



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

**COPS**★

May 2, 2011

**RE: COPS Secure Our Schools (SOS) Program Solicitation – NOW OPEN!**

Dear Colleague:

The Office of Community Oriented Policing Services (COPS) is pleased to announce that the application period for the Fiscal Year (FY) 2011 Secure Our Schools (SOS) program is now open. The SOS program is a competitive grant program that provides funding to law enforcement to assist with the development of school safety resources and provide improved security at schools and on school grounds including violence prevention initiatives, deterrent measures, and security assessments. The SOS program is two years in duration and provides a maximum federal share of \$500,000. Agencies are required to contribute a local cash match of 50 percent toward the total costs of the approved grant project. 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. **There will be two deadlines for the FY 2011 Secure Our Schools program. The deadline for priority consideration will be 8:59 p.m. E.D.T. on May 25, 2011 and the second and final deadline will be 8:59 p.m. E.D.T. on June 8, 2011.**

All applicants should thoroughly review the *Before Preparing Your Application* guidance, which is attached to this letter, for detailed information on how to begin preparations for submitting your application.

Applications for FY 2011 SOS grants are currently being accepted in a two-part process. Please note that both parts of the application must be completed by the deadline. First, applicants must apply online via [www.grants.gov](http://www.grants.gov) to complete the Standard Form 424 (SF-424). The SF-424 is a government-wide standard form required for competitive grant application packages. Once the SF-424 has been submitted, you will receive an e-mail from the COPS Office with instructions on completing the second part of the application process through the COPS Office Online Application System found on the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). The COPS Office wants to ensure that your agency has sufficient time to complete all required pre-application steps, and therefore encourages you to join the thousands of law enforcement agencies that have already visited the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) to establish or update their online account through the "Account Access" feature. For more information on the two-part process required to apply for the SOS program this year, please refer to the **Step-by-Step Instructions for Two-Part Application Submission Process** by visiting the following link (<http://www.cops.usdoj.gov/Default.asp?Item=2368>). We strongly urge your agency to review this information prior to applying.

To access the SOS Application Guide (i.e., application instructions), please visit COPS online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) and choose the Secure Our Schools program from the "Grants & Funding" link at the top. If you have questions about completing your application, please contact the COPS Office Response Center at 800-421-6770, or by e-mail at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov).

We look forward to working with your agency during the SOS application process.

Sincerely,

Bernard K. Melekian  
Director

## *Before Preparing Your Application*

The COPS Office wants to ensure that your agency has sufficient time to complete your FY 2011 SOS application now that the solicitation is open. We strongly recommend that your agency begin preparations for submitting your application at this time. To minimize delays in submitting your application, please take some time now to address the following items.

- Register at [www.grants.gov](http://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 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. You must have a Data Universal Numbering System (DUNS) number and be registered with the Central Contractor Registration (CCR) database to begin your application with Grants.gov. For additional instructions on how to register with Grants.gov please visit [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- All Applicants must have a Data Universal Numbering System (DUNS) number prior to submitting an application for COPS funding. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. Please note that obtaining a DUNS number may take one to two business days. To obtain or verify your DUNS number, please call 1.866.705.5711 or visit [www.dnb.com/us](http://www.dnb.com/us).
- All Applicants must be registered with the Central Contractor Registration (CCR) database prior to submitting an application for COPS funding. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must maintain an active CCR registration with current information at all times during the grant application process. If awarded, you must also maintain the currency of your information in the CCR until you submit the final financial report or receive the final payment under this grant, whichever is later. This requires that you review and update your information at least annually after the initial registration, and more frequently if required by changes in your information or another award term. If you have an active CCR registration that is set to expire before September 30, 2011, you must renew your CCR registration before completing the application. Please note that the CCR verification process may take up to two weeks to complete. To register or to verify that your CCR registration has not expired, please visit [www.ccr.gov](http://www.ccr.gov).
- 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 at [www.fsrs.gov](http://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](http://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.**
- All applicants should note that all recipients, as a condition of receipt of federal assistance, must acknowledge and agree that they will not, on the ground of race, color, religion, national origin (which includes limited English proficiency), gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E, G and I) of the Code of Federal Regulations.
- Visit the “Account Access” portion of the COPS web site 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 do not remember your password, you can use this site to have a password reminder sent to you. 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 Office Response Center at 1.800.421.6770.

- If your agency was never assigned a password or you need assistance 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 Daylight Time, or e-mail [askcopsrc@usdoj.gov](mailto: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 Executive, Government Executive, and point of contact information are current with our office.
- You will be required to provide the unique Geographic Names Information System (GNIS) identification number assigned to your agency. The 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>.

#### ***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. For more information on community policing, please refer to "Community Policing Defined" by visiting the following link <http://www.cops.usdoj.gov/Default.asp?Item=36>.