



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



The U.S. Department of Justice, *Office of Community Oriented Policing Services* (www.cops.usdoj.gov) is pleased to announce that it is seeking applications for funding for the COPS FY 2010 Secure Our Schools 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: Secure Our Schools Program (SOS)

Eligibility

The Secure Our Schools program is an open solicitation. 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.

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

Deadline

Priority Consideration Deadline: June 21, 2010, 11:59 p.m. EDT.

Second and Final Deadline: July 2, 2010, 11:59 p.m. EDT.

Contact Information

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

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



COPS FY 2010 Application Guide: Secure Our Schools Program (SOS)

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 Secure Our Schools program, as well as detailed program-specific information.

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



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

COPS Online: www.cops.usdoj.gov

May 2010

CONTENTS

OVERVIEW.....	1
COPS Office Overview.....	1
Secure Our Schools Program Overview	2
Selection Criteria	2
REGISTRATION	3
DEADLINE: APPLICATION	3
ELIGIBILITY REQUIREMENTS	3
PROGRAM-SPECIFIC INFORMATION	4
Program Goals.....	4
Length of Grant Term, Maximum Federal Share, & Local Share Requirements	4
Federal Funding: Allowable and Unallowable Costs	5
Allowable Costs: Fundable Requests.....	5
Unallowable Costs: Requests Will NOT Be Funded	6
Monitoring, Reporting, and Evaluation Requirements	8
PERFORMANCE MEASURES	9
HOW TO APPLY	10
Electronic Submission of Applications via the COPS Website.....	10
Obtaining a DUNS Number.....	10
Registering with the Central Contractor Registration	12
Section 508 of the Rehabilitation Act	13
Geographic Names Information System ID Number	13
Audit Requirement	13
Civil Rights	13
Grant Terms and Conditions.....	14
I. & II. Assurances & Certifications.....	14
III. Disclosure of Lobbying Activities	14
IV. Nonsupplanting Requirement.....	15
V. Procurement & Sole Source Justification.....	15
VI. Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance	16
VII. Certification to Mitigate Possible Adverse Health, Safety, & Environmental Impacts	Not Applicable
Suspension or Termination of Funding.....	17
WHAT AN APPLICATION MUST INCLUDE.....	18
Required Application Documents and Sections for SOS	18
General Information	19
Section 1: COPS Program Request	19
Section 2: Agency Eligibility Information.....	19

Section 3: General Agency Information	19
A. Applicant ORI Number	19
B. Applicant Data Universal Numbering System (DUNS) Number	19
C. Central Contractor Registration	19
D. Geographic Names Information System (GNIS) ID	20
E. Cognizant Federal Agency	20
F. Fiscal Year	20
G. Service Population	20
H. Law Enforcement Agency Sworn Force Information	20
Section 4: Executive Information	21
A. Law Enforcement Executive/Agency Executive Information	21
B. Government Executive/Financial Official Information	21
Section 5: COPS Officer Request Form	Not Applicable
Section 6: Law Enforcement & Community Policing Strategy	21
Section 7: Need for Federal Assistance	22
A. Waivers of the Local Match	Not Applicable
B. Explanation of Need for Federal Assistance	22
C. Fiscal Health	Not Applicable
Section 8: Continuation of Project After Federal Funding Ends	22
A. For COPS Grants with a Retention Plan Requirement	Not Applicable
B. For COPS Grants with No Retention Plan Requirement	22
Section 9: UCR / School Incident Data	Not Applicable
Section 10: Executive Summary	23
Section 11: Project Description (Narrative)	23
Section 12: Official Partner(s) Contact Information	24
Section 13: Application Attachments	25
A. Budget Narrative (MANDATORY)	25
B. School Safety Assessment/Assurance (MANDATORY)	25
C. Memorandum of Understanding	27
Section 14: Budget Detail Worksheets	28
Instructions for Completing the Budget Detail Worksheets	28
Sample Budget Narrative and Budget Detail Worksheets	28
Section 15: Assurances and Certifications	39
Section 16: Disclosure of Lobbying Activities	39
Section 17: Certification of Review and Representation of Compliance with Requirements	39
APPENDIXES	41
Appendix A: Glossary of COPS Program Terms	41
Appendix B: Intergovernmental Review Process, Points of Contact by State	45
PAPERWORK REDUCTION ACT NOTICE	46

SECURE OUR SCHOOLS (SOS) (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.

Secure Our Schools Program Overview

A COPS Secure Our Schools (SOS) grant provides funding to state, local, or tribal governments to assist with the development of school safety resources. This funding will allow recipients the opportunity to establish and enhance a variety of school safety equipment and/or programs to encourage the continuation and enhancement of school safety efforts within their communities. The COPS Office is optimistic that this grant program will help place agencies at the forefront of innovative school safety developments. Funding under this program may be requested for such things as:

- Placement and use of metal detectors, locks, lighting, and other deterrent measures
- Security assessments
- Security training of personnel and students
- Coordination with local law enforcement
- Any other measure that may provide a significant improvement in security.

Please Note: There will be two deadlines for the FY 2010 Secure Our Schools program. Priority consideration will be provided to those applicants that submit complete and accurate applications by the first deadline.

Please be advised that a hold may be placed on this 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 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.

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 activities as proposed in the application Project Narrative. The Project Narrative, school safety assessment/assurance, and the Budget Narrative will be significant factors in the application review and approval process.

Additional preference will also be given to applicants that submit an optional Memorandum of Understanding with the partner school(s), as well as those applicants that are previously unfunded under this program.

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). There will be two deadlines for the FY 2010 Secure Our Schools program. Applications submitted by the first deadline will receive priority consideration.

Priority Consideration Deadline: June 21, 2010, 11:59 p.m. EDT.

Second and Final Deadline: July 2, 2010, 11:59 p.m. EDT.

Please see “How to Apply” for more information.

ELIGIBILITY REQUIREMENTS

The Secure Our Schools program is an open solicitation. 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.

Per the Secure Our Schools statute, 42 USC § 3797b(a)2, each application shall be accompanied by an assurance that the application was 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) to ensure that the improvements to be funded under the grant are –

- A. consistent with a comprehensive approach to preventing school violence; and
- B. individualized to the needs of each school at which those improvements are to be made.

As part of your application, your agency will be required to answer questions directly related to this statutory assurance. Applicants that do not provide this assurance will be deemed ineligible. Your responses regarding the assurance questions and other specific program eligibility questions will assist our office in determining your agency’s eligibility.

University and college law enforcement agencies may apply if (1) they have a partner primary and/or secondary school located on their campus; (2) they have primary jurisdiction for those schools; and (3) the budget items requested will solely benefit those primary and/or secondary schools. Eligible universities and colleges may not request budget items that will benefit the entire college campus.

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

The Secure Our Schools program encourages law enforcement agencies and school districts to partner together to improve school security and safety. Through this program, applicants may request funding for the placement and use of deterrent measures such as new equipment, technology, training, and assessments at schools and on school grounds. **The FY 2010 program is placing a greater focus on school safety assessments. All FY 2010 applicants must have conducted a school safety assessment within the last three years for the schools targeted through this grant application or request funding through this grant application to conduct a school safety assessment for those identified schools. An exception to this requirement may be granted if your agency is already planning an assessment for the targeted schools with other funding during the two-year SOS grant period. These assessments should be used as strategic evaluation tools to identify school safety problems. SOS applicants will be able to request budget items which are specifically linked to the resolution of school safety problems identified through these school safety assessments.**

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

The SOS grant is two years (24 months) in duration, and provides a maximum federal share of \$500,000. Agencies are required to contribute a local cash match of **50 percent** towards the total cost of the approved grant project during the grant award period. For example, if your agency's overall grant project costs total \$100,000, the federal share would be \$50,000 and the local cash match would be \$50,000. Your agency must maintain records which clearly demonstrate the source of local matching funds, the amount of the match, and when the match is contributed. Funds previously budgeted for a law enforcement purpose may not be reallocated to provide local matching funds for the SOS program. Requests to waive the local match are not permitted under this program.

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 the law enforcement department 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 grant period 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.

Federal Funding: Allowable and Unallowable Costs

All items requested will be considered on a case-by-case basis during the budget review process. Items under the program must be purchased using the legislative guidelines established by the Consolidated Appropriations Act, 2010 (P.L. 111-117). Additionally, each item must programmatically link to the SOS activities described in your application. To the greatest extent practical, all equipment and products purchased with these funds must be American-made.

Allowable Costs: Fundable Requests

Budget requests may be made in the categories of:

- **Civilian/Non-sworn Personnel (Salaries and Benefits):** Civilian salary 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 must work directly on the SOS project. Examples of allowable personnel and fringe benefits include those for a project coordinator/director, analyst, or administrative assistant.

Please Note: Allowable overtime costs, if requested, must be included within the "Other Costs" budget category.

- **Equipment/Technology:** Equipment and/or technology items must be clearly linked to the enhancement or implementation of the SOS project. Examples of such items may include the following:
 - » Surveillance cameras and/or systems (and accompanying equipment)
 - » Door locking mechanisms/Access control doors
 - » Lighting (on school grounds, not involving construction)
 - » Metal detectors (including portable)
 - » ID scanning devices (and accompanying equipment)
 - » Fingerprinting scanners
 - » Laptops (directly related to SOS project)
 - » Printers (directly related to SOS project)
 - » Breathalyzers (solely for use by police officers)
 - » Fire extinguishers
 - » Video cameras for school buses
 - » Intercoms (rapid communication system)
 - » Two-way radios
 - » Defibrillators
- **Supplies:** Generally, supplies include any materials that are expended or consumed during the course of the SOS project. Such costs may include training manuals, paper, printer ink, pens, postage, etc. All supply items must be directly related to the SOS project.
- **Travel/Training:** Travel/training costs include grant-related travel costs for the grantee to visit other jurisdictions engaged in similar programs or to attend conferences/trainings directly related to the goals of the project. 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. Examples of such travel purposes include school safety and police/school partnership trainings.

- **Contracts/Consultants:** Contract/consultant costs may include costs to provide one-time training to staff for equipment operation/usage, and contracting/consulting services that provide such things as security needs analysis and assessment, staff-wide school safety training, and equipment installation/testing. 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, 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 overtime (not to exceed 20% of the awarded budget), bomb covers for windows, peepholes for classroom doors, bullhorns, software, prepaid warranties or maintenance agreements (not to exceed 24 months), or other 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. 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 funded *under extremely limited and extenuating circumstances* and at the discretion of the COPS Office. Before including any of these items in your budget and application, 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 SOS 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 sworn officers
- 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

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

Equipment/Technology:

- Bicycles
- Bulletproof vests and accessories
- Bunker shield(s)
- Cellular or satellite phone airtime
- Dictation systems
- General police vehicles (including patrol cars and leased vehicles)
- Golf carts / Segways
- Guard posts / Security station kiosks
- Handcuffs, weapons, and ammunition (including training ammunition)
- Pagers (including service time)
- Phone lines and voice-mail systems
- Radar guns
- Standard issue police vehicle equipment (including light bars, cages, and siren packages)
- Standard office equipment (items not specifically related and dedicated to the SOS grant)
- VCRs / projectors
- Equipment/technology items not directly related to the SOS grant

Supplies:

- Standard office supplies not directly related to the SOS grant

Travel/Training:

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

Contracts/Consultants:

- 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)
- 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
- Contract/consultant agreements not directly related to the SOS grant

Other Costs:

- Animals
- Construction and renovation costs
- Standard office furniture
- Fencing / gates
- Office rental / lease space
- Standard or dress uniforms / uniform accessories
- Freight / shipping
- Overtime for personnel not directly involved in the department's project or that which exceeds 20% of the total award budget
- Fringe benefits for overtime
- Indirect costs
- Other costs not directly related to the SOS 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 SOS 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 SOS 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 SOS 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 SOS 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.

As part of the progress report, SOS 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 the SOS program 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. **Applicants should not wait until the application deadline date to begin the application process.** It may take several days to complete the required steps and/or gather necessary information. If you wait until the application deadline date, you may be unable to successfully submit your application online prior to the application closing.

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

If you have an active account in the COPS online system, enter your user name (which is your agency's assigned ORI number), followed by the password. If you do not remember your password, click the "Forgot Password" link. After entering the user name, the system will send an e-mail to your agency's 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.

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 to obtain or verify your number.

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

Obtaining a DUNS Number

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

Data Universal Numbering System (DUNS) Number

- The Data Universal Numbering System (DUNS) number is a unique nine or thirteen-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- 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.

Section 508 of the Rehabilitation Act

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

Donte Turner

U.S. Department of Justice COPS Office

202.616.9427 or Donte.Turner@usdoj.gov

The Department is committed to ensuring equal access to all applicants and will assist any applicant who may experience difficulties with assistive technology when applying for grants using the COPS online system.

Geographic Names Information System ID Number

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

To determine your jurisdiction's Feature ID number:

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

Audit Requirement

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

Civil Rights

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for grant recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights law and/or is not cooperating with an ongoing federal civil rights investigation.

Grant Terms and Conditions

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

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

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 Budget Narrative, School Safety Assessment/Assurance Memorandum of Understanding	Yes Possible	<input type="checkbox"/> <input type="checkbox"/>
Section 14: Budget Detail Worksheets	Yes	<input type="checkbox"/>
A. Part 1: Sworn Officer Positions	No	
Part 2: Sworn Officer Salary Information	No	
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"/>

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

General Information

Your agency's application must be submitted online via the COPS website (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

The Secure Our Schools program is an open solicitation. 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.

For additional eligibility requirements and information, please see page 3. The responses to the questions in this section will assist in determining your agency's eligibility based on program requirements.

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: Only law enforcement agencies are eligible to apply under the SOS program. All applications should therefore include the highest-ranking Law Enforcement Executive and Government Executive information in this section. 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 Secure Our Schools program involves a partnership between law enforcement agencies and school districts. School districts, 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

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

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

Section 8: Continuation of Project After Federal Funding Ends

- 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)

Agencies that seek funding under this program are required to submit a Project Narrative which must address Sections A-D. Each section response should specifically answer the questions posed and be limited to no more than 3,000 characters. Applications will be evaluated based on the quality of the response. FY 2010 applicants should insert their answers directly into the application forms and are not required to attach a separate document.

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.

Sections B and C require applicants to incorporate information regarding community policing into the response provided. The three tenets of community policing, as defined by the COPS Office, are 1) community partnerships; 2) problem solving; and 3) organizational transformation. The Secure Our Schools grant seeks to build upon community policing efforts by encouraging a partnership between law enforcement and the school community. School districts, as grant partners, also play a very important role in community policing efforts, as they can assist law enforcement to develop strong community partnerships, collaboratively problem-solve, and support the organizational transformation of the department. Please see Section 6 of the standard application forms for more information on the three tenets of community policing.

A. Problem Identification

Please provide a detailed explanation of the current problems occurring in the school(s) that will be targeted through this grant application. Be sure to include as specific information as possible, including but not limited to source data. Your agency should also provide a description of the schools to be targeted through this grant, to include the area in which the schools are located, the number and types of schools targeted (e.g., 1 high school, 2 middle schools, 4 elementary schools), the total number of students (e.g., 9,000), as well as any other important descriptive information regarding the students attending these schools. Please also describe the impacted or targeted areas of the school that your agency will address with grant funding. *Note: Responses must be limited solely to schools targeted through this grant. State-wide or generalized information will not be evaluated.*

B. Project Goals & Objectives

Please describe the goals and objectives that your agency is ultimately trying to accomplish through federal assistance, and how the proposed project would fit into an overall effort to address the problems identified in Section A. 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 Secure Our Schools grant seeks to expand upon that effort by encouraging police departments to partner and work together with school districts 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. Also, 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

Please provide a detailed description of how the proposed project will be implemented, as well as an implementation schedule for all major milestones and timelines of all activities to take place within the life of the grant.

Section 12: Official Partner(s) Contact Information

All applicants must designate at least one school partner under the SOS grant. Law enforcement agencies should complete and attach a partner form for each school partner. The COPS Office recommends, where possible, that school districts serve as partners rather than individual schools and that the highest ranking individual be listed (e.g., Superintendent). Individuals that do not have programmatic and/or financial authority for the school or school district will not be acceptable partners. Please note: If you are applying as a school district police department (in which case the school district and law enforcement agency are “merged”), you must still complete this section to successfully submit a grant application. If applicable, please complete the form using the school information of the applicant agency.

Law enforcement agencies can only submit one grant application, but may partner with multiple schools/school districts for which they have primary law enforcement authority.

Section 13: Application Attachments

This section should be utilized to submit both mandatory and optional documents under the Secure Our Schools program. See Sections A-C. ***Please note that when attaching files to your COPS application the following file types are acceptable: standard Doc/Docx, PDF, or xls/xlsx.***

A. Budget Narrative (MANDATORY)

All Secure Our Schools 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 SOS project. Each applicant has the burden of describing the item and adequately demonstrating a programmatic link. All items will be reviewed on a case-by-case basis and in the context of the allowable and unallowable costs lists. If your agency does not include a description of the item or link it to the project, the COPS Office may reduce your agency's funding request. ***See Section 14: Budget Detail Worksheets of this Application Guide for Budget Narrative instructions and sample information.***

B. School Safety Assessment/Assurance (MANDATORY)

PLEASE NOTE: All FY 2010 Secure Our Schools applicants MUST have conducted a school safety assessment within the last three years for the schools targeted through this grant application or request funding through this grant application to conduct a school safety assessment for those identified schools. These assessments should be utilized as strategic evaluation tools to identify school safety problems at the schools targeted through this grant. An exception to this requirement may be granted if your agency is already planning an assessment for the targeted schools with other funding during the two-year SOS grant period. If applicable, your agency must provide a detailed explanation to question #7 identified below.

Agencies which have conducted a school safety assessment within the last three years for the schools targeted through this grant application must answer a list of questions regarding the assessment and link requested budget items to the assessment to the maximum extent possible. As part of the list of questions, agencies will provide responses directly related to the Secure Our Schools statutory assurance.

If your agency has not conducted a school safety assessment for the targeted schools within the last three years, your agency will still be required to answer a list of questions, but these questions will be focused on the assessment that would be funded through this grant application. Your agency **MUST** request funding through this grant application to conduct a school safety assessment, unless your agency is already planning an assessment within the two-year SOS grant period with other funding. If your agency is not requesting funding for a school safety assessment through this grant application, you must provide a detailed explanation to question #7 and you must still answer all applicable questions regarding the planned assessment. Please note that your agency may request other allowable items and is not limited to solely requesting funding for a school safety assessment. To the extent possible, applicants should link other requested budget items to the planned assessment. As part of the list of questions, agencies will provide responses directly related to the Secure Our Schools statutory assurance.

All applicants must attach a school safety assessment/assurance. As part of your submission, please re-type and answer the following 12 questions as applicable. The information contained below instructs which applicants must answer which questions. Please note: Some questions contain multiple parts. All parts of the question must be addressed. Your agency's entire response should be limited to no more than 3 pages.

Statutory Assurance - All Applicants (Question 1):

1. Was this grant application 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) to ensure that the improvements to be funded under the grant are -
 - A. Consistent with a comprehensive approach to preventing school violence; and
 - B. Individualized to the needs of each school at which those improvements are to be made?

Please provide a detailed response to the question outlined above and ensure that all parts of the question are answered.

Applicants Which Have Conducted School Safety Assessments Within the Last Three Years (Questions 2-6)

2. When was the assessment conducted?
3. Who conducted the assessment? Identify ALL internal and external parties involved (e.g., teachers, students, parents, community stakeholders, local businesses, emergency management personnel, security assessment evaluators, and/or consultants).
4. Provide a clear description of the assessment process. Identify which aspects of school safety and security were assessed. Examples include:

Security and Surveillance Systems	School Code of Conduct
Building Access Control	Emergency Preparedness/Crisis Plans
Classroom Security	School Incident and Discipline Data
School Climate Surveys	Student and Teacher Handbooks
Emergency Communications	Indoor/Outdoor Athletic Facilities
Safety and Security of School Grounds and Site Access Control	
5. What were the findings of the assessment? Specifically outline the areas of the school(s) where problems were identified and the proposed (if any) recommendations for resolution. What budget items will your agency request as a result of these findings and why? In addition, please identify all requested budget items not directly linked to the assessment, and explain the reasons for including these items in your application.
6. Did the assessment include any staff, teacher, student, or parent survey data related to school climate? If yes, please describe the survey instrument.

Applicants Which Have Not Conducted School Safety Assessments Within the Last Three Years (Questions 7-12)

7. Did your agency request funding through this grant application to conduct a school safety assessment and include a description of the planned school safety assessment in the Budget Narrative? Yes or No

If your agency answered no, please explain your response.

Please note: If your agency has not or does not plan to conduct an assessment during the grant implementation period, your application will be deemed ineligible.

8. When will the assessment be conducted? (Proposed timeline) *The school safety assessment MUST be conducted within the grant implementation period.*
9. Please identify the individuals (both internal and external) your agency plans to involve in the assessment process (e.g., teachers, students, parents, community stakeholders, local businesses, emergency management personnel, security assessment evaluators, and/or consultants).
10. Provide a clear description of the planned assessment process. Identify what aspects of school safety and security will be assessed. Examples include:

Security and Surveillance Systems	School Code of Conduct
Building Access Control	Emergency Preparedness/Crisis Plans
Classroom Security	School Incident and Discipline Data
School Climate Surveys	Student and Teacher Handbooks
Emergency Communications	Indoor/Outdoor Athletic Facilities
Safety and Security of School Grounds and Site Access Control	
11. Does your agency plan to include any staff, teacher, student, or parent survey data related to school climate? If yes, please describe the survey instrument your agency plans to utilize.
12. Since your agency has not yet conducted a school safety assessment, what other budget items is your agency requesting as part of its project application and why?

C. Memorandum of Understanding

Secure Our Schools applicants that submit an optional Memorandum of Understanding (MOU) with the partner school(s) will receive additional preference as part of the evaluation process based on the quality of information provided. The MOU submitted must be in the context of the SOS grant and outline the community policing strategies to be implemented or enhanced as defined within the application. The COPS Office does not require a specific format for this document, but recommends that the following information be included:

- Identify all parties to the MOU agreement
- Define roles and responsibilities
- Explain project goals and objectives
- Assign program management responsibilities
- Assign financial management responsibilities
- Assign progress report responsibilities
- Outline community policing strategies and objectives (building relationships and solving problems)
- Specify evaluation/performance measures
- Acknowledge effective dates for MOU agreement
- Discuss continuity of partnership between the law enforcement agency and the school(s) – current and future plans
- Include signatures of identified parties to the agreement (e.g., Law Enforcement Executive, school partner, etc.)

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 SOS project. Sections 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 SOS grant program. Like items may be grouped together for ease of reporting. The structure of the Budget Narrative should coincide with the order of the Budget Detail Worksheets included in this application. Each item should therefore be reported in the Budget Narrative under one of the 6 applicable budget categories: Civilian/Non-Sworn Personnel, 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.

As a reminder, all SOS applicants must contribute a 50% local cash match which should be reflected in both the Budget Narrative and Budget Detail Worksheets. The maximum amount of federal funds for which your agency may apply is \$500,000. *For your convenience, we have included a sample Budget Narrative and sample Budget Detail Worksheets. 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.

B. Civilian/Non-Sworn Personnel

The Any Town Police Department and School District are requesting funds for a full-time Project Coordinator to be assigned to the school district. Our project involves expanding upon the surveillance camera systems in place at the four high schools. We need someone to coordinate the placement and oversight of the additional cameras requested through this application, in addition to setting up the infrastructure for monitoring of all cameras within the high schools. The Project Coordinator will be working closely with all four schools to ensure effective monitoring and oversight of the surveillance camera systems and to gather and compile data on school safety-related problems identified through the surveillance feeds. In addition, the Project Coordinator will be attending all safety-related meetings in the District and providing specific feedback based on the high schools. The Project Coordinator will be 100% dedicated to the SOS project. Total salary and fringe benefits year one = \$60,050, year two = \$61,850.

Total Cost: \$121,900

C. Equipment/Technology

The Any Town Police Department and School District are requesting funding for two laptop computers that will be utilized by the School Resource Officers (SROs) that are assigned 100% of their time to the schools targeted through this grant. The SROs will be able to access the feed from the surveillance cameras to provide additional monitoring of the schools, and will also be able to document crimes/incidents via the laptop computers. When traveling between schools, the SROs can continue to utilize the laptop computers for communication purposes. Estimated cost per unit is \$2,000.

Total Cost: \$4,000

The Any Town School District has experienced an increase in the number of incidents occurring on the high school campuses, and many of the current cameras utilized are out of date and don't provide the functionality needed. The Any Town Police Department and School District want to purchase 200 cameras for the four high schools to replace the outdated cameras. We would like to purchase a mix of pan/tilt/zoom indoor and outdoor cameras. These cameras will be incorporated into the surveillance camera systems in place at the four high schools. Estimated cost per camera unit is \$1,000.

Total cost: \$200,000

D. Supplies

The Any Town Police Department and School District are requesting 10,000 school safety brochures that can be distributed to students throughout the school district which will outline the district plan response to a school crisis incident. Specifically, the brochures will instruct students how they should react if a school crisis occurs. The brochure will provide specific instructions and pre-planning tips. We will be providing extensive training, but this brochure can be distributed to students so they can have the information easily accessible. Total cost per unit = 50 cents.

Total cost: \$5,000

The Any Town Police Department and School District are requesting 100 manuals on bullying prevention that SROs and teachers may use in their efforts to eradicate bullying from the school environment. Staff will be able to review these manuals and learn more about bullying in the school environment, including how to spot signs of this behavior. Currently, we are developing training materials for an anti-bullying presentation to be used school district-wide and these manuals will assist us in our planning and education efforts. Cost per guide is \$15.

Total cost: \$1,500

E. Travel/Training

The Any Town Police Department and School District want to send our School Resource Officers to school crisis training in conjunction with several school staff. This training will instruct these individuals how to collaborate and effectively communicate to address a potential school safety crisis, as well as provide training on setting up an “active shooter training scenario” and creating emergency preparedness materials for the schools. Total cost per person includes:

Registration Fee: \$25

Airfare: \$250

Hotel: \$50 per night x 3 nights = \$150

Per diem: \$50 x 3 days = \$150

Staff Attending: School Resource Officers = 5, School staff = 5 Total staff = 10

Total costs per individual = \$575

Total cost: \$5,750

F. Contracts/Consultants

Contracts

The Any Town Police Department and School District are requesting funding to hire an outside vendor to install the surveillance cameras requested through this grant. We have contacted several potential vendors and estimated the costs. Estimated cost is \$150 per hour for 400 hours.

Total cost: \$60,000

Consultants

The Any Town School District has not conducted a school safety assessment within the last three years. The Any Town Police Department and School District are therefore requesting funding through this grant application to conduct a school safety assessment of the four high schools. Through this assessment, we will be able to effectively identify problems within the schools and on school grounds. We plan to hire an external company (ABC School Security Evaluations) to conduct the evaluation, but also plan to involve teachers, principals, and students. As part of our training, the company will provide on-site training, which will enable us to follow-up and conduct our own assessments of other schools within the district at a saved cost to us. ABC School Security Evaluations’ rate is \$550 per day. The anticipated time for the assessment evaluation is 30 days.

Total estimated cost for services: \$16,500.

Consultant Travel

ABC School Security Evaluations

Total persons: 1

Airfare: \$400

Hotel: \$60 per night x 30 nights = \$1,800

Per diem: \$75 per day x 30 days = \$2,250

Total cost: \$4,450

G. Other Costs

The Any Town Police Department and School District are requesting a school safety software package which will enable us to keep track of incidents occurring in the schools and where they are occurring. Specifically, we can enter a model diagram of the school which will give us the ability to pinpoint and track problem locations. The software also compiles data reports of types of incidents and the total incidents that occurred each month. We are requesting one software package for each of the 4 high schools. Estimated cost per software package unit is \$2,000.

Total Cost: \$8,000

Total Project Costs:	\$427,100
Federal Share:	\$213,550
Local Share:	\$213,550

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>A. Base Salary Information</p> <p>Position Title: Project Coordinator</p> <p>Description: Monitoring and oversight of cameras throughout school district (One position per worksheet)</p>	<p>Year 1 Salary Enter the current first year base salary for one civilian/non-sworn position. \$ <u>45,000</u> x <u>100</u> % of time on project = \$ <u>45,000</u> (base salary x percent = adjusted Year-1 salary)</p>	<p>Year 2 Salary (As applicable) Enter the second year base salary for one civilian/non-sworn position. \$ <u>46,350</u> x <u>100</u> % of time on project = \$ <u>46,350</u></p>
B. Fringe benefit costs should be calculated for each year of the grant term.		
FRINGE BENEFITS:		
Social Security	Exempt: <input type="checkbox"/> 6.2% <input checked="" type="checkbox"/> Fixed Rate: <input type="checkbox"/>	Cannot exceed 6.2% of Total Base Salary.
Medicare	Exempt: <input type="checkbox"/> 1.45% <input checked="" type="checkbox"/> Fixed Rate: <input type="checkbox"/>	Cannot exceed 1.45% of Total Base Salary.
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"/>	
Worker's Compensation	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>	
Unemployment Insurance	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>	
Other Disability Insurance		
Other		
Benefits Sub-Total Per Year (1 Position)	\$ <u>15,050</u>	\$ <u>15,500</u>
Total (A+B)	\$ <u>60,050</u> (A+B)	\$ <u>61,850</u> (A+B)
D. Total Salary and Benefits for Years 1 and 2 (1 Position): \$ <u>121,900.00</u>		

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 \$121,900

C. Equipment/Technology

No Equipment/Technology Requested

Instructions: List non-expendable items that are to be purchased. Provide a specific description for each item and explain how the item supports the project goals and objectives as outlined in your application. 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
Laptop computers	(2 x 2,000)	\$ 4,000
Surveillance cameras	(200 x 1,000)	\$ 200,000
	(x)	\$
<input type="checkbox"/> More Equipment/Technology Entries Required	Equipment/Technology Total:	\$ 204,000

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
School Safety Brochures	(10,000 x .50)	\$ 5,000
Bullying Prevention Manuals	(100 x 15)	\$ 1,500
	(x)	\$
<input type="checkbox"/> More Supplies Entries Required	Supplies Total:	\$6,500

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) 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
School Crisis Training	Registration \$ 25 Transportation \$ 250 Lodging \$ 150 Per diem \$ 150	10	\$ 5,750
	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		Travel/Training Total:	\$ 5,750

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
Installation of School Surveillance Cameras	\$60,000
Contracts Subtotal:	\$60,000

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	(550 X 30) Select one: Days <input checked="" type="checkbox"/> Hours <input type="checkbox"/>	\$16,500
		(____ X ____) Select one: Days <input type="checkbox"/> Hours <input type="checkbox"/>	\$
Consultant Fees Subtotal:			\$ 16,500

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
ABC School Security Evaluations	Registration \$ 0 Transportation \$ 400 Lodging \$ 1,800 Per diem \$ 2,250	1	\$4,450
	Registration \$ _____ Transportation \$ _____ Lodging \$ _____ Per diem \$ _____		\$
Consultant Travel Subtotal:			\$4,450

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
		\$ 0
Consultant Expenses Subtotal:		\$ 0

Contracts/Consultants Total: Contracts (F1) + Consultant Fees (F2) + Consultant Travel (F3) + Consultant Expenses (F4)	\$80,950
--	----------

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
School Incident Tracking Software Package	(4 x 2000)	\$ 8,000
	(x)	\$
<input type="checkbox"/> More Other Cost Entries Required	Other Cost Total:	\$ 8,000

Budget Summary

Instructions: 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.

Note: Agencies applying for Secure Our Schools (SOS) must enter a "Total Local Share Amount" percentage of 50% in the designated area below. Applicants for all other Fiscal Year 2010 COPS grants are not required to provide a local match.

	Budget Category	Category Total	Edit
A.	Sworn Officer Positions	\$ _____ .00	
B.	Civilian/Non-Sworn Personnel	\$ <u>121,900</u> .00	
C.	Equipment/Technology	\$ <u>204,000</u> .00	
D.	Supplies	\$ <u>6,500</u> .00	
E.	Travel/Training	\$ <u>5,750</u> .00	
F.	Contracts/Consultants	\$ <u>80,950</u> .00	
G.	Other Costs	\$ <u>8,000</u> .00	
H.	Indirect Costs	\$ _____ .00	
Total Project Amount:		\$ <u>427,100</u> .00	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)		\$ <u>213,550</u> .00	50%
Total Local Share Amount (if applicable): (Total Project Amount - Total Federal Share Amount)		\$ <u>213,550</u> .00	50%

Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

Authorized Official's Typed Name: James Miller

Title: Budget Director, Any Town, HI

Phone: (123) 456-7890

Fax: (123) 789-6541

E-mail Address: jmiller@anytown.gov

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.

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

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

Community Oriented Policing: Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

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

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

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

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

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

E-Business Point of Contact (POC): Person who will designate which staff members can submit applications 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.

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

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

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

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

PAPERWORK REDUCTION ACT NOTICE

The public reporting burden for this collection of information is estimated to be up to one hour per response, depending upon the COPS program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098 and the expiration date is 05/31/2013.



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

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

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

May 2010

e051013276

