



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



The U.S. Department of Justice, *Office of Community Oriented Policing Services* (www.cops.usdoj.gov) is pleased to announce that it is seeking applications for funding for the COPS FY 2010 Safe Schools Initiative. This program furthers the Department's mission of advancing Community Policing by addressing the Department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

COPS FY 2010 Application Guide: Safe Schools Initiative (SSI)

Eligibility

Only invited agencies as specified in the Consolidated Appropriations Act, 2010 (P.L. 111-117) are eligible to apply for funding under this program.

All awards are subject to any modifications or additional requirements that may be imposed by law.

Deadline

All applications must be submitted by **August 9, 2010, 11:59 p.m. EDT.**

Contact Information

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

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



COPS FY 2010 Application Guide: Safe Schools Initiative (SSI)

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 Safe Schools Initiative, as well as detailed program-specific information.

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



U.S. Department of Justice
Office of Community Oriented Policing Services
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COPS Online: www.cops.usdoj.gov

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SAFE SCHOOLS INITIATIVE (SSI) (CFDA 16.710)

OVERVIEW

COPS Office Overview

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and grant resources. Community policing is a philosophy that promotes organizational strategies which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. Rather than simply responding to crimes once they have been committed, community policing concentrates on preventing crime and eliminating the atmosphere of fear it creates. Earning the trust of the community and making those individuals stakeholders in their own safety enables law enforcement to better understand and address both the needs of the community and the factors that contribute to crime.

The COPS Office awards grants to state, local, territory, and tribal law enforcement agencies to hire and train community policing professionals, acquire and deploy cutting-edge crime-fighting technologies, and develop and test innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders and all levels of law enforcement. The COPS Office has produced and compiled a broad range of information resources that can help law enforcement better address specific crime and operational issues, and help community leaders better understand how to work cooperatively with their law enforcement agency to reduce crime.

Since 1994, the COPS Office has invested more than \$15 billion to add community policing officers to the nation's streets, enhance crime-fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing. By the end of FY 2009, the COPS Office had funded approximately 121,000 additional officers to more than 13,600 of the nation's 18,000 law enforcement agencies across the country in small and large jurisdictions alike. Nearly 500,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations. As of 2009, the COPS Office has distributed more than two million topic-specific publications, training curricula, white papers, and resource CDs.

Additional information regarding the COPS Office can be found at www.cops.usdoj.gov.

Safe Schools Initiative (SSI) Overview

America's children spend more time in school than almost any other place outside the home. That places a huge responsibility on American schools and those charged with keeping them safe. In a time when a variety of weapons traffic illegally among America's youth, maintaining school safety becomes an increasingly difficult task. Classrooms no longer depend solely on teachers, but on teams of administrators, health care workers, security staff, and law enforcement professionals. Keeping our children safe has become one of this nation's most successful collaborations, and it is a shining example of community policing. The COPS Office has long demonstrated a commitment to this important need by investing nearly \$896 million in America's schools through programs like COPS in Schools, School-Based Partnerships, Secure Our Schools, and the Safe Schools Initiative.

COPS Safe Schools Initiative grants provide funding to state and local agencies to assist in delinquency prevention, community planning and development, school safety resources, and technology development. This funding will allow recipients the opportunity to establish and enhance a variety of school and community safety equipment and/or programs to encourage the continuation and enhancement of child welfare efforts within their communities. The COPS Office is optimistic that this grant program will help place agencies at the forefront of innovative community and school safety developments.

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

REGISTRATION

Applicants are encouraged to register with the COPS Office online at www.cops.usdoj.gov prior to August 9, 2010. See "How to Apply" in this guide for more information.

DEADLINE: APPLICATION

Applications for this program must be submitted online via the COPS Office website (www.cops.usdoj.gov) by **August 9, 2010, 11:59 p.m. EDT**. Please see "How to Apply" for more information.

ELIGIBILITY REQUIREMENTS

Only invited agencies as specified in the Consolidated Appropriations Act, 2010 (P.L. 111-117) are eligible to apply for funding under this program.

Upon receiving notification of your pending award, your agency was e-mailed or faxed a Background Information Form (BIF), which you were required to complete and return prior to receiving access to this application kit via www.cops.usdoj.gov. Since the COPS Office has received your BIF, we are now providing access to this application kit to your department's primary Law Enforcement Executive for completion by August 9, 2010. Your completed application will be reviewed and processed, and your department will be contacted for any clarifications or additional information needed. Subsequently, the COPS Office will send an award package to your department's Law Enforcement Executive. It is required that the designated Law Enforcement and Government Executives sign and return the award document within 90 days of the mail date shown on the award congratulatory letter. Additional grant materials will be made available to your agency on the COPS website.

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.

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

The COPS SSI Initiative grant is three years in duration, and there is no local match. The amount of funding available to specific grantees is designated in the Consolidated Appropriations Act, 2010 (P.L. 111-117).

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 three-year grant period. Extension worksheets will be sent to law enforcement departments approximately 90 days prior to the award end date. Any extensions granted will be for time only, and not for additional funding. Please be advised that all extension requests **must** be received by the official grant award end date.

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

Federal Funding: Allowable and Unallowable Costs

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

Allowable Costs: Fundable Requests

Applications should include a clear and demonstrated plan for enhancing school safety and child welfare activities. Each grant application must explain how the proposed project would fit into an overall effort to improve public safety and deter juvenile delinquency. All items under this SSI grant must be purchased using the legislative intent established by the Consolidated Appropriations Act, 2010 (P.L. 111-117). Budget requests may be made in the categories of:

- **Sworn Officer Positions (Salaries and Benefits):** Sworn officer salary 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 Safe Schools project. Officers previously employed by your agency may be re-hired using grant funds, but funding requests must be limited to your agency's entry-level salary and benefits. [Please note: Overtime for sworn officers engaging in SSI-related activities is an allowable cost; however, any overtime expenses requested for either sworn officers or civilian positions must be listed in the "Other Costs" section of your application's budget. 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 salary and fringe benefits apply to new personnel not already funded in the applicant's local budget. Staff must be hired on or after the award start date, and positions must directly relate to the SSI project. Examples of allowable personnel and fringe benefits costs include those for SSI project coordinators or School Resource Officers (SROs).
- **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. All items requested must be clearly linked to the enhancement or implementation of the SSI project.
- **Supplies:** Generally, supplies include any materials that are expended or consumed during the course of the SSI project. Such costs may include training manuals, paper, printer ink, pens, postage, etc.
- **Travel/Training:** Travel/training costs include grant-related travel costs for the grantee or other (non-grantee) individuals to attend SSI-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.

- **Contracts/Consultants:** Contract/consultant costs may include costs to provide one-time training to staff for equipment operation/usage, and contracting/consulting services that provide such things as needs analysis, installation, and testing. Compensation for individual consultant services procured under a COPS grant must be reasonable and allocable in accordance with Office of Management and Budget (OMB) cost principles, and consistent with that paid for similar services in the marketplace. Unless otherwise approved by the COPS Office, consultant rates will be based on the salary a consultant receives from his or her primary employer, as applicable, up to \$550 per day. For consultant or contractor rates which exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process and grantees must receive COPS Office Approval of those rates before drawing down funds.
- **Other Costs:** Other costs may include such items as software and prepaid warranties or maintenance agreements (not to exceed 36 months), overtime costs (not to exceed 50% of the awarded budget) for sworn officers or civilian personnel engaging in SSI-related activities, or other miscellaneous items that have a direct correlation to the overall success of a grantee's project objectives (such as awareness campaigns) and are necessary for the project to reach full implementation.

Departments must provide sufficient explanation for items requested via the Budget Narrative section of this application. The COPS Office may delete items without notification if they are not adequately addressed. Departments will be notified of any points of clarification the COPS Office may require. Requests may be made only for items or positions that are not otherwise budgeted with state, local, or Bureau of Indian Affairs (BIA) funds, and would not be funded in the absence of this COPS grant.

In addition, any publication material developed and/or purchased with federal grant funds must contain the following designation: "This project was supported by Grant #_____, awarded by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues."

Unallowable Costs: Requests Will NOT Be Funded

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

This is not an inclusive list, and items not listed below will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's Safe Schools project. All requests must contribute directly to the specific purpose of the grant project and relate to the parameters stipulated in the Consolidated Appropriations Act, 2010 (P.L. 111-117).

Personnel:

- Salaries and benefits of existing sworn officers or existing civilian 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.
- Salaries and benefits of civilian security guards.

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

Equipment/Technology:

- Animals
- Bicycles
- Body wire equipment
- Bulletproof vests and accessories
- Bunker shield(s)
- Cellular or satellite phone airtime
- Communications towers
- Construction and renovation costs
- Dictation systems
- General police vehicles (including patrol cars and leased vehicles)
- Handcuffs, weapons, and ammunition (including training ammunition)
- Office equipment (copiers, fax machines, etc.)
- Pagers (including service time)
- Phone lines and voice-mail systems
- Prisoner transport vehicles
- Radar guns/equipment
- Standard issue police vehicle equipment (including light bars, cages, and siren packages)
- Televisions / VCRs / DVD players / projectors

Travel/Training:

- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the program location
- Mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel
- Meals and/or refreshment costs associated with meetings
- Training in topics that are not directly linked to the SSI grant

Contracts/Consultants:

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

Supplies and Other Costs:

- Animals
- Funding for buy-back and/or confidential informant purposes
- Indirect costs
- Office furniture (desks, file cabinets, etc.)
- Office rental/lease space
- Overtime for personnel not directly involved in the department's project or that which exceeds 50% of the total award budget
- Standard office supplies not directly related to the SSI grant
- Standard or dress uniforms / uniform accessories
- No more than ten percent of the total award amount may be budgeted for evaluation purposes

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

Monitoring, Reporting, and Evaluation Requirements

Federal regulations require that any financial assistance from the federal government be monitored to ensure that those funds are spent properly. Awarded agencies will be responsible for submitting Programmatic Progress Reports and quarterly Federal Financial Reports. Programmatic Progress Reports will be required quarterly for special agencies (e.g., profit or non-profit, private or public university/college, state associations, etc.) and annually for traditional law enforcement agencies. All agencies will be required to submit a final closeout report. In addition, the COPS Office is interested in tracking the progress of its programs and the development of its grantees' community policing plans. Therefore, all COPS grantees will be required to participate in grant monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or any entity designated by COPS.

The COPS Office Monitoring staff may take a number of monitoring approaches, such as site visits, office-based grant reviews, and periodic surveys to gather information. COPS may seek information including, but not limited to, your agency's compliance with nonsupplanting and financial requirements of the grant and progress toward achieving your community policing plan. Program and Monitoring Specialists as well as auditors are particularly interested in confirming that the purchase of approved items is consistent with the original application.

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

Please feel free to contact your Grant Program Specialist at 800.421.6770 to discuss any issues or concerns you may have.

PERFORMANCE MEASURES

To assist in fulfilling the Department of Justice’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding must provide data that measures the results of their work. Performance measures for the Safe Schools Initiative are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement’s capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.</p>	<p>Average community policing capacity implementation rating (0 to 100) of SSI grantees.</p> <p>Average technological capacity implementation rating (0 to 100) of SSI grantees.</p> <p>Successful purchase and implementation of all items and/or services listed in the application Project and Budget Narratives.</p>	<p>Periodic progress reports providing an overview of SSI 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 Safe Schools Initiative applicants to describe how the personnel, technology, equipment, and/or training requested will assist the applicant in implementing community policing strategies. For more information on community policing, please go to the COPS website at www.cops.usdoj.gov.

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

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

HOW TO APPLY

Electronic Submission of Applications via the COPS Website

Applications for COPS grants will be accepted online only through the COPS Office website: www.cops.usdoj.gov. **Applicants should not wait until the application deadline date to begin the application process.** It may take several days to complete the required steps and/or gather necessary information. If you wait until the application deadline date, you may be unable to successfully submit your application online prior to the application closing.

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

If you have an active account in the COPS online system, enter your user name (which is your agency’s assigned ORI number), followed by the password. If you do not remember your password, click the “Forgot Password” link. After entering the user name, the system will send an e-mail to your agency’s Law Enforcement Executive that is on file with the COPS Office. If you do not know your agency’s user name (ORI number) and need assistance with creating an account and/or system access, call 1.800.421.6770 between 9:00 a.m. and 5:00 p.m. Eastern Time, or e-mail egov.issues@usdoj.gov.

Once logged into “Account Access,” your agency will be able to add additional user accounts and also update your agency contact and address information.

Take this time to ensure that your agency’s Law Enforcement Executive and Government Executive information is current, and also make sure that contact information is current for individuals submitting the grant application.

A Data Universal Numbering System (DUNS) number is required to submit applications for COPS funding. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Visit www.dnb.com/us to obtain or verify your number.

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

Obtaining a DUNS Number

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

Data Universal Numbering System (DUNS) Number

- The Data Universal Numbering System (DUNS) number is a unique nine or thirteen-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- The requestor may obtain an on-the-spot DUNS number assignment by telephone at 866.705.5711.

Obtaining a DUNS Number

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- **If you already have a DUNS number.** If you, as the entity applying for a federal grant or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number.
- **If you are not sure if you have a DUNS number.** Call D&B using the toll-free number 866.705.5711, and indicate that you are a federal grant applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed on the following page and will immediately assign you a number, free of charge.
- **If you know you do not have a DUNS number.** Call D&B using the toll-free number 866.705.5711, and indicate that you are a federal grant applicant or prospective applicant. D&B will ask you to provide the information listed on the following page and will immediately assign you a number, free of charge.

Managing Your DUNS Number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at 866.705.5711 to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for federal purposes.

- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely free for all entities doing business with the federal government. This includes grant and cooperative agreement applicants or prospective applicants and federal contractors. Be certain that you identify yourself as a federal grant applicant or prospective applicant.

To Obtain Your DUNS Number

Please call the dedicated toll-free DUNS number request line for federal grant and cooperative agreement applicants or prospective grant applicants at: **866.705.5711**.

The number is staffed from 8 a.m. to 6 p.m. (local time of the caller when calling from within the continental United States). Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between the operating hours.

- The process to request a number takes about 5-10 minutes.
- A DUNS number will be assigned at the conclusion of the call.
- You will need to provide the following information:
 - » Legal name
 - » Headquarters name and address for your organization
 - » Doing business as (DBA) or other name by which your organization is commonly known or recognized
 - » Physical address, city, state and zip code
 - » Mailing address (if separate from headquarters and/or physical address)
 - » Telephone number
 - » Contact name and title
 - » Number of employees at your physical location.

Registering with the Central Contractor Registration

In addition to the DUNS number requirement, the COPS Office requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Please note that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

Section 508 of the Rehabilitation Act

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

Donte Turner

U.S. Department of Justice COPS Office

202.616.9427 or Donte.Turner@usdoj.gov

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

Geographic Names Information System ID Number

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

To determine your jurisdiction's Feature ID number:

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

Audit Requirement

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

Civil Rights

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

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

Grant Terms and Conditions

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

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

I. & II. Assurances & Certifications (Also refer to Section 15 of this Application Guide and Standard Application forms.)

Applicants to COPS programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant. A hard copy of the Assurances and Certifications, signed by the Law Enforcement Executive/Agency Executive and Government Executive/ Financial Official named on the COPS Application Attachment to the SF-424, should be kept in the agency's files and furnished upon request.

III. Disclosure of Lobbying Activities (Also refer to Section 16 of this Application Guide and Standard Application forms.)

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Refer to the implementing guidance published by the Office of Management and Budget for additional information. If this applies to your agency, you are required to submit the Disclosure of Lobbying Activities (SF-LLL) as an attachment to your application online. Complete all items that apply for both the initial filing and material change report.

IV. Nonsupplanting Requirement

The COPS nonsupplanting requirement mandates that grant funds not be used to replace state or local funds (or, for tribal grantees, Bureau of Indian Affairs funds) that would, in the absence of federal aid, be made available for the purpose of the grant. Instead, grant funds must be used to increase the total amount of funds that would otherwise be made available for the grant purposes.

A grant recipient may not use federal grant funds to pay for any item or costs associated with this request that the recipient is already obligated to pay. Funds allocated to pay for law enforcement costs irrespective of the grant may not be reallocated to other purposes or refunded should a COPS grant or cooperative agreement be awarded. Non-federal funds must remain available for and devoted to that purpose, with COPS funds supplementing those non-federal funds. Funding awarded cannot be obligated until after the grant award start date (unless an exception is authorized in writing by the COPS Office). This means that COPS funds cannot be applied to any agency cost incurred prior to the award start date.

The possibility of supplanting will be the subject of careful application review, possible pre-award review, and post-award monitoring and audit. Any supplanting of non-federal funds by COPS grant funds may be grounds for potential suspension or termination of grant funding, recovery of misused funds, and/or other applicable legal sanctions.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Response Center at 800.421.6770 for further information.

V. Procurement & Sole Source Justification—If Applicable

Sole source, or procurement by noncompetitive proposals, is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. It must adhere to the standards set forth in the Uniform Administrative Requirements, 28 C.F.R. § 66.36 or 28 C.F.R. § 70 (as applicable).

For the purchase of equipment, technology or services under a COPS grant award, grant recipients must follow their own policies and procedures on procurement as long as those requirements conform to the federal procurement requirements set forth in 28 C.F.R. § 66.36 and 28 C.F.R. § 70 (as applicable). If a grant recipient determines that the award of a contract through a competitive process is infeasible, and if one of the following circumstances applies: (1) the item/service is available only from one source; (2) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or (3) competition is determined inadequate after solicitation of a number of sources, the grant recipient must seek written authorization from the COPS Office for sole source procurements in excess of \$100,000. Written approval for sole source procurements from the COPS Office must be received prior to purchasing equipment, technology or services, obligating funding for a contract, or entering into a contract with grant funds.

When applicable, more information on requesting sole source approval will be provided in grant materials after awards are made.

VI. Criminal Intelligence Systems/28 C.F.R. Part 23

Compliance—If Applicable

If your agency is receiving COPS funding for equipment/technology that will be used to operate an *interjurisdictional* criminal intelligence system, you must agree to comply with the operating principles found at 28 C.F.R. Part 23. An “interjurisdictional” criminal intelligence system is generally defined as a system which receives, stores, analyzes, and exchanges or disseminates data regarding ongoing criminal activities (such activities may include, but are not limited to, loan sharking, drug or stolen property trafficking, gambling, extortion, smuggling, bribery, and public corruption) and shares this data with other law enforcement jurisdictions. 28 C.F.R. Part 23 contains operating principles for these interjurisdictional criminal information systems which protect individual privacy and constitutional rights.

If you are simply using the COPS funds to operate a single agency database (or other unrelated forms of technology) and will not share criminal intelligence data with other jurisdictions, 28 C.F.R. Part 23 does not apply to this grant.

VII. Certification to Mitigate Possible Adverse Health, Safety, & Environmental Impacts—If Applicable

The National Environmental Policy Act (NEPA) of 1969, as amended (P.L. 91-190; 42 U.S.C. 4321 et seq.) establishes a national goal of protecting the environment. NEPA’s requirements apply to federal projects, decisions, or actions, including grants in aid, that might have a significant impact on the quality of the human environment. For example, renovation and construction projects initiated by state or local law enforcement agencies with grant funding from the Office of Community Oriented Policing Services (COPS), U.S. Department of Justice are subject to NEPA. These projects are usually also subject to related environmental impact review and consultation provisions within the following environmental statutes and executive orders: Coastal Zone Management Act; Coastal Barrier Resources Act; Clean Air Act; Safe Drinking Water Act; Federal Water Pollution Control Act; Endangered Species Act; Wild and Scenic Rivers Act; National Historic Preservation Act; Farmland Protection Policy Act; and executive orders related to protection of wetlands, floodplain management, and environmental justice.

It is COPS’ policy to minimize harm to the environment and we may reject applications or encourage the modification of projects which have adverse environmental impacts. No grant funds may be awarded and/or expended for a specific construction proposal until an Environmental Assessment (EA) and/or an Environmental Impact Statement (EIS) has been completed and COPS has issued a Finding of No Significant Impact (FONSI) or has approved the EIS.

Suspension or Termination of Funding

The COPS Office may suspend, in whole or in part, or terminate funding, or impose other sanctions on a grantee for the following reasons:

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in this application
- Failure to adhere to grant agreement requirements or special conditions
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding
- Failure to submit required or requested reports
- Filing a false statement or certification in this application or other report or document
- Other good cause shown.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

Please be advised that grantees may not use COPS funding for the same item or service also funded by an Office of Justice Programs (OJP) award.

WHAT AN APPLICATION MUST INCLUDE

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

Required Application Documents and Sections for the SSI Initiative

Listed below is a chart that shows the required documentation that must be completed and submitted for your application to be considered complete. Failure to submit all required documentation at the time of application may delay processing and/or result in the denial of your application. **Unless otherwise noted, each section listed must be completed in its entirety.** You can use this chart as an application checklist to ensure you have met all of the necessary requirements.

Application Documents and Sections	Required?	Completed?
1. Standard Form 424	Yes	<input type="checkbox"/>
2. COPS Application Attachment to SF-424	Yes	<input type="checkbox"/>
Section 1: COPS Program Request	Yes	<input type="checkbox"/>
Section 2: Agency Eligibility Information	Yes	<input type="checkbox"/>
Section 3: General Agency Information	Yes	<input type="checkbox"/>
Section 4: Executive Information	Yes	<input type="checkbox"/>
Section 5: COPS Officer Request Form	No	
Section 6: Law Enforcement & Community Policing Strategy	Yes	<input type="checkbox"/>
Section 7: Need for Federal Assistance	Yes	<input type="checkbox"/>
Section 8: Continuation of Project After Federal Funding Ends	Yes (8B only)	<input type="checkbox"/>
Section 9: UCR/School Incident Data	No	
Section 10 : Executive Summary	Yes	<input type="checkbox"/>
Section 11: Project Description (Narrative)	Yes	<input type="checkbox"/>
Section 12: Official Partner(s) Contact Information	No	
Section 13: Application Attachments Budget Narrative	Yes	<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	No	
Part 3: Federal/Local Share Costs (Hiring)	No	
B. Civilian/Non-Sworn Personnel	Possible	<input type="checkbox"/>
C. Equipment/Technology	Possible	<input type="checkbox"/>
D. Supplies	Possible	<input type="checkbox"/>
E. Travel/Training	Possible	<input type="checkbox"/>
F. Contracts/Consultants	Possible	<input type="checkbox"/>
G. Other Costs	Possible	<input type="checkbox"/>

H. Indirect Costs	No	
Budget Summary	Yes	<input type="checkbox"/>
Section 15: Assurances and Certifications	Yes	<input type="checkbox"/>
Section 16: Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
Section 17: Certification of Review and Representation of Compliance with Requirements	Yes	<input type="checkbox"/>

General Information

Your agency's application must be submitted online via the COPS website (www.cops.usdoj.gov). Please do not include any confidential data or reports with your application.

Section 1: COPS Program Request

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

Section 2: Agency Eligibility Information

Only invited agencies as specified in the Consolidated Appropriations Act, 2010 (P.L. 111-117) are eligible to apply for funding under this program. Please select the appropriate agency type which best describes the applicant.

Section 3: General Agency Information

Please provide accurate agency information, as this information is used to identify your agency and may be used, along with other data collected, to determine funding eligibility.

A. Applicant ORI Number

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

B. Applicant Data Universal Numbering System (DUNS) Number

A Data Universal Numbering System (DUNS) number is required. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of this Application Guide.

C. Central Contractor Registration

All applicants (other than individuals) are required to maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. For more information about how to register with the CCR, please refer to the "How to Apply" section of this Application Guide. Please note that applicants must update or renew their CCR at least once per year to maintain an active status.

D. Geographic Names Information System (GNIS) ID

Please enter your Geographic Names Information System (GNIS) Identification Number. This is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to the website: <http://geonames.usgs.gov/domestic/index.html>. For more information about how to obtain a GNIS number, please refer to the “How to Apply” section of this Application Guide.

E. Cognizant Federal Agency

A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the “Department of Justice” as the Cognizant Federal Agency.

F. Fiscal Year

Enter the month and day of the legal applicant's fiscal year.

G. Service Population

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

H. Law Enforcement Agency Sworn Force Information - Not Applicable**Section 4: Executive Information****A. Law Enforcement Executive/Agency Executive Information**

Enter the Law Enforcement Executive's name and contact information. This is the highest ranking law enforcement official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent). **For Non-Law Enforcement Agencies:** Enter the highest ranking individual in the applicant agency (e.g., CEO, President, Chairperson, Director) who has the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would ultimately be responsible for the programmatic implementation of the award.

B. Government Executive/Financial Official Information

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

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

Section 5: COPS Officer Request Form - Not Applicable

Section 6: Law Enforcement & Community Policing Strategy

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies toward the community policing philosophy or enhance their involvement in community policing. Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.

Please complete the questions in this section to describe the types of community policing activities that will result from COPS funding. For each question, answer on behalf of the applicant law enforcement agency or (for non-law enforcement applicants) the law enforcement agency with whom you will collaborate.

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

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

Section 7: Need for Federal Assistance

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

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

Section 8: Continuation of Project After Federal Funding Ends

Please complete these questions to indicate any plans you may have to continue this program, project, or activity after the conclusion of federal support.

- A. Continuation of Project After Federal Funding Ends (For COPS Grants with a Retention Plan Requirement) - Not Applicable
- B. Continuation of Project After Federal Funding Ends (For COPS Grants with No Retention Plan Requirement)

The questions in this section will be used for programs WITHOUT a retention requirement to report any plans to continue the program or activity after the conclusion of federal funding. Please identify the source(s) of funding that your agency plans to utilize to continue the program, project, or activity following the conclusion of federal support. [Check all that apply.]

Section 9: UCR / School Incident Data - Not Applicable

Section 10: Executive Summary

Applicants are required to complete Section 10 of the COPS Application Attachment to the SF-424 Form. Briefly summarize how your agency intends to use this grant funding, including how your proposed Safe Schools project will address any or all of the following: **Child Endangerment, Enforcement, Intelligence Gathering, Drug Courts, Partnership Development, Precursor Chemicals, Prevention, Production, Training, and/or Treatment.** This information may be used to keep Congress or other executive branch agencies informed about law enforcement strategies to deter crime in your community.

Please begin your Executive Summary by listing the following information:

- Agency Name
- State
- Point of Contact Name and Phone Number
- Estimated Award Amount (previously provided to you by the COPS Office)

Please limit your response to 3,000 characters or less.

Section 11: Project Description (Narrative)

Agencies that seek funding under this program are required to submit a separate narrative addressing A, B, D and E below and describe how the grant will establish or enhance existing comprehensive Safe Schools reduction efforts through coordinated prevention, intervention/treatment, and enforcement activities. Programs may address any or all of the following areas: **Child Endangerment, Enforcement, Intelligence Gathering, Drug Courts, Partnership Development, Precursor Chemicals, Prevention, Production, Training, and/or Treatment.**

Your agency is not required to submit supporting documentation with this application. However, your agency must maintain copies of the records used in this grant submission for future review in the event of a site visit, audit, or other request. Data used must be data that was recorded in official records. Please do not submit any confidential data or reports with your application.

Each section response should specifically answer the questions posed and be limited to no more than 3,000 characters. Applications will be evaluated based on the quality of the response. FY 2010 applicants should insert their answers directly into the application forms and are not required to attach a separate document.

The narrative will be a significant factor in the application review and approval process. Failure to provide this information may delay the review of your agency's application.

Use the instructions on the following page to provide a comprehensive summary of all activities that will take place to enhance and improve school safety within your jurisdiction.

Please limit each response to 3,000 characters or less.

Narrative Sections

A. Problem Identification and Justification

Please describe the school safety-related problem(s) that will be addressed with this grant, and provide relevant facts, statistics, or other supporting information that documents the nature, prevalence, and severity of the problem.

B. Project Goals/Objectives

Define the vision, goals, and objectives that you are ultimately trying to accomplish through federal assistance and how the proposed project would fit into an overall effort to address the problems identified above.

C. Building Relationships and Solving Problems – Not Applicable

D. Implementation Plan

How will you ensure effective implementation of the project? Include a brief timeline with a list of key activities and milestones to take place within the life of the grant. Activities may be grouped by month, quarter, or other format at the applicant's discretion.

E. Evaluation Plan/Effectiveness of Program

Although a formal evaluation of the COPS Safe Schools Initiative is not a requirement for funding, the COPS Office strongly encourages applicants to consider how they will determine if grant funding was effective in addressing the problems outlined above.

Section 12: Official Partner(s) Contact Information - Not Applicable

Section 13: Application Attachments

This section should be utilized to submit the required Budget Narrative. *Please note that when attaching files to your COPS application the following file types are acceptable: standard Doc/Docx, PDF, or xls/xlsx.*

Budget Narrative

All COPS SSI applicants must attach a Budget Narrative. Your agency must create and attach a document that 1) describes each item requested or group of similar items requested; and 2) links each item or group of items to the COPS SSI Initiative. Each applicant has the burden of describing the item and adequately demonstrating a programmatic link. All items will be reviewed on a case-by-case basis and in the context of the allowable and unallowable costs lists. *See Section 14: Budget Detail Worksheets of this Application Guide for Budget Narrative instructions and sample information.*

Section 14: Budget Detail Worksheets

Instructions for Completing the Budget Detail Worksheets

Included within this section are instructions and sample information for completing the Budget Narrative and Budget Detail Worksheets. Please complete each section of the Budget Detail Worksheets as applicable. If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

The Budget Detail Worksheets request that you provide a specific description for each item and explain how it supports the project goals and objectives outlined in your application. Applicants will be providing this information as part of the Budget Narrative and not as part of the Budget Detail Worksheets. Please Note: ALL FY2010 APPLICANTS MUST ATTACH THE BUDGET NARRATIVE AS PART OF SECTION 13.

In the Budget Narrative, you must provide a brief description of the item(s) proposed for purchase, its purpose, and how the item(s) relates to the overall project. Sections A, B, C, D, E, F, G, and the Budget Summary of the COPS Budget Detail Worksheets are applicable to the COPS Safe Schools Initiative. Like items may be grouped together for ease of reporting. The structure of the Budget Narrative should coincide with the order of the Budget Detail Worksheets included in this application. Each item should therefore be reported in the Budget Narrative and must fall under one of seven categories: Sworn Officer Positions and Fringe Benefits, Civilian/Non-Sworn Personnel and Fringe Benefits, Equipment/Technology, Other Costs, Supplies, Travel, and Contracts/Consultants. Finally, every item included on the Budget Detail Worksheets must be included in the Budget Narrative. For your convenience, we have included a sample Budget Narrative and Budget Detail Worksheets. For more information, please see the Allowable and Unallowable Costs section.

All calculations should be rounded to the nearest whole dollar. Also, please note that the total project amount requested in your COPS Safe Schools application may not exceed the amount appropriated to your agency within the Consolidated Appropriations Act, 2010 (P.L. 111-117). Once the budget for your application has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

Sample Budget Narrative and Budget Detail Worksheets

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

B. Civilian/Non-Sworn Personnel

Civilian Project Coordinator

Anytown Police Department will hire a Civilian Project Coordinator to oversee its Safe Schools Initiative project. The project coordinator will be responsible for administering daily activities as they pertain to Anytown's Safe Schools Initiative, including such activities as procuring supplies and equipment, coordinating outreach efforts, and overseeing project evaluation.

Total Cost for Civilian Project Coordinator: \$156,126

C. Equipment/Technology

5 Pelco Digital Recorders

The Safetown High School has a school exterior camera system that is inadequate and outdated. The school district has had a large influx of new students and anticipates that the student population will continue to grow. The new camera system is a digital system, which utilizes a web-based technology. This will allow the school and the Anytown Police Department the ability to monitor school grounds utilizing the web. This new technology will also provide the police with "first look" capability when alarms are generated from the school. Based on our research, the estimated cost per unit for the recorders is \$8,708.

Total for Digital Recorders: \$43,540

3 Toshiba-Satellite A75 Laptops

The Anytown Police Department requests the purchase of 3 laptops to ensure networking of the DVR Systems and the mobility of the security staff. The laptops will be used at various locations on and off campus, depending on high school activities and events. Based on our research, the estimated cost per unit is \$5,500.

Total for Laptops: \$16,500

G. Other Costs

Project Evaluation

Anytown Police Department requests funding to be used to evaluate the overall effectiveness of its Safe Schools Initiative.

Total Cost for Project Evaluation: \$20,000

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

No Civilian/Non-Sworn Positions Requested

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

<p>A. Base Salary Information: \$39,000</p> <p>Position Title: Civilian Project Coordinator</p> <p>Description: Administer daily activities of SSI Initiative (One position per worksheet)</p>		<p>Year 1 Salary Enter the <u>current first year base salary for one civilian/non-sworn position.</u> \$ <u>39,000</u> x <u>100</u> % of time on project = \$ <u>39,000.00</u> (base salary x percent = adjusted Year-1 salary)</p>	<p>Year 2 Salary (As applicable) Enter the <u>second year base salary for one civilian/non-sworn position.</u> \$ <u>39,000</u> x <u>100</u> % of time on project = \$ <u>39,000.00</u></p>	<p>Year 3 Salary (As applicable) Enter the <u>third year base salary for one civilian/non-sworn position.</u> \$ <u>39,000</u> x <u>100</u> % of time on project = \$ <u>39,000.00</u></p>
<p>B. Fringe benefit costs should be calculated for each year of the grant term.</p>				
<p>FRINGE BENEFITS:</p>				
<p>Social Security Exempt: <input type="checkbox"/> 6.2% <input type="checkbox"/> Fixed Rate: <input type="checkbox"/></p> <p><small>Cannot exceed 6.2% of Total Base Salary.</small></p>	<p>Year 1 Fringe Benefits</p> <p>COST: \$ <u>2,418.00</u> % OF BASE <u>6.2</u> %</p>	<p>Year 2 Fringe Benefits</p> <p>COST: \$ <u>2,418.00</u> % OF BASE <u>6.2</u> %</p>	<p>Year 3 Fringe Benefits</p> <p>COST: \$ <u>2,418.00</u> % OF BASE <u>6.2</u> %</p>	
<p>Medicare Exempt: <input type="checkbox"/> 1.45% <input type="checkbox"/> Fixed Rate: <input type="checkbox"/></p> <p><small>Cannot exceed 1.45% of Total Base Salary.</small></p>	<p>COST: \$ <u>566.00</u> % OF BASE <u>1.45</u> %</p>	<p>COST: \$ <u>566.00</u> % OF BASE <u>1.45</u> %</p>	<p>COST: \$ <u>566.00</u> % OF BASE <u>1.45</u> %</p>	
<p>Health Insurance</p> <p>Individual: <input type="checkbox"/> Family: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/></p>	<p>COST: \$ <u>4,294.00</u> % OF BASE <u>11.01</u> %</p>	<p>COST: \$ <u>4,294.00</u> % OF BASE <u>11.01</u> %</p>	<p>COST: \$ <u>4,294.00</u> % OF BASE <u>11.01</u> %</p>	
<p>Life Insurance</p> <p>Fixed Rate: <input type="checkbox"/></p>	<p>COST: \$ <u>394.00</u> % OF BASE <u>1.01</u> %</p>	<p>COST: \$ <u>394.00</u> % OF BASE <u>1.01</u> %</p>	<p>COST: \$ <u>394.00</u> % OF BASE <u>1.01</u> %</p>	
<p>Vacation Number of Hours Annually: _____</p>	<p>COST: \$ <u>4,800.00</u> % OF BASE <u>12.31</u> %</p>	<p>COST: \$ <u>4,800.00</u> % OF BASE <u>12.31</u> %</p>	<p>COST: \$ <u>4,800.00</u> % OF BASE <u>12.31</u> %</p>	
<p>Sick Leave Number of Hours Annually: _____</p>	<p>COST: \$ _____ % OF BASE _____ %</p>	<p>COST: \$ _____ % OF BASE _____ %</p>	<p>COST: \$ _____ % OF BASE _____ %</p>	
<p>Retirement Fixed Rate: <input type="checkbox"/></p>	<p>COST: \$ _____ % OF BASE _____ %</p>	<p>COST: \$ _____ % OF BASE _____ %</p>	<p>COST: \$ _____ % OF BASE _____ %</p>	
<p>Worker's Compensation Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/></p>	<p>COST: \$ <u>491.00</u> % OF BASE <u>1.26</u> %</p>	<p>COST: \$ <u>491.00</u> % OF BASE <u>1.26</u> %</p>	<p>COST: \$ <u>491.00</u> % OF BASE <u>1.26</u> %</p>	
<p>Unemployment Insurance Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/></p>	<p>COST: \$ <u>31.00</u> % OF BASE <u>.08</u> %</p>	<p>COST: \$ <u>31.00</u> % OF BASE <u>.08</u> %</p>	<p>COST: \$ <u>31.00</u> % OF BASE <u>.08</u> %</p>	
<p>Other <input type="text"/> Fixed Rate: <input type="checkbox"/></p>	<p>COST: \$ <u>47.00</u> % OF BASE <u>.12</u> %</p>	<p>COST: \$ <u>47.00</u> % OF BASE <u>.12</u> %</p>	<p>COST: \$ <u>47.00</u> % OF BASE <u>.12</u> %</p>	
<p>Other <input type="text"/></p>	<p>COST: \$ _____ % OF BASE _____ %</p>	<p>COST: \$ _____ % OF BASE _____ %</p>	<p>COST: \$ _____ % OF BASE _____ %</p>	
<p>Benefits Sub-Total Per Year (1 Position)</p>	<p>COST: \$ <u>13,042.00</u></p>	<p>COST: \$ <u>13,042.00</u></p>	<p>COST: \$ <u>13,042.00</u></p>	
<p>Total (A+B)</p>	<p>COST: \$ <u>52,042.00(A+B)</u></p>	<p>COST: \$ <u>52,042.00(A+B)</u></p>	<p>COST: \$ <u>52,042.00(A+B)</u></p>	

D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position): \$ 156,126.00

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

Civilians/Non-Sworn Personnel Total \$ 156,121.00

C. Equipment/Technology

No Equipment/Technology Requested

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

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

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

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

Item Name	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal
Pelco Digital Recorders	(5 x 8,700)	\$ 43,540
Toshiba Satellite A75 Laptops	(3 x 5,550)	\$ 16,500
	(x)	\$
<input type="checkbox"/> More Equipment/Technology Entries Required	Equipment/Technology Total:	\$ <u>60,040</u>

G. Other Costs

No Other Costs Requested

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

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

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

Unit/Item Description	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal
Project Evaluation	(1 x 20,000)	\$ 20,000
	(x)	\$
<input type="checkbox"/> More Other Cost Entries Required	Other Cost Total:	\$ <u>20,000</u>

Budget Summary

<p>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.</p>			
	Budget Category	Category Total	Edit
A.	Sworn Officer Positions	\$ _____ .00	
B.	Civilian/Non-Sworn Personnel	\$ <u>156,126</u> .00	
C.	Equipment/Technology	\$ <u>60,040</u> .00	
D.	Supplies	\$ _____ .00	
E.	Travel/Training	\$ _____ .00	
F.	Contracts/Consultants	\$ _____ .00	
G.	Other Costs	\$ <u>20,000</u> .00	
H.	Indirect Costs	\$ _____ .00	
Total Project Amount:		\$ <u>236,166</u> .00	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)		\$ <u>236,166</u> .00	___%
Total Local Share Amount (if applicable): (Total Project Amount - Total Federal Share Amount)		\$ <u>0</u> .00	___%
<p>Contact Information for Budget Questions</p> <p>Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.</p> <p>Authorized Official's Typed Name: <u>John Doe</u></p> <p>Title: <u>Chief</u></p> <p>Phone: <u>(123) 456-7890</u></p> <p>Fax: <u>(123) 789-6541</u></p> <p>E-mail Address: <u>John.Doe@apd.org</u></p>			

Section 15: Assurances and Certifications

Applicants to COPS programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant. A hard copy of the Assurances and Certifications, signed by the Law Enforcement Executive/Agency Executive and Government Executive/Financial Official named on the COPS Application Attachment to the SF-424, should be kept in the agency's files and furnished upon request.

Section 16: Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to submit the Disclosure of Lobbying Activities (SF-LLL) as an attachment to your application online. Complete all items that apply for both the initial filing and material change report.

Section 17: Certification of Review and Representation of Compliance With Requirements

The electronic signatures of the Law Enforcement Executive/Agency Executive and Government Executive/Financial Official on the Certification of Review and Representation of Compliance with Requirements:

1. Assures the COPS Office that the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide; AND
2. Attests to the accuracy of the information submitted with this application (including the Budget Detail Worksheets).

The signatures on this application must be made by the actual executives named on this application unless there is an officially documented authorization for a delegated signature. If your jurisdiction has such an official document, it must be attached to this application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

Signatures shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant. A hard copy of the Certification of Review and Representation of Compliance with Requirements, signed by the Law Enforcement Executive/Agency Executive and Government Executive/Financial Official named on the COPS Application Attachment to the SF-424, should be kept in the agency's files and furnished upon request.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a COPS Office compliance investigation concerning a current grant award.

APPENDIXES

Appendix A: Glossary of COPS Program Terms

The following information is provided to assist you with the completion of your COPS grant program application forms. The list includes some of the most common terms that are used in the application forms. For additional assistance or clarification regarding any part of the application, please contact your Grant Program Specialist at 800.421.6770.

Allowable Costs: Allowable costs are costs that will be paid for by this grant program.

Authorized Officials: The authorized officials are the individuals in your organization who have final authority and responsibility for all programmatic and financial decisions regarding your application and, if awarded, your grant award. For law enforcement agencies, the listed Law Enforcement Executive (usually Chief of Police, Sheriff, etc.) and the Government Executive (usually Mayor, Board President, etc.) are your agency's authorized officials.

Automated Booking System: An automated booking system captures arrestee fingerprints and photographic information electronically and often has the ability to transfer that information to a departmental or statewide database.

Automated Fingerprint Identification System (AFIS): An AFIS system is a highly specialized biometrics system that compares a single fingerprint image with a database of fingerprint images. Fingerprint images are collected from crime scenes or are taken from criminal suspects when they are arrested. Fingerprint images may be captured by placing a finger on a scanner or by electronically scanning inked impressions on paper.

Award Start Date: This is the date on or after which your agency is authorized to purchase items or hire positions that were approved by the COPS Office. If awarded, the award start date is found on your grant Award Document. *Grantees may not make any purchases or hire any positions prior to this date without written approval from the COPS Office.*

Career Law Enforcement Officer: The COPS statute defines a "career law enforcement officer" as a person hired on a permanent basis who is authorized by law, or by a state or local public agency, to engage in or oversee the prevention, detection, or investigation of violations of criminal laws.

Catalog of Federal Domestic Assistance (CFDA): The CFDA is an annual government-wide publication that contains a description and index of all forms of federal assistance. Each program is assigned a "CFDA number," which is used by auditors to track grant revenues under the Single Audit Act. It is also used in participating states by State Single Points of Contact in conducting the required intergovernmental reviews under Executive Order 12372. The CFDA number for all COPS programs is 16.710.

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

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

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

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

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

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

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

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

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

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

Federally Recognized Tribe: Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally recognized Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only Federally Recognized Tribes are eligible to apply for COPS tribal grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631 - MIB, 1849 C Street, N.W., Washington, DC 20240, 202.208.2475.

Gas Mask: A gas mask is connected to a chemical air filter and is used to protect the face and lungs from toxic gases.

Global Positioning System (GPS): Global Positioning Systems are a series of 24 geosynchronous satellites that continuously transmit their position. Each system is used in personal tracking, navigation, and automatic vehicle location technologies.

Grant Number: If awarded, the grant number identifies your agency's specific grant, and can be found on your grant Award Document. This number should be used as a reference when corresponding with the COPS Office. The COPS Office tracks grant information based upon this number.

Interoperable Communications: Communications interoperability refers to the ability to talk across disciplines and jurisdictions via radio communications networks on demand, in real time. Interoperable communications equipment and technology is used to increase interoperability and data information-sharing among the law enforcement, fire service, and emergency medical service communities.

Local Budget Cycle: Your agency's fiscal year. Some common examples include January 1 to December 31, October 1 to September 30, and July 1 to June 30. Some local budget cycles may extend up to 24 months.

Matching Funds: What a locality must contribute as a cash match toward total allowable project costs over the life of the program.

Mobile Data Computer/Laptop: A Mobile Data Computer (MDC) is a computer terminal mounted in a vehicle that is linked via wireless communication to a network that is often integrated with a CAD system. MDCs enable officers to complete previously handwritten reports on a computer. This often eliminates the need to enter duplicate information on multiple reports.

National Incident-Based Reporting System (NIBRS): A comprehensive reporting database. Agencies provide individual records for eight index crimes and 38 other offenses.

Obligation of Funds: If this application is awarded, the COPS Office "obligates" federal funds when the grant Award Document is signed by the Director or his/her designated official. For the grantee, grant funds are "obligated" when monies are spent directly on purchasing items approved under the grant or cooperative agreement. The term encumbrance is often times used at the local and state levels to describe this type of transaction. Liquidated obligations are considered cash outlays or monies actually spent. Unliquidated obligations are obligations incurred and recorded but not yet paid (accrual basis of accounting) or not yet recorded and not yet paid (cash basis of accounting).

OJP Vendor Number/EIN Number: This is your agency's nine-digit federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number. If your EIN previously has been assigned to another agency within your jurisdiction, the Office of the Chief Financial Officer will assign a new OJP vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this grant program, and should not be used for IRS purposes.

ORI (Originating Agency Identifier) Number: This number is assigned by the FBI and is your agency's originating agency identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. When you contact the COPS Office with a question, you can use the ORI number, and we will be able to assist you. If you are a previous COPS grant recipient, you may have been assigned an ORI number through the COPS Office if the FBI had not previously assigned your agency this identifier number.

Primary Law Enforcement Authority: An agency with primary law enforcement authority is the agency that is the first responder to calls for service, and has ultimate and final responsibility for the prevention, detection, and/or investigation of violations of criminal laws within its jurisdiction.

The Public Safety Partnership and Community Policing Act of 1994: The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to:

- Increase the number of community policing officers on the beat.
- Provide additional and more effective training to law enforcement officers to enhance their problem-solving, service, and other skills needed in interacting with members of the community.
- Encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime.
- Encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

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

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

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

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

PAPERWORK REDUCTION ACT NOTICE

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

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



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

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

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

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