



COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

The U.S. Department of Justice, Office of Community Oriented Policing Services (the COPS Office) is pleased to announce the Fiscal Year (FY) 2011 Child Sexual Predator Program. This program furthers the Department's mission of advancing public safety through community policing by addressing the Department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

## COPS FY2011 Application Guide: Child Sexual Predator Program (CSPP)

### Eligibility

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

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

### Deadline

All applications must be submitted by **June 3, 2011, at 8:59 PM, EDT.**

Completing an application under the Child Sexual Predator Program is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424, submitting it through the Grants.gov website. The SF-424 is a government-wide standard application for federal assistance. Once the SF-424 has been submitted via [www.grants.gov](http://www.grants.gov), the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the CSPP application process through the COPS Office Online Application System (*see Registration and How to Apply*). If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov) or 800.421.6770. *An application is not considered submitted until both of these steps are completed.*

### Contact Information

For technical assistance with submitting the SF-424, call the Grants.gov Customer Service Hotline at 800.518.4726, send questions via e-mail to [support@grants.gov](mailto:support@grants.gov) or consult the Grants.gov Organization Registration User Guide at [www.grants.gov/assets/OrgRegUserGuide.pdf](http://www.grants.gov/assets/OrgRegUserGuide.pdf). For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800.421.6770 or send questions via e-mail to [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov).

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



# COPS FY2011 Application Guide: Child Sexual Predator Program (CSPP)

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

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



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Office of Community Oriented Policing Services  
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COPS Online: [www.cops.usdoj.gov](http://www.cops.usdoj.gov)

May 2011

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## **CHILD SEXUAL PREDATOR PROGRAM (CSPP) (CFDA 16.710)**

### **OVERVIEW**

#### **COPS Office Overview**

The Office of Community Oriented Policing Services (the COPS Office) is the component of the U.S. Department of Justice responsible for advancing public safety through the practice of community policing by the nation's state, local, and tribal law enforcement agencies through information and grant resources. The community policing philosophy promotes organizational strategies that 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. In its simplest form, community policing is about building relationships and solving problems.

The COPS Office awards grants to state, local, 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. The COPS Office funding also provides training and technical assistance to community members and local government leaders and all levels of law enforcement.

Since 1994, the COPS Office has invested more than \$16 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. More than 500,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.

The COPS Office has produced more than 1,000 information products—and distributed more than 2 million publications—including Problem Oriented Policing Guides, Grant Owners Manuals, Fact Sheets, best practices, and curricula. And in 2010, the COPS Office participated in 45 law enforcement and public-safety conferences in 25 states in order to maximize the exposure and distribution of these knowledge products. More than 500 of those products, along with other products covering a wide area of community policing topics—from school and campus safety to gang violence—are currently available, at no cost, through its online Resource Information Center at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). More than 2 million copies have been downloaded in FY2010 alone. The easy to navigate and up to date website is also the grant application portal, providing access to online application forms.

**Additional information regarding the COPS Office can be found at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).**

## Child Sexual Predator Program (CSPP) Overview

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

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

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

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

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

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

Misuse of COPS funds and/or failure to comply with all COPS grant requirements may result in suspension or termination of grant funds, the repayment of grant funds, and/or other remedies available by law.

Under the False Claims Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving COPS funds may be referred to the Office of the Inspector General (OIG). The OIG may be contacted at [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov), [www.usdoj.gov/oig/FOIA/hotline.htm](http://www.usdoj.gov/oig/FOIA/hotline.htm), and 800.869.4499.

## **Selection Criteria**

The awarding of funds is ultimately based on a number of factors, including application completeness and accuracy, the implementation of previous COPS grants (including the timely submission of Programmatic Progress Reports and Federal Financial Reports), and the enhancement of community policing and/or child safety activities as proposed in the application Project Description. Preference will also be given to applicants that demonstrate a multi-jurisdictional and/or multi-disciplinary approach to locating, arresting, and prosecuting child sexual predators. COPS encourages the development of (or support of existing) task forces focused exclusively on locating, arresting, and prosecuting child sexual predators.

All CSPP applications will be peer-reviewed in coordination with partners of the COPS Office. Peer reviewers will be practitioners knowledgeable in the area of child sexual abuse/exploitation and may include knowledge of sex offender management/apprehension. The peer reviewers will review the applications on behalf of the COPS Office and will provide feedback and recommendations for funding.

## **REGISTRATION**

**All FY2011 CSPP applicants are required to have a valid ORI number. The ORI number is assigned by the FBI and is your agency's unique identifier. Please contact the COPS Office Response Center at 800.421.6770 to verify your agency's ORI number. If you do not have an ORI number, a COPS Office Response Center Specialist will assign one to you for the purpose of tracking your grant application. This is required before you begin your application on Grants.gov.**

Additionally, 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 and be registered in the Central Contractor Registration (CCR) database **prior** to submitting an application. See "Section 3: General Agency Information" in this guide for more information regarding DUNS and CCR.

Completing an application under the CSPP Program is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424, the government-wide standard application form for federal assistance. Once the SF-424 has been submitted, you will receive an e-mail from the COPS Office with instructions on completing the second part of the CSPP application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov) or 800.421.6770.

It is strongly recommended that applicants register immediately on [www.grants.gov](http://www.grants.gov). **In addition, applicants are strongly encouraged to complete the SF-424 and Section 1 on Grants.gov as quickly as possible.** Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System.

Once you have registered and submitted your SF-424 through [www.grants.gov](http://www.grants.gov), you will receive an e-mail within one business day with instructions for completing the second part of the CSPP application process, which is the COPS Application Attachment to the SF-424 through the COPS Office Online Application System.

For technical assistance with submitting the SF-424, call Grants.gov Customer Service Hotline at 800.518.4726, e-mail [support@grants.gov](mailto:support@grants.gov), or consult the Grants.gov Organization Registration User Guide at [www.grants.gov/assets/OrgRegUserGuide.pdf](http://www.grants.gov/assets/OrgRegUserGuide.pdf). See "How to Apply" in this guide for more information.

For technical assistance with submitting the application via the COPS website, please call 800.421.6770 or send questions via e-mail to [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov). See "How to Apply" in this guide for more information.

## **DEADLINE: APPLICATION**

Applications for this program must be submitted in two parts. First, applicants must apply online via [www.grants.gov](http://www.grants.gov) to complete the SF-424. Applicants will then be directed to the COPS Office website ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)) to complete the second part of the application. All applications must be submitted by **June 3, 2011, at 8:59 PM EDT**. Please see "How to Apply" for more information.

## **ELIGIBILITY REQUIREMENTS**

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

For additional information, please contact your COPS Grant Program Specialist by calling the COPS Office Response Center at 800.421.6770.

## **PROGRAM-SPECIFIC INFORMATION**

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

## **Program Goals**

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

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

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

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.

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

## **Mandatory Technical Assistance Requirement**

To support the development of partnerships and the sharing of information and strategies, the COPS Office has provided a training and technical assistance award to the National Center for Missing and Exploited Children (NCMEC) to assist all CSPP grantees throughout their 2-year grant period. All CSPP grantees will be required, with funding from this CSPP award, to attend the 2012 24th Annual Crimes Against Children Conference hosted by the Dallas Police Department in Dallas, Texas. The goal of this conference is to provide practical instruction, using current information, the newest ideas and most successful intervention strategies, to those professionals responsible for combating the many and varied forms of crimes against children. At this conference, NCMEC will host a mandatory CSPP grantee meeting to check in on training and technical assistance needs and will facilitate a networking session for sharing information and strategies. The attendance of two representatives per agency is required as a minimum, however applicants are encouraged to include travel, training, and lodging costs for up to five representatives to attend the conference. (COPS will fund up to five representatives through the CSPP grant; grantees may send additional representatives at their own expense.) The exact details of the conference are not available at this time; however it is typically five nights in Dallas, Texas, during the month of August. During the duration of the CSPP program, the grantee will be provided on-going training and technical assistance from NCMEC in the form of monthly webinars on topical issues, a 24-hour training and technical assistance hotline, a secured CSPP website, and additional assistance as requested.

## **Federal Funding: Allowable and Unallowable Costs**

All items requested will be considered on a case-by-case basis during the budget review process. Items under the initiative must be purchased using the legislative guidelines established by the appropriations language enacted for FY2011. Additionally, each item must programmatically link to the CSPP activities described in your proposal. If your agency's request consists of a single line item, such as sworn officer or civilian personnel overtime, you must provide additional justification in your agency's narrative demonstrating a direct correlation of the line request to the overall success of your agency's project objectives and its necessity for the project to reach full implementation. To the greatest extent practical, all equipment and products purchased with these funds must be American-made.

### ***Allowable Costs: Fundable Requests***

Applications should include a clear and demonstrated plan for implementing comprehensive strategies to locate, arrest, and prosecute child sexual predators. Each grant application must explain how the proposed project would fit into an overall effort to increase and/or enhance child safety by locating, arresting, and prosecuting child sexual predators. All items under this CSPP grant must be purchased using the legislative intent established by the appropriations language enacted for FY2011.

Budget requests may be made in the categories of:

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

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

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

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

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

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

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

- **Supplies:** Generally, supplies include any materials that are expended or consumed during the course of the CSPP project. Such costs may include training manuals, paper, printer ink, pens, postage, etc. All supplies must be directly related to the CSPP project. Supplies requested cannot already be funded in the applicant's local budget.
- **Travel/Training:** Travel/training costs include grant-related travel costs for the grantee or other (non-grantee) individuals to attend project-related training and technical assistance conferences, seminars, classes, or to visit a site specified in the application. Expenses for transportation, lodging, meals, and incidental expenses (if travel is more than 50 miles from the program location) will be reviewed in accordance with applicable guidelines as part of the application process. The budget information must include travel costs for a minimum of two representatives to attend the Crimes Against Children Conference in Dallas, Texas, in August 2012. Applicant budgets may include travel costs for up to five representatives to attend this conference.
- **Contracts/Consultants:** Contract/consultant costs may include costs to provide one-time training to staff for equipment operation/usage, or for services (such as expert witnesses) dedicated to program activities. Compensation for individual consultant services procured under a COPS grant must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles, and consistent with that paid for similar services in the marketplace. Unless otherwise approved by the COPS Office, independent consultant rates will be based on the salary a consultant receives from his or her primary employer, as applicable, up to \$550 per day. For consultant or contractor rates which exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process. The grantee agency must provide justification for any such rate in excess of \$550 per day and receive COPS Office approval of that rate before drawing down grant funds. Determinations will be made on a case-by-case basis.
- **Other Costs:** Other costs may include such items as overtime costs for sworn officers or civilian personnel engaging in project-related activities, prepaid warranties or maintenance agreements (not to exceed 24 months), extradition costs (including travel and housing), mental health services for officers involved in program activities (e.g., counseling fees) or other miscellaneous items that have a direct correlation to the overall success of a grantee's project objectives and are necessary for the project to reach full implementation.

Departments must provide sufficient explanation for items requested via the Budget Detail worksheets. The COPS Office may delete items without notification if they are not adequately addressed in the Budget Detail worksheets. 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 agencies, companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues."

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

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

This is not an inclusive list, and items not listed below will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's CSPP project. All requests must contribute directly to the specific purpose of the grant project and relate to the parameters stipulated in the appropriations language enacted for FY2011.

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

**Personnel:**

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

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

**Equipment/Technology:**

- Bicycles
- Body wire equipment
- Bulletproof vests and accessories
- Bunker shield(s)
- Cellular or satellite phone
- Conducted energy devices
- Dictation systems
- General police vehicles (including patrol cars and leased vehicles) that are not dedicated solely to CSPP-related task forces
- Golf carts/Segways
- Handcuffs, weapons, and ammunition (including training ammunition)
- Office equipment (copiers, fax machines, etc.)
- Pagers (including service time)
- Phone lines and voice-mail systems (excluding internet services which are allowable if related to CSPP grant activities)
- Prisoner transport vehicles
- Radar guns/equipment
- Televisions/VCRs/DVD players/projectors
- Equipment and technology not directly related to the CSPP grant

**Supplies:**

- Standard office supplies not directly related to the CSPP grant

**Travel/Training:**

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

**Contracts/Consultants:**

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

**Other Costs:**

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

Departments must provide sufficient explanation for items requested via the Budget Detail Worksheets. 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 agencies, companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues."

## 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 COPS 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.

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 knowledge resources (e.g., training, publications) in increasing community policing capacity.</p> <p>Average technological capacity implementation rating (0 to 100) of CSPP grantees.</p> <p>Successful purchase and implementation of all items and/or services listed in the application Project and Budget Detail Worksheets.</p>	<p>Periodic progress reports providing an overview of CSPP grant purchases/ implementation and implementation of community policing strategies.</p>

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

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

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

## HOW TO APPLY

Primary Steps Required to Complete Application	Complete?
If you do not already have an ORI, request an ORI through the COPS Office Response Center at <a href="mailto:AskCOPSRC@usdoj.gov">AskCOPSRC@usdoj.gov</a> or 800.421.6770.	<input type="checkbox"/>
If you have not renewed your COPS Office Account Access information since February 8, 2011, contact the COPS Office Response Center at <a href="mailto:AskCOPSRC@usdoj.gov">AskCOPSRC@usdoj.gov</a> or 800.421.6770.	<input type="checkbox"/>
Register with Grants.gov/Confirm registration	<input type="checkbox"/>
Obtain a DUNS number/Confirm DUNS number	<input type="checkbox"/>
Register with CCR database/Confirm CCR number	<input type="checkbox"/>
Complete SF-424 on Grants.gov (Funding number: COPS-Application-2011)	<input type="checkbox"/>
Upon receipt of an e-mail from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete the second part of the application on the COPS Office Online Application System.	<input type="checkbox"/>

## **Electronic Submission of the SF-424 and the CSPP Application via Grants.gov and the COPS Office Website**

Please read the following important information before attempting to submit your application via the COPS website:

- Completing a CSPP application is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424. The Grants.gov funding code for this solicitation is **COPS-Application-2011**. Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the second part of the CSPP application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov) or 800.421.6770.
- It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System. An application is not considered submitted until you have submitted your SF-424 on Grants.gov and the second part of the application on the COPS Office Website.
- For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 800.518.4726 or e-mail [support@grants.gov](mailto:support@grants.gov). For assistance with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800.421.6770 or send questions via e-mail to [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov).
- To apply for funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the Central Contractor Registration (CCR) database.
- Applicants must comply with any word and/or field limit requirements described in the COPS Application Guide.
- Applicants will have the opportunity to print a copy of the application prior to submission, and a copy of the application after it has been submitted. Please note that the application package cannot be submitted until all required fields have been completed.
- Applicants will be able to print a copy of the application package only for reference while completing the application online via the COPS website. The COPS Office will not accept applications submitted via mail or e-mail.
- Do not wait until the application deadline date to begin the application process through the COPS website. The registration steps may take several days to complete, and if you wait until the application deadline date you may be unable to submit your application online.

## **Obtaining a Data Universal Numbering System (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 Data Universal Numbering System (DUNS) number prior to application submission. 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. A DUNS number may be obtained by telephone at 866.705.7511 or via the Internet at <http://fedgov.dnb.com/webform>.

### Data Universal Numbering System (DUNS) Number

- The DUNS number is a unique nine or thirteen-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- **If you already have a DUNS number.** If you, as the entity applying for a federal grant or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.
- **If you are not sure whether 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 below and will immediately assign you a number, free of charge.

### To Obtain Your DUNS Number

- The requestor may obtain a DUNS number via the Internet at <http://fedgov.dnb.com/webform>.
- The requestor may also obtain a DUNS number via telephone at **866.705.5711**. The phone is staffed from 8 AM to 6 PM (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 during 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

### 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.

### Registering with the Central Contractor Registration (CCR)

In addition to the DUNS number requirement, the COPS Office requires all applicants (other than individuals) for federal financial assistance to be registered in the Central Contractor Registration (CCR) database prior to submitting an application. Applicants must also maintain an active CCR with current information at all times during the grant application process and, if awarded, the grant award period. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. If your CCR is set to expire prior to September 30, 2011, please renew your CCR **prior** to completing this application. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

If awarded, your agency must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

To review the Central Contractor Registration and Universal Identifiers Requirements award terms, please see Appendix D.

## **Section 508 of the Rehabilitation Act**

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

**Donte Turner**

**U.S. Department of Justice, COPS Office**

**202.616.9427 or [Donte.Turner@usdoj.gov](mailto:Donte.Turner@usdoj.gov)**

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

## **Geographic Names Information System (GNIS) 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: Reviews and Certifications 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)									
FY2011 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	VIII. Central Contractor Registration and Universal Identifier Requirements	IX. Federal Funding Accountability and Transparency Act (FFATA) - Reporting Subaward and Executive Compensation Compensation
CSPP	Y	Y	P	Y	P	P	N	Y	P

### ***I. & II. Assurances and 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.

### ***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. Complete all items that apply for both the initial filing and material change report. 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 form in Section 16 of the application. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

***IV. Nonsupplanting Requirement***

The COPS nonsupplanting requirement mandates that grant funds not be used to replace state, local, or 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 and Sole Source Justification***

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 the 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, and Environmental Impacts—Not Applicable***

The National Environmental Policy Act (NEPA) of 1969, as amended (Pub. Law 91-190; 42 U.S.C. 4321 et seq.) establishes a national goal of protecting the environment. NEPA’s requirements apply to federal projects, decisions, or actions, including grants in aid that might have a significant impact on the quality of the human environment. For example, renovation and construction projects initiated by state or local law enforcement agencies with grant funding from the Office of Community Oriented Policing Services (the COPS Office), 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 the COPS Office’s 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 the COPS Office has issued a Finding of No Significant Impact (FONSI) or has approved the EIS.

#### ***VIII. Central Contractor Registration (CCR) and Universal Identifier Requirements***

Unless you are exempted from this requirement under 2 C.F.R. 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

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### ***IX. Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation Information***

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires, among other things, that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with FFATA, will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at [www.fsr.gov](http://www.fsr.gov), is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA.

The subaward information entered in FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov) associated with the prime award, furthering federal spending transparency.

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

To review the FFATA Reporting Subaward and Executive Compensation Award Term, please see Appendix C.

### **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.

## COPS APPLICATION ATTACHMENT TO SF- 424

### What An Application Must Include

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

#### Required Documents and Sections for CSPP Applications

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 A. COPS Hiring Program Officer Request B. Child Sexual Predator Program (CSPP) Officer Request	Yes (5B only)	
Section 6: Law Enforcement & Community Policing Strategy A. Non Hiring Applicants B. Hiring Applicants Only	Yes (6A only)	<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: School Safety Assessment	No	
Section 10 : Executive Summary	Yes	<input type="checkbox"/>
Section 11: Project Description (Narrative)	Yes	<input type="checkbox"/>
Section 12: Official Partner(s) Contact Information	Yes	<input type="checkbox"/>
Section 13: Application Attachments A. Memorandum of Understanding (Optional) B. Additional Disclosure of Lobbying Forms (Optional)	Possible	<input type="checkbox"/>

Section 14: Budget Detail Worksheets	Yes	<input type="checkbox"/>
A. Part 1: Sworn Officer Positions	Possible	<input type="checkbox"/>
Part 2: Sworn Officer Salary Information	Possible	<input type="checkbox"/>
Part 3: Federal/Local Share Costs (Hiring)	No	
B. Civilian/Non-Sworn Personnel	Possible	<input type="checkbox"/>
C. Equipment/Technology	Possible	<input type="checkbox"/>
D. Supplies	Possible	<input type="checkbox"/>
E. Travel/Training	Possible	<input type="checkbox"/>
F. Contracts/Consultants	Possible	<input type="checkbox"/>
G. Other Costs	Possible	<input type="checkbox"/>
H. Indirect Costs	No	
Budget Summary	Yes	<input type="checkbox"/>
Section 15: Assurances and Certifications	Yes	<input type="checkbox"/>
A. Assurances		
B. Certifications		
Section 16: Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
Section 17: Reviews and Certifications	Yes	<input type="checkbox"/>
Section 18: Application Data Verification	Not applicable at time of application	<input type="checkbox"/>

*Please note: When completing this application online, the system will time out after 20 minutes of inactivity. To prevent any loss of information, applicants are advised to save their information frequently. When completing sections where you are required to provide a significant amount of narrative or other information, the COPS Office suggests that you complete your response in a separate document offline, and then paste it into the application.*

## General Information

The applicant's SF-424 must be submitted online via [www.grants.gov](http://www.grants.gov). Once the SF-424 has been submitted via Grants.gov, the COPS will send an invitation e-mail to the applicant with instructions on completing the second part of the CSPP application through the COPS Office online via the COPS website ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)). Please do not include any confidential data or reports with your application.

## Instruction: Application for Federal Assistance SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.                             <ul style="list-style-type: none"> <li>A. Increase Award                      B. Decrease Award</li> <li>C. Increase Duration                    D. Decrease Duration</li> <li>E. Other (specify)</li> </ul> </li> </ul>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.		
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.	16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 <sup>th</sup> district, NC-103 for North Carolina's 103 <sup>rd</sup> district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:		
	<b>a. Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the <a href="http://Grants.gov">Grants.gov</a> website.	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	<b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.		

	<p><b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p>	19.	<p><b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.</p>		
	<p><b>d. Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p>	20.	<p><b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.</p>		
	<p><b>e. Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, (if applicable) that will undertake the assistance activity, if applicable.</p>	21.	<p><b>Authorized Representative:</b> (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>		
	<p><b>f. Name and contact information of person to be contacted on matters involving this applicant</b> (required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>				
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>A. State Government</li> <li>B. County Government</li> <li>C. City or Township Government</li> <li>D. Special District Government</li> <li>E. Regional Organization</li> <li>F. U.S. Territory or Possession</li> <li>G. Independent School District</li> <li>H. Public/State Controlled Institution of Higher Education</li> <li>I. Indian/Native American Tribal Government (Federally Recognized)</li> <li>J. Indian/Native American Tribal Government (Other than Federally Recognized)</li> <li>K. Indian/Native American Tribally Designated Organization</li> <li>L. Public/Indian Housing Authority</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>M. Nonprofit</li> <li>N. Nonprofit</li> <li>O. Private Institution of Higher Education</li> <li>P. Individual</li> <li>Q. For-Profit Organization (Other than Small Business)</li> <li>R. Small Business</li> <li>S. Hispanic-serving Institution</li> <li>T. Historically Black Colleges and Universities (HBCUs)</li> <li>U. Tribally Controlled Colleges and Universities (TCCUs)</li> <li>V. Alaska Native and Native Hawaiian Serving Institutions</li> <li>W. Non-domestic (non-US) Entity</li> <li>X. Other (specify)</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>A. State Government</li> <li>B. County Government</li> <li>C. City or Township Government</li> <li>D. Special District Government</li> <li>E. Regional Organization</li> <li>F. U.S. Territory or Possession</li> <li>G. Independent School District</li> <li>H. Public/State Controlled Institution of Higher Education</li> <li>I. Indian/Native American Tribal Government (Federally Recognized)</li> <li>J. Indian/Native American Tribal Government (Other than Federally Recognized)</li> <li>K. Indian/Native American Tribally Designated Organization</li> <li>L. Public/Indian Housing Authority</li> </ul>	<ul style="list-style-type: none"> <li>M. Nonprofit</li> <li>N. Nonprofit</li> <li>O. Private Institution of Higher Education</li> <li>P. Individual</li> <li>Q. For-Profit Organization (Other than Small Business)</li> <li>R. Small Business</li> <li>S. Hispanic-serving Institution</li> <li>T. Historically Black Colleges and Universities (HBCUs)</li> <li>U. Tribally Controlled Colleges and Universities (TCCUs)</li> <li>V. Alaska Native and Native Hawaiian Serving Institutions</li> <li>W. Non-domestic (non-US) Entity</li> <li>X. Other (specify)</li> </ul>		
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## Section 1: COPS Program Request

Please ensure that the correct program box is checked. If you plan to apply for other COPS programs, a separate application must be completed for each COPS program for which you are applying. Please ensure that you read, understand, and agree to comply with the applicable terms and conditions as outlined in this Application Guide before finalizing your selections.

## Section 2: Agency Eligibility Information

CSPP is not an open solicitation. Rather, jurisdictions across the nation are invited to apply for funding. The invited agencies will include state, local, and tribal law enforcement agencies, nominated by a United States Attorney's Office or United States Marshals Service office, with particular need for additional resources to locate, arrest, and prosecute child sexual predators. For additional eligibility requirements and information, please see the Eligibility Requirements on page 4 of this guide.

## 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 **prior** to application submission. 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. The federal government requires that all applicants of federal grant funds and cooperative agreements, with the exception of individuals other than sole proprietors, have a DUNS number **prior** to application submission. 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 obtain a Central Contractor Registration (CCR) prior to application submission and maintain current registrations in the 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 Number

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, or Director) who has the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would ultimately be responsible for the programmatic implementation of the award.

**B. Government Executive/Financial Official Information**

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

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

## Section 5: COPS Officer Request

- A. COPS Hiring Program Officer Request—Not Applicable
- B. Child Sexual Predator Program (CSPP) Officer Request

In this section you will specify whether you will be requesting funding for full-time, entry-level sworn officer positions. If so, you will also indicate how many full-time, entry-level sworn officer positions your agency will be requesting.

CSPP funds are awarded based on your agency's current entry-level, full-time sworn officer salaries and fringe benefits package over a two-year period. Any additional costs higher than entry-level will be the responsibility of the grantee agency.

## 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.

In Section 6A, please complete the questions in this section to describe the types of community policing activities that will result from COPS funding. *While COPS Office grants must be used to reorient the mission and activities of law enforcement agencies toward the community policing philosophy or enhance their involvement in community policing, we also acknowledge that the Child Sexual Predator Program involves a partnership between law enforcement agencies and non-law enforcement agencies (e.g., District Attorneys' offices). Non-law enforcement agencies, as grant partners, also play a very important role in community policing efforts, as they can work with law enforcement to develop strong community partnerships, collaboratively problem-solve, and support the organizational transformation of the department. If you are answering these questions as a non-law enforcement agency or on behalf of an agency partnering with a non-law enforcement agency, it is still imperative that you answer these questions based upon the community policing activities that will ultimately result from the grant.*

In the Community Policing Plan Narrative, please describe your agency's implementation plan for this program (if awarded), with specific reference to each of the following elements of community policing: (a) community partnerships and support, including consultation with community groups, private agencies, and/or other public agencies; (b) related governmental and community initiatives that complement your agency's proposed use of COPS funding; and (c) organizational transformation—how your agency will use these funds, if awarded, to reorient its mission to community policing or enhance its involvement in and commitment to community policing. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this plan. The COPS Office may also use this information to understand the needs of the field, and potentially provide for training, technical assistance, problem solving, and community policing implementation tools.

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

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

A. Not Applicable

B. Explanation of Need for Federal Assistance

In Section 7B, 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. Please note that the character limit for this response is 3,000 characters.

C. Not Applicable

## **Section 8: Continuation of Project After Federal Funding Ends**

A. For COPS Grants **with** a Retention Plan Requirement—Not Applicable

B. For COPS Grants **with No** Retention Plan Requirement

The questions in this section must 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: School Safety Assessment—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 as listed below. 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. FY2011 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.

### Narrative Sections

#### A. Problem Identification

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

#### B. Project Goals/Objectives

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

#### C. Building Relationships and Solving Problems

Community policing, in its simplest terms, is about building relationships and solving problems. The CSPP grant seeks to expand upon that effort by encouraging funded agencies to collaborate and work together with community partners to build relationships and solve problems. Please identify all community partnerships that your agency anticipates will be developed or enhanced as a result of this grant. This section should also identify any multi-jurisdictional, multi-disciplinary, and/or other partners that will assist in implementing your agency's proposed strategy, and the role those partners will play in its implementation. In addition, specifically outline all methods or steps your agency plans to take to collaboratively problem-solve issues identified, including any tools you may use as a resource. Lastly, please describe any organizational transformation changes you expect to realize through this project.

#### D. Implementation Plan

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

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

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

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

### Partnership Requirement

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

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

## Section 13: Application Attachments

This section should be used to submit any mandatory and optional application attachments that may be applicable to your agency.

- A. **Memorandum of Understanding (MOU) (Optional)**—If your agency will be entering into a Memorandum of Understanding with any other entity as a means of formalizing and assigning responsibility for specific project tasks, please be sure to include the MOU with your proposal and attached it in this section.
- B. **Other Attachments**—This may include additional Disclosure of Lobbying Activities forms if required (see Section 16 of this application guide for more information). In addition, this section should be used by applicants who are unable to certify any of the statements in the Certifications form located in Section 15, and are required to attach an explanation.

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

## 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 Detail Worksheets.

Sections A, B, C, D, E, F, G, and the Budget Summary are the only sections of the COPS Budget Detail Worksheets that are applicable to the COPS CSPP grant program. Sections C through G of the Budget Detail Worksheets require 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 in the “Description” column on the Budget Detail Worksheets, and this box must be completed for every item requested. Like items may be grouped together for ease of reporting. Each item should therefore be reported in the Budget Detail Worksheets under one of the 6 applicable budget categories: Civilian/Non-Sworn Personnel, Equipment/Technology, Supplies, Travel/Training, Contracts/Consultants, and Other Costs. Please note that the required description must 1) describe each item requested or group of similar items requested; and 2) link each item or group of items to the CSPP project.

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

### **Sample Budget Detail Worksheets**

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

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

**This is a *sample only* of budget calculations used for CSPP Sworn Officer Positions. This description is not required on Section A of Budget Detail Worksheets.**

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

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

**This is a *sample only* of budget calculations used for CSPP Civilian/Non-Sworn Personnel. This description is not required on Section B of Budget Detail Worksheets.**

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

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

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

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

#### **D. Supplies**

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

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

**Description:** We are requesting funding to send five attendees to the Dallas Crimes Against Children Conference. This is a mandatory technical assistance requirement for the CSPP award. We anticipate travel costs at \$2,440 per person, totaling \$12,200.

#### F. Contracts/Consultants

**Description:** Anytown Police Department is requesting funding for computer forensic analysis services through ABC Computer Forensic Service. ABC Computer Forensic Service specializes in the forensic analysis and reconstruction of computer hard drives and recovery of electronic files, including pictures and e-mails. ABC Computer Forensic Service will provide these services for two years at \$5,000 per year. The total cost for the contract is \$10,000.

#### G. Other Costs

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

**A. Full-Time Entry-Level Sworn Officer Base Salary Information**  
**Part 1: Instructions:** Please complete the questions below based on your agency's entry-level salary and benefits package for one locally-funded officer position. As applicable per the program-specific Application Guide, you may also be required to project Year 2 and Year 3 salaries. To learn more about what types of officer fringe benefit costs are allowable, please click [here](#)

**Year 1 Salary**  
 Enter the current first-year entry-level base salary for one sworn officer position.  
 \$ 48,000.00

**Year 2 Salary (As applicable)**  
 Enter the second year base salary for one entry-level sworn officer position.  
 \$ 48,000.00

**Year 3 Salary (As applicable)**  
 Enter the third year base salary for one entry-level sworn officer position.  
 \$

**No Sworn Officer Positions Requested**

**Year 1 Fringe Benefits**  
 COST: \$  
 % OF BASE 1.45 %

**Year 2 Fringe Benefits**  
 COST: \$ 696.00  
 % OF BASE 1.45 %

**Year 3 Fringe Benefits**  
 COST: \$  
 % OF BASE %

**FRINGE BENEFITS:**

**Social Security** Exempt:  6.2%  Fixed Rate:   
Cannot exceed 6.2% of Total Base Salary.

**Medicare** Exempt:  1.45%  Fixed Rate:   
Cannot exceed 1.45% of Total Base Salary.

**Health Insurance**  
 Individual:  Family:  Fixed Rate:   
 Life Insurance Fixed Rate:   
 Vacation Number of Hours Annually:   
 Sick Leave Number of Hours Annually:   
 Retirement Fixed Rate:   
 Worker's Compensation Exempt:  Fixed Rate:   
 Unemployment Insurance Exempt:  Fixed Rate:   
 Other [Select One...]  
 Other [Select One...]  
 Other [Select One...]

**Benefits Sub-Total Per Year (1 Position)**  
 \$ 21,816.00

**Benefits Sub-Total Per Year (1 Position)**  
 \$ 21,816.00

**Benefits Sub-Total Per Year (1 Position)**  
 \$ 21,816.00

**C. Total Year Salary and Benefits (1 Position):** \$ 69,816.00

**D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position):** \$ 139,632.00 X 2 # of Positions = \$ 279,264.00

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Standard Application Forms

**Part 2: Sworn Officer Salary Information**

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

- Cost of living adjustment (COLA)       Step raises       Change in benefit costs

**Part 3: Federal/Local Share Costs (for Hiring Grants)**

If the COPS Hiring Grant Program requires a local match, the grantees are required to pay a progressively larger share of the cost of the grant with local funds over the grant period. Please refer to the program-specific Application Guide to determine if this section is applicable. This means that your local match must increase each year, while the federal share must decrease. Please project in the chart below how your agency plans to assume a progressively larger share of the grant costs during each year of the program. The chart is a projection of your plans; while your agency may deviate from these specific projections during the grant period, it must still ensure that the federal share decreases and the local share increases.

	Year 1	Year 2	Year 3
<b>Federal Share</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<b>Local Share</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<b>Totals</b>	\$ (Pre-populated)	\$ (Pre-populated)	\$ (Pre-populated)

<b>Total salary and benefits for years 1, 2 &amp; 3 (all positions):</b>	\$ (Pre-populated from budget)
<b>Total federal share:</b>	\$ (Pre-populated from budget)
<b>Total local share required (sworn officer costs):</b> (Based on Years 1, 2 & 3 costs for all sworn positions)	\$ (Pre-populated from budget)

**B. Base Salary and Fringe Benefits for Civilian/Non-Sworn Personnel**

No Civilian/Non-Sworn Officer 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.

**A. Base Salary Information**

**Position Title**

**Description**

(One position per worksheet)

**Year 1 Salary**  
Enter the current first year base salary for one civilian/non-sworn position.  
\$   
x  % of time on project =  
\$

**Year 2 Salary (As applicable)**  
Enter the second year base salary for one civilian/non-sworn position.  
\$   
x  % of time on project =  
\$

**Year 3 Salary (As applicable)**  
Enter the third year base salary for one civilian/non-sworn position.  
\$   
x  % of time on project =  
\$

**B. Fringe benefit costs should be calculated for each year of the grant term.**

**FRINGE BENEFITS:**

**Social Security** Exempt:  6.2%  Fixed Rate:   
*Cannot exceed 6.2% of Total Base Salary.*

**Medicare** Exempt:  1.45%  Fixed Rate:   
*Cannot exceed 1.45% of Total Base Salary.*

**Health Insurance** Individual:  Family:  Fixed Rate:

**Life Insurance** Number of Hours Annually:

**Sick Leave** Number of Hours Annually:

**Retirement** Fixed Rate:

**Worker's Compensation** Exempt:  Fixed Rate:

**Unemployment Insurance** Exempt:  Fixed Rate:

**Other** Disability Insurance

**Other** Select One...

**Other** Select One...

**Year 1 Fringe Benefits**  
COST: \$  % OF BASE  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %

**Year 2 Fringe Benefits**  
COST: \$  % OF BASE  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %

**Year 3 Fringe Benefits**  
COST: \$  % OF BASE  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %  
\$  %  %

**Benefits Sub-Total Per Year (1 Position)**

\$

\$

\$

\$

\$

**D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position):** \$

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

**Civilians/Non-Sworn Personnel Total \$**

**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. Please limit your descriptions to 1000 characters.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal	Description
Desktop Computers	( 2 X 2,500.00 )	\$ 5,000.00	Provide detailed description of item(s) requesting here.
RMS Software	( 2 X 2,500.00 )	\$ 5,000.00	Provide detailed description of item(s) requesting here.
	( X )	\$	
	( X )	\$	
	( X )	\$	
	( X )	\$	
	( X )	\$	
	( X )	\$	
	( X )	\$	
	( X )	\$	
	( X )	\$	
	( X )	\$	
<input type="checkbox"/> More Equipment/Technology Entries Required	<b>Equipment/Technology Total: \$</b>		

**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 than lines please check the available box. Please limit your descriptions to 1000 characters.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal	Description
Print/Copier Paper	( 8 X 36.00 )	\$ 288.00	Provide detailed description of item(s) requesting here
Boxes of Expandable File Folders	( 5 X 25 )	\$ 125.00	Provide detailed description of item(s) requesting here
Recordable Compact Disk Packs	( 4 X 60 )	\$ 240.00	Provide detailed description of item(s) requesting here
	( X )	\$	
	( X )	\$	
	( X )	\$	
	( X )	\$	
	( X )	\$	
	( X )	\$	
	( X )	\$	
<input type="checkbox"/> More Supply Entries Required	<b>Supplies Total: \$</b>		<b>653.00</b>

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**E. TRAVEL/TRAINING**

No Travel/Training Requested

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

See the [program-specific Application Guide](#) for a list of allowable/unallowable costs for this program. Agencies are encouraged to limit their requests to the lines shown below and group similar items together so that all items are accounted for on the budget worksheet for each category. However, if your agency requires more lines please check the available box. Please limit your descriptions to 1000 characters.

Event Title and Location	Event Costs	Number of Staff	Per Event Subtotal	Description
Crimes Against Children Conference- Dallas, TX	Registration \$ 500.00 Transportation \$ 1,000.00 Lodging \$ 620.00 Per diem \$ 320.00	5	\$ 12,200.00	Provide detailed description of services requested here
	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
	Registration \$ <input type="text"/> Transportation \$ <input type="text"/> Lodging \$ <input type="text"/> Per diem \$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
<input type="checkbox"/> More Travel/Training Entries Required			<b>Travel/Training Total:</b> \$ 12,200.00	

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**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. Please limit your descriptions to 1000 characters.

**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	Description
ABC Forensic Analysis, Recovery, and Reconstruction	\$ 5,000.00 x 2 years	Provide detailed description of item(s) requesting here.
	\$	
	\$	

**Contract Subtotal:** \$ 10,000.00

**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)	Per Consultant Subtotal	Description
		( ) x ( )	\$	
		( ) x ( )	\$	
		( ) x ( )	\$	

**Consultant Fees Subtotal:** \$

**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	Description
	Registration \$	Transportation \$		\$	
	Per diem \$	Lodging \$		\$	
	Registration \$	Transportation \$		\$	
	Per diem \$	Lodging \$		\$	

**Consultant Travel Subtotal:** \$

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

Consultant Name/Title	Item(s)	Per Consultant Expenses Subtotal	Description
		\$	
		\$	

**Consultant Expenses Subtotal:** \$

**Contracts/Consultants**

(Contracts (F1) + Consultant Fees (F2) + Consultant Travel (F3) + Consultant Expenses (F4)) \$ 10,000.00

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Standard Application Forms

**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 than lines please check the available box. Please limit your descriptions to 1000 characters.

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal	Description
Task Force Overtime	( 1920 X 75.00 )	\$ 144,000.00	Provide detailed description of item(s) requesting here
	(   X   )	\$	
	(   X   )	\$	
	(   X   )	\$	
	(   X   )	\$	
	(   X   )	\$	
	(   X   )	\$	
	(   X   )	\$	
	(   X   )	\$	
	(   X   )	\$	
<input type="checkbox"/> More Other Costs Entries Required	<b>Other Costs Total: \$ 144,000.00</b>		

**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 2011 COPS Grants are not required to provide a local match.*

	<b>Budget Category</b>	<b>Category Total</b>	<b>Edit</b>
A.	<b>Sworn Officer Positions</b>	\$ 192,000.00	
B.	<b>Sworn Officer Fringe Benefits</b>	\$ 87,264.00	
C.	<b>Civilian/Non-Sworn Personnel</b>	\$ 30,330.00	
D.	<b>Civilian/Non-Sworn Fringe Benefits</b>	\$ 10,142.00	
E.	<b>Equipment/Technology</b>	\$ 10,000.00	
F.	<b>Supplies</b>	\$ 653.00	
G.	<b>Travel/Training</b>	\$ 12,200.00	
H.	<b>Contracts/Consultants</b>	\$ 10,000.00	
I.	<b>Other Costs</b>	\$ 144,000.00	
J.	<b>Indirect Costs</b>	\$ 0.00	
<b>Total Project Amount:</b>		\$ 496,589.00	
<b>Total Federal Share Amount:</b> (Total Project Amount X Federal Share Percentage Allowable)		\$ 496,589.00	100 %
<b>Total Local Share Amount (If applicable):</b> (Total Project Amount - Total Federal Share Amount)		\$	%

**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: jmillers@anytown.gov

## **Section 15: Assurances and Certifications**

Applicants to COPS programs are required to sign and submit 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.

If the applicant is unable to certify to any of the statements in the Certifications form, he or she will be required to attach an explanation regarding the particular statement that cannot be certified. This explanation should be attached in Section 13: Application Attachments of the online application.

## **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. Complete all items that apply for both the initial filing and material change report. 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 complete the disclosure form. If you need to submit additional forms, please submit them as attachments to your application online in Section 13: Application Attachments.

## **Section 17: Reviews and Certifications**

Please be advised that an application may not be funded and, if awarded, a hold may be placed on this application if it is deemed that the applicant 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 Department of Justice grant review or audit.

Applicants must certify whether or not their agency will use COPS grants funds (if awarded) to operate an interjurisdictional criminal intelligence system. If yes, the applicant assures the COPS Office that it will comply with the requirements of 28 C.F.R. Part 23.

The signatures of the Law Enforcement Executive/Agency Executive, Government Executive/Financial Official, and the Person Submitting this Application on the Reviews and Certifications represent to the COPS Office that:

- a) the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity;
- b) 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, the COPS Grant Owner's Manual, Assurances, Certifications and all other applicable program regulations, laws, orders, and circulars;
- c) the applicant understands that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government; AND

- d) the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

The signatures of the Law Enforcement Executive/Agency Executive and the Government Executive/Financial Official in the application must be the same as those identified in Section 4 of the application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

### **Section 18: Application Data Verification—Not Applicable**

After submission of this application, the COPS Office may require your department to verify data provided in the application. This section is not applicable at the time of application.

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

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

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

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

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

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

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

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

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

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

**Federally Recognized Tribe:** Tribal entities that are recognized and eligible for funding and services from the BIA 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: BIA, 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.

**GNIS ID:** 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.

**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.

**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.

**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 Area Unemployment Statistics (LAUS):** The Bureau of Labor Statistics' LAUS program provides monthly estimates of unemployment for communities. For more information and detailed instructions for looking up your local area's unemployment rate, please visit [www.bls.gov/lau/data.htm](http://www.bls.gov/lau/data.htm).

**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 defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only: respond to or investigate specific type(s) of crime(s); respond to or investigate crimes within a correctional institution; serve warrants; provide courthouse security; transport prisoners; and/or have cases referred to them for investigation or investigational support.

**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 pay for personnel and/or other items (e.g. equipment, technology, supplies, travel, or consultants, etc.) that the grantee agency committed to fund with state, local, or Bureau of Indian Affairs funds. Instead, COPS grant funding must be used to pay for personnel and/or other items over and above what the grantee agency's budget otherwise funded or would have funded for such costs in the absence of grant funding.

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

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

A current list of state SPOCs is listed at [www.whitehouse.gov/omb/grants\\_spoc.html](http://www.whitehouse.gov/omb/grants_spoc.html). States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC.

## Appendix C: Federal Funding Accountability and Transparency Act (FFATA): Reporting Subaward and Executive Compensation Award Terms

The following award terms will be incorporated in all COPS awards made on or after October 1, 2010:

### Reporting Subawards and Executive Compensation.

#### a. Reporting of first-tier subawards.

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111–5) for a subaward to an entity (see definitions in paragraph e. of this award term).

#### 2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to [www.fsrs.gov](http://www.fsrs.gov).

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at [www.fsrs.gov](http://www.fsrs.gov) specify.

#### b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm).)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at [www.ccr.gov](http://www.ccr.gov).

ii. By the end of the month following the month in which this award is made, and annually thereafter.

*c. Reporting of Total Compensation of Subrecipient Executives.*

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and

Exchange Commission total compensation filings at [www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm).)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

*d. Exemptions*

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

*e. Definitions.* For purposes of this award term:

1. Entity means all of the following, as defined in 2 C.F.R. part 25:

i. A Governmental organization, which is a state, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A federal agency, but only as a subrecipient under an award or subaward to a non-federal entity.

2. *Executive means officers*, managing partners, or any other employees in management positions.

3. *Subaward*:

- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. II .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 C.F.R. 229.402(c)(2)):

i. *Salary and bonus*.

ii. *Awards of stock, stock options, and stock appreciation rights*. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. *Earnings for services under non-equity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. *Change in pension value*. This is the change in present value of defined benefit and actuarial pension plans.

v. *Above-market earnings on deferred compensation which is not tax-qualified*.

vi. Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

## Appendix D: Central Contractor Registration and Universal Identifier Requirements Award Terms

The following award terms will be incorporated in all COPS awards made on or after October 1, 2010:

### I. Central Contractor Registration and Universal Identifier Requirements

#### A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 C.F.R. 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

#### B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

#### C. Definitions

For purposes of this award term:

1. *Central Contractor Registration (CCR)* means the federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at [www.ccr.gov](http://www.ccr.gov)).
2. *Data Universal Numbering System (DUNS) number* means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 C.F.R. part 25, subpart C:
  - a. A Governmental organization, which is a State, local government, or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and
  - e. A federal agency, but only as a subrecipient under an award or subaward to a non-federal entity.
4. *Subaward*:
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you, as the recipient, award to an eligible subrecipient.
  - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
  - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. *Subrecipient* means an entity that:
  - a. Receives a subaward from you under this award; and
  - b. Is accountable to you for the use of the federal funds provided by the subaward

## Appendix E: Step-by-Step Instructions for Two-Part Application Submission Process

### FY2011 COPS Grant On-line Application Procedures

Note: If your agency has previously applied for grants using Grants.gov, and you already have an account set up with your username and password, please skip Step 1 and proceed to Step 2. For additional instructions on how to register with Grants.gov please visit

[www07.grants.gov/applicants/get\\_registered.jsp](http://www07.grants.gov/applicants/get_registered.jsp).

#### STEP 1

Please click the link below for details on how to register with Grants.gov.

Steps for registering with Grants.gov  
[www.grants.gov/assets/OrgRegUserGuide.pdf](http://www.grants.gov/assets/OrgRegUserGuide.pdf).

#### STEP 2

##### Submitting a COPS Grant Application Using Grants.gov

1. Log into [www.grants.gov](http://www.grants.gov).
2. Scroll to the center of the page and click the “Apply for Grants” link in the center of the page.
3. Click on the “Download a Grant Application Package” link.
4. Scroll down to the **Funding Opportunity Number Box**, and enter **COPS-Application-2011**. Then click on
 

**Download Package**
5. Click the “Download” link at the bottom right of the page, under the **Instructions & Application** heading.
6. To view the SF-424 instructions, click the “Download Application Instructions” link.
7. To start the application, click the “Download Application Package” which is the second link.
8. Enter an **Application Filing Name** of your choice (e.g., Agency Legal Name and program type for which you are applying) into the Application File Name Text Box, which is highlighted yellow with red border.
9. In the **Mandatory Documents** field:
  - a) Select the Application for Federal Assistance (SF-424) document, then click on the
 

**Move Form to Complete**

button, so that the form appears under the **Mandatory Documents for Submission** field.

- b) Select “COPS Short Application Attachment to SF-424”, then click the

**Move Form to Complete**

button, so that the form appears under the **Mandatory Documents for Submission** field.

10. Select the **Application for Federal Assistance** and click on the

**Open Form**

button. Be sure to fill in all required fields on the displayed documents, which are highlighted yellow with red borders. Lastly, select the program to which you are applying and enter/re-enter a correct ORI.

11. Click the **Save** button at the very top of the document.

12. In the **Save As** dialogue box:

- a) Select a location that is easy to find within your computer (e.g., Desktop or My Documents).  
b) Select the **Save** button to save the file to your selected location on your computer.

*\*\* Note: You will be required to save this document twice. You may either save it in the same location which will overwrite the first one or save it in a different location for redundancy.*

13. Click on the **Save & Submit** button at the top of the document.

14. In the **Save As** dialogue box:

- a) Select a location that is easy to find within your computer (e.g., Desktop or My Documents).  
b) Select the **Save** button to save the file to your selected location on your computer.

15. Enter your Username and Password for the Authorized Organizational Representative (AOR). This is set up while registering with Grants.gov.

16. Wait until Confirmation Page appears to close the document.  
Take note of the grant ID number provided by Grants.gov for your file.

17. After the SF-424 has been successfully submitted you will receive three emails from Grants.gov:

- a) One email thanking the applicant for submission.  
b) A second email confirming Grants.gov validation.  
c) A third email stating the application was received by the agency.

18. Within one business day you will then receive an email from the COPS Office, either:
  - a) An email stating your application passed the COPS validation and providing a link to COPS Application Program System (CAPS).

**Or**

  - b) An email stating that the COPS validation failed and that the issues must be corrected and resubmitted.

### Correcting COPS Validation Errors

1. Open the application that was saved in step 12 above
2. Edit fields that had errors.
3. Select the  button
4. In the  dialogue box:
  - a) Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
  - b) Select the  button to save the file to your selected location on your computer.

Overwrite the existing application or save as a different file name on your computer.

5. Enter your Username and Password for the AOR account
6. Wait until the Confirmation Page appears to close the document.  
Take note of the new grant ID number provided by Grants.gov for your file.
7. After the SF-424 has been successfully submitted you will receive three emails from Grants.gov.
  - a) One email thanking the applicant for submission.
  - b) A second email confirming Grants.gov validation.
  - c) A third email stating the application was received by the agency.
8. Within one business day you will then receive an email from the COPS Office, either:
  - a) An email stating your application passed the COPS validation and providing a link to COPS Application Program System (CAPS)

**Or**

  - b) An email stating that the COPS validation failed and that the issues must be corrected and resubmitted.

## **PAPERWORK REDUCTION ACT NOTICE**

The public reporting burden for this collection of information is estimated to be up to 11.3 hours 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, 145 N Street, N.E., 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 04/30/2014.



U.S. Department of Justice  
Office of Community Oriented Policing Services  
Two Constitution Square  
145 N Street, N.E.  
Washington, DC 20530

To obtain details on COPS programs, call the  
COPS Office Response Center at 800.421.6770.  
Visit COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

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May 2011

