



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



The U.S. Department of Justice, *Office of Community Oriented Policing Services* (www.cops.usdoj.gov) is pleased to announce that it is seeking applications for funding for the COPS FY 2010 Community Policing Development Program. This program furthers the Department's mission by addressing the Department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

COPS FY 2010 Application Guide: Community Policing Development (CPD)

Eligibility

Open to all public governmental agencies, profit and non-profit institutions, universities, community groups and faith based organizations. Proposals should be of national relevance, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. **Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.**

All awards are subject to any modifications or additional requirements that may be imposed by law.

Deadline

All applications must be submitted by **June 30, 2010, 11:59 p.m. EDT.**

Contact Information

This application must be submitted through the COPS Office website (www.cops.usdoj.gov). For programmatic assistance with the requirements of this program or submitting the application, please call the COPS Office Response Center at 800.421.6770 or send questions via e-mail to AskCOPSRC@usdoj.gov.

U.S. Department of Justice
Office of Community Oriented Policing Services
Bernard K. Melekian, Director



COPS FY 2010 Application Guide: Community Policing Development (CPD)

The COPS Application Guide is designed to assist applicants in applying for COPS grant programs. This Guide includes general information on the administrative and legal requirements governing the Community Policing Development Program, as well as detailed program-specific information.

For more information about COPS grants, please call the COPS Office Response Center at 800.421.6770.



U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, N.W.
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COPS Online: www.cops.usdoj.gov

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COMMUNITY POLICING DEVELOPMENT (CPD) (CFDA 16.710)

OVERVIEW

COPS Office Overview

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and grant resources. Community policing is a philosophy that promotes organizational strategies which 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. Rather than simply responding to crimes once they have been committed, community policing concentrates on preventing crime and eliminating the atmosphere of fear it creates. Earning the trust of the community and making those individuals stakeholders in their own safety enables law enforcement to better understand and address both the needs of the community and the factors that contribute to crime.

The COPS Office awards grants to state, local, territory, and tribal law enforcement agencies to hire and train community policing professionals, acquire and deploy cutting-edge crime-fighting technologies, and develop and test innovative policing strategies. COPS Office funding also provides training and technical assistance to community members, local government leaders, and all levels of law enforcement. The COPS Office has produced and compiled a broad range of information resources that can help law enforcement better address specific crime and operational issues, and help community leaders better understand how to work cooperatively with their law enforcement agency to reduce crime.

Since 1994, the COPS Office has invested more than \$15 billion to add community policing officers to the nation's streets, enhance crime-fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing. By the end of FY 2009, the COPS Office had funded approximately 121,000 additional officers to more than 13,600 of the nation's 18,000 law enforcement agencies across the country in small and large jurisdictions alike. Nearly 500,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations. As of 2009, the COPS Office has distributed more than two million topic-specific publications, training curricula, white papers, and resource CDs.

Additional information regarding the COPS Office can be found at www.cops.usdoj.gov.

Community Policing Development Overview

Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope. The COPS Office, a federal provider of innovative, customer-focused resources that address the continuing and emerging needs of those engaged in enhancing public safety through community policing, has designed the CPD solicitation to address critical topics in the law enforcement field by building on the principles of community policing.

Community policing is a philosophy that promotes organizational strategies, which 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. Community Policing is comprised of three key components:

- **Partnerships**
Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to develop solutions to problems and increase trust in police.
- **Organizational Transformation**
The alignment of organizational management, structure, personnel, and information systems to support community partnerships and proactive problem solving.
- **Problem Solving**
The process of engaging in the proactive and systematic examination of identified problems to develop and evaluate effective responses.

The 2010 CPD grant program has been established to fund projects related to one of the following topic areas: homeland security; recruitment and hiring; offender re-entry and alternatives to incarceration; ethics and integrity; drugs; urban violence; children exposed to violence; school based policing; tribal policing; and an open topic area for the submission of proposals focused on other topics. The COPS Office is seeking innovative approaches to address these issues.

In addition, the COPS Office asks that each applicant identify the specific goals that they hope to achieve in one or more of the following categories: developing knowledge, increasing awareness, increasing skills and abilities, increasing practice, and/or institutionalizing practice. For this program to have the maximum impact, the COPS Office requires that proposals be national in scope. Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding. Application narratives are limited to a maximum of 15 double-spaced pages.

REGISTRATION

Applicants are encouraged to register with the COPS Office online as soon as possible, but may do so any time prior to the application deadline for funding consideration under this program. See “How to Apply” in this guide for more information.

APPLICATION DEADLINE

Applications for this program must be submitted online via the COPS Office website by **June 30, 2010 11:59 p.m. EDT**. Please see “How to Apply” for more information.

ELIGIBILITY REQUIREMENTS

Open to all public governmental agencies, profit and non-profit institutions, universities, community groups and faith-based organizations. Proposals should be of national relevance, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. **Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.**

For additional information, please contact the COPS Office Response Center at 800.421.6770.

PROGRAM-SPECIFIC INFORMATION

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

This solicitation is being announced as an open competition, and awardees will be expected to begin work immediately upon selection. Funding is limited, and we expect this solicitation to be very competitive.

When applying, please use the funding area for the corresponding topic under which you are applying.

Please note that applicants may submit multiple applications.

Application Topic Areas and Program Outcomes

Applicants are encouraged to present original and innovative proposals under one of the application topic areas identified below and must address one or more of the program outcomes identified for each topic area.

Role of Law Enforcement in Homeland Security (COPS-CPD-2010-1)

Applicants are encouraged to submit proposals that improve the capacity of law enforcement agencies to partner with relevant stakeholders on homeland security initiatives and to integrate homeland security roles with community policing responsibilities by focusing on one or more of the following program outcomes:

- Strengthening the capacity of law enforcement agencies to implement an all-crimes approach that includes how fighting terrorism and fighting crime interrelate and can be achieved through partnerships with other jurisdictions and entities.
- Increasing the capacity of law enforcement agencies to build community trust so that they can more effectively address citizen concerns and improve their capacity to gather and receive information related to crime and terrorism.

Recruitment and Hiring (COPS-CPD-2010-2)*

Applicants are encouraged to submit proposals that increase the capacity of law enforcement agencies to attract and hire officers who embrace and are best able to practice community policing by focusing on one or more of the following program outcomes:

- Increasing the capacity of law enforcement agencies to brand and market their departments to applicants who are best able to achieve community policing goals.
- Increasing the capacity of law enforcement agencies to establish and/or enhance an overall human capital strategy (including recruitment, hiring and retention) that will result in hiring and retaining service-oriented officers who are best able to implement the community policing philosophy.

*Note: Initiatives that primarily or solely benefit one or a limited number of applicants or other entities will not be considered for funding. This topic area is not intended to provide support for the salaries and benefits of sworn law enforcement officers.

Offender Re-Entry and Alternatives to Incarceration (COPS-CPD-2010-3)

Applicants are encouraged to submit proposals that increase the capacity of law enforcement agencies and other stakeholders to develop partnerships and projects that will result in reduced recidivism among returning offenders and provide effective alternatives to arrest and incarceration by focusing on one or more of the following program outcomes:

- Increase the capacity of law enforcement and other stakeholders (parole, probation, courts, service providers) to partner in the creation of coordinated re-entry plans and to work jointly to address returning offender issues through comprehensive strategies.
- Increase the capacity of law enforcement agencies and relevant stakeholders (parole, probation, courts, service providers) to develop partnerships and implement innovative projects throughout the criminal justice system that will result in reduced recidivism among offenders through the development of effective alternatives to arrest and incarceration.

Ethics and Integrity (COPS-CPD-2010-4)

Applicants are encouraged to submit proposals that increase the capacity of law enforcement agencies to create cultures of trust and integrity and implement innovative strategies and approaches to building mutual trust and respect between law enforcement and the communities they serve by focusing on one or more of the following program outcomes:

- Increase the capacity of managers and supervisors in law enforcement agencies to cultivate an environment where trust, accountability, honesty, and integrity are actively embraced and promoted.
- Increase the capacity of law enforcement agencies to share promising practices and information with others to advance improved operational policies, procedures and practices that build and strengthen mutual respect, accountability, and trust with the constituents they serve.
- Increase the capacity of law enforcement agencies and the communities they serve to communicate in ways that improve their mutual respect and understanding.

Drugs (COPS-CPD-2010-5)

Applicants are encouraged to submit proposals that increase the capacity of law enforcement agencies to address issues related to drug use and abuse through comprehensive community approaches involving partnerships with relevant stakeholders by focusing on one or more of the following program outcomes:

- Increase the capacity of law enforcement agencies to serve the needs of Drug Endangered Children (DEC) through cooperation with child protective services, the courts, public health agencies, and state DEC alliances.
- Increase the capacity of law enforcement agencies to build partnerships with public health, prevention, and treatment providers that will lead to coordinated community responses to prevent drug use, production, and trafficking.

Urban Violence (COPS-CPD-2010-6)

Applicants are encouraged to submit proposals that increase the capacity of law enforcement agencies to address specific violent crime problems in urban areas through community policing efforts by focusing on the following program outcome:

- Increase the capacity of law enforcement agencies to develop proactive comprehensive programs to reduce levels of concentrated urban violence that include engagement with the community and other key stakeholder groups.

Children Exposed to Violence (COPS-CPD-2010-7)

Applicants are encouraged to submit proposals that increase the capacity of law enforcement to better understand, identify and respond to children exposed to violence issues by focusing on one or more of the following program outcomes:

- Increase the capacity of law enforcement agencies to address problems related to children exposed to violence by developing best practices in the identification and response to these issues.
- Increase the capacity of law enforcement agencies to coordinate with social service and public health professionals on prevention, intervention, treatment and response strategies.

School Based Policing (COPS-CPD-2010-8)

Applicants are encouraged to submit proposals that address the program outcome of increasing the capacity of law enforcement agencies to implement the most effective long-term community policing strategies to maximize public safety and education goals within primary, secondary, and/or campus settings.

Tribal Policing (COPS-CPD-2010-9)

Applicants are encouraged to develop proposals that increase the capacity of tribal law enforcement agencies and relevant stakeholders in Indian Country to implement effective culturally sensitive community policing approaches by focusing on one or more of the following program outcomes:

- Increase the capacity of tribal law enforcement agencies and relevant stakeholders by identifying best practices in the implementation of community policing initiatives in Indian Country.
- Increase the capacity of tribal law enforcement agencies to establish and/or enhance an overall human capital strategy (including recruitment, hiring and retention) that will result in hiring and retaining service-oriented officers who are best able to practice community policing.
- Increase the capacity of tribal and non-tribal law enforcement agencies to partner with one another to achieve shared public safety goals.

Open (COPS-CPD-2010-10)

For programmatic ideas that do not fit into one of the above topics, applicants may submit proposals that advance the practice of community policing in law enforcement agencies nationwide through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope. If you choose to submit an application under this category, you are required to develop and specify program outcome(s) associated with your proposed topic.

Program Goals

The purpose of this CPD program is to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope. Applicants must identify one or more of the following specific goal(s) that they are trying to achieve with their project:

1. **Develop Knowledge:** Develop new knowledge or leverage existing knowledge about community policing activities and strategies that show promise.
2. **Increase Awareness:** Increase the number of agencies/individuals who are aware of the most effective community policing strategies.
3. **Increase Skills/Abilities:** Increase the skills and/or abilities of law enforcement agencies, relevant stakeholders and/or individuals to engage in proven community policing practices.
4. **Increase Practice:** Increase the number of law enforcement agencies, relevant stakeholders and/or individuals using proven community policing practices.
5. **Institutionalize Practice:** Increase the number of law enforcement agencies, relevant stakeholders and/or 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 are encouraged to visit the COPS Office website at www.cops.usdoj.gov, and refer to other resources, to ensure that the proposed work complements existing knowledge and tools, or addresses unmet needs.

Length of Grant Term, Maximum Federal Share, and Local Share Requirements

The CPD grant performance period is two years in duration, and there is no local match. Application requests can range from a minimum of \$75,000 to a maximum of \$500,000. Budget requests must be tailored to the scope of the proposed work.

The COPS Office will review reasonable requests made for no-cost time extensions in the event that all funds granted have not been expended within the two-year grant period. Extension Request worksheets will be sent to grantees approximately 90 days prior to the award end date. Any extensions granted will be for time only, and not for additional funding. Please be advised that all extension requests **must** be received by the official grant award end date.

Federal Funding: Allowable and Unallowable 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 Consolidated Appropriations Act, 2010 (P.L. 111-117). Additionally, each item must programmatically link to the activities described in your application. To the greatest extent practical, all equipment and products purchased with these funds must be American-made.

Allowable Costs: Fundable Requests

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 grant (see *Section IV. Nonsupplanting Requirement*).

Budget requests may be made in the categories of:

- **Personnel:** Percentage of salaries and benefits of personnel for time spent working directly on the project.
- **Equipment and Technology:** Necessary equipment and technology specifically purchased to implement or enhance the proposed project.
- **Supplies:** Consumable products used solely for this project. Such costs may include paper, printer ink, pens, pencils, etc.
- **Travel:** Reasonable costs for travel more than 50 miles from program location (transportation, lodging, per diem) to visit other jurisdictions to conduct site visit work, to provide training/technical assistance, etc.
- **Contracts/Consultants:** Consultant expenses and contracts for goods or services that directly contribute to the implementation or enhancement of the project. Compensation for individual consultant services procured under a COPS grant must be reasonable and allocable in accordance with OMB cost principles, and consistent with that paid for similar services in the marketplace. 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 \$550 per day. For consultant or contractor rates which exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process. The grantee must provide justification for any such rate in excess of \$550 per day and receive COPS Office approval of that rate before drawing down funds. Determinations of approval will be made on a case-by-case basis.

- **Other Costs:** Items which have a direct correlation to the overall success of a grantee's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis by the program office.
- **Indirect Costs:** Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate (must submit a copy of the current indirect cost rate agreement).

Applicants must provide sufficient explanation for items requested via the Budget Narrative section of this application. The COPS Office may delete items without notification if they are not adequately addressed in the Budget Narrative. Awardees will be notified of any points of clarification the COPS Office may require.

Unallowable Costs: Requests That Will NOT Be Funded

The items listed below are generally considered to be unallowable and may only be considered for funding under *extremely limited and extenuating circumstances* at the discretion of the COPS Office.

This is not an exhaustive list, and items not listed below will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's CPD project. All requests must contribute directly to the specific purpose of the grant project and relate to the parameters stipulated in the Consolidated Appropriations Act, 2010 (P.L. 111-117).

Requests for reimbursement of items purchased or expenses incurred prior to the award start date will not be funded.

Salaries.

- Salaries and benefits of personnel that do not work directly on the project are not allowed. 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 grant.

EQUIPMENT/TECHNOLOGY:

- Bicycles
- Body wire equipment
- Bulletproof vests and accessories
- Bunker shield(s)
- Cellular or satellite phone airtime
- Communications towers
- Construction and renovation costs
- Dictation systems
- Electronic Control Devices (ECD)
- General police vehicles (including patrol cars and leased vehicles)

- Golf carts / Segways
- Handcuffs, weapons, and ammunition (including training ammunition)
- Pagers (including service time)
- Prisoner transport vehicles
- Radar guns/equipment
- Standard issue police vehicle equipment (including light bars, cages, and siren packages)
- Equipment and technology not directly to the CPD grant

Travel/Training:

- 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

Contracts/Consultants:

- Contractual agreements that cannot be directly linked to the CPD grant
- Maintenance and/or service contracts that extend the life of the grant period (multi-year contracts and extended warranties are allowable, but must be paid in full within the initial grant period) and must not exceed the grant period.
- Any consultant fees in excess of \$550 per day must receive prior written approval from the COPS Office, contingent upon written justification by the grantee, if the consultant is hired through a noncompetitive bidding process.

Supplies And Other Costs:

- Animals
- Funding for buy-back and/or confidential informant purposes
- Office rental/lease space
- Standard or dress uniforms / uniform accessories

Monitoring, Reporting, and Evaluation Requirements

Federal regulations require that any financial assistance from the federal government be monitored to ensure that those funds are spent properly. Awarded agencies will be responsible for submitting Programmatic Progress Reports and quarterly Federal Financial Reports. Programmatic Progress Reports will be required quarterly for special agencies (e.g., profit or non-profit, private or public university/college, state associations, etc.) and annually for traditional law enforcement agencies. All agencies will be required to submit a final closeout report. In addition, the COPS Office is interested in tracking the progress of its programs and the development of its grantees' community policing plans. Therefore, all COPS grantees will be required to participate in grant 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 COPS.

The COPS Office Monitoring staff may take a number of monitoring approaches, such as site visits, office-based grant reviews, and periodic surveys to gather information. COPS may seek information including, but not limited to, your agency’s compliance with nonsupplanting and financial requirements of the grant and progress toward achieving your community policing plan. Program and Monitoring Specialists as well as auditors are particularly interested in confirming that the purchase of approved items is consistent with the applicant’s original application.

Please feel free to contact the COPS Response Center at 800.421.6770 to discuss any issues or concerns you may have.

PERFORMANCE MEASURES

To assist in fulfilling the Department of Justice’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding must provide data that measures the results of their work. Performance measures for CPD are as follows:

Objective	Performance Measures	Data Grantee 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.	Performance measures for CPD will be developed consistent with and/or reflective of the Program Goals and Outcomes, and grantees under this Program will be required to submit performance data related to these measures.	Periodic progress reports providing an overview of CPD grant purchases/implementation and implementation of community policing strategies.

COPS Community Policing Development (CPD) funds are used to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope. All COPS CPD awards target increasing law enforcement agencies’ capacity to implement community policing strategies within the three primary elements of community policing: 1) problem-solving; 2) partnerships; and 3) organizational transformation.

As part of the progress report, CPD grantees will be required to report on their progress towards developing deliverables that advance the practice of community policing.

HOW TO APPLY

Electronic Submission of Applications via the COPS Website

Applications for COPS grants will be accepted online only through the COPS Office website: www.cops.usdoj.gov. **Applicants should not wait until the application deadline date to begin the application process.** It may take several days to complete the required steps and/or gather necessary information. If you wait until the application deadline date, you may be unable to successfully submit your application online prior to the application closing.

Visit the “Account Access” portion of the COPS website at www.cops.usdoj.gov to determine if your agency currently has an active online account and/or how to create one.

If you have an active account in the COPS online system, enter your user name (which is your agency’s assigned ORI number), followed by the password. If you do not remember your password, click the “Forgot Password” link. After entering the user name, the system will send an e-mail to your agency’s Executive that is on file with the COPS Office. If you do not know your agency’s user name (ORI number) and need assistance with creating an account and/or system access, call 800.421.6770 between 9:00 a.m. and 5:00 p.m. Eastern Time, or e-mail egov.issues@usdoj.gov.

Once logged into “Account Access,” your agency will be able to add additional user accounts and also update your agency contact and address information.

Take this time to ensure that your agency’s Executive and Government Executive information is current, and also make sure that contact information is current for individuals submitting the grant application.

A Data Universal Numbering System (DUNS) number is required to submit applications for COPS funding. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Visit www.dnb.com/us to obtain or verify your number.

Additionally, all applicants are required to maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. For more information about how to register with the CCR, visit www.ccr.gov. Please note that applicants must update or renew their CCR at least once per year to maintain an active status.

Obtaining a DUNS Number

The federal government requires that all applicants for federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a DUNS number. The DUNS number is used to identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

Data Universal Numbering System (DUNS) Number

- The Data Universal Numbering System (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 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/agency that applies for a grant 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 grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- **If you already have a DUNS number.** If you, as the entity applying for a federal grant or cooperative 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/validate the information associated with the number.
- **If you are not sure if you have a DUNS number.** Call D&B using the toll-free number 866.705.5711, and indicate that you are a federal grant 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 on the following page and will immediately assign you a number, free of charge.
- **If you know you do not have a DUNS number.** Call D&B using the toll-free number 866.705.5711, and indicate that you are a federal grant applicant or prospective applicant. D&B will ask you to provide the information listed on the following page and will immediately assign you a number, free of charge.

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/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/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/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 grant and cooperative agreement applicants or prospective applicants and federal contractors. Be certain that you identify yourself as a federal grant applicant or prospective applicant.

To Obtain Your DUNS Number

Please call the dedicated toll-free DUNS number request line for federal grant and cooperative agreement applicants or prospective grant applicants at: **866.705.5711**.

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States). Calls placed to the above number 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
 - » 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.

Registering with the Central Contractor Registration

In addition to the DUNS number requirement, the COPS Office requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Please note that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying using the COPS online system (www.cops.usdoj.gov), please contact:

Donte Turner
U.S. Department of Justice COPS Office
202.616.9427 or Donte.Turner@usdoj.gov

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 grants using the COPS online system.

Geographic Names Information System ID Number

The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. The database assigns a unique, permanent feature identifier, the Feature ID, which is the only standard federal key for integrating or reconciling feature data from multiple datasets.

To determine your jurisdiction's Feature ID number:

- Go to: <http://geonames.usgs.gov/> and click on "Search Domestic Names"
- From this screen, you can enter the name of your jurisdiction (for example, "Cleveland")
- Select your state ("Ohio")
- Click "Send Query." (The results will show that Cleveland, Ohio is a populated place with a Feature ID of 1066654.)
- Enter this 7-digit number into your application form. Some jurisdictions may have Feature IDs of less than 7 digits; for example, American University is a school in the District of Columbia with a Feature ID of 531560. In this case, you should place a "0" in front of the number to ensure that 7 digits are entered into the application form.

Audit Requirement

OMB Circular A-133 establishes the requirements for organizational audits that apply to COPS grantees. Grantees must arrange for the required organization-wide (not grant-by-grant) audit in accordance with the requirements of this circular.

Civil Rights

All recipients of federal grant funds 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 grant 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 agency is not in compliance with federal civil rights law and/or is not cooperating with an ongoing federal civil rights investigation.

Grant Terms and Conditions

The following section describes all of the compliance terms and conditions that applicants should be aware of before applying to COPS programs. The table below further defines which of the legal requirements are applicable to the program for which you are applying. Please review each section carefully. The signatures of the applicant's Law Enforcement Executive/Agency Executive and Government Executive/Financial Official on Section 17: Certification of Review and Representation of Compliance with Requirements of the COPS Application Attachment to the SF-424 assures the COPS Office that your agency will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds.

Key: Y – Yes N – No P – Possibly (dependent upon particular agency regulations or items requested)							
FY 2010 Program	I. Assurances	II. Certifications	III. Disclosure of Lobbying Activities	IV. Non-supplanting	V. Procurement & Sole Source Justification	VI. Criminal Intelligence Systems/28 C.F.R. Part 23	VII. Mitigate Possible Adverse Health, Safety, and Environmental Impacts
CPD	Y	Y	P	Y	P	P	P

I. & II. Assurances & Certifications (Also included in Section 15 of this Application Guide and Standard Application forms.)

Applicants to COPS programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant 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 Department of Justice determines to award the covered grant. A hard copy of the Assurances and Certifications, signed by the Law Enforcement Executive/Agency Executive and Government Executive/Financial Official named on the COPS Application Attachment to the SF-424, should be kept in the agency's files and furnished upon request.

III. Disclosure of Lobbying Activities (Also included in Section 16 of this Application Guide and Standard Application forms.)

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. section 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. Refer to the implementing guidance published by the Office of Management and Budget for additional information. If this applies to your agency, you are required to submit the Disclosure of Lobbying Activities (SF-LLL) as an attachment to your application online. Complete all items that apply for both the initial filing and material change report.

IV. Nonsupplanting Requirement

The COPS nonsupplanting requirement mandates that, for awards made to states or units of local government (including law enforcement agencies), grant funds may not be used to replace state or local funds (or, for tribal grantees, Bureau of Indian Affairs funds) that would, in the absence of federal aid, be made available for the purpose of the grant. Instead, grant funds must be used to increase the total amount of funds that would otherwise be made available for the grant purposes.

For awards to governmental entities, a grant recipient may not use federal grant funds to pay for any item or costs associated with this request that the recipient is already obligated to pay. Funds allocated to pay for law enforcement costs irrespective of the grant may not be reallocated to other purposes or refunded should a COPS grant or cooperative agreement be awarded. Non-federal funds must remain available for and devoted to that purpose, with COPS funds supplementing those non-federal funds. Funding awarded cannot be obligated until after the grant award start date. This means that COPS 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 non-federal funds by COPS grant funds may be grounds for potential suspension or termination of grant 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 for further information.

V. Procurement & Sole Source Justification—If Applicable

Sole source, or procurement by noncompetitive proposals, is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. It must adhere to the standards set forth in the Uniform Administrative Requirements, 28 C.F.R. § 66.36 or 28 C.F.R. § 70.40 et seq. (as applicable).

For the purchase of equipment, technology or services under a COPS grant award, grant recipients must follow their own policies and procedures on procurement as long as those requirements conform to the federal procurement requirements set forth in 28 C.F.R. § 66.36 and 28 C.F.R. § 70.40 et seq. (as applicable). If a grant recipient determines that the award of a contract through a competitive process is infeasible, and if one of the following circumstances applies: (1) the item/service is available only from one source; (2) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or (3) competition is determined inadequate after solicitation of a number of sources, the grant recipient must seek written authorization from the COPS Office for sole source procurements in excess of \$100,000. Written approval for sole source procurements from the COPS Office must be received prior to purchasing equipment, technology or services, obligating funding for a contract, or entering into a contract with grant funds.

When applicable, please attach this justification under Section 13.

VI. Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance—If Applicable

If your agency is receiving COPS funding for equipment/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 which receives, stores, analyzes, and exchanges or disseminates data regarding ongoing criminal activities (such activities may include, but are not limited to, 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 which protect individual privacy and constitutional rights.

If you are simply using the COPS 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 grant.

VII. Certification to Mitigate Possible Adverse Health, Safety, & Environmental Impacts—If Applicable

The National Environmental Policy Act (NEPA) of 1969, as amended (Pub. Law 91-190; 42 U.S.C. 4321 *et seq*) establishes a national goal of protecting the environment. NEPA's requirements apply to federal projects, decisions, or actions, including grants in aid that might have a significant impact on the quality of the human environment. For example, renovation and construction projects initiated by state or local law enforcement agencies with grant funding from the Office of Community Oriented Policing Services (COPS), U.S. Department of Justice are subject to NEPA. These projects are usually also subject to related environmental impact review and consultation provisions within the following environmental statutes and executive orders: Coastal Zone Management Act; Coastal Barrier Resources Act; Clean Air Act; Safe Drinking Water Act; Federal Water Pollution Control Act; Endangered Species Act; Wild and Scenic Rivers Act; National Historic Preservation Act; Farmland Protection Policy Act; and executive orders related to protection of wetlands, floodplain management, and environmental justice.

It is COPS' policy to minimize harm to the environment and we may reject applications or encourage the modification of projects which have adverse environmental impacts. No grant funds may be awarded and/or expended for a specific construction proposal until an Environmental Assessment (EA) and/or an Environmental Impact Statement (EIS) has been completed and COPS has issued a Finding of No Significant Impact (FONSI) or has approved the EIS.

VIII. Disclaimer Language Requirement

In addition, any publication material developed and/or purchased with federal grant funds must contain the following designation: “This project was supported by Grant/Cooperative Agreement #_____, awarded by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific 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.”

Suspension or Termination of Funding

The COPS Office may suspend, in whole or in part, or terminate funding, or impose other sanctions on a grantee for the following reasons:

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in this application
- Failure to adhere to grant agreement requirements or special conditions
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding
- Failure to submit required or requested reports
- Filing a false statement or certification in this application or other report or document
- Other good cause shown.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the grantee 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.

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

Please be advised that grantees may not use COPS funding for the same item or service also funded by an Office of Justice Programs (OJP) award.

WHAT AN APPLICATION MUST INCLUDE

Required Application Documents and Sections for Community Policing Development

Listed below is a chart that shows the required documentation that must be completed and submitted for your application to be considered complete. Failure to submit all required documentation at the time of application may delay processing and/or result in the denial of your application. **Unless otherwise noted, each section listed must be completed in its entirety.** You can use this chart as an application checklist to ensure you have met all of the necessary requirements.

Application Documents and Sections	Required?	Completed?
1. Standard Form 424	Yes	<input type="checkbox"/>
2. COPS Application Attachment to SF-424	Yes	<input type="checkbox"/>
Section 1: COPS Program Request	Yes	<input type="checkbox"/>
Section 2: Agency Eligibility Information	Yes	<input type="checkbox"/>
Section 3: General Agency Information	Yes	<input type="checkbox"/>
Section 4: Executive Information	Yes	<input type="checkbox"/>
Section 5: COPS Officer Hiring Request Form	No	
Section 6: Law Enforcement & Community Policing Strategy	Yes	<input type="checkbox"/>
Section 7: Need for Federal Assistance	Yes (B only)	<input type="checkbox"/>
Section 8: Continuation of Project After Federal Funding Ends	Yes (B only)	<input type="checkbox"/>
Section 9: UCR/School Incident Data	No	
Section 10 : Executive Summary	Yes	<input type="checkbox"/>
Section 11: Project Description (Narrative)	Yes	<input type="checkbox"/>
Section 12: Official Partner(s) Contact Information	Possible	<input type="checkbox"/>
Section 13: Application Attachments Project Narrative Key vitae/staff resumes Budget Narrative Indirect cost rate agreement (if applicable) Sole source justification (if applicable) Consultant rate justification (if applicable)	Yes	<input type="checkbox"/>
Section 14: Budget Detail Worksheets	Yes	<input type="checkbox"/>
A. Part 1: Sworn Officer Positions	Possible	<input type="checkbox"/>
Part 2: Sworn Officer Salary Information	Possible	<input type="checkbox"/>
Part 3: Federal/Local Share Costs (Hiring)	No	
B. Civilian/Non-Sworn Personnel	Possible	<input type="checkbox"/>
C. Equipment/Technology	Possible	<input type="checkbox"/>
D. Supplies	Possible	<input type="checkbox"/>
E. Travel/Training	Possible	<input type="checkbox"/>
F. Contracts/Consultants	Possible	<input type="checkbox"/>
G. Other Costs	Possible	<input type="checkbox"/>
H. Indirect Costs	Possible	<input type="checkbox"/>
Budget Summary	Yes	<input type="checkbox"/>
Section 15: Assurances and Certifications	Yes	<input type="checkbox"/>
Section 16: Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
Section 17: Certification of Review and Representation of Compliance with Requirements	Yes	<input type="checkbox"/>

Instructions: Application for Federal Assistance SF-424

Item	Entry:	Item	Entry:
1.	<p>Type of Submission: (Required): Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> • Preapplication • Application • 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. 	10.	<p>Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.</p>
2.	<p>Type of Application: (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • 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. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	11.	<p>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.</p>
		12.	<p>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.</p>
		13.	<p>Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.</p>
		14.	<p>Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.</p>
3.	<p>Date Received: Leave this field blank. This date will be assigned by the Federal agency.</p>	15.	<p>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 preapplications, attach a summary description of the project.</p>
4.	<p>Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.</p>	16.	<p>Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 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 US-all. • If the program/project is outside the US, enter 00-000.</p>
5a.	<p>Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.</p>		
5b.	<p>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 a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.</p>		
6.	<p>Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.</p>		
7.	<p>State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.</p>		
8.	<p>Applicant Information: Enter the following in accordance with agency instructions:</p>	17.	<p>Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.</p>
	<p>a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.</p> <p>b. 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 US, enter 44-4444444.</p>		
		18.	<p>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.</p>

	<p>c. 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.</p>	19.	<p>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.</p>		
	<p>d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p>	20.	<p>Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not 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.</p>		
	<p>e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, (if applicable) that will undertake the assistance activity, if applicable.</p>	21.	<p>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.)</p>		
	<p>f. Name and contact information of person to be contacted on matters involving this applicant (required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>				
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> M. Nonprofit N. Nonprofit O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify) </td> </tr> </table>	<ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority 	<ul style="list-style-type: none"> M. Nonprofit N. Nonprofit O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify) 		
<ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority 	<ul style="list-style-type: none"> M. Nonprofit N. Nonprofit O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify) 				

General Information

Please do not include any confidential data or reports with your application.

Section 1: COPS Program Request

Please ensure that the correct program box is checked. If you plan to apply under more than one topic area, you must submit a separate application for each proposal. Please ensure that you read, understand, and agree to comply with the applicable terms and conditions as outlined in this Application Guide before finalizing your selections.

Section 2: Agency Eligibility Information

The CPD Program is open to all public governmental agencies, profit and non-profit institutions, universities, community groups and faith based organizations. Proposals should be of national relevance, significantly advance the field of community policing, and demonstrate an understanding of community policing as it pertains to the application topic. **Initiatives that primarily or solely benefit one or a limited number of law enforcement agencies or other entities will not be considered for funding.**

Section 3: General Agency Information

Please provide accurate agency information, as this information is used to identify your agency and may be used, along with other data collected, to determine funding eligibility.

A. Applicant ORI Number

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

B. Applicant Data Universal Numeric System (DUNS) Number

A Data Universal Numbering System (DUNS) number is required. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of this Application Guide.

C. Central Contractor Registration

All applicants (other than individuals) are required to maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. For more information about how to register with the CCR, please refer to the "How to Apply" section of this Application Guide. Please note that applicants must update or renew their CCR at least once per year to maintain an active status.

D. Geographic Names Information System (GNIS) ID

Please enter your Geographic Names Information System (GNIS) Identification Number. This is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to the website: <http://geonames.usgs.gov/domestic/index.html>. For more information about how to obtain a GNIS number, please refer to the “How to Apply” section of this Application Guide.

E. Cognizant Federal Agency

A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the “Department of Justice” as the Cognizant Federal Agency.

F. Fiscal Year

Enter the month and day of the legal applicant’s fiscal year.

G. Service Population

Please enter to the best of your ability (response cannot be zero).

H. Law Enforcement Agency Sworn Force Information – Not Applicable**Section 4: Executive Information****A. Applicant Executive/Agency Executive Information**

For Law Enforcement Agencies: Enter the Law Enforcement Executive’s name and contact information. This is the highest ranking law enforcement official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent). **For Non-Law Enforcement Agencies:** Enter the highest ranking individual in the applicant agency (e.g., CEO, President, Chairperson, Director) who has the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, the individual in this position would ultimately be responsible for the programmatic implementation of the award.

B. Government Executive/Financial Official Information

For Government Agencies: Enter the Government Executive’s name and contact information. This is the highest ranking official within your jurisdiction (e.g., Mayor, City Administrator, Tribal Chairman, or equivalent). **For Non-Government Agencies:** Enter the name and contact information of the financial official who has the authority to apply for this grant on behalf of the applicant agency (e.g., Treasurer). If the grant is awarded, the individual in this position would ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks, trustees, etc.) is not acceptable.

Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.

Section 5: Cops Officer Request Form – Not Applicable

Section 6: Law Enforcement & Community Policing Strategy

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies toward the community policing philosophy or enhance their involvement in community policing. Community policing is a philosophy that promotes organizational strategies, which 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.

For the Community Policing Plan Narrative all applicants should enter “not applicable.” Please answer CP1 and CP2.

Section 7: Need For Federal Assistance

Under Section 7-B, all applicants are required to provide a brief explanation of their agency’s inability to address its public safety needs and implement this project without federal assistance.

- A. Waivers of the Local Match – Not Applicable
- B. Explanation of Need for Federal Assistance
- C. Fiscal Health – Not Applicable

Section 8: Continuation of Project After Federal Funding Ends

Please complete these questions to indicate any plans you may have to continue this program, project, or activity after the conclusion of federal support.

- A. Continuation of Project after Federal Funding Ends (for COPS grants with a retention plan requirement) – Not Applicable
- B. Continuation of Project after Federal Funding Ends (for COPS grants with no retention plan requirement)

The questions in this section will be used for programs WITHOUT a retention requirement to report any plans to continue the program or activity after the conclusion of federal funding. Please identify the source(s) of funding that your agency plans to utilize to continue the program, project, or activity following the conclusion of federal support. Check all that apply.

Section 9: UCR / School Incident Data – Not Applicable

Section 10: Executive Summary

Applicants are required to complete Section 10 of the COPS Application Attachment to the SF-424 Form. Briefly summarize (in 3,000 characters or less) how your agency intends to use this grant funding, if awarded, including how your proposed CPD project will address the topic area for which you are applying (homeland security; recruitment and hiring; offender re-entry and alternatives to incarceration; ethics and integrity; drugs; urban violence; children exposed to violence; school based policing; tribal policing; or other topic under the open category) by accomplishing one or more of the following specific goals: developing knowledge, increasing awareness, increasing skills and abilities, increasing practice, and institutionalizing practice. Please note that a proposal should focus on only one identified topic area, but may focus on multiple goals. This information may be used to keep Congress or other executive branch agencies informed about COPS CPD projects.

Section 11: Project Description (Narrative)

The project narrative portion of the application is limited to 15 pages, double-spaced, 12 point font. Note that this narrative will be submitted as an attachment in Section 13 of the application.

Agencies that seek funding under this program are required to submit a project description. To do so, please develop one narrative that addresses 1 through 5 below. Describe how the project will advance community policing as it pertains to the one of the following application topics: homeland security; recruitment and hiring; offender re-entry and alternatives to incarceration; ethics and integrity; drugs; urban violence; children exposed to violence; school based policing; tribal policing; or another topic under the open section of the solicitation (maximum 15 pages).

Your agency must maintain copies of the records used in this grant submission for future review in the event of a site visit, audit, or other request. Data used must be data that was recorded in official records. Please do not submit any confidential data or reports with your application.

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.

Please format your narrative using the following sections not to exceed 15 pages

Narrative Sections

1. Topic and Program Outcome Identification and Justification

Select one application topic area described on pages 3–6. Briefly describe the topic and the program outcome(s) that will be addressed, the gap in existing knowledge and/or practice, why/how this project will meet that need, and the level of innovation and originality of the proposed work. If applicable, supply data to support the problem or gap and what has been done previously to address it. Also explain how this project will build upon, expand, and/or incorporate the principles of community policing.

2. Program Goals

Identify and describe the specific program goal(s), listed on page 6, that are to be accomplished with reference to one or more of the following: developing knowledge, increasing awareness, increasing skills/abilities, increasing practice, and/or institutionalizing practice.

3. Strategy to Achieve Program Outcomes and Goals

Applicants should provide a comprehensive description of the overall strategy and specific activities of the proposed work. Applicants should specify how these proposed activities will achieve the identified program outcomes and goals.

4. Management and Implementation Plan

Applicants should describe the overall management and implementation plan for the project. This should include: how you will ensure effective implementation of the project; a brief timeline with a list of key activities and milestones to take place within the two-year life of the grant, grouped by month or quarter; a management/staffing plan, detailing who will work on this project, what role they will play, their education and experience in similar projects, and their understanding of community policing; identification of any key partnerships or stakeholders who will play a role in the implementation of this project; and, if applicable, a brief marketing plan for the deliverable(s), to ensure a broad dissemination of the product(s) to the target audience(s).

5. Evaluation Plan/Effectiveness of Program

Although a formal evaluation is not a requirement for funding, the COPS Office strongly encourages applicants to consider how they will determine if grant funding was effective in addressing the program outcomes and goals outlined above. Applicants should detail specifically how they will evaluate the effectiveness of activities implemented as a result of receiving this award, including the extent to which the deliverables would assist law enforcement in implementing or institutionalizing community policing. Applicants should identify if/how data and information will be collected and traced, and how these measures are consistent with the COPS Office performance measure to: “advance the capacity of law enforcement to practice community policing.”

Section 12: Official Partner(s) Contact Information

If applicable, please submit a list of partnering agencies including contact person, organization name, address, phone number, and e-mail.

Regardless of whether you submit any partnering agencies you still need to check the box and list the name of the person submitting this application.

Section 13: Application Attachments

This section should be used to submit the required Project Description described in section 11 (maximum 15 pages), up to three Resumes/Vitas; the Budget Narrative, Indirect Cost Rate Agreement (if applicable), sole source justification (if applicable), and documentation justifying consultant rates over \$550 per day if the consultant is hired through a noncompetitive bidding process (if applicable). The total size per attachment cannot exceed 20 MB, and zip files are not acceptable attachments and can not be submitted. Additional attachments are strongly discouraged.

Vita and Resumes of Key Project Personnel

Applicants should attach the vitae/resumes of 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. These attachments do not count toward the 15 page limit.

Budget Narrative

All CPD applicants must attach a Budget Narrative. Your agency must create and attach a document that 1) describes each item requested or group of similar items requested; and 2) 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. *See Section 14: Budget Detail Worksheets for Budget Narrative instructions and sample information.*

Section 14: Budget Detail Worksheets

Instructions for Completing the Budget Detail Worksheets

Included within this section are instructions for completing and submitting your project budget portion of the application, and a sample Budget Narrative that is required and should be submitted in Section 13. Your budget information will be completed and submitted directly in the online application system. If you are not requesting anything under a particular budget category, you will check the appropriate box in that category indicating that no positions or items are requested.

The Budget Detail Worksheets request that you provide a specific description for each item and explain how it supports the project goals and objectives outlined in your application. This information will be entered directly into Section 14 of your online application.

In the Budget Narrative, you must provide a brief description of the item(s) proposed for purchase, its purpose, and how the item(s) relates to the overall project. Sections A through H, and the Budget Summary of the COPS Budget Detail Worksheets are applicable to the CPD program. Every item included on the Budget Detail Worksheet must be included in the Budget Narrative. Like items may be grouped together for ease of reporting. The structure of the Budget Narrative should coincide with the order of the Budget Detail Worksheets included in this application. Each item should therefore be reported in the Budget Narrative and must fall under one of eight categories: Sworn Officer Positions (*Sworn personnel time must be solely dedicated to this project.*); Civilian/Non-Sworn Personnel and Fringe Benefits; (*NOTE: Salary and benefits can only be requested for the two-year grant performance period. If you have any questions please refer to the sections on Allowable Costs, Unallowable Costs, and Nonsupplanting Requirements.*); Equipment/Technology; Other Costs; Supplies; Travel; Contracts/Consultants; and Indirect Costs.

When entering budget amounts you must click the Insert button to save amounts.

For the online budget detail worksheet each field requires at least a zero for the form to calculate properly. Since CPD, is a two-year grant program please insert zeros for all categories in year three.

If Indirect Costs are applicable to your agency please enter "1" for the computation (number of items). For Computation (unit cost), include your total indirect costs for this project. Please explain only applicable indirect rates and amounts in your budget narrative.

Please note for the Contracts/Consultants category the budget narrative should include, if applicable: 1) a description of products or services to be procured by contracts and an estimate of the cost; 2) consultant name(s), titles, services provided, number of days, and hourly or daily fee; and 3) consultant expenses to be paid from the grant including travel/meals/lodging and number of travel days along with services provided. The total of the contracts, consultant fees, and consultant expenses should be reflected in the budget detail worksheet and narrative. For your convenience, we have included a sample Budget Narrative and Budget Detail Worksheet. For more information, please see the Allowable and Unallowable Costs section. Please Note: All FY2010 applicants must attach the budget narrative as part of Section 13.

All calculations should be rounded to the nearest whole dollar. Also, please note that the total project amount requested must be between \$75,000 and \$500,000. Once the budget for your application has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

Sample Budget Narrative and Budget Detail Worksheets

Please note: All costs are estimated for the purposes of this sample and are not based on specific research. Applicants should not submit a request based on the information included in this sample.

Budget Narrative

A. Sworn Officer Positions \$ 0.00

B. Civilian/Non-Sworn Personnel \$ 92,223

The personnel line item represents labor costs for the Project Director, Jane Jones (656 hours); Senior Technical Advisor, John Doe (62 hours).

Mrs. Jones will lead this project, oversee all tasks, monitor grant draw downs and the project budget separate from other federally funded programs, and ensure delivery of all project deliverables. Hours have been included for Mrs. Jones to attend two national conferences.

Mr. Doe will provide oversight and final approval of all products. Mr. Doe will be primarily responsible for the development of all curricula and training materials.

Fringe benefits rate of 28% includes expenses for FICA, pension, health care costs, personal time (leave), holidays, disability, workers' compensation, and other benefits.

C. Equipment/Technology \$ 0.00

No anticipated need for equipment.

D. Supplies \$ 0.00

No anticipated need for supplies.

E. Travel/Training \$ 3,398

Includes cost for two staffers to participate in two non-local conferences. They will attend the annual meetings of the Policing Organization and the Analysts Association. The first meeting location has not been determined, and costs are estimated for the Anywhere, Any State area. The meeting is to be held in Any Town, Any State and travel costs for that location has been included in this estimate.

The staff travel estimate is broken down into each of the travel categories as follows:

Airfare: Includes round trip airfare of \$600 for each conference.

M&IE/Lodging: The meals and incidentals daily rate for attendance at these conferences is \$64 and \$49. Lodging rates are estimated to be \$128 and \$109 per night based on government lodging rate.

Ground Transportation: The \$100 rate for the each conference is based on the costs for mileage to and from the airport and for airport parking of a privately-owned vehicle.

F. Consultants/Contracts \$ 5,240

John Smith will spend 5 days at \$400/day providing project-related training to the field at a cost of \$2,000. John Smith's consultant rate of \$400/day is based on his salary from his primary employer, XYZ Consulting. John Smith will also spend 5 days delivering a train-the-trainer on-site at a cost of \$400/day for a cost of \$2,000. The airfare is estimated at \$500; lodging at \$125/night x 4 nights = \$500, per diem at \$48 X 5 days = \$240 (in ABC Town, the approved federal per diem rate for ABC is \$48/day. Federal per diem rates can be found at www.gsa.gov). Total travel for this trip is estimated at \$1,240.

G. Other Costs \$ 628

The Other Direct Costs (ODCs) listed in the estimate—*duplication and telephone*—are based on historical knowledge of similar past training projects.

H. Indirect Costs \$ 38,500

Indirect cost rate of 40% is comprised of indirect expenses for the Human Resources, Computer Services, Contracts, and Operations Departments, Finance, Accounting, Marketing, and Bid and Proposal Costs. A current copy of our Indirect Cost Rate Agreement is included as an attachment to this application.

Total Project Amount from the Government \$ 134,749

Section 15: Assurances And Certifications

Applicants to COPS programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant 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 Department of Justice determines to award the covered grant. A hard copy of the Assurances and Certifications, signed by the Law Enforcement Executive/Agency Executive and Government Executive/Financial Official named on the COPS Application Attachment to the SF-424, should be kept in the agency's files and furnished upon request.

Section 16: 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. section 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. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to submit the Disclosure of Lobbying Activities (SF-LLL) as an attachment to your application online. Complete all items that apply for both the initial filing and material change report.

Section 17: Certification of Review and Representation of Compliance With Requirements

The electronic signatures of the Law Enforcement Executive/Agency Executive and Government Executive/Financial Official, and any applicable program partners on the Certification of Review and Representation of Compliance with Requirements:

1. Assures the COPS Office that 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 Application Guide
2. Attests to the accuracy of the information submitted with this application (including the Budget Detail Worksheets)

The signatures on this application must be made by the actual executives named on this application unless there is an officially documented authorization for a delegated signature. If your jurisdiction has such an official document, it must be attached to this application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

Signatures shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant. A hard copy of the Certification of Review and Representation of Compliance with Requirements, signed by the Law Enforcement Executive/Agency Executive and Government Executive/Financial Official named on the COPS Application Attachment to the SF-424, should be kept in the agency's files and furnished upon request.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency 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 COPS Office compliance investigation concerning a current grant award.

APPENDIXES

Appendix A: Glossary of COPS Program Terms

The following information is provided to assist you with the completion of your COPS grant program application forms. The list includes some of the most common terms that are used in the application forms. For additional assistance or clarification regarding any part of the application, please contact your Grant Program Specialist at 800.421.6770.

Allowable Costs: Allowable costs are costs that will be paid for by this grant program.

Authorized Officials: The authorized officials are the individuals in your organization who have final authority and responsibility for all programmatic and financial decisions regarding your application and, if awarded, your grant award. For law enforcement agencies, the listed Law Enforcement Executive (usually Chief of Police, Sheriff, etc.) and the Government Executive (usually Mayor, Board President, etc.) are your agency's authorized officials.

Automated Booking System: An automated booking system captures arrestee fingerprints and photographic information electronically and often has the ability to transfer that information to a departmental or statewide database.

Automated Fingerprint Identification System (AFIS): An AFIS system is a highly specialized biometrics system that compares a single fingerprint image with a database of fingerprint images. Fingerprint images are collected from crime scenes or are taken from criminal suspects when they are arrested. Fingerprint images may be captured by placing a finger on a scanner or by electronically scanning inked impressions on paper.

Award Start Date: This is the date on or after which your agency is authorized to purchase items or hire positions that were approved by the COPS Office. If awarded, the award start date is found on your grant Award Document. Grantees may not make any purchases or hire any positions prior to this date without written approval from the COPS Office.

Career Law Enforcement Officer: The COPS statute defines a "career law enforcement officer" as a person hired on a permanent basis who is authorized by law, or by a state or local public agency, to engage in or oversee the prevention, detection, or investigation of violations of criminal laws.

Catalog of Federal Domestic Assistance (CFDA): The CFDA is an annual government-wide publication that contains a description and index of all forms of federal assistance. Each program is assigned a "CFDA number," which is used by auditors to track grant revenues under the Single Audit Act. It is also used in participating states by State Single Points of Contact in conducting the required intergovernmental reviews under Executive Order 12372. The CFDA number for all COPS programs is 16.710.

Central Contractor Registration (CCR): Institutions receiving any type of award from the federal government must register with CCR. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

Closeout: The process in which the awarding agency, the COPS Office, determines that all applicable administrative actions and all required work and conditions of the award have been completed and met by the recipient and awarding agency.

Cognizant Federal Agency: The federal agency that generally provides the most federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB).

Community Oriented Policing: Community policing is a philosophy that promotes organizational strategies, which 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.

Computer Aided Dispatch (CAD) system: A computer database that can track calls for service, maintain status of units available, provide various reports, produce address histories, and support electronic mail. With the installation of integrated CAD systems, officers are able to receive calls for service on their mobile data terminals rather than over the radio. Radios can then be used only for serious emergencies.

Consortium: A consortium is a group of two or more governmental entities that agree to form a partnership to provide law enforcement services to their constituent communities.

COPS Finance Staff: The COPS Finance staff handle your agency's financial and budgetary needs related to your application. A Staff Accountant is assigned to your state, and is available to answer any questions that you may have concerning the financial aspects of your grant, if awarded. To identify your Staff Accountant, please call the COPS Office Response Center at 800.421.6770, or visit the COPS website at www.cops.usdoj.gov.

COPS Office: The Office of Community Oriented Policing Services (COPS) is the office within the U.S. Department of Justice that, if awarded, is your "grantor" or "awarding" agency for your COPS grant or cooperative agreement. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office at 800.421.6770.

DUNS Number: DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine or thirteen digits. If your institution does not have one, call 866.705.5711 to receive one free of charge. You can also request your DUNS number online at www.dnb.com/us.

E-Business Point of Contact (POC): Person who will designate which staff members can submit applications through COPS.usdoj.gov. When you register with CCR, your institution will be asked to designate an E-Business POC.

EPIC (El Paso Intelligence Center) National Clandestine Laboratory Seizure Database: The U.S. Department of Justice maintains this database to track seizure of clandestine drug laboratories. It contains addresses of some locations where law enforcement agencies reported they found chemicals or other items that indicated the presence of either clandestine drug laboratories or dumpsites. For more information, please visit www.usdoj.gov/dea/programs/epic.htm or www.usdoj.gov/dea/seizures/index.html.

Federally Recognized Tribe: Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally recognized Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only Federally Recognized Tribes are eligible to apply for COPS tribal grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631 - MIB, 1849 C Street, N.W., Washington, DC 20240, 202.208.2475.

Gas Mask: A gas mask is connected to a chemical air filter and is used to protect the face and lungs from toxic gases.

Global Positioning System (GPS): Global Positioning Systems are a series of 24 geosynchronous satellites that continuously transmit their position. Each system is used in personal tracking, navigation, and automatic vehicle location technologies.

Grant Number: If awarded, the grant number identifies your agency's specific grant, and can be found on your grant Award Document. This number should be used as a reference when corresponding with the COPS Office. The COPS Office tracks grant information based upon this number.

Interoperable Communications: Communications interoperability refers to the ability to talk across disciplines and jurisdictions via radio communications networks on demand, in real time. Interoperable communications equipment and technology is used to increase interoperability and data information-sharing among the law enforcement, fire service, and emergency medical service communities.

Local Budget Cycle: Your agency's fiscal year. Some common examples include January 1 to December 31, October 1 to September 30, and July 1 to June 30. Some local budget cycles may extend up to 24 months.

Matching Funds: What a locality must contribute as a cash match toward total allowable project costs over the life of the program.

Mobile Data Computer/Laptop: A Mobile Data Computer (MDC) is a computer terminal mounted in a vehicle that is linked via wireless communication to a network that is often integrated with a CAD system. MDCs enable officers to complete previously handwritten reports on a computer. This often eliminates the need to enter duplicate information on multiple reports.

National Incident-Based Reporting System (NIBRS): A comprehensive reporting database. Agencies provide individual records for eight index crimes and 38 other offenses.

Obligation of Funds: If this application is awarded, the COPS Office "obligates" federal funds when the grant Award Document is signed by the Director or his/her designated official. For the grantee, grant funds are "obligated" when monies are spent directly on purchasing items approved under the grant or cooperative agreement. The term encumbrance is often times used at the local and state levels to describe this type of transaction. Liquidated obligations are considered cash outlays or monies actually spent. Unliquidated obligations are obligations incurred and recorded but not yet paid (accrual basis of accounting) or not yet recorded and not yet paid (cash basis of accounting).

OJP Vendor Number/EIN Number: This is your agency's nine-digit federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number. If your EIN previously has been assigned to another agency within your jurisdiction, the Office of the Chief Financial Officer will assign a new OJP vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this grant program, and should not be used for IRS purposes.

ORI (Originating Agency Identifier) Number: This number is assigned by the FBI and is your agency's originating agency identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. When you contact the COPS Office with a question, you can use the ORI number, and we will be able to assist you. If you are a previous COPS grant recipient, you may have been assigned an ORI number through the COPS Office if the FBI had not previously assigned your agency this identifier number.

Primary Law Enforcement Authority: An agency with primary law enforcement authority is the agency that is the first responder to calls for service, and has ultimate and final responsibility for the prevention, detection, and/or investigation of violations of criminal laws within its jurisdiction.

The Public Safety Partnership and Community Policing Act of 1994: The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to:

- Increase the number of community policing officers on the beat.
- Provide additional and more effective training to law enforcement officers to enhance their problem-solving, service, and other skills needed in interacting with members of the community.
- Encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime.
- Encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

Supplanting: COPS grant funds may not be used to supplant (replace) state, local, or Bureau of Indian Affairs funds that would be made available in the absence of federal COPS grant funding. Program funds must be used to increase the amount of state, local, or Bureau of Indian Affairs funds otherwise budgeted for the grant purposes, plus any additional state, local, or Bureau of Indian Affairs funds budgeted for these purposes.

Appendix B: Intergovernmental Review Process, Points of Contact by State

Executive Order 12372 requires applicants from state and local units of government, or other organizations or individuals providing service within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Before the application due date, you must contact your state SPOC to find out if this program has been selected for review and comply with the state's process under Executive Order 12372. The Catalog of Federal Domestic Assistance reference for this program is number 16.710 "Public Safety and Community Policing Grants."

A current list of state SPOCs is listed at www.whitehouse.gov/omb/grants/spoc.html. States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC.

PAPERWORK REDUCTION ACT NOTICE

The public reporting burden for this collection of information is estimated to be up to one hour per response, depending upon the COPS 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, 1100 Vermont Avenue, N.W., Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

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 05/31/2013.



U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, NW
Washington, DC 20530

To obtain details on COPS programs, call the
COPS Office Response Center at 800.421.6770.

Visit COPS Online at www.cops.usdoj.gov.

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