



COPS Manual

Tribal Resources Grant Program Grant Owner's Manual for FY 2000

**A step-by-step guide
to assist law enforcement agencies
in carrying out and reporting on
their Tribal Resources Grant Program grant**

Tribal Resources Grant Program 2000 Grant Owner's Manual

The following manual was created to assist Tribal Resources Grant Program (TRGP) grantees with administrative and financial matters associated with the grant.

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Getting Started

Congratulations on receiving a grant from the Office of Community Oriented Policing Services (COPS). You have received a grant under the COPS Tribal Resources Grant Program 2000, which provides funding directly to federally recognized Tribal jurisdictions with established law enforcement agencies for entry level salaries and benefits of new officers engaged in community policing, training, technology, and equipment for new and existing police officers, including uniforms basic issue equipment, and vehicles. The Tribal Resources Grant Program 2000 was designed to expand the implementation of community policing and meet the most serious needs of law enforcement in Tribal communities through a broadened comprehensive hiring program. It is intended to strengthen the overall law enforcement infrastructure in Tribal communities.

This Tribal Resources Grant Program Grant Owner's Manual will assist you with the administrative and financial matters associated with your grant. It was developed by the COPS Office in conjunction with the Office of the Comptroller (Office of Justice Programs) to ensure that all COPS Tribal Resources Grant Program grantees clearly understand and meet the requirements of their grants. Please do not hesitate to call the COPS Office at 1-800-421-6770 if you need assistance with the implementation of your grant.

Thank you for providing us with the opportunity to work in partnership with your community.

For assistance, call the COPS Office
at 1-800-421-6770.

Glossary of Terms

Authorized Official

The authorized official is the individual in your organization who has final responsibility for all programmatic and financial decisions regarding this grant award.

Career law enforcement officer

A career law enforcement officer is an officer hired on a permanent basis who is authorized by law or by a state or local public agency to engage in or supervise the prevention, detection, or investigation of violations of criminal law.

Catalog of Federal Domestic Assistance (CFDA)

The CFDA is a governmentwide publication orchestrated by the General Services Administration. It is published annually. The CFDA contains a description and index of all forms of Federal assistance available from the Federal government. Each grant-making agency is responsible for submitting descriptions of their programs. Each program is assigned a “CFDA number” by the editors of the catalog. The CFDA number is used by auditors in tracking grant revenues under the Single Audit Act and State Single Points of Contact in conducting the required intergovernmental reviews under Executive Order 12372 in those states that participate in that program. The COPS CFDA number is 16.710.

Closeout

At the end of your grant period, the COPS Office is responsible for the “close out” of your grant. To fulfill this requirement, we will determine that you, as well as the COPS Office, have completed all of the work required by the grant.

Community Policing

Community policing is a policing philosophy that promotes and supports organizational strategies to address the causes and reduce the fear of crime and social disorder through problem solving tactics and community-police partnerships. A fundamental shift from traditional, reactive policing, community policing stresses the prevention of crime before it occurs. Community policing is an integral part of combating crime and improving the quality of life in the nation's cities, towns, and rural areas. Core components of community policing include partnering with the community; problem solving; and transforming policing agencies to support and empower frontline officers, decentralize command and encourage innovative problem solving.

It is expected that all federal funds received from the COPS Office will be applied directly to the implementation and promotion of the community policing philosophy in law enforcement.

Under the Tribal Resources Grant Program, community policing training is mandatory and will be delivered by the Regional Community Policing Institutes under the aus-

pices of the COPS Office. Your agency will be contacted about such training in the near future. However, additional training and technical assistance is also offered by the Community Policing Consortium whose primary mission is to deliver community policing training and technical assistance to police departments and sheriffs' offices that are designated COPS grantees. Training sessions are held at the state/regional and county levels and use curricula reflecting the breadth of the Consortium's collective policing knowledge. For agencies that need overview training, the Consortium offers orientation to community policing as well as sheriff-specific sessions that address their unique issues and obstacles. Problem solving, developing strategies, personnel deployment, managing calls for service, building community partnerships/cultural diversity, and train the trainer workshops are available to agencies searching for more specific courses.

You can reach the Consortium at 1-800-833-3085. Information about the Regional Community Policing Institutes may be obtained from the COPS Office internet web site at www.usdoj.gov/cops or by contacting COPS at 1-800-421-6770.

COPS Office

The Office of Community Oriented Policing Services (COPS) is your "grantor agency" for your Tribal Resources Grant Program grant. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office at 1-800-421-6770.

Federally Recognized Tribe

Federally Recognized Tribes are entities recognized and eligible for funding and services from the Bureau of Indian Affairs, U.S. Department of Interior.

Grant Number

This number is in the following format: 2000-HHWX-0000 for 3 year hiring grants and 2000-HEWX-0000 for 1 year equipment and training grants awarded in FY 2000. It can be found in the upper, left-hand corner of your grant Award Page. It is assigned by the Office of the Comptroller and should be used when corresponding with that office. This will aid the Comptroller's staff in determining which grant you are referring.

Matching Funds

Under the COPS Tribal Resources Grant Program, unless a waiver has been granted because of severe fiscal distress, the COPS Office provides up to 75 percent of total project costs including entry level salaries and fringe benefits for new law enforcement officers over three years. The maximum that the COPS Office can pay per officer for that 3-year period is \$75,000 for salary and benefits and 75 percent of project costs associated with, training, technology, equipment, and/or vehicles. COPS Tribal Resources Grant Program grantees are responsible for a cash match of at least 25 percent of the total cost of allowable items. Local matching funds may not be taken from your agency's law enforcement budget, but must be additional funds made avail-

able specifically to pay the local match. Bureau of Indian Affairs funding may be used for this purpose.

Obligation of Funds

Federal funds are considered “obligated” when the grant award document is signed by the director of the COPS Office or his designated official. Funds are reserved against the grant until all the grant monies are spent or refunded to the Federal government. Local funds are considered “obligated” when the salaries and benefits have been paid or will be paid for work performed by the officer(s) during a previous pay period or when the monies for the purchase of approved items (training, technology, equipment, and vehicles) have been spent.

Office of the Comptroller/Financial Analyst

The Office of the Comptroller (Office of Justice Programs) handles the financial and budgetary aspects of your grant. A financial analyst has been assigned to your state from that office to answer any financial questions that you may have about your grant. To identify your financial analyst, refer to the budget clearance memorandum enclosed in your award package.

OJP EIN number

This number is your agency’s nine-digit Federal tax identification number as assigned to you by the IRS. In some cases, the EIN has been previously assigned to another agency within your jurisdiction. In that instance, a new vendor number will be assigned to you by the Office of the Comptroller. The newly assigned vendor number is to be used for administrative purposes only and should not be used for IRS purposes.

ORI Number [Originating Agency Identifier]

This number is assigned by the FBI, as a law enforcement 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. It can be found on your grant award document. It is also a shortened version of the law enforcement agency National Crime Information Center (NCIC) identifier. If your agency does not have an ORI number assigned by the FBI, the COPS Office assigns a non-official ORI code to use as an agency identifier (the last 2 digits will be “Z” if your code is a non-official ORI code). It can be found on your award document. When you contact the COPS Office with a question, you can use the ORI number or your grant number, and we will be able to assist you.

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 make grants to States, units of local government, Indian tribal governments, other public and private entities, and multi-jurisdictional or regional consortia thereof to increase police presence, to expand and improve cooperative efforts

between law enforcement agencies and members of the community to address crime and disorder problems, and otherwise to enhance public safety.

Supplanting

For the purpose of your COPS grant, supplanting means replacing state, local, or Bureau of Indian Affairs funds which otherwise would have been spent on law enforcement purposes with Federal COPS funds. You are prohibited from supplanting throughout the 3-year grant period, which means that you may not use COPS funds to pay for any sworn officers (full-time, part-time, reserve, or other paid officer positions) who otherwise would have been employed or purchase anything with COPS funds that otherwise would have been purchased with state, local, or Bureau of Indian Affairs funds in the absence of the COPS program. COPS funds must instead be used to supplement your law enforcement budget. In assessing the presence of supplanting, throughout the grant period we will expect you to hire new officers at a level consistent with recent historical practice and to take positive and timely steps to fill all vacancies in your locally funded sworn personnel resulting from attrition. For further information, please review grant condition #3 and/or contact the COPS Office Legal Division at 202-514-3750.

Technology

Allowable technology items include computer hardware, software, mobile data computers, communication systems, dispatch systems, NIBRS compliant crime data systems, and installation and training costs associated with technologies.

Training

Allowable training includes basic law enforcement training, community policing training, grant management training (DOJ-OJP), and computer training and/or technical assistance for systems, hardware, and/or software.

Uniforms and Basic Issue Equipment

Allowable uniforms and basic issue equipment include standard attire, dress attire, outerwear, footwear, hats/caps/gloves, badges, primary issue handgun, holder, bullet-proof vest, portable radio and holder, gun belt and accessories, pepper spray and holder, baton and baton holder, handcuffs and case/holder, manuals, reference books, notebooks, etc.

Vehicles

Allowable vehicles included standard police vehicles and basic vehicle accessories. Allowable vehicles may also include special conveyances such as motorcycles, snowmobiles, ATVs, or vehicles standard to the jurisdiction based on demonstrated need.

Waivers

A waiver of the 25 percent local match requirement is available to applicants that demonstrate severe fiscal distress resulting in an inability to provide adequate law enforcement services. Requests for a waiver are considered on a case by case basis

and must be made at the time of the application. Waivers are covered in their entirety in the Guidelines for Waivers of Local Match in the Tribal Resources Grant Program Application Kit and Instructions. If a waiver was applied for at the time of application and denied, the decision can be appealed for a second review. Contact your grant advisor for further assistance. Waivers will not be considered if they were not submitted with the original TRGP 2000 application.

National Institute of Justice (NIJ)

The following information was adapted from NIJ Guide 100-98, "Selection and Application Guide to Police Body Armor." The publication in its entirety may be requested from:

***National Institute of Standards and Technology
Office of Law Enforcement Standards (OLES)
Technology Building (225), Room A323
Gaithersburg, MD 20899
(301) 975-2757***

"NIJ's policy on body armor has always been that preserving the life of the police officer is the sole criteria on which to judge body armor effectiveness. At present, an officer may select a garment that corresponds to an appropriate threat level and be confident that armor in compliance with NIJ's standard will defeat the stated threat level."

Type I (.22 LR; .38 Special)

Type I body armor is light. This is the minimum level of protection every officer should have and the armor should be routinely worn at all times while on duty. Type I body armor was the armor issued during the NIJ demonstration project in the mid-1970's. Most agencies today, however, because of increasing threats, opt for a higher level of protection.

This armor protects against .22 Long Rifle High-Velocity lead bullets, with nominal masses of 2.6 g (40gr), impacting at a velocity of 320 m/s (1,050 ft/s) or less, and against .38 Special roundnose lead bullets, with nominal masses of 10.2 g (158 gr), impacting at a velocity of 259 m/s (850 ft/s) or less. It also provides protection against most other .25 and .32 caliber handgun rounds.

Type II-A (Lower Velocity .357 Magnum; 9mm)

Type II-A body armor is well suited for full-time use by police departments, particularly those seeking protection for their officers from lower velocity .357 Magnum and 9mm ammunition.

This armor protects against .357 Magnum jacketed soft-point bullets, with nominal masses of 10.2 g (158 gr), impacting at a velocity of 381 m/s (1,250 ft/s) or less, and against 9mm full-metal jacketed bullets, with nominal masses of 8.0 g (124 gr), impacting at a velocity of 332 m/s (1,175 ft/s). It also protects against such threats as .45 Auto., .38 Special +P, and some other factory loads in caliber .357 Magnum and 9mm, as well as the Type I threats.

Type II (Higher Velocity .357 Magnum; 9mm)

Type II body armor is heavier and more bulky than either Types I or II-A. It is worn full-time by officers seeking protection against higher velocity .357 Magnum and 9mm ammunition.

This armor protects against .357 Magnum jacketed soft-point bullets, with nominal masses of 10.2 g (158 gr), impacting at a velocity of 425 m/s (1,395 ft/s) or less, and against 9mm full-jacketed bullets, with nominal velocities of 358 m/s (1,175 ft/s). It also protects against most other factory loads in caliber .357 Magnum and 9mm, as well as the Type I and II-A threats.

Type III-A (.44 Magnum; Submachine Gun 9mm)

Type III-A body armor provides the highest level of protection currently available from concealable body armor and is generally suitable for routine wear in many situations. However, departments located in hot, humid climates may need to evaluate the use of Type III-A armor carefully.

This armor protects against .44 Magnum lead semi-wadcutter bullets with gas checks, nominal masses of 15.55 g (240 gr), impacting at a velocity of 426 m/s (1,400 ft/s) or less. It also provides protection against most handgun threats, as well as the Type I, II-A and II threats.

Type III (High-Powered Rifle)

Type III body armor is clearly intended only for tactical situations when the threat warrants such protection, such as barricade confrontations involving sporting rifles.

This armor, normally of hard or semi-rigid construction, protects against 7.62 mm full-metal jacketed bullets (U.S. military designation M80), with nominal masses of 9.7 g (150 gr), impacting at a velocity of 838 m/s (2,750 ft/s) or less. It also provides protection against threats such as 223 Remington (5.56 mm FMJ), 30 Carbine FMJ, and 12-gauge rifled slug, as well as the Type I through III-A threats.

Type IV (Armor-Piercing Rifle)

Type IV body armor provides the highest level of protection currently available. Because this armor is intended to resist "armor piercing" bullets, it often uses ceramic materials. Such materials are brittle in nature and may provide only single-shot protection, since the ceramic tends to break up when struck. As with Type III armor, Type IV armor is clearly intended only for tactical situations when the threats warrant such protection.

This armor protects against .30-06 caliber armor-piercing bullets (U.S. military designation AMP2), with nominal masses of 10.8 g (166 gr). Impacting at a velocity of 868 m/s (2,850 ft/s) or less. It also provides at least single-hit protection against the Type I through III threats.

Special Type

A purchaser who has a special requirement for a level of protection other than one of the above standard threat levels should specify the exact test rounds and minimum impact velocities to be used and indicate that this standard shall govern in all other respects.

Section **1**

Tribal Resources Grant Program

Grant Owner's Manual

Grant Acceptance, Terms, and Conditions

I. Grant Acceptance, Terms, and Conditions

In order to officially begin your grant, you will need to review the Award Page and Conditions, sign the new Award, and return it to:

***COPS Tribal Resources Grant Program
Office of Community Oriented Policing Services
1100 Vermont Ave., NW
Washington, DC 20530***

(For overnight delivery, please use 20005 as the zip code.)

You will be able to draw down grant funds after:

1. The COPS Office approves your budget.
2. You sign your Award Page and return it to the COPS Office.
3. After steps one and two are completed, you may access your grant funds through the PAPRS or LOCES systems. The Accounting Division will forward information to you regarding how to access funds.

See Section II, Accessing Grant Funds, for more information.

The Award Page

The Award Page is the one-page, double-sided document indicating your official grant funding amount, the award number, the award date, and the official grant period.

The Award Page also contains preprinted information of your law enforcement and government officials' names and addresses. If this information is incorrect or has changed, please correct it on the change of information sheet provided in the Award Packet.

Your grant award number is in this format: 2000 HHWX 0000 for hiring awards and/or 2000 HEWX 0000 for equipment and training awards. It is used for financial purposes and should be referred to when you contact the Office of the Comptroller.

Your ORI number begins with your state abbreviation followed by numbers and/or letters. This number is assigned by the Federal Bureau of Investigation for use in tracking information for the Uniform Crime Report (UCR). The COPS Office tracks grant information based upon this ORI number. If your agency does not report UCR data, you will not have an ORI number. In this case, the COPS office will assign you one (ending in "ZZ") for identification purposes.

If you have any questions regarding your grant, please refer to your grant award number or your agency's ORI number when you contact your COPS Grant Program Specialist.

What is a Modified Award?

In a small number of cases, a Modified Award Page may be included in the award packet. The final grant amount on this document may differ from the estimated amount on your original Award Page because the final grant amount is based upon your final approved budget. If you are receiving a Modified Award, take careful note of the change between your estimated award amount on the original document and the actual amount on the Modified Award. If you have any questions about the modification, refer to your budget clearance memorandum included in the Award Packet. If you still have questions, please contact your financial analyst through the Justice Response Center at 1-800-421-6770. After you review and understand this document, please sign, make a copy for your records and mail the original back to the COPS Office with your payment selection sheet.

Grant Conditions

The grant conditions are the terms listed on the back of your Award Page. By accepting this grant, you are entering into an agreement with the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS). As part of that agreement, ***you agree to these 12 grant conditions (and possibly additional conditions specific to your agency)***. The section that follows describes in detail each of the award conditions, their rationale and their implications. It also addresses many commonly asked questions.

Reasons for Grant Conditions

The grant requirements of your Tribal Resources Grant Program grant are established within:

- The Public Safety Partnership and Community Policing Act of 1994 under which the COPS Office was established; and
- Applicable rules, regulations, and policies issued by the Department of Justice, Office of Management and Budget (OMB), the General Accounting Office (GAO), and the United States Treasury.

You may request copies of any source reference document from:

***Office of Administration
Publication Unit, Room G 236
New Executive Office Building
Washington, DC 20503***

You may request COPS documents from either the COPS Office or the Office of the Comptroller.

Review of Grant Conditions

1. Allowable Costs

A. Allowable Costs: Salaries and approved fringe benefits for sworn officers

The funding under this project is for the payment of entry level SALARIES AND APPROVED FRINGE BENEFITS for three years for sworn entry-level career law enforcement officers, newly hired, lateral transfers, or rehired officers. Grant funds may not be applied to portions of salaries above entry level. Rather, such amounts must be provided for by the grant recipient. Overtime cannot be paid for with this funding

Why This Condition: The COPS Tribal Resources Grant Program is a program that can only fund entry-level salaries and benefits for the hiring or rehiring of career law enforcement officers under the personnel portion of the grant program. Rehires are officers who have recently been laid off because of local budget cuts or would be laid off if not for the COPS grant.

What You Should Do: Salaries covered by COPS grants must be reasonable for the services rendered and paid to an officer appointed under the laws or rules governing hiring by your law enforcement agency. Salary payments must be based on payroll records supported by time and attendance records or the equivalent. The types of records you must keep to document that you are following this grant condition are described in Section IV of this manual.

Fringe benefits may be paid if they are part of a reasonable compensation package offered to your employees and if they fall within the categories authorized by the COPS Office which include FICA, Social Security, health insurance, life insurance, vacation, sick leave, retirement, worker's compensation, and unemployment insurance. Overtime and compensatory time costs are not allowed. However, if you train your officers prior to swearing them in, grant funds may be applied to salaries and benefits paid to the new officers during training. As long as you spend the funds on salary and benefits that you documented in your budget summary and that were approved by your financial analyst, this condition will be satisfied.

B. Allowable Costs: Background Investigations (Federal share of funding cannot exceed \$3,000 per officer position)

Background investigations must be completed before reimbursements can be made and before any salaries awarded under the grant can be paid to new hires. Reimbursement requests for background investigations must be accompanied by a completed "certification form" which will be sent to all grantees who have been awarded new officer positions. The criteria to be followed for background investigations will also be sent to all new grantees at the time awards are made. Background

investigations may not be initiated prior to the official award start date of the grant period.

C. Allowable Costs: Training

(Federal share cannot exceed \$1200 per department for each of the following trainings: mandatory community policing training, mandatory grant management training, and computer training. Federal share of basic law enforcement training cannot exceed \$6000 per officer).

Community policing training must be completed through one of the following training facilities sponsored by the COPS Office, Regional Community Policing Institute (RCPI), Community Policing Consortium, or the Federal Law Enforcement Training Center.

D. Allowable Costs: Uniforms and Basic Issue Equipment

(Federal share under this category cannot exceed \$3,000 per officer position)

- Standard attire (uniform shirts, trousers, ties, belts)
- Dress attire (dress coat, dress shirts, dress pants, ties)
- Outerwear (raincoat, coat, jacket, reflective vest)
- Footwear (dress shoes, athletic shoes, boots)
- Hat/Caps/Gloves
- Identification badges/other insignia (name plates, etc.)
- Other standard issue apparel/uniform accessories (subject to approval)

Basic Issue Equipment

- Primary issue handgun
- Holster
- Body armor/vest
- Portable radio and holder
- Gun belt and belt accessories
- Pepper Spray and holder
- Baton and baton holder
- Handcuffs and case
- Manuals, reference books, notebooks, etc.
- Other miscellaneous items issued to police recruits (flashlight, templates, whistles, etc.)

In addition, the funding under the Tribal Resources Grant Program is for payment of background investigations for sworn officers positions, equipment, training, vehicles, and technology that have been approved by the COPS Office.

E. Allowable Costs: Technology

(Federal share under this category cannot exceed \$75,000 per item or group of like items)

Allowable technology items include computer hardware, software, mobile data computers, communication systems, NCIC systems, dispatch systems, NIBRS compliant crime data systems, cameras, and cell phones.

F. Allowable Costs: Police Vehicles

(Federal share under this category cannot exceed \$20,000 per car or 75% per most special vehicles)

Allowable items include: Police cars, basic vehicle accessory package, and special conveyances such as bicycles, motorcycles, snow machines, ATVs based on demonstrated need.

G. Disallowable Costs

This is not an inclusive list. The COPS Office reserves the right to deny funding for items that may not have been included in the Tribal Resources Grant Program application kit. You may not apply for these items under TRGP:

- Ammunition
- Civilian salaries and benefits
- Construction/renovation costs
- Crime mapping systems
- Dictation systems
- Dogs (K-9)
- GPS Systems
- Indirect costs
- Night Vision Equipment
- Office equipment (copiers, fax machines)
- Office furniture/supplies
- Office rental space
- Overtime hours for sworn officers or civilians
- Phone lines/utilities
- Radar equipment
- Salaries and benefits of existing employees
- Surveillance Equipment
- Televisions/VCR
- Vehicle leasing or rental agreements
- Vehicle parts, service, or maintenance
- Video Cameras (other than vehicle mounted)/film

In addition, this program will not provide funding for any items or position(s) 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.

2. Fiscal Year and Cognizant Federal Agency

Prior to drawing down funds for this award, the recipient must provide the Control Desk, Office of the Comptroller, with the recipient organization's fiscal year and the name of the recipient organization's Cognizant Federal Agency.

Why This Condition: In order to ensure that your agency is in compliance with Federal audit requirements and OMB regulations, the Office of the Comptroller and the Cognizant Federal Agencies must coordinate tracking of all Federal funds awarded under grants. To accomplish this, we need your cooperation in gathering the information.

What You Should Do: This information was requested in the application form you submitted for COPS Tribal Resources Grant Program. In most cases this condition has been satisfied. However, if you did not provide this information, your Cognizant Federal Agency is the Federal department or agency that provides you with the most Federal money. It may have been assigned to your jurisdiction previously. If this is your first Federal grant, your Cognizant Federal Agency is the U.S. Department of Justice. Please contact your grant program specialist if you have any questions about the identity of your Cognizant Federal Agency.

3. Supplementing, Not Supplanting

The COPS statute requires that grant funds may not be used to replace state, local, or Bureau of Indian Affairs funds that would not be made available in the absence of Federal COPS grant funding. This means that Tribal Resources Grant Program funds must be used to increase the amount of state, local, or Bureau of Indian Affairs funds otherwise budgeted for the grant purposes as of November 1, 1999, plus any additional state, local, or Bureau of Indian Affairs funds budgeted for these purposes after that date.

Why This Condition: The Public Safety Partnership and Community Policing Act of 1994 specifically states that Federal funds under the COPS programs may not be used to supplant existing local, state, or Bureau of Indian Affairs funds, which otherwise would have been made available for these purposes.

What You Should Do: Tribal Resources Grant Program grantees may not use grant funds to pay for any sworn officer positions that the grantee has already committed to fund with state, local, or Bureau of Indian Affairs funds. Instead, the grant funds may be used only to hire and fund new, additional sworn officer positions after the official award start date to increase the grantee's "baseline" of state, local, or Bureau of Indian Affairs positions. If a grantee committed to hire 10 new officer positions the grantee must hire those 10 officer positions with the committed Bureau of Indian Affairs funds and then also hire 5 additional officers with the grant funds. You may, however, transfer a veteran officer to community policing position and use COPS funds to hire a new officer to replace the redeployed veteran.

Similarly, COPS Tribal Resources Grant Program funds must be used to purchase technology and equipment that is in addition to purchases that the grantee has obligated or funded to pay in the current budget. Funds currently allocated to purchase technology or equipment may not be reallocated to other purposes or refunded.

In addition, a grantee may not reallocate state, local, or Bureau of Indian Affairs funds from one area with the law enforcement budget to another as a result of applying for or receiving Tribal Resources Grant Program funds. For example, grantees who have budgeted to pay for 10 new, additional officer positions may not reallocate those funds to pay for any other law enforcement cost as a result of applying for Tribal Resources Grant Program funds for additional officer positions. Grantees also may not reallocate funds from within their law enforcement budget to pay for the required local match to the Tribal Resources Grant Program grant, but must obtain other sources of local match funds in addition to the state, local, or Bureau of Indian Affairs funds which otherwise would be budgeted for law enforcement purposes.

To meet this grant condition, you will need to ensure that:

- Each officer that you hire under the COPS Tribal Resources Grant Program 2000 is newly hired after August 1, 2000 unless an exception is authorized in writing by the COPS Office.
- The officer(s) that you are hiring brings your force to a number over and above your budgeted (funded) sworn force as of November 1, 1999.
- During the life of your grant, you must continue to hire as many new, locally funded officers as you would have if you had not received your grant. (You may not cancel or postpone spending money in your budget that is committed to hiring other new officers.)
- You must take positive and timely steps to fill vacancies and locally funded sworn force positions that were created on or after your grant award date by retirement, resignation, or other reasons with new officers ***other than your COPS Tribal Resources Grant Program officer***. Again, exceptions may be authorized by the COPS Office.

A “career law enforcement officer” is an officer hired on a permanent basis who is authorized by law or by a state or local public agency to engage in or supervise the prevention, detection, or investigation of violations of criminal law.

4. Retention

Your agency is expected to implement its plan to retain the positions funded by the COPS Tribal Resources Grant Program at the conclusion of the grant.

COPS funded positions must be retained over and above the previously locally funded number of positions in the law enforcement agency for at least one local budget cycle beyond the conclusion of Federal funding. These positions can be retained using state, local, other non-federal funding, or funding from the Bureau of Indian Affairs.

Why This Condition: The Public Safety Partnership and Community Policing Act of 1994 envisions that positions for officers should be maintained by localities beyond the Federal funding period. The local match and the provision of a decreasing Federal share were established to enable communities to adequately plan for paying the salaries and benefits of the new officers without burdening them with the full cost of hiring a new officer. It is up to your agency to determine how the Federal share decreases from year to year. Please refer to your application budget information sheet that you provided to the COPS Office to review your Federal/local share plan.

What You Should Do: Your retention plan should *focus on maintaining the officer position rather than a specific officer beyond the life of the grant*. If, for any reason, the officer originally filling the position funded by the COPS Tribal Resources Grant Program grant leaves your department, you are requested to fill the position with a new officer.

5. Reports

In order to assist the COPS Office in the monitoring of the award, your agency will be responsible for submitting annual Progress Reports and quarterly Financial Status Reports.

Why This Condition: The Public Safety Partnership and Community Policing Act of 1994 and other Federal regulations and policies require that financial assistance provided by the Federal government be monitored carefully to ensure the proper use of Federal funds. In addition, the COPS Office seeks to document, on a continuing basis, the progress of our programs and our grantees.

What You Should Do: This grant condition is to make you aware of your responsibilities in assisting us with reporting requirements. These reports are discussed extensively in Section VI of this manual. To meet this condition, you will fill out one Program Progress Report per year and four Financial Status Reports per year.

6. Extensions

Requests for extensions, without additional funding of the grant award period should be submitted in writing to your grant program specialist within 90 days of the official end date of the award.

Why This Condition: Under Federal regulations, requests to extend the grant period require prior approval. Without an approved extension, your funding will be automatically stopped at the end of the grant period.

What You Should Do: In an effort to reduce the number of extensions during the grant period, the COPS Office asks that you delay any request for an extension until 90 days prior to the official end date of the award. When the COPS Office receives and approves your extension request, we will ensure that you have continued access to your grant monies.

7. Evaluation

The COPS Office may conduct national evaluations of the community policing activities of its grantees and other COPS-funded initiatives. The grantee agrees to cooperate with the evaluators.

Why This Condition: The Public Safety Partnership and Community Policing Act of 1994 states that evaluations of the program may be carried out or commissioned by the Attorney General for the furtherance of the purposes of the Act. The COPS Office plans to conduct evaluations to determine what programs are working, how programs may be improved, and why certain programs are working better than others.

Specifically, the COPS Office may assess the way in which you implement your community policing program. In some jurisdictions, COPS staff or evaluators may study the effectiveness of funded programs, projects, and activities. Evaluators may collect information about the programs' effect on crime, victims of crime, and the quality of life in communities. In addition, they may ask questions about how residents feel about community policing and how police feel about their work. This information will be useful to other communities and police agencies across the country.

What You Should Do: When evaluations are undertaken, you may be contacted in writing with specific requests for information. In general, evaluators may need to speak with individuals in your department, observe activities of your department, and obtain written reports about and from your department. You will be asked to facilitate any site visits and information-gathering activities. In addition, you will be asked to provide accurate and timely information about your grant activities.

8. Grant Owner's Manual

The grantee agrees to abide by the terms, conditions, and regulations as found in the COPS Tribal Resources Grant Program Grant Owner's Manual (and the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) 28 C.F.R Part 66.

Why This Condition: This manual has been tailored to inform you of the policies, procedures, and regulations that apply to your grant. You will be responsible for the information and rules contained in this manual. More detailed guidance can be requested through your grant program specialist.

What You Should Do: Please read the entire COPS Tribal Resources Grant Program Grant Owner's Manual carefully prior to signing the grant Award Page. If you have any questions, please contact your grant program specialist. When you sign the Award Page, you should ensure that the proper reporting and financial systems are in place to satisfy the requirements.

9. Employment Eligibility

The grantee agrees to complete and keep on file, as appropriate, an Immigration and Naturalization Service Employment Eligibility Verification Form (I-9). This form is to be used by recipients of Federal funds to verify that persons are eligible to work in the United States.

10. Contracts with Other Jurisdictions

Tribes whose law enforcement services are provided by local policing agencies through a contract arrangement are not eligible under Tribal Resources Grant Program COPS program. In addition, technology and equipment that has been funded under this program cannot be utilized by other agencies unless it exclusively benefits the population that you serve. For example, if you receive funding for five computers, you cannot loan two computers to a neighboring county.

11. Criminal Intelligence Systems

If any part of the funded project is subject to the requirements of the Criminal Intelligence Systems Operating regulations, 28 C.F.R. Part 23, the grantee agrees to comply with this federal regulation and submit a system operating manual to the COPS Office for approval.

Why This Condition: If your COPS Tribal Resources Grant Program grant provides funding to purchase, maintain, or enhance equipment (hardware or software) that will enable your agency to receive criminal intelligence information, store it, exchange it with other agencies, disseminate it or analyze it, then you may be operating an interagency criminal intelligence system subject to mandates of 28 C.F.R. Part 23. This federal regulation exists to ensure that your agency operates and maintains such a system in compliance with the constitutional and privacy rights of individuals. 28 C.F.R. Part 23 also provides guidance that will assist you in understanding the applicability and operating principles of criminal intelligence systems.

What You Should Do: If you think that your COPS Tribal Resources Grant Program grant may have provided funding for a system as described above, please take the following step:

- Complete the self-certification form which will be sent to your agency under separate cover.

The self-certification form will ask you to review 28 C.F.R. Part 23 and then ***please mark all boxes*** that apply to your situation.

- If you conclude that Part 23 does not apply to your agency despite the receipt of COPS Tribal Resources Grant Program equipment grant funds, check the box, sign and return the enclosed Certification A:
- If you conclude that Part 23 does apply to your agency, including the operating principles set forth in 28 C.F.R. Part 23.20, check the box and sign and

return the enclosed Certification B: (If you choose Certification "B" then you must also choose one of the following three.)

- If you conclude that Part 23 does apply to your agency and you have in place operating procedures that in your judgement comply with Part 23, including an operations manual governing all aspects of your Criminal Intelligence System.
- If you conclude that Part 23 does apply to your agency and you have a Criminal Intelligence System operations manual in the development stage but not yet finalized.
- If you determine that Part 23 does apply to you but your agency cannot in good faith comply at this time with the requirements of having in place the necessary procedures and safeguards for operating a Criminal Intelligence System, and you do not have in place or under development the required operations manual.

12. Sole Source Justification

Grantees who have been awarded funding for the procurement of an item in excess of \$100,000 and who have already identified a vendor must provide a written sole source justification to the COPS Office prior to obligating, expending, or drawing down grant funds for that item.

Why this condition: In general, grant recipients are required to procure funded items through open and free competition. However, in some instances, grantees may already have determined that competition is not feasible.

What you should do: If you have received an award for an item or service in excess of \$100,000, and have already identified a vendor through the solicitation of only one source, you must provide a written justification that explains why it is necessary to contract noncompetitively.

The initial determination that competition is not feasible can be made if one of the following circumstances exists:

1. The item or service is available only from a single source;
2. A competitive solicitation would create an undesirable delay affecting the grantee's ability to meet program requirements; or
3. A number of sources were solicited but were considered inadequate.

The COPS Office will review your request and the supporting information that you provide and will make a determination as to whether or not an exception can be granted to the general rule regarding competition. ***Please use the format described in Section 2, Assessing Grant Funds, when submitting your justification for non-competitive procurement to your grant program specialist.***

Assurances & Certifications

In addition to the grant conditions, your agency remains bound by the signed Assurances and Certifications that it provided to the COPS Office upon application to the Tribal Resources Grant Program.

Although the U.S. Department of Justice has made every effort to simplify the process for applying for and receiving grants, provisions of Federal law require us to seek your certification regarding certain matters. Most of these Assurances and Certifications apply to all grants provided by the Federal government. When you have completed your original application, the Assurances and Certifications that you agreed to by signing the application were included in the application kit. Another copy of the Assurances and Certifications is contained in Appendix B of this manual. If you have any questions about them, please contact your grant program specialist.

Accepting the Grant Award

After you have reviewed the conditions of the award and your agency agrees with those conditions, you are ready to accept the award. At the bottom of the Award Page are three signature lines. The Director of the COPS Office has signed the Award Page indicating approval of your grant, an obligation of Federal funds to your organization, and our commitment to the award. To officially begin the grant and to be able to draw down your funds, ***your law enforcement executive and government executive*** must sign the Award Page and return the original copy to:

***COPS Tribal Resources Grant Program
Office of Community Oriented Policing Services
1100 Vermont Ave., NW
7th Floor
Washington, DC 20530***

(For overnight delivery, please use 20005 as the zip code.)

Faxed awards cannot be accepted.

Who should sign the award for my agency?

The law enforcement executive and government executive who have final responsibility for all programmatic and financial decisions regarding this grant award must sign the Award Page. The police chief or director of public safety is generally the law enforcement executive. The head of the tribal government is the government executive. If you have any questions as to who should sign the award, please contact your legal advisor.

When do the grant materials need to be returned?

You must return the signed Award Page within 90 days of your receipt of it. No funds may be released until we have received your signed Award Page, your budget has received final clearance, and any other relevant grant conditions particular to your agency have been satisfied.

If you require an extension for accepting the award beyond the 90-day time frame from the postmark date, please request it in writing, stating the reason for the delay.

What are the specific rules regarding termination of grant funding?

The COPS Office has the right to sanction or to terminate your project when there is reason to believe through periodic monitoring or review that you:

- Are not substantially complying with the requirements of the Act, the guidelines or with other provisions of Federal law;
- Are failing to make satisfactory progress toward the goals or strategies in your application and information, as reflected by performance and status reports;
- Do not adhere to grant agreement requirements or conditions;
- Propose substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding;
- Do not submit reports (in a timely manner);
- File false certification in connection with an application, periodic report, or other document submitted to the COPS Office or to the Office of the Comptroller; or
- Provide other good cause for termination as determined by the COPS Office.

In these instances, we may:

- Temporarily withhold payments pending correction of the situation;
- Disallow all or part of the cost of the activity or action not in compliance;
- Wholly or partly suspend or terminate the current award;
- Require that some or all of the grant amounts be remitted to the U.S. Department of Justice;
- Condition a future grant or elect not to provide future grant funds until appropriate actions are taken to ensure compliance;
- Withhold further awards for the program;
- Recommend civil or criminal enforcement by other agencies; or
- Take other remedies that are legally available.

In the event that sanctions are imposed or a grant is terminated, you will be notified in writing of our decision and the reason(s) for that decision. You also will receive reasonable time to either discontinue operations or seek support from other sources.

How are changes to the grant made?

You must seek prior approval if you plan to make grant changes relating to any of the following issues:

- Changes in number of officers that will be hired under your COPS grant;
- Extensions (allows you to lengthen the grant period to ensure three full years of COPS funding for positions, if applicable);
- Salary and benefit changes resulting in decrease of award amount;
- Major programmatic changes;
- Major budget changes (e.g., your department was awarded 4 computers, but will purchase 5 with the same amount of money); or
- Changes in plans to retain positions following the expiration of the COPS Grant.

In order to make one of these changes, you will need to submit your plans in writing to the COPS Office for prior approval. Please document your reasons for the proposed changes and add any other information that will assist us in reviewing the changes.

Extending the grant

No-cost time extensions will be given, if necessary, to grantees in order to complete grant requirements and draw down all grant funds. Extensions do not affect the amount of the grant, only the end date of the grant. If extensions to complete grant requirements are necessary, they may be requested 90 days before the end of the grant period. The COPS Office will send information to you regarding the criteria and procedure for an extension before the end of the initial grant period.

Modifying the grant

You must seek prior approval if you plan to make grant changes relating to any of the following issues:

- key personnel change(s);
- salary and benefit changes;
- major programmatic changes;
- major budget changes (e.g. your department was awarded 10 laptop computers, but will purchase 12 with the same amount of money).

In order to make one of these changes, you are required to submit your plans in writing to the COPS Office for prior approval. Please document your reasons for the proposed changes and any information that will assist us in reviewing the changes.

Withdrawing from the Grant

The COPS Office allows grantees to request that their Tribal Resources Grant Program be withdrawn at any point during the grant period. However, if Federal funding has been drawn down grantees must comply with all COPS grant conditions such as the local match and the retention planning requirement.

If you wish to withdraw from your Tribal Resources Grant Program you must submit your withdrawal request and the reason(s) for withdrawing in writing to the COPS Office for prior approval. Please provide any documentation or information that will assist us in reviewing your request.

Other questions about accepting the grant

If for any reason you have questions about accepting this grant, please contact your grant program specialist by calling 1-800-421-6770.

If you have decided not to accept this grant, please send us a letter advising us of your decision. However, prior to deciding not to accept your COPS Tribal Resources Grant Program grant, please contact your grant program specialist to discuss other options. If, for example, between the time you submitted the application and received an award, the person you intended to hire has decided not to accept the position, you may request an extension of the grant period.

Section **2**

Tribal Resources Grant Program

Grant Owner's Manual

Accessing Grant Funds

II. Accessing Grant Funds

Justification for Non-competitive Procurement

If you have any questions regarding the Federal Government requirements that guide procurement procedures, please call 1-800-421-6770. All grantees must follow the regulations listed in 28 C.F.R. 66.36 Procurement. If you have determined that non-competitive procurement applies to your award, you must request, in writing, an exception to the general rule regarding competition using the following format:

Paragraph 1 – A brief description of the program and what is being contracted for

Paragraph 2 – Explanation of why it is necessary to contract noncompetitively, including the following:

- Expertise of the contractor
- Management
- Responsiveness
- Knowledge of the program
- Experience of contractor personnel
- Results of a market survey to determine competition availability or, if one was not conducted, explain why not

Paragraph 3 – Time Constraints

- When contractual coverage is required and why
- Impact on program if dates are not met
- How long it would take another contractor to reach the same level of competence (equate to dollars, if desired)

Paragraph 4 – Uniqueness

Paragraph 5 – Other points that should be covered to “sell the case”

Paragraph 6 – A declaration that this action is in the “best interests” of the agency

Requests for noncompetitive procurement should be sent to:

***COPS Tribal Resources Grant Program Control Desk
Office of Community Oriented Policing Services (COPS)
1100 Vermont Avenue NW
Washington, DC 20530***

This section provides information about how you receive funds and gives answers to payment related questions. If you are a new grantee to the COPS Office, you should receive a packet of financial related documents shortly after receipt of your award package. This packet will contain all of the information that you need to set up your payment method and a Financial Guide to assist you with financial management and grant administration.

Payment Methods

There are two methods of payment that you can use to access your grant funds: PAPRS and LOCES. In emergency situations, you may use a Revised H-3 (Request for Payment). Your use of the Revised H-3 must be cleared with an Office of the Comptroller Accountant prior to submission.

The following explanation of payment methods will assist you in determining which payment method you would like to use in accessing your COPS grant funds.

PAPRS - Phone Activated Paperless Request System

PAPRS replaces the paper form H-3 (Request for Payment) requests by enabling grantees to use their touch-tone telephone to request funds. Approved payment requests will be automatically scheduled for payment by the U.S. Treasury. The system also provides online information to grantees about the status of their requests.

If you do not have a touch-tone phone, please contact the Accounting Division helpline at 1-800-458-0786.

How do we set up a PAPRS account?

If you are a new grantee to the COPS Office, you should receive a packet of financial related documents shortly after receipt of your award package. This packet will contain all of the information that you need to set up your payment method. You will receive a PAPRS user's manual under a separate cover from the Office of the Comptroller, Accounting Division. Once you receive your OJP Vendor Number (which may or may not be the same as your taxpayer identification number) and PIN number, you can follow the directions in the user's manual to access your funds.

LOCES - Letter of Credit Electronic Certification System

LOCES is a modem communication system that allows recipients of COPS funds to electronically request payment from any of their grant funds and receive direct deposit to their bank accounts within 48 hours. You will need a computer with a dedicated modem.

1. To make requests for payments through LOCES, you must have a personal computer operating DOS 3.1 or higher. We recommend a 28.8 baud modem.

2. Complete and return the LOCES Automation Survey form. Upon receipt, your LOCES software will be customized for your use and forwarded to you.
3. Complete an ACH Vendor/Miscellaneous Payment (SF 3881) enrollment form and forward to your bank.

A complete LOCES form and manual package may be requested by contacting the Accounting Division helpline at 1-800-458-0786. In addition, the Accounting Division can provide technical assistance on using the LOCES system.

What are the benefits of LOCES?

The LOCES method is a completely computerized method of payment. It also allows you to file your quarterly Financial Status Reports (SF-269) electronically.

LOCES allows you to electronically request and receive grant funds.

Setting up Your Account

How do I fill out the payment enrollment forms?

In the packet of financial documents you received is an Automated Clearing House (ACH) Vendor/Miscellaneous Payment (SF 3881) enrollment form. The ACH Vendor/Miscellaneous Payment (SF 3881) enrollment form needs to be filled out regardless of the payment method. You must return this form to the Office of the Comptroller, U.S. Department of Justice, 1100 Vermont Avenue, NW, 2nd Floor, Washington, DC 20530, prior to trying to access your funds. The "Agency Information" section has been filled out by our Accounting Division. Your agency needs to fill out the "Payee/Company Information" section following the directions on the back of the form. You also need to provide the grant number (printed on the award page) on this form. Then you must have your financial institution complete the "Financial Institution Information" section and have the appropriate financial official sign the form.

If you are already a COPS grantee, you should already have selected one of the two payment methods and filled out an ACH Vendor/Miscellaneous Payment (SF 3881) enrollment form. If you have any questions, please call the Accounting Division helpline at: 202-307-5909.

Do I need a Financial Status Report to open my account?

As part of Federal auditing requirements, your agency has to complete a Financial Status Report (Standard Form 269) quarterly. Payment requests will be denied if the current 269 is overdue. Please make blank copies of the form (both sides) provided in your award packet and retain them for future use. This form is a report of your expenditures for the grant. The Financial Status Report is due 45 days following the end of a calendar quarter (calendar quarters end March 31, June 30, September 30, and December 31). Even when you have not expended any funds during a quarter, the Financial Status Report should be submitted with zeros in the appropriate spaces.

When setting up your account, check to see when the last quarter ended and fill out a Financial Status Report to reflect the amount of your agency's expenditures for the grant during that quarter and submit the form along with the ACH Vendor form. For the rest of the year, please submit Financial Status Reports no later than May 15, August 15, November 15, and February 15.

Completing the Financial Status Report does not mean that you will be reimbursed for the amount you show as being expended. You must still request payment through PAPRS or LOCES (see the section on payment methods).

For more information, see the section of this manual entitled Reports.

Additional Payment Questions

Can we receive advances?

Yes. If you receive funds through electronic transfer, the period allowed is 10 days in advance. If you receive funds by Treasury check, the period allowed is 28 days in advance.

In general, the concept of "minimum cash on hand" applies to COPS grants. The minimum-cash-on-hand concept requires that you request funds based upon immediate cash disbursement needs. You should time your request for payment to ensure that Federal cash on hand is the minimum that you need to make your immediate salary and fringe benefit payments. There should be no excess Federal grant funds on hand, except for approved advances discussed above.

The Federal Government has four basic rules regarding advances. Advances can be terminated if the grantee:

- Is unwilling or unable to attain project goals;
- Maintains excess cash on hand;
- Does not adhere to the terms and conditions of the grant; or
- Fails to submit reliable and timely reports.

How often do we request reimbursement of costs?

There are no definitive guidelines on how often you should request reimbursements. But only reimbursements for training, technology and equipment, actual salaries and benefits of COPS Tribal Resources Grant Program officer(s) can be made.

Can we earn interest on our grant funds?

You should minimize the time between your draw down of grant funds and your payment of grant costs. You need to account for interest earned on advance of Federal funds as follows:

- You may keep interest earned on all advances of Federal grant funds up to \$250 per fiscal year; and
- Annually pay back interest earned (over and above \$250 per fiscal year) on advances of Federal grant funds to the U.S. Department of Health and Human Services, Payment Management Systems, Rockville, MD 20852.

Section **3**

Tribal Resources Grant Program

Grant Owner's Manual

Meeting the Local Match

III. Meeting the Local Match

The COPS Tribal Resources Grant Program provides up to 75 percent of the cost of allowable items. Grantees are responsible for at least 25 percent of the total cost of allowable items unless the requirement of a local match has been waived in whole or in part. The match must be a cash match and contributions may be applied at any time during the life of your grant, provided that the full matching share is obligated by the end of the grant period. The local match may not be paid from funds already budgeted for a specific law enforcement purpose. (You may not reallocate funds from within your law enforcement budget to pay the local match). The local match must be in addition to funds previously budgeted for specific law enforcement purposes.

Matching Funds

What are some sources of matching funds?

Sources for match requirements may include:

- Program income funds from asset forfeitures;
- Funds from state or local government that are committed to matching funds for your program;
- Funds from Federal programs which specifically authorize use as matching funds, such as the Housing Community Development Act of 1974 or the Equitable Sharing Program or Bureau of Indian Affairs Funding; or
- Funds contributed by private sources.

When and how must the match be made?

Matching contributions may be applied at any time during the life of your grant provided that the full matching share is obligated by the end of the grant period. ***In addition, as a percentage of the total, the local share must increase every year during the grant period and the Federal share must decrease.*** This means that if you received \$60,000 from the Federal government for your COPS Tribal Resources Grant Program officer, you could spend the Federal share at \$38,000 for year one, \$15,000 for year two, and \$7,000 for year three and meet this requirement. If you have any questions about adjusting your match from what is stated in your budget, please contact your grant program specialist or financial analyst.

Should I maintain records of the match?

You should maintain records of your local share. These records should clearly show the source of the match, the amount of the match, and when the match was contributed.

Waivers

Can the matching requirement be waived?

In order to maximize the number of communities that can take advantage of COPS grants, waivers of the local match are considered. ***Waiver requests will only be considered when a jurisdiction makes the request at the time of application.*** Applicants that are able to provide satisfactory documentation of severe fiscal distress are eligible for waivers. Except in extreme situations, requests for waivers after an award has been made will not be considered.

How are waivers granted?

It is the burden of the jurisdiction to demonstrate extreme fiscal distress at the time of application. Waivers fall under two categories: ***presumptive*** and ***case by case***. If, at the time of application, the applicant is declared bankrupt by a court of law or placed in receivership by the state or Federal government, a presumptive waiver is granted. Case by case waivers are reviewed based on a demonstration of severe fiscal distress, including:

Waivers of the local match are granted only in cases of severe fiscal distress.

- Budgetary imbalance or expenditure cutbacks resulting in significant reductions in other services provided by the applicant;
- Significant lay-offs of personnel with the applicant department;
- Significant downgrading of applicant's bond rating due to fiscal stress;
- Location within an area in which a declaration of major disaster has been made pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act; or
- Other circumstances demonstrating severe fiscal distress.

How are we notified about whether we received a waiver or not?

The cover letter and financial clearance memo in your grant award package will indicate whether your request for a waiver was granted. If you received a waiver and have additional questions, please contact your grant program specialist.

Please note that even if you did receive a waiver, you are still required to develop and implement your retention plan for the continuation of the funded activity following the conclusion of the Federal assistance.

How do we appeal the denial of a waiver?

If your waiver request was denied and you would like to appeal the decision, please make your appeal in writing to:

***U.S. Department of Justice
Office of Community Oriented Policing Services (COPS)
Attn: Assistant Director for Grants Administration
1100 Vermont Avenue, NW
Washington, DC 20530***

(For overnight delivery, please use 20005 as the zip code.)

Section **4**

Tribal Resources Grant Program

Grant Owner's Manual

Financial Record Maintenance

IV. Financial Record Maintenance

Under your COPS Tribal Resources Grant Program grant, you are required to establish and maintain accounting systems and financial records to accurately account for funds awarded and disbursed. These records need to include both Federal and matching funds.

Accounting Systems

You need to establish and maintain accounting systems and financial records to accurately account for funds awarded to you. These records should include both Federal funds and matching funds of state, local and private organizations.

Your accounting system should:

- Present and itemize approved costs of training, equipment, technology, and salaries and benefits and show the actual costs of these items;
- Assure responsible use of grant funds;
- Assure that funds are spent in conformance with your grant conditions; and
- Be able to provide the necessary information for periodic review and audit.

What records should be kept?

Your fiscal control and accounting systems should enable you to make accurate, current, and complete disclosure of the financial activity under your COPS Tribal Resources Grant Program grant. Your accounting records should contain information showing expenditures under the grant and must be supported by items such as payrolls, time and attendance records, canceled checks, or similar documents.

You must adequately safeguard grant funds and make sure that they are used for authorized purposes. You will be responsible for refunding expenditures disallowed by auditors.

How long should documents be kept?

All financial records, including payroll, time and attendance records, canceled checks, and similar documents associated with your COPS Tribal Resources Grant Program grant should be kept for at least three years from the grant closing audit report date. If any litigation, claim, negotiation, audit, or other action involving these records has been started before the end of the three year period, the records should be kept until completion of the action. These records should be easily located and should be properly protected against fire or other damage.

Records should be kept for at least three years from the grant closing audit report date.

You should maintain your records so that you can identify them by grant year or by your fiscal year, whichever you find more convenient.

What if we have more than one grant?

If you have more than one Federal grant, funds received under one project may not be used to support another project. Your accounting systems and financial records must reflect expenditures for each project separately.

Federal funds may be used to meet your match only if they are specifically approved by the COPS Office. If Federal funds are being used to meet your match, your accounting system should accurately document how the funds are being used and the programmatic intent of the match funds.

Who may access our records?

Authorized Federal representatives, including the representatives of the U.S. Department of Justice and the Comptroller General for the U.S., may access these records as long as they exist for the purposes of making audits, examinations, excerpts, or transcripts.

Section **5**

Tribal Resources Grant Program

Grant Owner's Manual

Federal Audit Requirements

V. Federal Audit Requirements

State and local governments previously subject to audit requirements under OMB Circular A-128 will be subject to audit requirements under revised OMB Circular A-133, as amended.

Audit Requirements

Who must have an audit?

State and local governments, nonprofit organizations, and institutions of higher education are governed by OMB Circular A-133, as amended. Whether an audit is required under this circular is dependent upon the amount of Federal funds that can be audited during the recipient's fiscal year. If the organization receives \$300,000 or more per year in Federal funds, the organization must have an organization-wide financial and compliance audit.

State and local governments, nonprofit organizations, and institutions of higher education receiving less than \$300,000 a year in Federal awards are exempt from Federal audit requirements, but records must be available for review by appropriate officials of the Federal grantor agency or subgranting entity.

Commercial (for profit) organizations shall have financial and compliance audits performed by qualified individuals who are independent from those who authorized the expenditure of Federal funds. This audit must be performed in accordance with Government Auditing Standards. The audit thresholds contained in OMB Circular A-133, as amended, apply.

What is an organization-wide financial and compliance audit?

An organization-wide financial and compliance audit is an audit conducted by an independent auditor covering the entire operations of the state and local government, nonprofit organization, and institution of higher education. At the option of a particular government entity, an organization-wide financial and compliance audit can be performed only on the specific departments or agencies that will receive, expend, or otherwise administer Federal funds during the fiscal year, rather than on the entire state or government entity.

What is a "single audit"?

The "single audit" is an audit made by an independent auditor covering the entire operations of the state or local government. At the option of that particular government, a single audit can be performed only on the specific departments or agencies that will receive, expend, or otherwise administer Federal monies during that year, rather than on the entire state or local government entity.

What is the purpose of an audit?

Audits review your administration of grant funds, including your local cash match. Audits specifically determine whether:

- You have established an accounting system which will provide reasonable assurance that your organization is managing the COPS Tribal Resources Grant Program funds in compliance with the laws and regulations documented in this manual and in the assurances which were part of your application. Your accounting system must provide for adequate review and control by your authorized officials to provide accountability for grant draw-down amounts, grant payments for training, salaries and benefits, and purchases of technology and equipment, as well as matching fund payments and bank account balances;
- You or your financial manager have prepared financial statements that are accurate and in accordance with generally accepted accounting principles;
- You have prepared financial reports, including Financial Status Reports, cash reports, and claims for advances and reimbursements which contain accurate and reliable financial data, and are represented in accordance with the conditions of your COPS Tribal Resources Grant Program and the Tribal Resources Grant Program Grant Owner's Manual; and
- You have spent the grant funds in accordance with the conditions of your Tribal Resources Grant Program grant and provisions for Federal law that may bear on your financial statements.

What are the audit requirements?

If an auditor becomes aware of any issues or illegal acts, the auditor is required to give prompt notice of the problem to the management official in your department. The management official is required to promptly notify your Cognizant Federal Agency of the issues or illegal acts and of the proposed and actual actions to solve the problem.

The COPS Office must inform the appropriate officials, including state and local law enforcement agencies or prosecuting authorities, of any known violations of the law within their respective areas of jurisdiction. Your auditor may request from you the CFDA number for the Tribal Resources Grant Program. That number is 16.710.

Audit Reporting Requirements

What is the due date of audit reports?

- 1) A grantee whose fiscal year begins before July 1, must submit an audit report within 13 months after the fiscal year ends.
- 2) A grantee whose fiscal year begins on or after July 1, must submit an audit report within 9 months after the fiscal year ends.

Where are the audit reports to be submitted?

Audit reports are to be submitted to your Cognizant Federal Agency and to other Federal agencies that provide direct Federal funding to your organization.

A Cognizant Federal Agency is generally the agency that provides you with the most Federal money. If this is the first Federal grant that your organization has received, the Department of Justice is your Cognizant Federal Agency. In that case, your audit reports should be sent to:

***Federal Audit Clearinghouse
Bureau of the Census
1201 10th Street
Jeffersonville, IN 47132***

If this is not your first Federal grant, please check with your financial analyst or the auditor within your department to determine which agency is your Cognizant Federal Agency.

What if there are problems with our audit report?

Your management officials will need to develop recommendations for timely action that will resolve issues that the audit identifies. Prior to your audit, you must develop policies and procedures for action on audit recommendations. These policies and procedures should designate officials to be responsible for:

- Follow-up on audit findings;
- Maintaining a record of the actions taken on recommendations and time schedules;
- Responding to and acting on audit recommendations; and
- Submitting periodic reports to the Cognizant Federal Agency on recommendations and actions taken.

How are audit requirements monitored?

The Office of the Comptroller, in coordination with the COPS Office, will track audit requirements. Audit reports will be tracked until all issues are resolved and the audit is closed.

How can our agency receive technical assistance with audit requirements?

The Office of Justice Programs, at the U.S. Department of Justice, is available to provide you with technical assistance in implementing audit requirements when the U.S.

Department of Justice is your assigned Cognizant Federal Agency. You may receive technical assistance on the following matters by contacting:

Denise Christodoulopoulos
OJP Audit Liason
810 7th Street, NW
Washington, DC 20531
(202) 616-5968

- Review of audit arrangements;
- Review of audit programs or guides to be used for the conduct of the audit; and
- On-site assistance in performing the audit, when necessary, as a result of complex problems that may arise.

What are the consequences of not complying with audit requirements?

Future grants will not be awarded to any applicant who has an overdue audit report or an open audit report, if the grantee has not attempted to respond or has taken no action to resolve findings. You must be in compliance with the audit requirements to receive grant funds. Exceptions to this policy are by the recommendation of the Office of the Comptroller.

Section **6**

Tribal Resources Grant Program

Grant Owner's Manual

Reports

VI. Reports

Periodically, you will be asked to provide two types of reports: Program Progress Reports and Financial Status Reports. Funds and future awards may be withheld if reports are not returned or are excessively late.

Program Progress Reports

There are two types of program Progress Reports:

The Department Initial Report - This report is required only once during the life of the grant, and must be returned within 45 days of receipt.

The Department Annual Report - This report is required once a year during the life of the grant. It will be mailed to the grantee and must be completed and returned within 45 days of its receipt.

How often will Progress Reports be requested?

The Department Annual Report will be requested once a year. The Department Initial Report is requested only once during the life of the grant.

What kind of information will these reports require?

These reports will request information about the status of your grant in terms of selection, hiring, or training; characteristics of the officers you have hired; descriptions of officer activities; purchase of equipment and technology; and general information about your department. You also will be asked about progress you have achieved in implementing community policing.

Financial Status Reports

How will grant funds be monitored?

The Office of the Comptroller monitors the financial aspects of your grant through financial reports, meetings, telephone contacts, reports, audits, review of grant change requests, and special request submissions. In specific cases, information may be requested during an on-site visit.

How do I file Financial Status Reports under PAPRS?

Under the COPS PAPRS system, you are required to complete and return quarterly Financial Status Reports (SF-269) within 45 days after the end of the calendar quarter. The Financial Status Reports request information on your monies spent including amounts for Federal expenditures, local matching contributions and the unobligated balance of the award.

How do I file Financial Status Reports under LOCES?

Under the LOCES payment method, you are required to complete and return quarterly Financial Status Reports (SF-269) within 45 days after the end of the calendar quarter. However, you have the option of completing those reports electronically each quarter.

Cash Reconciliation Reports

The Office of Comptroller, Accounting Division, will send you on a semiannual basis a Cash Reconciliation report. This report includes all cash activity related to your grant award during the period. You will need to verify the accuracy of that report. No response is necessary if the information reflected in the report is in agreement with your accounting records. If the information differs from your accounting records, please notify the Accounting Division in writing outlining the identified differences.

How to Report Violations (Fraud, Waste, and Abuse)

If you suspect any alleged violations, serious irregularities, or acts that may result in the use of public funds in a manner inconsistent with the Public Safety Partnership and Community Policing Act of 1994 or the purposes of this grant, please report such to the U.S. Department of Justice Inspector General Hotline at 1-800-869-4499. We would greatly appreciate your cooperation to help us ensure that these Federal grant funds are spent responsibly.

Section **7**

Tribal Resources Grant Program

Grant Owner's Manual

When the Grant Period Ends

VII. When the Grant Period Ends

Grant Close Out

At the end of your grant period, the COPS Office is responsible for the “close out” of your grant. To fulfill this requirement, we must determine that you, as well as the COPS Office, have completed all of the work required of the grant.

Within 90 days of the end of the grant period, you will be asked to submit final financial and program reports. These reports will be very similar to the reports discussed in Section VI.

Final Financial Status Report

The final Financial Status Report of your grant award is due within 90 days after the end of the grant period. (Example: If the training and equipment award period is August 1, 2000 to July 31, 2001, the final report is due by October 31, 2001) This final report should reflect the ***total amount of Federal expenditures, the total amount of matching contributions and, the amount of unobligated funds***, if any. Any unobligated or unspent funds will be deobligated from the award amount.

When should all of the grant monies be spent?

Grant funds must be obligated by the end of the grant period. Obligated funds cover expenses that you have incurred but not yet paid. Grant funds that have been obligated will have 90 days after the end of the grant period in which to be expended. Any grant funds that you do not request payment for at the end of the 90 days will revert to the COPS Office.

Final Progress Report

Within 90 days of the end of your grant award period, the COPS Office will ask you to submit a final Progress Report. The final Progress Report and its instructions will be mailed to you in the third year of your grant. It will request information similar to the annual Progress Reports.

Conclusion

We hope that this manual has assisted you with your grant questions. We welcome and encourage any comments you have regarding the COPS Tribal Resources Grant Program and the materials we are developing for its administration. If you have specific comments regarding this manual, please send them to:

***COPS Tribal Resources Grant Program
Grant Owner's Manual
1100 Vermont Ave., NW
Washington, DC 20530***

(For overnight delivery, please use 20005 as the zip code.)

We will review these comments and make revisions as appropriate.

If you have any questions about your grant, please call your grant program specialist at 1-800-421-6770.

Section 8

Tribal Resources Grant Program

Grant Owner's Manual

Appendices

Appendix A

List of Source Documents

Primary Sources:

Public Safety Partnership and Community Policing Act of 1994, 42 U.S.C.

U.S. Department of Justice, Office of Justice Programs, Financial and Administrative Guide for Grants, OJP M 7100.1D: May 15, 1990

Additional Sources:

Code of Federal Regulations (CFR)

28 CFR Part 66 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

28 CFR Part 67 Government wide Requirements for Drug-Free Workplaces (Grants)

28 CFR Part 69 Government wide New Restrictions on Lobbying

31 CFR Part 205 Treasury Department Regulations Implementing for Cash Management Improvement Act of 1990

OMB Circular A-87 Cost Principles for State and Local Governments

OMB Circular A-33 Audits of Educational Institutions

Assurances for Universal Hiring (Included)

Executive Order 12547 "Non-Procurement Debarments and Suspension"

Executive Order 12372, 28 CFR, Part 30 "Intergovernmental Review of Federal Programs"

OMB Circular A-129 Managing Federal Credit Programs

4 CFR Parts 101-105 Department of Justice/General Accounting Office, "Joint Federal Claims Collections Standards"

5 CFR Part 1320 "Controlling the Paperwork Burden on the Public"

Executive Order 12291 "Regulations"

5 CFR Part 151 "Political Activities of State and Local Officials or Employees"

Appendix B - Assurances

Several provisions of Federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that you (the applicant) will comply with these provisions. If you would like further information about any of the matters on which we seek your assurance, please contact us.

By your authorized representative's signature, you assure us and certify to us that you will comply with all legal and administrative requirements that govern the applicant for acceptance and use of Federal grant funds. In particular, you assure us that:

1. You have been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on your behalf are authorized to do so and to act on your behalf with respect to any issues that may arise during processing of this application.
2. You will comply with the provisions of Federal law which limit certain political activities of your employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
3. You will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if they apply to you.
4. You will establish safeguards, if you have not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
5. You will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
6. You will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant; with the program guidelines; with the requirements of OMB Circulars A-87 (governing cost calculations) and A-128 or A-133 (governing audits); with the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; with 28 CFR Part 66 (Uniform Administrative Requirements); with the provisions of the current edition of the appropriate COPS grant owner's manual; and with all other applicable laws, orders, regulations or circulars.
7. You will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in your agency.
8. You will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any

person to discrimination in connection with any programs or activities funded in whole or in part with Federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789(d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.

A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against you after a due process hearing, you agree to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531.

B. If you are applying for a grant of \$500,000 or more and Department regulations (28 CFR 42.301 et seq.) require you to submit an Equal Opportunity Employment Plan, you will do so at the time of this application, if you have not done so in the past. If you are applying for a grant of less than \$500,000 and the regulations require you to maintain a Plan on file in your office, you will do so within 120 days of your grant award.

9. You will insure that the facilities under your ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that you will notify us if you are advised by the EPA indicating that a facility to be used in this grant is under consideration for listing by EPA.

10. If your state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, you have made this application available for review by the state Single Point of Contact.

11. You will devise a plan to retain the increased hiring level with state and local funds after the conclusion of your grant.

I hereby certify compliance with the above assurances that govern the application and use of Federal funds.

Signature: _____ Date: _____

Certifications

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements Coordination with Affected Agencies; Non-Supplanting; and Retention.

Although the Department of Justice has made every effort to simplify the application process, other provisions of Federal law require us to seek your certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and the coordination and non-supplanting requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications 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.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person 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 the making of any Federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any Federal grant or cooperative agreement;

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person 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 this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form — LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 —

A. The applicant certifies that it and its principals:

(i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a state or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses enumerated in paragraph (A) (ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (Federal, state or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about —

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);

(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will —

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv) (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, DC 20530. Notice shall include the identification number(s) of each affected grant;

(vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv) (b), with respect to any employee who is so convicted —

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state or local health, law enforcement or other appropriate agency;

(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v) and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:
Place of performance (street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here. Section 67.630 of the regulations provides that a grantee that is a state may elect to make one certification in each Federal fiscal year, a copy of which should be included with each application for Department of Justice funding. States and state agencies may elect to use OJP Form 4061/7.

Check if the state has elected to complete OJP Form 4061/7.

4. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

5. Non-Supplanting

The applicant hereby certifies that Federal funds will not be used to replace or supplant state or local funds, or funds supplied by the Bureau of Indian Affairs, that would, in the absence of Federal aid, be made available to or for law enforcement purposes.

6. Retention

The applicant hereby certifies that it understands that it must abide by its submitted plan to retain the additional civilian positions and redeployment levels at the conclusion of the grant period.

Grantee Name and Address:

Application No. and/or Project Name: _____ Grantee IRS/ Vendor Number: _____

Typed Name and Title of Law Enforcement Representative: _____

Signature: _____ Date: _____

As the duly authorized representative of the governing body, I hereby certify that the I am binding the governing body to the above certifications, including the plan to retain. Elections of new officials will not relieve the governing body of its obligations under this grant.

Typed Name and Title of Government Representative: _____

Signature: _____ Date: _____

FOR MORE INFORMATION:

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

To obtain details on COPS programs, call the
U.S. Department of Justice Response Center at 1.800.421.6770.

Visit the COPS internet web site:
www.usdoj.gov/cops

