

U.S. Department of Justice

Office of Community Oriented Policing Services (COPS OFFICE)

COPS School Violence Prevention Program (SVPP) Informational Webinar for FY23 Award Recipients

May 29, 2024, 3:00 – 4:00 p.m. EDT



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Community Oriented Policing Services
U.S. Department of Justice

Questions?

Please enter
your questions in
the Q&A chat

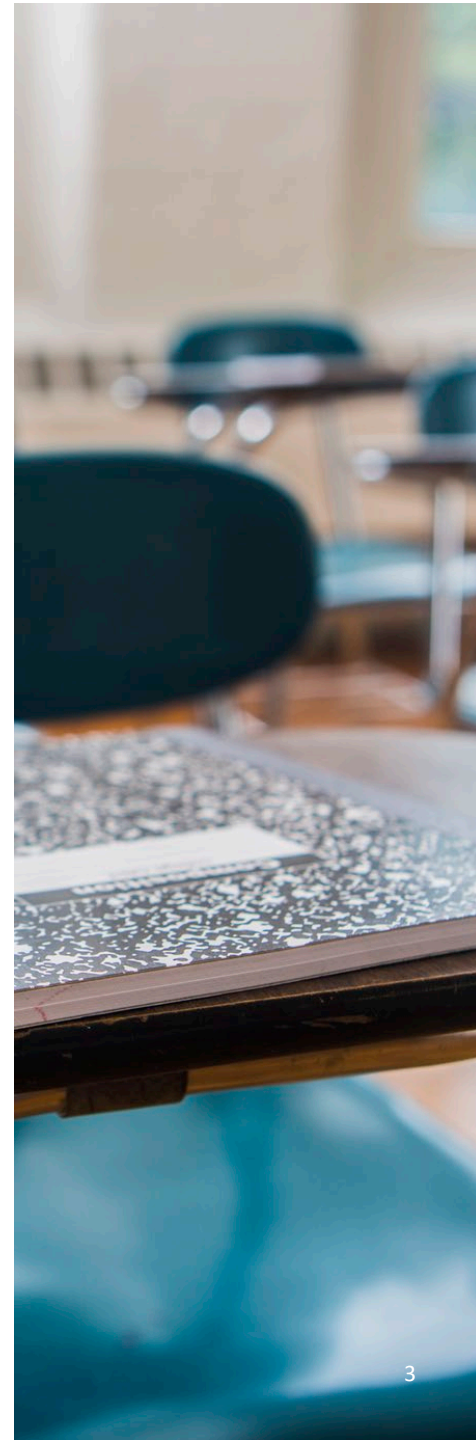


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SVPP Overview

- The COPS Office provides funding through the School Violence Prevention Program (SVPP) for the following purposes:
 - Coordination with law enforcement
 - Training for local law enforcement officers to prevent student violence against others and self
 - Metal detectors, locks, lighting, and other deterrent measures
 - Technology for expedited notification of local law enforcement during an emergency
 - Other measures providing a significant improvement in security
- SVPP does NOT provide funding for the hiring of School Resource Officers.



Goals and Outcomes

Program goals

- To improve security at schools and on school grounds through the implementation of evidence-based school safety programs and technology
- To fund projects that include funding of civilian personnel to serve as coordinators with local law enforcement, training for local law enforcement officers, purchase and installation of certain allowable equipment and technology, and other measures to significantly improve school security

Anticipated outcomes

- Improved information sharing with local law enforcement
- Increased interaction and improved communications between law enforcement and school officials
- Reduced notification times to law enforcement
- Improved response time to threats and events
- Accurate identification of danger and follow up
- Increased knowledge of and use of community policing principles
- Increased school safety and sustainability planning efforts

All outcomes should be achievable and should ensure a safe and positive learning environment for students free of discrimination and protective of student privacy.

Award Owner's Manual

- The Award Owner's Manual has been designed to inform you of the requirements, laws, regulations, and policies that apply to your award.
- Your agency will be responsible for the information and rules contained in this manual and for implementing your award in compliance with the applicable terms, conditions, and regulations.
- More detailed guidance regarding any particular award requirement or your agency's specific circumstances can be requested through your COPS Office grant manager.



Cost Sharing or Matching Funds

All awards will have at least a 25 percent local match.

Example: $\$500,000 = \$375,000 + \$125,000$

Total project cost = federal funding + local match





Information Sharing with Law Enforcement

Recipients will be required to ensure that schools in their jurisdiction will share school threat information and data with the appropriate local law enforcement agencies.

Comprehensive School Safety Assessments



Recipients awarded funding through the SVPP program must conduct comprehensive school safety assessments for all schools involved in the funded project.

Reporting

Performance Reporting Requirements

Performance reports

Your agency will be required to submit semiannual performance reports.

Table 1. Due dates of performance reports by semiannual dates.

Reporting period	Due date of report
Oct. 1 – Jan. 31	Mar. 1
Feb. 1 – Jul. 31	Aug. 30



Financial Reporting Requirements

Federal Financial Report (FFR) SF-425

- Your agency is required to submit quarterly Federal Financial Reports using Standard Form 425 (SF-425) within 30 days after the end of each calendar quarter.
- This report reflects the actual cumulative federal expenditures incurred during the funding period and the remaining unobligated balance of federal funds.
- Awarded agencies should be prepared to track and report award funding separately from other funding sources (including other COPS Office and federal awards) to ensure accurate financial reporting on a timely basis.

Table 2. Due dates of SF-425 by quarter

Reporting period	Due date of report
Jan. 1 – Mar. 31	Apr. 30
Apr. 1 – Jun. 30	Jul. 30
Jul. 1 – Sep. 30	Oct. 30
Oct. 1 – Dec. 31	Jan. 30

Automated Standard Application for Payments

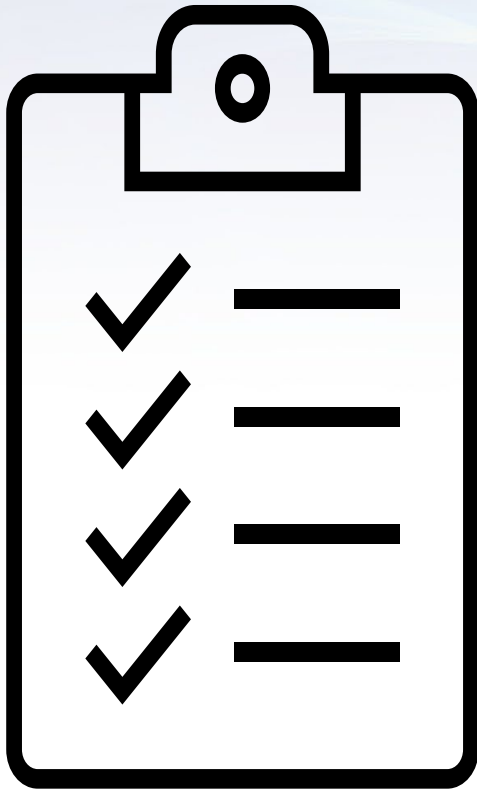
ASAP



ASAP Account in Suspend Status?

- ASAP Account is in Suspend status. Draw-down is not available.
- For more information, view the Funding Balance and Availability tab.





Common reasons account is suspended

- Delinquent performance reports
- Delinquent Federal Financial Reports
- Expired SAM.gov registration
- Expired award (more than 120 days beyond end date)
- ASAP system is down for updates

IMPORTANT NOTE: All DOJ-related ASAP accounts are temporarily suspended the last 3 business days of the month to carry out required account reconciliation activities



What is a GAM ?



There are three types of GAMs

1. Project period extension
2. Programmatic
3. Financial



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Where are GAMs submitted?



<https://justicegrants.usdoj.gov/training-resources/justgrants-training/grant-award-modifications>

Project Period Extension GAMs

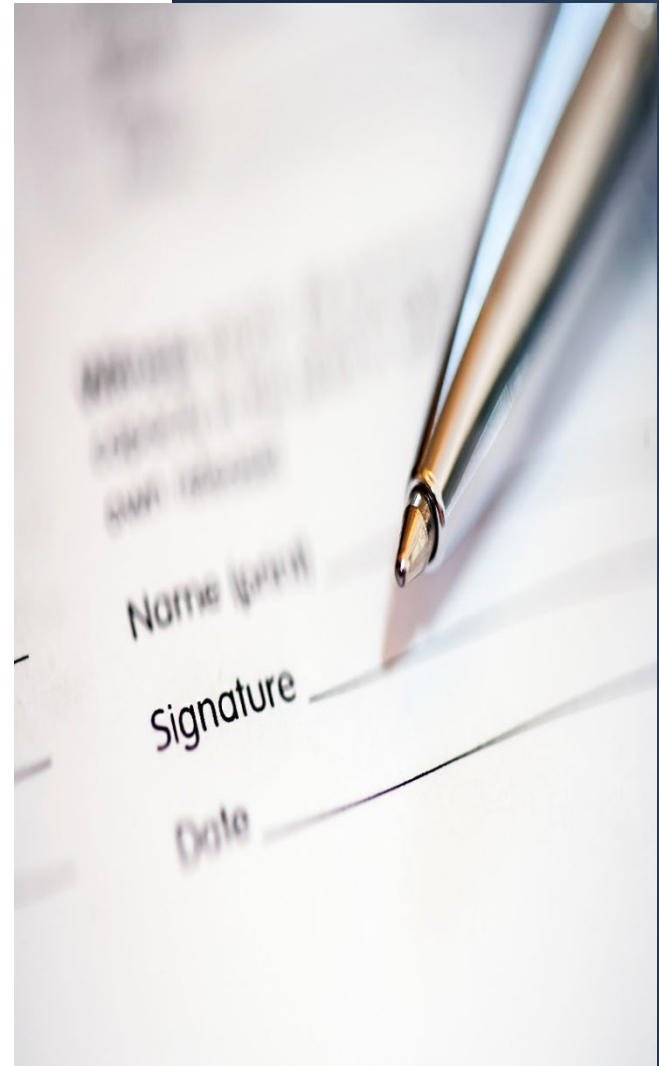
A project period extension GAM is used to extend a funded award's length.

Project period extension GAMs may be submitted by the Grant Award Administrator to request an extension to the project period.

Please refer to the **Grant Award Modifications Job Aid** located on the **JustGrants website** (<https://justicegrants.usdoj.gov/>) for help initiating a Project Period Extension GAM

Project Extension GAM Tips

- Extensions can be submitted up until 30 days before the award expires.
- All extension requests are evaluated on a case-by-case basis and the COPS Office reserves the right to deny any extension request.
- Extensions do not provide additional funding.



Programmatic cost GAMs

- Used to obtain prior approval for changes with programmatic costs and activities
- Used to obtain prior approval for consultant rates in excess of the consultant rate threshold
- Programmatic costs are costs that are tied directly to the delivery of a particular project, service, or activity undertaken by a grantee to achieve an outcome intended by the funding program.

Scope change GAMs

Provide the opportunity to

- alter programmatic activities ;
- change the purpose of the project;
- change the project site;
- make changes in personnel that include changes to the organization or staff with primary responsibility for award implementation.

Budget modification GAMs

- Used to modify an approved budget to reallocate funds among budget categories; the original award amount may not be increased by this process

Sole source GAMs

- Used to request prior approval to enter a noncompetitive contractual relationship with a contractor under a grant where the contracted cost exceeds the simplified acquisition threshold (currently \$250,000)

Budget reduction GAMs

- Used to reduce the amount of federal funding




GAM Justifications

- Explanation for request of modification
- List of item(s) changed/modified
- Description of changed item(s)
- Total of cost change(s)

Sole Source Procurement

- Open and free competition is required, when feasible.
- Noncompetitive, or sole source, procurements in excess of \$250,000 require prior approval from the COPS Office.
- Additional information, including the steps required to obtain written approval from the COPS office for sole source procurements in excess of \$250,000 can be found in the Sole Source Justification Fact Sheet.

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COPS *Fact Sheet*
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Sole Source Justification

What is "sole source" justification?
Sole source procurement or procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source. Sole source procurements must adhere to the standards set forth in 2 C.F.R. § 200.320(c) in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

When is sole source approval required by the COPS Office?
A recipient must request written approval from the COPS Office for sole source procurements in excess of \$250,000 prior to purchasing equipment, technology, or services; obligating funding for a contract; or entering into a contract with award funds.¹ For the purchase of equipment, technology, or services under a COPS Office award, recipients must

An award recipient must request written approval from the COPS Office for sole source procurements in excess of \$250,000 prior to purchasing equipment, technology, or services; obligating funding for a contract; or entering into a contract with award funds. Receiving the award does not constitute approval of a sole source justification.

use their own documented procurement procedures that reflect applicable state and local laws and regulations, as long as those requirements conform to the federal procurement standards set forth in 2 C.F.R. § 200.317 through 2 C.F.R. 1. See 2 C.F.R. § 200.1.

§ 200.326. A sole source justification should be submitted to the COPS Office if a recipient determines that the award of a contract through a competitive process is infeasible. Recipients may conduct noncompetitive proposals (or "sole source" procurement) by procurement through solicitation from only one source when one or more of the following circumstances apply:

- The aggregate dollar amount of the acquisition of property or services does not exceed the micro-purchase threshold.
- The item or service is available from only one source.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- The COPS Office authorizes noncompetitive proposals in response to a written request from the recipient.
- Competition is determined inadequate after solicitation of a number of sources.

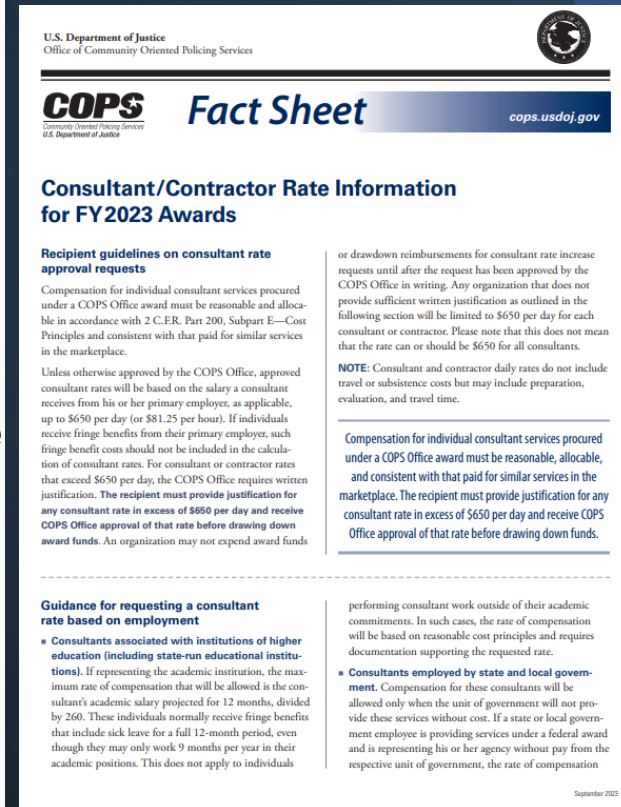
Sole source procurement should be used only when competitive solicitation procedures like sealed bids or competitive proposals are not applicable to the requirements or are impractical.

What documentation must be submitted to the COPS Office for approval of a sole source procurement in excess of \$250,000?
Requests for sole source procurements of equipment, technology, or services in excess of \$250,000 must be submitted to the COPS Office in writing certifying that the award of the contract through full and open competition is infeasible. An organization may not expend award funds or drawdown reimbursements for sole source justification requests until after the sole source request has been approved by the COPS Office in writing.

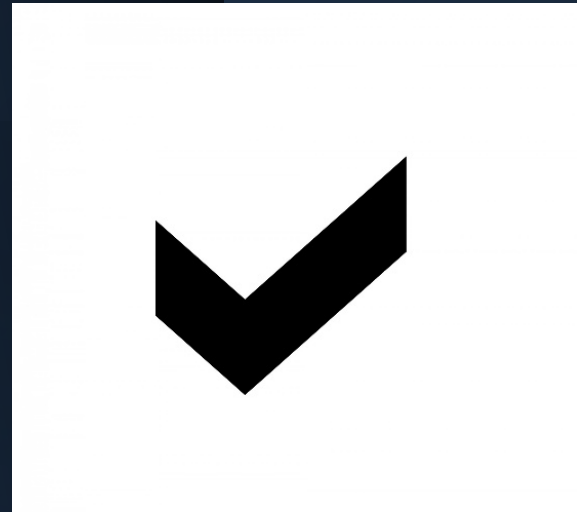
September 2023

Consultant Rates

- The use of a consultant should be more economical than direct employment.
- Consultant rates be reasonable and allocable consistent with the OMB cost principles and consistent with that paid for similar services in the marketplace.
- Any consultants hired through a noncompetitive bidding process and paid more than \$650 per day (or \$81.25 per hour) require prior approval from the COPS Office.
- Additional information, including the steps required to obtain written approval for consultant rates that exceed the \$650 per day (or \$81.25 per hour) threshold can be found in the Consultant/Contractor Rate Fact Sheet.



AWARD CLOSEOUT



Closeout Process

At the end of your agency's award period, the COPS Office is responsible for the closeout of your award. As part of this process, the COPS Office requires documentation demonstrating that your agency has met all of the financial and programmatic requirements of the award.

Your agency is required to submit the following:

- A Final Performance Report
- A final Federal Financial Report (SF-425)

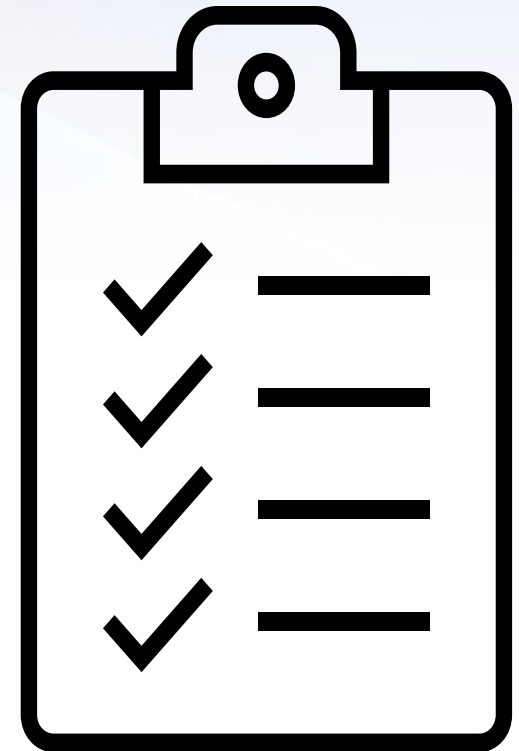
Both must be submitted within 120 days after the end of the award period.

The Grant Award Administrator leads the efforts in completing Closeout. To complete a closeout, entities must submit final financial, performance, and other reports required under the grant and meet award conditions within 120 days after the grant award expires or is terminated.

Closeouts are automatically generated in JustGrants one day after the grant end date or automatically if an award is declined. Closeouts are automatically submitted 121 days after the end date of the grant.

Cost Savings

- It is possible that your agency may not obligate and expend all grant funds because of an overestimate of item costs during the award period.
- Your agency should review its records carefully to ensure that it draws down and expends only the amount required for actual costs incurred during the award period.
- Any unobligated or unspent funds will be deobligated during the closeout process.



Award Owner's Manual (AOM)

SVPP Post-Award Fact Sheet

SF-425 (FFR) Fact Sheet

Grant Award Modification Job Aid

Stay Connected

The COPS Office produces hundreds of guides, white papers, and publications on the most successful proactive methods for improving public safety.

Visit <https://cops.usdoj.gov/> for the latest COPS Office updates and resources.



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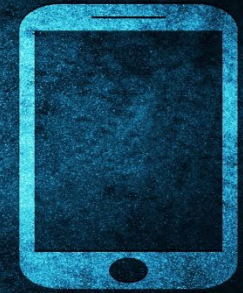
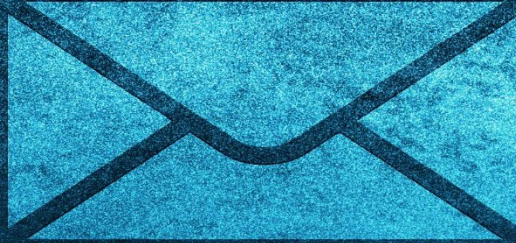


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Contact Information

For general questions or Information:

COPS Office website:

<https://cops.usdoj.gov/>

COPS Office Response Center email

questions: AskCopsRC@usdoj.gov

COPS Office Response Center phone:

1-800-421-6770

For help with JustGrants:

JustGrants helpdesk email:

justgrants.support@usdoj.gov

JustGrants helpdesk phone:

833-872-5175

For help with ASAP:

ASAP helpdesk email:

Asaphelpdesk@fiscal.treasury.gov

ASAP helpdesk phone: 800-458-0786

THANK YOU!



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