



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street, NE, Washington, D.C. 20530

COPS ★

April 4, 2011

Dear Colleague:

The COPS Office is pleased to announce the availability of funding under the **COPS Secure Our Schools (SOS) 2011** grant program. Subject to final funding availability, approximately \$13 million will be available under SOS to provide funding to law enforcement agencies to assist with the development of school safety resources and provide improved security at schools and on school grounds.

Specifically, this program will fund up to 50% of the total cost to implement one or more of the following options: placement and use of metal detectors, locks, lighting, and other deterrent measures; security assessments; anti-violence initiatives; security training of personnel and students; coordination with local law enforcement; and/or any other measure that may provide a significant improvement in security. Applicants will be required to demonstrate a comprehensive approach to preventing school violence.

The SOS solicitation will open on May 2, 2011, and there will be two application deadlines for the program during the six week solicitation period. The first application deadline for priority consideration will be **May 25, 2011**, while the second and final deadline for all applications will be **June 8, 2011**.

Applications for this program must be submitted in two parts, both of which are required. First, applicants must apply online via www.Grants.gov to complete the SF-424. After the successful submission and acceptance of the SF-424, applicants will then be directed to the COPS Office website (www.cops.usdoj.gov) to complete the second part of the application by the program deadline.

All local, state, and tribal law enforcement agencies that have primary law enforcement authority within a partner primary or secondary school are eligible to apply. An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within the schools targeted. Primary and secondary schools are defined as kindergarten through 12th grade.

As noted above, there is a 50% local cash match requirement under this grant program. The application process will be competitive, and as such it is recommended that interested law enforcement agencies use this time prior to the solicitation period to contact and develop partnerships with area schools with a need to enhance school safety and security. All awards are subject to the availability of funds.

The COPS Office looks forward to working with your agency. If you would like more information on the program, or require technical assistance during the solicitation process, please contact the COPS Office Response Center at 1.800.421.6770, or visit us online at www.cops.usdoj.gov.

Sincerely,

Bernard K. Melekian
Director

Before Preparing Your Application

The COPS Office wants to ensure that your agency has sufficient time to complete your Secure Our Schools application once the solicitation opens. We strongly recommend that your agency begin preparations for your application at this time. To minimize delays in submitting your application, please take some time now to address the following:

- Register at www.grants.gov to apply for federal funding. In order to apply for a grant, your agency must complete the Grants.gov registration process. The registration process for an agency can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. Therefore, you should register early. Additional instructions regarding how to register can be found at http://www.grants.gov/applicants/get_registered.jsp.
- A Data Universal Numbering System (DUNS) number is required to submit applications for COPS funding. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Visit www.dnb.com/us to obtain or verify your number.
- In addition to the DUNS number requirement, all applicants for federal financial assistance must be registered in the Central Contractor Registration (CCR) database **prior** to submitting an application. Applicants must also maintain an active CCR registration with current information at all times during the grant application process and, if awarded, the grant award period. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. To register or to verify that your CCR registration has not expired please visit www.ccr.gov.
- Visit the “Account Access” portion of the COPS web site at www.cops.usdoj.gov to determine if your agency currently has an active online account and/or how to create one. Please note that the COPS Agency Portal (“Account Access”) has recently been modified. Answers to frequently asked questions regarding the COPS Agency Portal can be found at: <http://www.cops.usdoj.gov/Default.asp?Item=2566> or by contacting the COPS Response Center at 1.800.421.6770.
- If you do not remember your password or user name and need assistance with creating an account and/or system access, or you would like to verify your agency’s correct ORI number, call 1.800.421.6770 between 9:00 a.m. and 5:00 p.m. eastern standard time, or e-mail askcopsrc@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. Please take this time to ensure that your agency’s Law Enforcement, Government Executive, and point of contact information are current with our office.
- You will be required to provide the unique GNIS identification number assigned to your agency. The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. To look up your GNIS Feature ID, please visit their website at: <http://geonames.usgs.gov/domestic/index.html>.
- Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at www.fsrs.gov, is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA. The subaward information entered in FSRS will then be displayed on www.USASpending.gov associated with the prime award, furthering Federal spending transparency.

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

Additional Application Requirements

- Per the Secure Our Schools statute, 42 USC § 3797b(a)2, each application must be accompanied by an assurance that the application was (A) Prepared after consultation with individuals not limited to law enforcement officers (such as school violence researchers, child psychologists, social workers, teachers, principals, and other school personnel), (B) ensure that the improvements to be funded under the grant are consistent with a comprehensive approach to preventing school violence, and (C) individualized to the needs of each school at which those improvements are to be made.
- Applicants must have conducted a school safety assessment within the last three years for the schools which will be targeted through this grant application or request funding within the application to conduct such an assessment.
- This year's program will place a stronger emphasis upon the three tenets of community policing (community partnerships, problem-solving, and organizational transformation) as outlined by the COPS Office and as it relates to the Secure Our Schools grant.

