



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](http://www.cops.usdoj.gov)) is pleased to announce that it is seeking applications for funding for the COPS FY 2010 Child Sexual Predator 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: Child Sexual Predator Program (CSPP)

## Eligibility

Only invited agencies are eligible to apply. Invited agencies include those state, local, or tribal law enforcement agencies nominated by United States Attorneys' Offices or the United States Marshals Service with particular need for additional resources to locate, arrest, and prosecute child sexual predators.

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. E.D.T.**

## Contact Information

This application must be submitted through the COPS Office website ([www.cops.usdoj.gov](http://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](mailto:AskCOPSRC@usdoj.gov).

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



# COPS FY 2010 Application Guide: Child Sexual Predator Program (CSPP)

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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 Child Sexual Predator 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  
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# **CHILD SEXUAL PREDATOR PROGRAM (CSPP) (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 and 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](http://www.cops.usdoj.gov).**

## Child Sexual Predator Program (CSPP) Overview

COPS Child Sexual Predator Program grants provide funding directly to law enforcement agencies to reduce child endangerment. This funding will allow recipients the opportunity to establish and/or enhance strategies to locate, arrest, and prosecute child sexual predators and exploiters and to enforce state sex offender registration laws. **CSPP applicants may apply for funding up to \$500,000.**

This initiative is designed to support partnerships between state or local law enforcement agencies, their district **United States Attorneys' Offices (USAO)**, and their district **United States Marshals Service (USMS)** offices, as well as with other community partners such as parole and probation offices, social service agencies, and state or local prosecutors to collectively reduce and prevent child endangerment by sexual predators. Accordingly, successful **applicants must partner with both their district United States Attorney's Office and their district United States Marshals Service office for this initiative.** Preference will be given to those applicants that request items that assist the agencies in complying with the required minimum sex offender registration and notification standards set forth in the Sexual Offender Registration and Notification Act (SORNA). Preference will also be given to those applicant agencies that demonstrate a multi-jurisdictional and/or multi-disciplinary approach to locating, arresting, and prosecuting child sexual predators. The COPS Office also encourages the development of (or support of existing) task forces focused exclusively on such efforts.

[Please note that a task force funded under CSPP should not be identified as an Internet Crimes Against Children (ICAC) task force unless it was previously funded and designated as such by the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention.]

Applicant agencies nominated by their respective USAO or USMS office may choose to propose a multi-jurisdictional project so that CSPP funding may benefit two or more jurisdictions working together cooperatively to address child sex predator issues. Multi-jurisdictional proposals will be considered as consortia. If a grant is awarded, the applicant agency (state or locality) will serve as the lead agency and grantee during the performance period, with the other members of the consortium serving as grant sub-recipients. The lead agency will be responsible for successful implementation of the project and will bear responsibility for fulfilling all grant conditions. Lead agency status will not be transferred once the grant has been awarded.

Sample grant projects may include activities such as:

- Developing, enhancing, or maintaining sex offender registration programs or functions
- Improving information sharing between law enforcement and other service providers to investigate and prevent child sex crimes and to increase offender accountability
- Managing high-risk offenders in the community through strategic problem analysis and response development
- Establishing or enhancing any other efforts to locate, arrest, and prosecute known child sex offenders.

Please be advised that a hold may be placed on any application if it is deemed that the applicant agency is not in good standing on other U.S. Department of Justice grants, has other grant compliance issues that would make the applicant agency ineligible to receive COPS funding, and/or is not cooperating with an ongoing compliance investigation regarding a current COPS grant award. A hold may also be placed on any 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.

## **Selection Criteria**

The awarding of funds is ultimately based on a number of factors, including application completeness and accuracy, the implementation of previous COPS grants (including the timely submission of Programmatic Progress Reports and Federal Financial Reports), and the enhancement of community policing and/or child safety activities as proposed in the application Project Narrative. Preference will be given to those applicants that request items which assist them in complying with the required minimum sex offender registration and notification standards set forth in the Sexual Offender Registration and Notification Act (SORNA). Preference will also be given to applicants that demonstrate a multi-jurisdictional and/or multi-disciplinary approach to locating, arresting, and prosecuting child sexual predators. COPS encourages the development of (or support of existing) task forces focused exclusively on locating, arresting, and prosecuting child sexual predators.

All CSPP applications will be peer-reviewed in coordination with partners of the COPS Office. Peer reviewers will be practitioners knowledgeable in the area of child exploitation. The peer reviewers will review the applications on behalf of the COPS Office and will provide feedback and recommendations for funding.

## **REGISTRATION**

Applicants are encouraged to register with the COPS Office online prior to June 2, 2010, 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.

## **DEADLINE: APPLICATION**

Applications for this program must be submitted online via the COPS Office website ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)) by **June 30, 2010, 11:59 p.m. E.D.T.** Please see "How to Apply" for more information.

## **ELIGIBILITY REQUIREMENTS**

The Child Sexual Predator Program is not an open solicitation. Rather, jurisdictions across the nation are invited to apply for funding. The invited agencies will include state, local, and tribal law enforcement agencies, nominated by a United States Attorney's Office or United States Marshals Service office, with particular need for additional resources to locate, arrest, and prosecute child sexual predators.

For additional information, please contact your COPS Grant Program Specialist by calling 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.

### **Program Goals**

CSPP is designed to support partnerships between state or local law enforcement agencies and their district United States Attorneys' Offices and United States Marshals Service offices. Ultimately, the program goal is to reduce child endangerment by providing grants to state and local governments to help them locate, arrest, and prosecute child sexual predators and exploiters, and to enforce state sex offender registration laws.

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

The COPS CSPP grant is two years in duration, and there is no local match. The maximum amount of funding an applicant may request is \$500,000.

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 worksheets will be sent to law enforcement departments 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.

At present, this is a one-time funding opportunity and COPS expects that all items, personnel, and/or training requested will be purchased or hired and the project implemented within the two-year grant period.

### **Mandatory Technical Assistance Requirement**

To support the development of partnerships and the sharing of information and strategies, all CSPP grantees will be required to attend a COPS-sponsored technical assistance "kickoff" conference (date and location to be determined). Although the attendance of two representatives per agency is required as a minimum, applicant budgets may include travel costs for up to five representatives to attend the kickoff conference. While the exact details of the conference are not available at this time, the conference will necessitate a multiple-night stay by all representatives for the duration of the event. Additional on-site consultation in the development or enhancement of strategies to address the problem of child sexual predators will be available at grantee request.

### **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 initiative 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 CSPP activities described in your proposal. To the greatest extent practical, all equipment and products purchased with these funds must be American-made.

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## **Allowable Costs: Fundable Requests**

Applications should include a clear and demonstrated plan for implementing comprehensive strategies to reduce child exploitation. Each grant application must explain how the proposed project would fit into an overall effort to increase and/or enhance child safety. All items under this CSPP grant must be purchased using the legislative intent established by the Consolidated Appropriations Act, 2010 (P.L. 111-117).

Budget requests may be made in the categories of:

- **Sworn Officer Positions (Salaries and Benefits):** Sworn officer salaries and fringe benefits apply to new, full-time entry-level sworn career law enforcement officers not already funded in the applicant's local budget. A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law, or by a state, local, or tribal agency, to engage in or oversee the prevention, detection, and/or investigation of violations of criminal laws. Officers must be hired on or after the award start date, and positions must directly relate to the CSPP project. Officers previously employed by your agency may be re-hired using CSPP grant funds, but funding requests must be limited to your agency's entry-level salary and benefits.

If your agency elects to deploy a veteran officer to the project/task force as a result of the CSPP grant, then your agency is only eligible to use the federal funds from your CSPP grant once the veteran officer's vacant position has been backfilled with the new, additional, sworn career law enforcement officer. In this scenario, the 24-month period for reimbursement does not begin when the veteran officer is deployed to the project, but rather when the new, additional, sworn entry-level position has been filled, thereby backfilling the veteran's vacated position. Funds from this grant may only be used to pay for the salary and fringe benefits of the new, additional, sworn career law enforcement officer, and may not be used to cover the costs of the veteran officer deployed to the CSPP project/task force.

[Please note: Overtime for officers engaging in project activities is an allowable cost; however, any overtime expenses requested must be listed in the "Other Costs" section of your application's budget proposal. Overtime expenses must exceed the expenditures that your agency is obligated or funded to pay in its current budget.]

- **Civilian/Non-sworn Personnel (Salaries and Benefits):** Civilian salaries and fringe benefits apply to new personnel not already funded in the applicant's local budget. Staff must be hired on or after the award start date, and positions must directly relate to the CSPP project. Examples of allowable personnel and fringe benefit costs may include those for prosecutors, investigators, or forensic computer analysts.

[Please note: Overtime for civilian personnel engaging in project activities is an allowable cost; however, any overtime expenses requested must be listed in the "Other Costs" section of your application's budget proposal. Overtime expenses must exceed the expenditures that your agency is obligated or funded to pay in its current budget.]

- **Equipment/Technology:** Equipment and/or technology costs shall provide agencies with the ability to purchase new or enhance existing equipment not already funded in the applicant's local budget, and must be clearly linked to the enhancement or implementation of the CSPP project. Examples of such items may include computer hardware, computer software, or global positioning systems.

Applicants may also request funding for otherwise unfunded project-specific vehicles and basic vehicle accessories, which are dedicated solely to CSPP-related task forces.

- **Supplies:** Generally, supplies include any materials that are expended or consumed during the course of the CSPP project. Such costs may include training manuals, paper, printer ink, pens, postage, etc. All supplies must be directly related to the CSPP project. Supplies requested cannot already be funded in the applicant's local budget.
- **Travel/Training:** Travel/training costs include grant-related travel costs for the grantee or other (non-grantee) individuals to attend project-related training and technical assistance conferences, seminars, classes, or to visit a site specified in the application. Expenses for transportation, lodging, meals, and incidental expenses (if travel is more than 50 miles from the program location) will be reviewed in accordance with applicable guidelines as part of the application process. The budget information must include travel costs for a minimum of two representatives to attend a mandatory grantee technical assistance/kickoff conference at a location to be determined. Applicant budgets may include travel costs for up to five representatives to attend the kickoff conference.
- **Contracts/Consultants:** Contract/consultant costs may include costs to provide one-time training to staff for equipment operation/usage, or for services (such as expert witnesses) dedicated to program activities. Compensation for individual consultant services procured under a COPS grant must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles, and consistent with that paid for similar services in the marketplace. Unless otherwise approved by the COPS Office, independent consultant rates will be 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 agency must provide justification for any such rate in excess of \$550 per day and receive COPS Office approval of that rate before drawing down grant funds. Determinations will be made on a case-by-case basis.
- **Other Costs:** Other costs may include such items as prepaid warranties or maintenance agreements (not to exceed 24 months), overtime costs for sworn officers or civilian personnel engaging in project-related activities, extradition costs (including travel and housing), or other miscellaneous items that have a direct correlation to the overall success of a grantee's project objectives and are necessary for the project to reach full implementation.

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

In addition, any publication material developed and/or purchased with federal grant funds must contain the following designation: "This project was supported by Grant # \_\_\_\_\_, 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 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."

### ***Unallowable Costs: Requests Will NOT Be Funded***

The items listed below are generally considered to be unallowable, and will only be considered for funding under *extremely limited and extenuating circumstances* and at the discretion of the COPS Office. Before including any of these items in your project proposal, please contact your COPS Grant Program Specialist at 800.421.6770.

This is not an inclusive 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 CSPP 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.**

#### **Personnel:**

- Salaries and benefits of civilian security guards
- Salaries and benefits of existing employees
- Salaries and benefits of grant writers or other staff who do not directly contribute to the implementation of the program
- Salaries and benefits for part-time officer positions
- Personnel costs not directly related to the CSPP grant

*Please note: Restrictions on overtime costs are listed under "Other Costs."*

#### **Equipment/Technology:**

- Bicycles
- Body wire equipment
- Bulletproof vests and accessories
- Bunker shield(s)
- Cellular or satellite phone airtime
- Conducted energy devices
- Dictation systems
- General police vehicles (including patrol cars and leased vehicles) that are not dedicated solely to CSPP-related task forces
- Golf carts / Segways
- Handcuffs, weapons, and ammunition (including training ammunition)
- Office equipment (copiers, fax machines, etc.)
- Pagers (including service time)
- Phone lines and voice-mail systems

- Prisoner transport vehicles
- Radar guns/equipment
- Televisions / VCRs / DVD players / projectors
- Equipment and technology not directly related to the CSPP grant

**Supplies:**

- Standard office supplies not directly related to the CSPP grant

**Travel/Training:**

- Kickoff conference travel costs in excess of five attendees
- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the program location
- Meals and/or refreshment costs associated with meetings
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel
- Travel and training not directly related to the CSPP grant

**Contracts/Consultants:**

- 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 or contractor is hired through a noncompetitive bidding process
- 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 grant period and must not exceed the grant period)
- Contractual/consultant agreements not directly related to the CSPP grant

**Other Costs:**

- Animals
- Construction and renovation costs
- Construction costs associated with communications towers
- Funding for buy-back and/or confidential informant purposes
- Indirect costs
- Office furniture (desks, file cabinets, etc. not specifically related and dedicated to grant)
- Office rental/lease space
- Overtime for personnel not directly involved in the department's CSPP project
- Standard or dress uniforms / uniform accessories
- Other costs not directly related to the CSPP grant

This program will not provide funding for any positions or items which are funded in the applicant agency's budget with other sources of funding (state, local, or BIA). You may apply only for otherwise unfunded positions or items to supplement your agency's law enforcement budget.

## **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 original application.

Though a formal assessment is not a requirement, departments are strongly encouraged to conduct an independent assessment of their respective projects. Project evaluations have proven to be valuable tools in helping departments identify areas in need of improvement, as well as providing data of successful processes.

Please feel free to contact your Grant Program Specialist 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 the Child Sexual Predator Program are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>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.</p>	<p>Effectiveness rating of COPS grant resources in increasing community policing capacity of grantees.</p> <p>Average technological capacity implementation rating (0 to 100) of CSPP grantees.</p> <p>Successful purchase and implementation of all items and/or services listed in the application Project and Budget Narratives.</p>	<p>Periodic progress reports providing an overview of CSPP grant purchases/implementation and implementation of community policing strategies.</p>

All COPS Office grants target increasing grantee capacity to implement community policing strategies within the three primary elements of community policing: 1) problem-solving; 2) partnerships; and 3) organizational transformation. The COPS Office requires all CSPP applicants to describe how the personnel, technology, equipment, and/or training requested will assist the applicant in implementing community policing strategies. For more information on community policing, please go to the COPS website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

As part of the progress report, CSPP grantees will be required to report on their progress toward implementing community policing strategies. The COPS Office will not require that grantees track statistics to respond to the performance measure questions, and the grantee’s community policing capacity implementation rating and/or technological capacity implementation rating will not be used in determining grant compliance.

Based on the data collected from grantees, the COPS Office may make improvements to CSPP to better meet the program’s objective and law enforcement agency needs.

## 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](http://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](http://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 Law Enforcement 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 1.800.421.6770 between 9:00 a.m. and 5:00 p.m. Eastern Time, or e-mail [egov.issues@usdoj.gov](mailto: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 Law Enforcement 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](http://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](http://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.
- The requestor may obtain an on-the-spot DUNS number assignment by telephone at 866.705.5711.

### **Obtaining a DUNS Number**

- 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](http://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](http://www.cops.usdoj.gov)), please contact:

**Donte Turner**  
U.S. Department of Justice COPS Office  
202.616.9427 or [Donte.Turner@usdoj.gov](mailto: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
CSPP	Y	Y	P	Y	P	P	N

### ***I. & II. Assurances & Certifications (Also refer to 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 refer to 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 grant funds 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.

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 (unless an exception is authorized in writing by the COPS Office). 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 (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 (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, more information on requesting sole source approval will be provided in grant materials after awards are made.

## ***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—Not 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.

## **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

Detailed explanations of required documents can be found on the following pages.

### Required Application Documents and Sections for CSPP

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 Request Form	No	
Section 6: Law Enforcement & Community Policing Strategy	Yes	<input type="checkbox"/>
Section 7: Need for Federal Assistance	Yes (7B only)	<input type="checkbox"/>
Section 8: Continuation of Project After Federal Funding Ends	Yes (8B 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	Yes	<input type="checkbox"/>
Section 13: Application Attachments		
A. Project Narrative	Yes	<input type="checkbox"/>
B. Budget Narrative	Yes	<input type="checkbox"/>
C. Memorandum of Understanding (Optional)	Possible	<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	No	

Budget Summary	Yes	<input type="checkbox"/>
<b>Section 15: Assurances and Certifications</b>	Yes	<input type="checkbox"/>
<b>Section 16: Disclosure of Lobbying Activities</b>	Possible	<input type="checkbox"/>
<b>Section 17: Certification of Review and Representation of Compliance with Requirements</b>	Yes	<input type="checkbox"/>

## General Information

Your agency's application must be submitted online via the COPS website ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)). 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 for other COPS programs, a separate application must be completed for each COPS program for which you are applying. 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

CSPP is not an open solicitation. Rather, jurisdictions across the nation are invited to apply for funding. The invited agencies will include state, local, and tribal law enforcement agencies, nominated by a United States Attorney's Office or United States Marshals Service office, with particular need for additional resources to locate, arrest, and prosecute child sexual predators. For additional eligibility requirements and information, please see page 3.

### 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 Numbering 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**

Enter the total population of the government entity applying for this grant using the latest census estimate available and the actual population served. The total population and the actual population served may or may not be the same. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police).

**H. Law Enforcement Agency Sworn Force Information**

When completing your agency's general law enforcement agency information, please note that "budgeted sworn force strength" refers to the number of sworn officer positions your agency has funded within its budget, including state, BIA and locally-funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers. "Actual sworn force strength" refers to the actual number of sworn officer positions employed by your agency as of the date of the application.

## Section 4: Executive Information

### A. Law Enforcement Executive/Agency Executive Information

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, this position would ultimately be responsible for the programmatic implementation of the award.

### B. Government Executive/Financial Official Information

Enter the Government Executive's name and contact information. This is the highest ranking governmental 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, 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.

Please complete the questions in this section to describe the types of community policing activities that will result from COPS funding. *While 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, we also acknowledge that the Child Sexual Predator Program involves a partnership between law enforcement agencies and non-law enforcement agencies (e.g., District Attorneys' offices). Non-law enforcement agencies, as grant partners, also play a very important role in community policing efforts, as they can work with law enforcement to develop strong community partnerships, collaboratively problem-solve, and support the organizational transformation of the department. If you are answering these questions as a non-law enforcement agency or on behalf of an agency partnering with a non-law enforcement agency, it is still imperative that you answer these questions based upon the community policing activities that will ultimately result from the grant.*

In the Community Policing Plan Narrative, please describe your agency's implementation plan for this program (if awarded), with specific reference to each of the following elements of community policing: (a) community partnerships and support, including consultation with community groups, private agencies, and/or other public agencies; (b) related governmental

and community initiatives that complement your agency's proposed use of COPS funding; and (c) organizational transformation – how your agency will use these funds, if awarded, to reorient its mission to community policing or enhance its involvement in and commitment to community policing. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this plan. The COPS Office may also use this information to understand the needs of the field, and potentially provide for training, technical assistance, problem solving and community policing implementation tools.

If your organization receives this grant funding, these responses, along with the previous questions, will be considered as your organization's community policing plan. We understand that your community policing needs may change during the life of your grant (if awarded), and minor changes to this plan may be made without prior approval of the COPS Office. We also recognize that this plan may incorporate a broad range of possible community policing strategies and activities, and that your agency may implement particular community policing strategies from the plan on an as-needed basis throughout the life of the grant. If your agency's community policing plan changes significantly, however, you must submit those changes in writing to the COPS Office for approval. Changes are "significant" if they deviate from the range of possible community policing activities identified and approved in this original community policing plan submitted with your application.

### **Section 7: Need for Federal Assistance**

In 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**

- 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

Please provide a brief summary of how your agency will use this federal funding. Please be sure to provide a description of how you expect this grant to impact public safety and/or crime prevention in your community. The Executive Summary may be used to keep Congress or other executive branch agencies informed on law enforcement strategies to deter crime in your community. Responses are limited to a maximum of 3,000 characters.

Please begin your Executive Summary by listing the following information:

- Agency Name
- State
- Point of Contact Name and Phone Number

## Section 11: Project Description (Narrative)

Please Note: CSPP grant applicants must submit their entire Project Narrative as an attachment in Section 13. The narrative must address all required sections listed in A-E. Agencies may provide supporting documentation. Please limit your overall response in the narrative to no more than 20 pages. Failure to respond to any of these points may delay the processing of your application, and could ultimately result in the denial of your application.

**The narrative will be a significant factor in the application review and approval process.** Failure to provide this information may delay the review of your agency's application and/or prevent the COPS Office from selecting your agency for funding.

### Narrative Sections

#### A. Problem Identification

Provide information on the scope of the child sexual predator problem occurring in your jurisdiction that will be addressed through this grant proposal. Please explain your agency's existing strategy for locating, arresting, and prosecuting child sexual predators, and if applicable, achieving compliance with SORNA requirements. Include documentation, such as crime data, as it relates specifically to the problems identified, and provide a list of current partners involved in your efforts to combat these problems.

#### B. Project Goals & Objectives

Please describe the goals and objectives that your agency plans to accomplish through this application, and how the proposed project would fit into an overall effort to address your jurisdiction's child sexual predator problem. Provide a detailed explanation of your agency's proposed new strategy and/or enhancements to your existing strategy for locating, arresting, and prosecuting child sexual predators, and if applicable, achieving compliance with SORNA requirements. As part of your response, be sure to incorporate specific community policing objectives related to the three tenets of community policing: community partnerships, problem solving, and organizational transformation.

#### C. Building Relationships and Solving Problems

Community policing, in its simplest terms, is about building relationships and solving problems. The CSPP grant seeks to expand upon that effort by encouraging funded agencies to collaborate and work together with community partners to build relationships and solve problems. Please identify all community partnerships that your agency anticipates will be developed or enhanced as a result of this grant. This section should also

identify any multi-jurisdictional, multi-disciplinary, and/or other partners that will assist in implementing your agency's proposed strategy, and the role those partners will play in its implementation. In addition, specifically outline all methods or steps your agency plans to take to collaboratively problem-solve issues identified, including any tools you may use as a resource. Lastly, please describe any organizational transformation changes you expect to realize through this project.

#### **D. Implementation Plan**

Provide a detailed description of how the grant project will be implemented, including an implementation schedule for all major milestones and timelines of all activities to take place within the life of the grant. When appropriate, please reference partnership participation in these timelines and milestones.

#### **E. Evaluation Plan/Effectiveness of Program**

The COPS Office strongly encourages applicants to consider how they will determine if grant funding was effective in addressing the problems outlined above. If your agency intends to have an evaluation plan in place, please describe it here.

## **Section 12: Official Partner(s) Contact Information**

### **Partnership Requirement**

Applicants **must** partner with both their district United States Attorney's Office and their district United States Marshals Service office for this initiative. The COPS Office also encourages the development of (or support of existing) task forces focused exclusively on such efforts.

**[Please note: A task force funded under CSPP should not be identified as an Internet Crimes Against Children (ICAC) task force unless it was previously funded and designated as such by the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention.]**

## **Section 13: Application Attachments**

This section should be used to submit both mandatory and optional application attachments, including the mandatory Project Narrative, mandatory Budget Narrative, and optional Memorandum of Understanding.

**[Please note that when attaching files to your COPS application the following file types are acceptable: standard Doc/Docx, PDF, or xls/xlsx.]**

**A. Project Narrative (MANDATORY)** – See Section 11: Project Description (Narrative) for instructions.

#### **B. Budget Narrative (MANDATORY)**

All CSPP 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 CSPP project. Each applicant has the burden of describing the item and adequately demonstrating a programmatic link. The COPS Office may remove any unlinked items from consideration without notification. Preference will be given to those applicants that request items that assist them in complying with the required minimum sex offender registration and notification standards set forth in the Sexual Offender Registration and Notification Act (SORNA). If your agency is requesting

funding for item(s) that will assist your agency in being SORNA-compliant, please clearly identify the item(s) as SORNA-related in your Budget Narrative. Preference will also be given to those applicants who demonstrate a multi-jurisdictional and/or multi-disciplinary approach to locating, arresting, and prosecuting child sexual predators. COPS encourages the development of (or support of existing) task forces focused exclusively on locating, arresting, and prosecuting child sexual predators.

If your agency's total funding request consists of a single line item, such as sworn officer or civilian personnel overtime, you must provide additional justification in your agency's Budget Narrative demonstrating a direct correlation of the line request to the overall success of your agency's project objectives and its necessity for the project to reach full implementation.

See the Budget Detail Worksheets in Section 14 for the Budget Narrative instructions and samples.

**C. Memorandum of Understanding (MOU) (OPTIONAL)**

If your agency will be entering into a Memorandum of Understanding with any other entity as a means of formalizing and assigning responsibility for specific project tasks, please be sure to include the MOU with your proposal.

## **Section 14: Budget Detail Worksheets**

### ***Instructions for Completing the Budget Detail Worksheets***

Included within this section are instructions and sample information for completing the Budget Narrative and Budget Detail Worksheets.

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. Applicants will be providing this information as part of the Budget Narrative and not as part of the Budget Detail Worksheets.

[Please note: *ALL FY 2010 APPLICANTS MUST ATTACH THE BUDGET NARRATIVE AS PART OF SECTION 13: APPLICATION ATTACHMENTS.*]

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, B, C, D, E, F, G, and the Budget Summary are the only sections of the COPS Budget Detail Worksheets that are applicable to the COPS CSPP grant program. Like items may be grouped together for ease of reporting. The structure of the Budget Narrative must mirror the structure of the Budget Detail Worksheets included in this application. In other words, each item reported in the Budget Narrative must be listed under one of seven categories: Sworn Officer Positions and Fringe Benefits, Civilian/Non-Sworn Personnel and Fringe Benefits, Equipment/Technology, Supplies, Travel/Training, Contracts/Consultants, and Other Costs. Finally, every item included on the Budget Detail Worksheets must be included in the Budget Narrative.

Allowable and unallowable costs under CSPP are found on pages 4-8 of this Application Guide. The maximum amount of federal funds for which you may apply under CSPP is \$500,000. *For your convenience, we have included a sample Budget Narrative and Budget Detail Worksheets. Only some of the sections that apply to the CSPP grant are included in this sample. For more information, please see the Allowable and Unallowable Costs section.*

### **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.]*

#### **A. Sworn Officer Positions**

The Anytown Police Department is requesting funding for two full-time entry-level officer positions. We plan to assign two experienced officers to the child sexual predator task force and backfill the positions with newly hired grant-funded officers. Since Anytown Police Department is locally exempt from paying Social Security taxes on this position, the Exempt box is checked on our Budget Detail Worksheet and no cost is listed. The entry-level salary and fringe benefits for two years is \$139,632 per officer. In total the cost for two years of salaries and fringe benefits for two officers is \$279,264.

#### **B. Civilian/Non-Sworn Personnel**

In addition to partnering with our district USAO and district U.S. Marshals Service office, the Anytown Police Department is also partnering with our local District Attorney's Office. We are requesting funding for one local prosecutor that will dedicate 50% of his/her time to prosecuting child sexual predators. The total cost of the prosecutor for the time spent on this project is \$40,472.

#### **C. Equipment/Technology**

The Anytown Police Department is requesting funding for two desktop computers that will be used by the child sexual predator task force to access the National Sex Offender Registry and monitor and track child sexual predators in our jurisdiction. The two computers are estimated at \$2,500 each, totaling \$5,000.

We are requesting funding for RMS software for the two desktop computers to ensure automation of all recordkeeping functions. The RMS software is estimated at \$2,500 each, totaling \$5,000. The total requested for this project's equipment and technology is \$10,000.

#### **D. Supplies:**

We are requesting funding for printer/copier paper (8 boxes x \$36 = \$288), expandable file folders (5 boxes x \$25 = \$125), and recordable compact discs (CD-R) (4 packs x \$60 = \$240). The total cost for supplies is \$653.

#### **E. Travel/Training**

We are requesting funding to send three attendees to the COPS CSPP Kickoff Conference. Although the location has not yet been determined, we anticipate travel costs at \$1,200 per person, totaling \$3,600.

**F. Contracts/Consultants**

Anytown Police Department is requesting funding for computer forensic analysis services through ABC Computer Forensic Service. ABC Computer Forensic Service specializes in the forensic analysis and reconstruction of computer hard drives and recovery of electronic files, including pictures and e-mails. ABC Computer Forensic Service will provide these services for two years at \$10,000 per year. The total cost for the contract is \$20,000.

**G. Other Costs**

The Anytown Police Department is requesting funding for overtime for two detectives on the task force to monitor, track, and analyze reports of child sexual predator offenses, and enforce sex offender compliance. We are requesting 80 hours of overtime each month that would cover hours for both detectives at a rate of \$75 per hour. The total overtime cost for two detectives is 80 hours x 24 months x \$75 per hour, totaling \$144,000.

**A. SWORN OFFICER POSITIONS**

**No Sworn Officer Positions Requested**

**Instructions:** This worksheet will assist your agency in reporting your agency's current *entry-level* salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry-level base salary and fringe benefits *rounded to the nearest whole dollar* for one full-time sworn officer position within your agency. Do not include employee contributions. (Please refer to the program-specific Application Guide for information on the length of the grant term for the program under which you are applying.)

**Special note regarding sworn officer fringe benefits:** For agencies that *do not* include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Part 1, Section B. Any fringe benefits that are already included as part of the agency's base salary (Part 1, Section A of the Sworn Officer Budget Worksheet) should *not* also be included in the separate fringe listing (Part 1, Section B).

Please refer to the program-specific Application Guide for information about allowable and unallowable fringe benefits for sworn officer positions requested under the program to which your agency is applying.

SAMPLE

**A. Full-Time Entry-Level Sworn Officer Base Salary Information** No Sworn Officer Positions Requested

**Part 1: Instructions:** Please complete the questions below based on your agency's entry-level salary and benefits package for one locally-funded officer position. As applicable per the program-specific Application Guide, you are required to project Year 2 salaries.

<p><b>A. Base Salary Information</b></p>	<p><b>Year 1 Salary</b></p> <p>Enter the current first year entry-level base salary for one sworn officer position.</p> <p>\$ 48,000 .00</p>	<p><b>Year 2 Salary (As applicable)</b></p> <p>Enter the second year base salary for one entry-level sworn officer position.</p> <p>\$ 48,000 .00</p>
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**B. Fringe benefit costs should be calculated for each year of the grant term.**

FRINGE BENEFITS:		Year 1 Fringe Benefits	Year 2 Fringe Benefits
		COST:	% OF BASE
Social Security	Exempt: <input checked="" type="checkbox"/> 6.2% <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>	\$ 9,120 .00	19 %
<small>Cannot exceed 6.2% of Total Base Salary.</small>			
Medicare	Exempt: <input type="checkbox"/> 1.45% <input checked="" type="checkbox"/> Fixed Rate: <input type="checkbox"/>	\$ 696 .00	1.45 %
<small>Cannot exceed 1.45% of Total Base Salary.</small>			
Health Insurance	Individual: <input type="checkbox"/> Family: <input type="checkbox"/>		
Life Insurance	Fixed Rate: <input type="checkbox"/>		
Vacation	Number of Hours Annually: _____		
Sick Leave	Number of Hours Annually: _____		
Retirement	Fixed Rate: <input type="checkbox"/>	\$ 8,640 .00	18 %
Worker's Compensation	Exempt: <input type="checkbox"/>	\$ 2,400 .00	5 %
Unemployment Insurance	Exempt: <input type="checkbox"/>	\$ 960 .00	2 %
Other _____			
Other _____			
Other _____			
<b>Benefits Sub-Total Per Year (1 Position)</b>		\$ 21,816 .00	00

<b>C. Total Year Salary and Benefits (1 Position):</b>	\$ 69,816 .00 (Year 1)	\$ 69,816 .00 (Year 2)
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**D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position):** \$ 139,632 **X** 2 # of Positions = \$ 279,264

## Part 2: Sworn Officer Salary Information

If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reason(s) why in the space below:

- Cost of living adjustment (COLA)       Step raises       Change in benefit costs
- Other - please explain briefly: \_\_\_\_\_

SAMPLE

**B. Base Salary and Fringe Benefits for Civilian/Non-Sworn Personnel** No Civilian/Non-Sworn Positions Requested

**Part 1: Instructions:** Please complete the questions below for one non-sworn position salary and benefits package. As applicable per the program-specific Application Guide, you may also be required to project Year 2 and Year 3 salaries.

<p><b>A. Base Salary Information</b></p> <p><b>Position Title:</b> Prosecutor</p> <p><b>Description:</b> One local prosecutor to dedicate 50% of his/her time to prosecute child sexual predators (One position per worksheet)</p>	<p><b>Year 1 Salary</b> Enter the current first year base salary for one civilian/non-sworn position. \$ <u>30,330</u> x <u>50</u> % of time on project = \$ <u>15,165</u> (base salary x percent = adjusted Year-1 salary)</p>	<p><b>Year 2 Salary (As applicable)</b> Enter the second year base salary for one civilian/non-sworn position. \$ <u>30,330</u> x <u>50</u> % of time on project = \$ <u>15,165</u></p>
<p><b>B. Fringe benefit costs should be calculated for each year of the grant term.</b></p>		
<p><b>FRINGE BENEFITS:</b></p>		
	<p><b>Year 1 Fringe Benefits</b></p>	<p><b>Year 2 Fringe Benefits</b></p>
	<p><b>COST:</b>      % OF BASE</p>	<p><b>COST:</b>      % OF BASE</p>
<b>Social Security</b> Exempt: <input type="checkbox"/> 6.2% <input checked="" type="checkbox"/> Fixed Rate: <input type="checkbox"/>	\$ 940 .00      6.2 %	\$ 940 .00      6.2 %
<small>Cannot exceed 6.2% of Total Base Salary.</small>		
<b>Medicare</b> Exempt: <input type="checkbox"/> 1.45% <input checked="" type="checkbox"/> Fixed Rate: <input type="checkbox"/>	\$ 220 .00      1.45 %	\$ 220 .00      1.45 %
<small>Cannot exceed 1.45% of Total Base Salary.</small>		
<b>Health Insurance</b>		
<b>Individual:</b> <input type="checkbox"/> <b>Family:</b> <input type="checkbox"/>	\$ 1,670 .00      11.01 %	\$ 1,670 .00      11.01 %
<b>Life Insurance</b> Fixed Rate: <input type="checkbox"/>	\$ 153 .00      1.01 %	\$ 153 .00      1.01 %
<b>Vacation</b> Number of Hours Annually: _____	\$ 1,867 .00      12.31 %	\$ 1,867 .00      12.31 %
<b>Sick Leave</b> Number of Hours Annually: _____	\$ _____ .00      _____ %	\$ _____ .00      _____ %
<b>Retirement</b> Fixed Rate: <input type="checkbox"/>	\$ _____ .00      _____ %	\$ _____ .00      _____ %
<b>Worker's Compensation</b> Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>	\$ 191 .00      1.26 %	\$ 191 .00      1.26 %
<b>Unemployment Insurance</b> Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>	\$ 12 .00      .08 %	\$ 12 .00      .08 %
<b>Other Disability Insurance</b>	\$ 18 .00      .12 %	\$ 18 .00      .12 %
<b>Other</b>	\$ _____ .00      _____ %	\$ _____ .00      _____ %
<b>Benefits Sub-Total Per Year (1 Position)</b>	\$ 5,071 .00	\$ 5,071 .00
<b>Total (A+B)</b>	\$ 20,236 .00(A+B)	\$ 20,236 .00 (A+B)
<p><b>D. Total Salary and Benefits for Years 1 and 2 (1 Position):</b> \$ <u>40,472.00</u></p>		

If requesting additional positions with exact budget check here  Indicate # of positions  If requesting other position(s) with different budget(s), check here

Civilians/Non-Sworn Personnel Total \$40,472.00

**C. Equipment/Technology**

No Equipment/Technology Requested

**Instructions:** List non-expendable items that are to be purchased. Non-expendable equipment is tangible property (e.g., technology) having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the **“SUPPLIES”** or **“OTHER”** categories. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially for high-price items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the **“CONTRACTS / CONSULTANTS”** category.

Please be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

**For agencies purchasing items related to enhanced communications systems, the COPS Office expects and encourages that, wherever feasible, such voice or data communications equipment should be incorporated into an intra- or interjurisdictional strategy for communications interoperability among federal, state, and local law enforcement agencies.**

See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal
Desktop Computers	(2 x 2,500 )	\$ 5,000
RMS Software	(2 x 2,500 )	\$ 5,000
	( x )	\$
<input type="checkbox"/> More Equipment/Technology Entries Required	<b>Equipment/Technology Total:</b>	\$ <u>10,000</u>

**D. Supplies**

No Supplies Requested

**Instructions:** List items by type (office supplies; postage; training materials; copying paper; books; hand-held tape recorders; etc). **Provide a specific description for each item and explain how it supports the project goals and objectives outlined in your application.** Generally, supplies include any materials that are expendable or consumed during the course of the project.

See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal
Print/Copier Paper	(8 x 36)	\$ 288
Boxes of Expandable File Folders	(5 x 25)	\$ 125
Recordable Compact Disc Packs	(4 x 60)	\$ 240
	( x )	\$
<input type="checkbox"/> More Supplies Entries Required	<b>Supplies Total:</b>	\$653

**E. Travel/Training**

No Travel/Training Requested

**Instructions:** Itemize grant-related travel expenses of grantee personnel (excluding consultants, whose expenses are listed in Section F) by event (e.g., mandatory training, staff to training, field interviews, advisory group meetings). Identify the location of travel whenever possible, and show the number of staff expected to attend each event. Training fees, transportation, lodging and per diem rates for trainees should be listed as separate travel items. Grantee travel costs specific to the grant project may be based on the grantee's written travel policy, assuming the costs are reasonable. Grantees without a written travel policy must follow the established federal rates (found at [www.gsa.gov](http://www.gsa.gov)) for lodging, meals, and per diem. For all grantees (with or without a written travel policy), airfare travel costs must be one of the following: the lowest discount commercial airfare, standard coach airfare, or the federal government contract airfare (if authorized and available). Note: Any local training costs (within a 50-mile radius) should be listed under Section G ("Other Costs").

See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

Event Title and Location	Event Costs	Number of Staff	Per Event Subtotal
COPS-CSPP Kick-off Conference	Registration \$ 0 Transportation \$ 800 Lodging \$ 300 Per diem \$ 100	3	\$ 3,600
	Registration \$ _____ Transportation \$ _____ Lodging \$ _____ Per diem \$ _____		\$
	Registration \$ _____ Transportation \$ _____ Lodging \$ _____ Per diem \$ _____		\$
	Registration \$ _____ Transportation \$ _____ Lodging \$ _____ Per diem \$ _____		\$
	Registration \$ _____ Transportation \$ _____ Lodging \$ _____ Per diem \$ _____		\$
	Registration \$ _____ Transportation \$ _____ Lodging \$ _____ Per diem \$ _____		\$
<input type="checkbox"/> More Travel/Training Entries Required		<b>Travel/Training Total:</b>	\$ 3,600

**F. Contracts/Consultants**

No Contracts/Consultants Costs Requested

**Instructions:** See the program-specific Application Guide for a list of allowable/unallowable costs for the particular program to which you are applying.

**1. Contracts:** Provide a cost estimate for the product or service to be procured by contract. Applicants are encouraged to promote free and open competition in awarding contracts. If awarded, requests for sole source procurements of equipment, technology, or services in excess of \$100,000 must be submitted to the COPS Office for prior approval. (See Application Guide for more information on the required submission.)

Contract Name	Per Contract Subtotal
ABC Forensic Analysis, Recovery, and Reconstruction	\$10,000 x 2 years
<b>Contracts Subtotal:</b>	\$20,000

**2. Consultant Fees:** For each consultant enter the name (if known), service to be provided, hourly or daily fee (based upon an 8-hour day), and estimated length of time on the project. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of \$550 per day require additional written justification and must be pre-approved in writing by the COPS Office if the consultant is hired via a noncompetitive bidding process.

Consultant Name/Title	Service Provided	Computation ( Cost X # Days or # Hours)	Per Consultant Fee Subtotal
ABC School Security Evaluations	School Safety/Security Assessment	( x ) Select one: Days <input type="checkbox"/> Hours <input type="checkbox"/>	\$
		( ____ X ____ ) Select one: Days <input type="checkbox"/> Hours <input type="checkbox"/>	\$
<b>Consultant Fees Subtotal:</b>			\$

**3. Consultant Travel:** List all travel-related expenses to be paid from the grant to the individual consultants (e.g., transportation, meals, lodging) separate from their consultant fees.

Consultant Name/ Event Title	Event Costs	Number of Staff	Per Consultant Travel Subtotal
	Registration \$ _____ Transportation \$ _____ Lodging \$ _____ Per diem \$ _____		\$
	Registration \$ _____ Transportation \$ _____ Lodging \$ _____ Per diem \$ _____		\$
<b>Consultant Travel Subtotal:</b>			\$

**4. Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants separate from their consultant fees and travel expenses (e.g., computer equipment, office supplies).

Consultant Name/Title	Item(s)	Per Consultant Subtotal
		\$
<b>Consultant Expenses Subtotal:</b>		\$

<b>Contracts/Consultants Total:</b> Contracts (F1) + Consultant Fees (F2) + Consultant Travel (F3) + Consultant Expenses (F4)	\$20,000
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More Contracts/Consultants Entries Required

**G. Other Costs**

No Other Costs Requested

**Instructions:** List other requested items that will support the project goals and objectives as outlined in your application. Provide a specific description for each item and explain how the item supports the project goals and objectives as outlined in your application.

Please be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

See the program-specific Application Guide for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box.

Unit/Item Description	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal
Task Force Overtime	(1920 x 75)	\$ 144,000
	( x )	\$
<input type="checkbox"/> More Other Cost Entries Required	<b>Other Cost Total:</b>	<b>\$ <u>144,000</u></b>

## Budget Summary

<p><b>Instructions:</b> Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, click the "Edit" button for that category.</p>			
	Budget Category	Category Total	Edit
A.	Sworn Officer Positions	\$ <u>279,264</u> .00	
B.	Civilian/Non-Sworn Personnel	\$ <u>40,472</u> .00	
C.	Equipment/Technology	\$ <u>10,000</u> .00	
D.	Supplies	\$ <u>653</u> .00	
E.	Travel/Training	\$ <u>3,600</u> .00	
F.	Contracts/Consultants	\$ <u>20,000</u> .00	
G.	Other Costs	\$ <u>144,000</u> .00	
H.	Indirect Costs		
<b>Total Project Amount:</b>		\$ <u>497,989</u> .00	
<b>Total Federal Share Amount:</b> (Total Project Amount X Federal Share Percentage Allowable)		\$ <u>497,989</u> .00	100%
<b>Total Local Share Amount (if applicable):</b> (Total Project Amount - Total Federal Share Amount)		\$ <u>N/A</u> .00	<u>   </u> %
<p><b>Contact Information for Budget Questions</b></p> <p>Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.</p> <p>Authorized Official's Typed Name: <u>James Miller</u></p> <p>Title: <u>Budget Director, Any Town, HI</u></p> <p>Phone: <u>(123) 456-7890</u></p> <p>Fax: <u>(123) 789-6541</u></p> <p>E-mail Address: <u>jmiller@anytown.gov</u></p>			

## **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 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; AND
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](http://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](http://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](http://www.dnb.com/us).

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

**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.

**Sexual Offender Registration and Notification Act (SORNA):** As part of Title I of the Adam Walsh Child Protection and Safety Act of 2006 (Public Law 248-109), SORNA provides a comprehensive set of minimum standards for sex offender registration and notification in the United States. The 50 states, the District of Columbia, the five principal U.S. territories, and federally recognized Indian tribes that elect to function as registration jurisdictions are required to comply with SORNA's minimum sex offender registration and notification standards.

**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](http://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](http://www.cops.usdoj.gov).

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