright

In accordance with 2 C.F.R. § 200.315(b), recipients may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. The COPS Office reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work, in whole or in part (including create derivative works), for Federal Government purposes and to authorize others to do so. The COPS Office license applies to (1) the copyright in any work developed under the award including any related subaward or contract and (2) any rights of copyright to which the recipient, including its subrecipient or contractor, purchases ownership with award funds.

Recipients agree that they are responsible for acquiring the rights, and ensuring that their subrecipients/contractors/authors acquire the rights, to copyrighted material for inclusion in U.S. Department of Justice publications and other deliverables developed under the award, including the payment of required fees. The COPS Office may make available for reproduction material produced under the award by any means, including a DOJ website, a hard copy, or in electronic form, without restriction. The COPS Office reserves the right, at its discretion, not to publish products and deliverables developed under the award as a U.S. Department of Justice resource. Products and deliverables developed with award funds and published as a U.S. Department of Justice resource will contain the following copyright notice: “This resource was developed under a federal award and may be subject to copyright. The U.S. Department of Justice reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work for Federal Government purposes and to authorize others to do so. This resource may be freely distributed and used for noncommercial and educational purposes only.”

XXXIII. Human Subjects Research

Recipients agree to comply with 28 C.F.R. Part 46 Protection of Human Subjects prior to expending award funds to perform human subjects research. Recipients also agree to comply with 28 C.F.R. Part 22 Confidentiality of Identifiable Research and Statistical Information to safeguard certain personally identifiable information.

XXXIV. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

Award funds may not be used to procure or obtain any covered telecommunication and video surveillance services or equipment as described in 2 C.F.R. § 200.216.

XXXV. Domestic Preferences in Procurement

To the extent practicable and consistent with applicable law under the award, recipients and subrecipients will provide a preference for the procurement or use of goods produced and services offered in the United States as described in 2 C.F.R. § 200.322 and Executive Order 14005 Ensuring the Future is Made in All of America by All of America’s Worker (January 25, 2021).

XXXVI. Termination

The award may be terminated, in whole or in part, to the extent such termination is authorized by law for the reasons set forth in 2. C.F.R. § 200.340 including, but not limited to, failure to comply with award terms and conditions or when the award no longer effectuates program goals or agency priorities.

XXXVII. State Information Technology Point of Contact

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

XXXVIII. Public Release Information

Recipients agree to submit one copy of all reports and proposed publications resulting from the award ninety (90) days prior to public release. Any publications (written, curricula, visual, sound, or websites) or computer programs, whether or not published at government expense, shall contain the following statement:

> *This project was supported, in whole or in part, by federal award number 2021-XX-XX-XXXX awarded to [entity] by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) or contributor(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific individuals, agencies, companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues.*
>
> *The Internet references cited in this publication were valid as of the date of publication. Given that URLs and websites are in constant flux, neither the author(s) nor the COPS Office can vouch for their current validity.*

XXXIX. News Media

Recipients agree to comply with the COPS Office policy on contact with the news media. The policy establishes the COPS Office Communications Division as the principal point of contact for the news media for issues relevant to the COPS Office and/or parameters of the award. Recipients agree to refer all media inquiries on these topics directly to the COPS Office Communications Division at 202-514-9079.

Other requirements

Prior approval, planning, and reporting of conference/meetings/training costs

Recipients are required to obtain written approval from the COPS Office prior to entering into any contract, agreement or other obligation for costs related to any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award. Submit all request to the Conference Cost Request mailbox at **COPS.Conferencecosts@usdoj.gov** and copy your program manager.

For more information on allowable costs, please visit https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf.

Submit the Conference Cost Request/Reporting Form (CCR) at least 90 days prior to event. The document will have you breakout each event or training deliveries and ensures that all costs comply with current guidelines and policies on event/training planning, food and beverages, minimizing costs. Training or events should not be scheduled or delivered prior to receiving notice from your program manager that the CCR is approved.

All cooperative agreement award recipients must submit reports on conferences with total costs that exceed $20,000, exceed cost thresholds, or for any conference at which more than 50 percent of the attendees were U.S. Department of Justice employees. The report must be submitted within 45 days of the end of the event. Award recipients are encouraged to establish policies regarding timely submission of invoices to ensure that they can meet the conference reporting deadline.

The reporting form is on the same form as the conference request.

Curriculum development

The COPS Office defines training as the teaching and learning activities carried out for the primary purpose of helping members of an organization acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job or organization. Training is driven by specific goals and objectives; it is not a single event but rather an ongoing process that requires continuous self-reflection and evaluation.

The COPS Office trainings are national in scope and should have a specific law enforcement audience: executives, first line supervisors, line officers, dispatchers, joint community and officers, etc. COPS Office training supports the needs of the law enforcement field and strives to increase public safety.

The COPS Office has a series of requirements for the development and delivery of in-person and online training. These requirements can be found in the *Curriculum Standards, Review, and Approval Guides*, which were established to provide guidance to COPS Office training providers and program managers on instructional design, promising practices, and the process by which curricula will be reviewed and approved by the COPS Office. There are two guides separated by training type: (1) online training and (2) in-person training. They can be found at https://cops.usdoj.gov/training.

The COPS Office also has a series of requirements that instructors must meet prior to becoming instructors for COPS Office courses and for the duration of their instructor tenure. Those requirements can be found in the *COPS Office Instructor Quality Assurance Guide*, which can be accessed at https://cops.usdoj.gov/training.

In addition, the COPS Office has a series of technical requirements for online courses. Those requirements can be found at https://cops.usdoj.gov/training.

Applicants that propose the development and/or delivery of in-person training or development and/or online launch of training should clearly articulate the steps they propose to ensure all content, instructors, and technical requirements meet the requirements set forth by the COPS Office. Applicants should not assume that reviewers are experts in the course they are proposing in the application and should provide specific process steps and information pertinent to achieve effective training outcomes.

If awarded funds to develop and/or deliver training under a cooperative agreement, recipients will be required to follow these guides and comply with all terms outlined in the cooperative agreement.

Federal Leadership on Reducing Text Messaging While Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," the COPS Office encourages recipients of U.S. Department of Justice funds to adopt and enforce policies that ban text messaging while driving and to establish workplace safety policies to decrease crashes caused by distracted drivers.

Increasing Seat Belt Use in the United States

Pursuant to Executive Order 13043, "Increasing Seat Belt Use in the United States," the COPS Office encourages recipients of U.S. Department of Justice funds to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

Remedies for noncompliance

Under 2 C.F.R. § 200.339, if the recipient fails to comply with award terms and conditions, the Federal awarding agency may impose additional conditions or take one or more of the following actions as appropriate in the circumstances:

(a) Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.

(b) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.

(c) Wholly or partly suspend or terminate the Federal award.

(d) Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).

(e) Withhold further Federal awards for the project or program.

(f) Take other remedies that may be legally available.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

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

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

Please be advised that recipients may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice award.

Federal Awarding Agency Contact(s)

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to **support@Grants.gov**, or consult the *Grants.gov Organization Applicant User Guide*. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical support with the Justice Grants System (JustGrants) application, please contact the JustGrants Support at **JustGrants.Support@usdoj.gov**, or 833-872-5175. The JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at https://justicegrants.usdoj.gov/training-resources.

For programmatic assistance with the requirements of this program, 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. ET, except on federal holidays.

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

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

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

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

Feedback to the COPS Office

To assist the COPS Office in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback via email to AskCopsRC@usdoj.gov with the following subject line “FY21 CPD Program Feedback.”

IMPORTANT: This email is for feedback and suggestions only. Replies are not sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, you must contact the COPS Office Response Center at **AskCopsRC@usdoj.gov** or 800-421-6770.

COPS Other Information
Reporting, Monitoring, and Evaluation Requirements

Reporting

If awarded, your organization will be required to submit quarterly Federal Financial Reports as well as semiannual Programmatic Progress Reports. Recipient should be prepared to track and report program award funding separately from other funding sources (including other COPS Office federal awards) to ensure accurate financial and programmatic reporting on a timely basis. Recipients should ensure that they have financial internal controls in place to monitor the use of program funding and ensure that its use is consistent with the award terms and conditions. Good stewardship in this area includes written accounting practices, and use of an accounting system that tracks all award drawdowns and expenditures, and the ability to track when award-funded positions are filled or approved purchases are made. *Failure to submit complete reports or submit them in a timely manner may result in the suspension and possible termination of a recipient’s COPS Office award funding or other remedial actions.*

Monitoring

Federal law requires that law enforcement agencies receiving federal funding from the COPS Office be monitored to ensure compliance with their award conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice.

Awarded organizations will be responsible for submitting Programmatic Progress Reports on a semiannual basis and Federal Financial Reports on a quarterly basis. In addition, awarded organizations will be responsible for the timely submission of a final Closeout Report and any other required final reports. All COPS Office recipients will be required to participate in such award monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or any entity designated by the COPS Office.

Please note that the COPS Office may take a number of monitoring approaches, such as site visits, enhanced office-based award reviews, alleged noncompliance reviews, and periodic surveys to gather information and to ensure compliance. The COPS Office may seek information including, but not limited to, your organization's compliance with nonsupplanting and both programmatic and financial requirements of the award, and your organization's progress toward achieving your community policing strategy. Program and monitoring specialists as well as auditors are particularly interested in confirming that the purchase of items and/or services is consistent with the applicant's approved award budget as reflected on the Financial Clearance Memorandum and Final Funding Memorandum.

If awarded funds, you agree to cooperate with and respond to any requests for information pertaining to your award in preparation for any of the above-referenced award monitoring activities.

Please feel free to contact your COPS Office Program Manager to discuss any questions or concerns you may have regarding the monitoring, reporting, and evaluation requirements.

Program evaluation

Though a formal assessment is not a requirement, awarded organizations are strongly encouraged to conduct an independent assessment of their respective award-funded projects. Project evaluations have proven to be valuable tools in helping organizations identify areas in need of improvement, providing data of successful processes, and reducing vulnerabilities.

Selected award recipients shall be evaluated on the local level or as part of a national evaluation, pursuant to guidelines established by the Attorney General. Such evaluations may include assessments of individual program implementations. In selected jurisdictions that are able to support outcome evaluations, the effectiveness of funded programs, projects, and activities may be required. Outcome measures may include crime and victimization indicators, quality of life measures, community perceptions, and police perceptions of their own work.

Audit Requirement

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

Civil rights

All recipients are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for award recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant organization is not in compliance with federal civil rights law or is not cooperating with an ongoing federal civil rights investigation.

28 C.F.R. Part 38 Equal Treatment for Faith-Based Organizations

Recipients and subrecipients (at any tier) must comply with all applicable requirements of the DOJ regulation entitled "Equal Treatment for Faith-Based Organizations" at 28 C.F.R. Part 38.

For more information on the regulation, please see the Office for Civil Rights website at https://www.ojp.gov/program/civil-rights/partnerships-faith-based-and-other-neighborhood-organizations.

Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying, please contact the COPS Office Response Center at **AskCopsRC@usdoj.gov** or 800-421-6770.

The department is committed to ensuring equal access to all applicants and will assist any applicant who may experience difficulties with assistive technology when applying for awards using the JustGrants System.

Public Reporting Burden- Paper Work Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS Office program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530; and to

the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. For any questions or comments, please contact Lashon Hillard, COPS Office Paperwork Reduction Act Program Manager, at 202-514-6563.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098, and the expiration date is 06/30/2021.

Performance Measures

To assist in fulfilling the U.S. Department of Justice's responsibilities under the Government Performance and Results Act Modernization Act (GPRA Modernization Act) of 2010, P.L. 111–352), recipients who receive funding from the Federal Government must measure the results of work that funding supports. This act specifically requires the COPS Office and other federal agencies to set program goals, measure performance against those goals, and publicly report progress in the form of funding spent, resources used, activities performed, services delivered, and results achieved.

Performance measures are as shown in the below table.

Objective	Performance measures	Data recipient provides
Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.	Extent to which COPS Office award funding (e.g., officers, equipment, training, technical assistance) has increased your agency's community policing capacity? Extent to which COPS Office knowledge resources (e.g., publications, podcasts, training) have increased your agency's community policing capacity?	Recipients will rate the effectiveness of the COPS Office funding in increasing community policing capacity. Data will be collected on a periodic basis through progress reports.

COPS Office awards target increasing recipient capacity to implement community policing strategies within the three primary elements of community policing: (1) problem solving; (2) partnerships; and (3) organizational transformation. The COPS Office requires all applicants to describe how the personnel, technology, equipment, supplies, travel, or training requested will assist the applicant in implementing community policing strategies.

To read an overview of the principles of community policing, please see the COPS Office publication *Community Policing Defined*.

As part of the programmatic progress performance reports, all recipients will be required to report on their progress toward implementing community policing strategies. Based on the data collected from recipients, the COPS Office may make improvements to the program to better meet the program's objective and law enforcement agency needs.

Application Checklist

Please refer to the JustGrants DOJ Application Submission Checklist.

Survey Questions

FY21 CPD De-Esc Elig

Applicant Eligibility

Instructions: Applicant eligibility for the Regional De-Escalation Training Centers solicitation is limited to institutions of higher education as defined by 2 C.F.R. Part 200.55. The following question will be used to determine eligibility. NOTE: If you select "no," you will be considered ineligible for this solicitation and will not receive consideration for funding.

Is the applicant an institution of higher education?

FY 2021 CPA Solicitation Questions

Research and Development

Instructions: For the purposes of this solicitation, R&D as defined by 2 C.F.R. §200.87 means all research activities, both basic and applied, and all development activities that are performed by nonfederal entities. The term "research" also includes activities involving the training of individuals in research techniques where such activities use the same facilities as other research and development activities and where such activities are not included in the instruction function. "Research" is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. "Development" is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.

Please select "yes" if any part of your project could be considered R&D or "no" if no portion of your project would support R&D.

Could any portion of your project be considered research and development (R&D) as defined by 2 C.F.R. §200.87?

Youth-Centered Project

Instructions: For the purposes of this solicitation, please select "yes" if any part of your project involves interactions with minors under the age of 18 years. NOTE: A special award condition will apply to all youth-centered awards. This condition will require recipients and subrecipients to make determinations of suitability before certain covered individuals interact with participating minors under the age of 18 years old in the course of activities funded under the award.

Could any activities under your project involve interactions with minors under the age of 18 years?

Training

Instructions: The COPS Office defines training as the teaching and learning activities carried out for the primary purpose of helping members of an organization other than your own acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job or organization. Training is driven by specific goals and objectives? it is not a single event but rather an ongoing process that requires continuous self-reflection and evaluation. Guides, webinars, articles, conference presentations, toolkits, podcasts, videos, blogs, and news feeds (to provide a few examples) can serve as support material in trainings or as standalone materials to increase knowledge, but on their own they are not defined as training by the COPS Office. Please select "yes" if any part of your project fits within the definition of training or "no" if no portion of your project fits within the definition of training.

Could any portion of your project be considered training? Law Enforcement/Organization Executive

Instructions for Law Enforcement Agencies:

The Law Enforcement Executive is the highest ranking official in the jurisdiction (Chief of Police, Sheriff, orequivalent) and must be assigned the role: "Authorized Representative 1" in JustGrants.

Instructions for Non-Law Enforcement Agencies:

For non-law enforcement agencies, the Law Enforcement Executive is the highest ranking program official in thejurisdiction and must be assigned the role: "Authorized Representative 1" in JustGrants. If the award is awarded,this position will ultimately be responsible for the programmatic management of the award. Please note that information for non-executive positions (e.g., clerks, trustees) is not acceptable.

Title:

First Name:

Last Name:

Phone:

Email Address:

Instructions for Government Agencies:

This is the highest ranking government official within your jurisdiction (e.g., Superintendent, Mayor, City Administrator, or equivalent) and must be assigned the role: “Authorized Representative 2” in JustGrants.

Instructions for Non-Government Agencies:

This is the financial official who has the authority to apply for this award on behalf of the applicant agency (e.g., Chief Financial Officer, Treasurer, or equivalent) and must be assigned the role: “Authorized Representative 2” inJustGrants. If the award is awarded, this position will ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks, trustees) is not acceptable.

Title:

First Name:

Last Name:

Phone:

Email Address:

Instructions for Application Contact:

Enter the application contact's name and contact information.

Title:

First Name:

Last Name:

Phone:

Email Address:

Please select your U.S. Attorney’s District Office from the below drop-down options.

Law enforcement and community policing strategy

Instructions: The following is the COPS Office definition of community policing that emphasizes the primary components of community partnerships, organizational transformation, and problem solving: Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. Please refer to the COPS Office website (https://cops.usdoj.gov/RIC/ric.php?page=detail&id=COPS-P157) for further information regarding this definition and its sub-elements.

Please answer the following questions regarding your community support and impact on the jurisdiction.

To what extent is there community support in your jurisdiction for implementing the proposed award activities?

If awarded, to what extent will the award activities impact the other components of the criminal justice system inyour jurisdiction?

Explanation of need for federal assistance

All applicants are required to explain their inability to address the need for this award without federal assistance.Please do so in the space below. [Please limit your response to a maximum of 1,000 characters.]

Continuation of support after federal funding ends

Instructions: The questions in this section will be used for programs without a retention requirement to report anyplans to continue the program or activity after the conclusion of federal funding.

Does your agency or organization plan to obtain necessary support and continue the program, project, or activityfollowing the conclusion of federal support?

Please identify the source(s) of funding that your agency plans to utilize to continue the program, project, oractivity following the conclusion of federal support:

General funds

Issue bonds or raise taxes

Private sources and donations

Non-federal asset forfeiture funds (subject to approval from the state or local oversight agency)

State, local, or other non-federal grant funding

Fundraising efforts

Other

If “other” is selected in the above question, please provide a brief description of the source(s) of funding.

FY21 CPA Information

Type of Agency/Organization

Type of Agency (*select one*)

From the list below, please select the type of agency which best describes the applicant. **Law Enforcement Entities**

From the list below, please select the type of agency which best describes the applicant. **Non-Law Enforcement Entities**

U.S. Department of Justice and other federal funding

Applicants are required to disclose whether they have pending applications for federally funded assistance or active federal awards that support the same or similar activities or services for which funding is being requestedunder this application.

Be advised that as a general rule, COPS Office funding may not be used for the same item or service funded through another funding source. However, leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate. To aid the COPS Office in the prevention of awarding potentially duplicative funding, please indicate whether your agencyhas a pending application or an active award with any other federal funding source (e.g., direct federal funding orindirect federal funding through state sub-awarded federal funds) which supports the same or similar activities orservices as being proposed in this COPS Office application.

Please list any current, active non-COPS Office awards that support the same or similar activities or services asbeing proposed in this application.

- Federal Awarding Agency or State Agency for Sub-awarded Federal Funding
- Award Number
- Program Name
- Award Start Date (mm/dd/yyyy)
- Award End Date (mm/dd/yyyy)
- Award Amount
- Describe How This Project Differs From The Application For COPS Office Funding

Describe How This Project Differs From The Application For COPS Office Funding:

Please list any pending non-COPS Office grant applications that support the same or similar activities or services as being proposed in this application.

- Federal Awarding Agency or State Agency for Sub-awarded Federal Funding
- Application Number (if known)
- Program Name Project Length
- Total Requested Amount Items Requested
- Describe How This Project Differs From The Application For COPS Office Funding

Describe How This Project Differs From The Application For COPS Office Funding:

If you have more than one pending application or active award with any other federal funding source (e.g., direct federal funding or indirect federal funding through state sub-awarded federal funds) which supports the same orsimilar activities or services as being proposed in this COPS Office application, please provide the above information in the below text box.

Certification of Review of 28 CFR Part 23/Criminal Intelligence

REVIEWS AND CERTIFICATIONS

Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems:

Please review the "Terms and Conditions" section of this application for additional information.Please check one of the following, as applicable to your agency’s intended use of this award:

Acknowledgement of Electronic Signatures

By checking the box below, the applicant indicates that he or she understands that the use of typed names in thisapplication and the required forms, including the Assurances, Certifications, and Disclosure of Lobbying Activitiesform, constitute electronic signatures and that the electronic signatures are the legal equivalent of handwritten signatures. I understand.