



## ACCEPTING YOUR 2010 COPS GRANT AWARD

### Frequently Asked Questions

#### **HOW DO I ACCEPT THIS AWARD?**

Accepting your COPS award is a simple and straightforward process. The award document to accept your new grant can be found in the award packet. Other important information about your award can be found online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). You should carefully read all award information prior to signing the award document and accepting your grant.

- **COPS Grant Award Document** – To accept your award, this document must be signed by the top law enforcement and government executives or agency executives as indicated on your award document, and then returned to the COPS Office.

#### **WHERE CAN I FIND THE SUPPORTING PAPERWORK FOR MY AWARD, SUCH AS THE GRANT OWNER’S MANUAL?**

For your convenience, we have several supporting documents available online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) to assist you in implementing your grant. These resources include:

Grant Owner’s Manual	Federal Financial Report (SF-425)	Frequently Asked Questions (SF-425)
Helpful Hints Guide (SF-425)	Grant Payment Request System Information	SF-425 Fact Sheet
Change of Information Form	Publication Request Form	Federal Civil Rights Letter

#### **WHO MUST SIGN THE AWARD DOCUMENT?**

The law enforcement and government executives (as indicated on your award document) that have ultimate financial and programmatic authority for the grant must sign the award document. They are generally the highest-ranking officials within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent for law enforcement executives, and Mayor, City Administrator, Tribal Chairman, or equivalent for government executives). For non-law enforcement agencies (universities, private organizations, etc.), the authorized officials are the programmatic and financial officials who have the ultimate signatory authority to sign contracts on behalf of your organization. Typically, these are the same executives who signed the forms located in your application package.

#### **ARE PHOTOCOPIED OR STAMPED SIGNATURES ACCEPTABLE ON THE AWARD DOCUMENT?**

No. All signatures on the award document must be original. Stamped or photocopied signatures will not be accepted.

#### **MAY I RETURN A SIGNED PHOTOCOPY OF THE AWARD DOCUMENT?**

No. Only a signed, original award document (i.e., the actual document mailed to you by the COPS Office) will be accepted.

### **HOW LONG DO I HAVE TO RETURN THE SIGNED AWARD DOCUMENT?**

Your agency has 90 days from the date listed on the award congratulatory letter to return your signed award document to the COPS Office. Failure to return your signed award document within the 90-day time frame will result in your inability to access grant funds, and may result in your agency being withdrawn from your COPS grant program.

### **THE GOVERNING BODY IN MY JURISDICTION NEEDS MORE TIME BEFORE GIVING FINAL APPROVAL TO ACCEPT THIS GRANT. WHAT DO I DO?**

If your agency needs more than 90 days to sign and return the award document, please contact your Grant Program Specialist at 1.800.421.6770 to request an extension of the return period. All time extension requests for the purposes of returning the award document will be considered on a case-by-case basis.

### **WHERE DO I MAIL THE SIGNED AWARD DOCUMENT?**

Your signed award document should be mailed to the following address:

#### For the Methamphetamine Initiative and Technology Program:

U.S. Department of Justice, COPS Office  
ATTN: [Grant Program Name] Control Desk, 9<sup>th</sup> Floor  
1100 Vermont Avenue, NW  
Washington, DC 20530 (20005 for overnight delivery)

#### For the COPS Hiring Program (CHP), Child Sexual Predator Program (CSPP), Secure Our Schools Program (SOS), or the Tribal Methamphetamine Initiative (Tribal –Meth):

U.S. Department of Justice, COPS Office  
ATTN: [Grant Program Name] Control Desk, 8<sup>th</sup> Floor  
1100 Vermont Avenue, NW  
Washington, DC 20530 (20005 for overnight delivery)

**PLEASE NOTE:** Beginning **October 18, 2010**, your signed COPS award document and all other correspondence should be directed to the new COPS Office mailing address:

**U.S. Department of Justice, COPS Office  
Grants Administration Division  
ATTN: [Insert Program Name] Control Desk  
145 N Street N.E., 11th Floor  
Washington, DC 20530**

**Before you can draw down these grant funds, the COPS Office must receive the signed award document from your agency. To ensure that we receive your signed award in a timely manner, we encourage you to submit your signed award by express or overnight delivery service.**

### **WHAT IF THE GOVERNMENT AND/OR LAW ENFORCEMENT EXECUTIVE INFORMATION ON THE AWARD DOCUMENT HAS CHANGED?**

Please review the information on your award document carefully. If a change in information (address, phone number, etc.) has occurred, **do not change or correct that information on the award document.** Rather, a Change of Information form should be submitted to our office along with the original, signed award document. Any alterations to the original award will invalidate the document. You may submit a Change of Information form online through “Account Access” at [www.cops.usdoj.gov](http://www.cops.usdoj.gov), or you may print a fillable form to submit via fax or mail. Complete the relevant part(s) of that document and submit it to the COPS Office. The COPS Office will then update our records to reflect any changes.

If the actual law enforcement or government executive listed on the award document has changed, the new executive in that position should simply sign the award document. Again, **do not alter any executive information shown on your award document, even if it needs to be updated.** Simply complete a Change of Information form as described above in order to reflect the new executive.

**WHERE CAN I FIND A LIST OF CONDITIONS THAT APPLY TO MY GRANT?**

Beginning on the reverse side of your award document, you will find your award's grant terms and conditions. The same conditions can also be found in the Grant Owner's Manual, which is available online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). Please read and familiarize yourself with these conditions.

**I STILL HAVE QUESTIONS ABOUT MY AWARD. WHAT DO I DO?**

If you still have questions, please feel free to call the COPS Office Response Center at 1.800.421.6770 and ask to speak with your Grant Program Specialist.

**Frequently Asked Questions (FAQs)**  
**Grant Payment Request System (GPRS)**

**Q: What is the Grant Payment Request System (GPRS)?**

A: OJP's current payment request system, PAPRS, is being upgraded so grantees will be able to perform draw down requests using the Internet. The new name for the upgraded system is Grant Payment Request System (GPRS).

**Q: Will GPRS have the same functionality as PAPRS?**

A: Yes plus more (See GPRS benefits noted above). GPRS will provide the same functionality that PAPRS currently has such as payment requests and award summary capabilities.

**Q: What is the website for GPRS?**

A: <https://grants.ojp.usdoj.gov/gprs/login>

**Q: Will grantees still receive PAPRS Packages?**

A: For new Grants, Grantees will no longer receive their PAPRS Packages via postal mail, instead all information contained in the PAPRS package will be sent via email.

**Q: Is there a user guide for GPRS?**

A: Yes. The user guide can be found on the OJP Website:

<http://www.ojp.usdoj.gov/about/offices/ocfogrps.htm>

**Q: Will PAPRS Phone be available for use after I use GPRS?**

A: The PAPRS phone system will no longer be available to grantees after they log into GPRS for the first time.

**Q: How will I register for access to GPRS?**

A: Financial Points of Contact (FPOCs) can request access through a self registration process in GPRS.

All COPS grantees with accounts in GPRS have the role of Drawdown Specialist. A COPS grantee may request to be a GPRS Drawdown Specialist by accessing the GPRS website and selecting the option to self-register. After requesting to register, the COPS Response Office will approve the request. After the request is approved, a confirmation email is sent to the FPOC with notification that the FPOC has been granted access to GPRS as a Drawdown Specialist. The confirmation email may take a couple of days due to the nature of the approval process. Once the confirmation email is sent, the Drawdown Specialist will be granted access to GPRS. Once access is granted, the FPOC will use the User ID entered during the self-registration process and a temporary password (sent in the confirmation email) to log into GPRS. Please note that the User ID entered during registration must be unique and not the same as a GMS User ID.

**Q: If I already have a GPRS username, and have received a new award, how do I gain access to my new award in GPRS?**

A: Those Drawdown Specialists that have already been approved will need to request the new award addition. Please email the GPRS Registrar ([COPSGPRSRegistration@usdoj.gov](mailto:COPSGPRSRegistration@usdoj.gov)) with your username, First & Last name, Vendor number and the new award number. Please note you will not be able to draw down from the new award until the signed award document has been received by COPS.

**Q: If I am a GMS (OJP/OVW) user, can I use my GMS User ID to register for COPS grants in GPRS?**

A: No. You will have two separate accounts in GPRS, a GMS account and a COPS account. All GMS users will register in GPRS with their GMS User ID. All CMS users will register in GPRS using a unique User ID that cannot be the same as a GMS User ID.

**Q: What do I do if the Points of Contact for my Grant have changed?**

A: If you need to change your POC for your Grant, please contact the Response Center at 800-421-6770 or provide the Response Center with the Change of Information Form, which can be found on the COPS website under *Grants & Funding*.



# Fact Sheet

[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

## Online Filing of FFR (SF-425) Quarterly Federal Financial Reports

All COPS Office Grantees are required to submit quarterly Federal Financial Reports (FFR) using a Standard Form 425 (SF-425). The COPS Office Grantees are highly encouraged to submit the SF-425 online at: <https://www.cops.usdoj.gov>.

The use of this online reporting tool enables authorized users to view current and past SF-425s (or in prior periods, SF-269As), and allows them to file or amend the SF-425 for the current quarter.

Under current regulations, the SF-425s must be submitted **no later than 30 days** after the last day of each reporting quarter as follows:

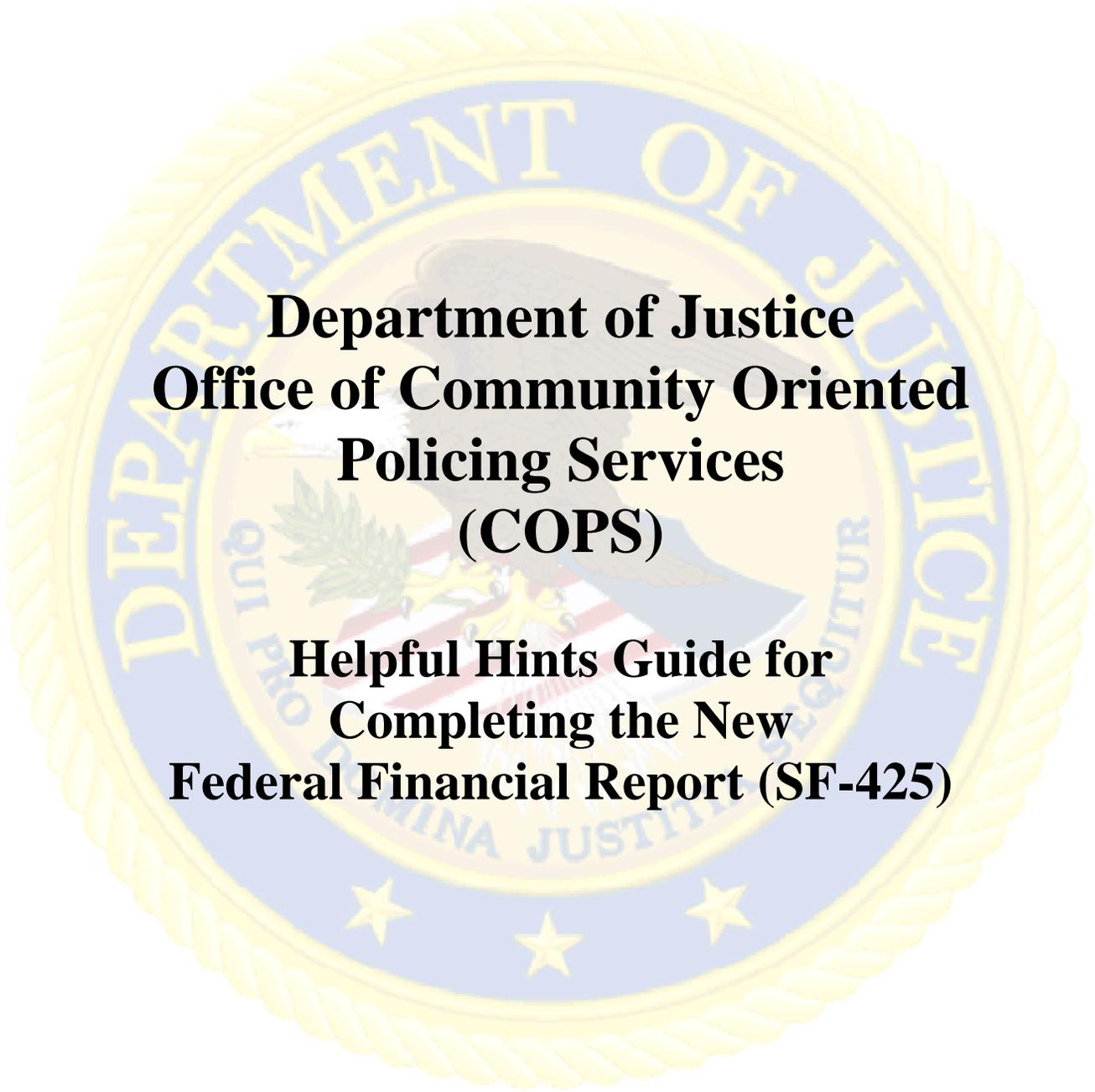
Reporting Quarter	Date Due
January 1 - March 31	April 30
April 1 - June 30	July 30
July 1 - September 30	October 30
October 1 - December 31	January 30

COPS Office Grantees who do not submit SF-425s by the due date will be unable to drawdown funds. The payment systems check for SF-425 delinquency and will reject a drawdown attempt if the SF-425 is not up to date.

If COPS Office Grantees are unable to submit their SF-425s online, the COPS Office will accept SF-425s by mail or fax. The fax number for the Federal Financial Reports (SF-425) Control Desk is 202.616.9004. Reports submitted by mail should be sent to:

U.S. Department of Justice  
Federal Financial Reports (SF-425) Control Desk  
1100 Vermont Avenue, N.W., 6th Floor  
Washington, DC 20530

For general information concerning online filing of SF-425s, visit the COPS Office web site at <http://www.cops.usdoj.gov/Default.asp?Item=1260> or contact the COPS Office Response Center at 1.800.421.6770 or [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

The seal of the Department of Justice is a circular emblem with a gold rope-like border. Inside the border, the words "DEPARTMENT OF JUSTICE" are written in gold capital letters. The center of the seal features an eagle with its wings spread, perched on a shield. The shield is divided into four quadrants, with a scale of justice in the upper left and a sword in the upper right. The Latin motto "QUI PRO DOMINA JUSTITIA SEQUITUR" is inscribed in gold around the eagle. At the bottom of the seal, three gold stars are visible.

**Department of Justice  
Office of Community Oriented  
Policing Services  
(COPS)**

**Helpful Hints Guide for  
Completing the New  
Federal Financial Report (SF-425)**



## Table of Contents

<b>I.</b>	<b>What is the Federal Financial Report (SF-425)?.....</b>	<b>1</b>
<b>II.</b>	<b>When and How to Submit the SF-425 .....</b>	<b>2</b>
<b>III.</b>	<b>How Many SF-425s to Submit.....</b>	<b>6</b>
<b>V.</b>	<b>Where to Get Help.....</b>	<b>7</b>
<b>VI.</b>	<b>Step-by-Step Procedures for Completing the SF-425 .....</b>	<b>8</b>
<b>VII.</b>	<b>Glossary.....</b>	<b>16</b>



## Purpose:

The purpose of this guide is to assist recipients of grant awards from the Department of Justice Office of Community Oriented Policing Services (COPS) with the reporting and accounting of their financial expenditures. It provides essential information for facilitating the completion and submission of the new mandatory quarterly Federal Financial Report (FFR) on Standard Form 425 (SF-425).

### I. What is the Federal Financial Report (SF-425)?

The Office of Management and Budget (OMB) merged previous financial reporting methods into one comprehensive financial reporting form to give recipients of grants and cooperative agreements a standard format for reporting the financial status of their awards. OMB combined the Financial Status Report (FSR, or SF-269/SF-269A) and the Federal Cash Transactions Report (FCTR, or SF-272) into one Federal Financial Report (FFR, or SF-425). In so doing, OMB stated that the new form, the SF-425, will go into effect beginning with the first quarter reporting period of Fiscal Year 2010.

Recipients of federal funds under COPS grant programs (Grantees) are required to submit quarterly Federal Financial Reports (SF-425). The SF-425 is a standard form that Grantees must use to report cumulative expenses (calculated by adding all expenses from the beginning of the grant to date) incurred under each Grant Number. These expenses can be categorized as cash disbursed, or incurred but not yet paid (Accounts Payable). When a recipient share is required, expenses incurred are further divided into federal share and recipient share (local matching contributions). A Grantee should refer to the award documentation to review federal and recipient share information.

*Grantees will begin to use the new SF-425 form to report expenses incurred for the October 1 to December 31, 2009 reporting period. Effective January 1, 2010, Grantees will be required to use the SF-425 for all financial reporting requirements, regardless of the report period end date.*



## II. When and How to Submit the SF-425

**On-Going Reporting.** Upon project/grant inception, Grantees are required to submit one SF-425 per quarter for each Grant Number. Grantees who do not submit SF-425s by the due date will be unable to draw down funds.

Under current regulations, SF-425s for COPS Grants must be submitted *every quarter* and *no later than 30 days* after the last day of each reporting quarter, as detailed below

Reporting Quarter	SF-425 Due Date
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

*Please be advised that the 30-day requirement has been adjusted from prior quarter submissions.*

**Cumulative Reporting.** The SF-425 mainly differs from the SF-269A by requiring *cumulative reporting* of expenditures. Cumulative reporting provides a sum of expenditures for the life of the Grant. To arrive at your cumulative total, add all expenses incurred to date.

In the example that follows, *Block 10e–Federal Share of Expenditures* and *10j–Recipient Share of Expenditures* continues to grow in each successive SF-425 to show the total amount of expenditures to date. If the Grantee finds that a reporting error has occurred, and in order to correct the SF-425 a deduction from either block is necessary, the Grantee is required to make a notation in *Block 12–Remarks*. Please note that not all Grants will require a Recipient share.

### For Example:

For the reporting period 10/01/09 to 12/31/09, a Grantee has spent the following:

- Federal Share: \$28,358.00
- Recipient Share (Local Match): \$7,098.50

For the reporting period 01/01/10 to 03/31/10, a Grantee has spent the following:

- Federal Share: \$14,042.00
- Recipient Share (Local Match): \$7,401.50

The below replication of the SF-425, Section 10, shows how to report a cumulative total for both reporting periods. Additional reporting period expenditures will be added to the current total.



**SF-425: Reporting Period Ending December 31, 2009**

<b>Federal Expenditures and Unobligated Balance:</b>		
10d.	Total Federal funds authorized	\$250,000.00
<b>10e.</b>	<b>Federal share of expenditures</b>	<b>\$28,358.00</b>
10f.	Federal share of unliquidated obligations	\$0.00
10g.	Total Federal Share (sum lines e & f)	\$28,358.00
10h.	Unobligated balance of Federal funds (line d minus g)	\$221,642.00
<b>Recipient Share:</b>		
10i.	Total recipient share required:	\$62,500.00
<b>10j.</b>	<b>Recipient share of expenditures</b>	<b>\$7,098.50</b>
10k.	Remaining Recipient share to be provided (line i minus j)	\$55,401.50

**SF-425: Reporting Period Ending March 31, 2010**

<b>Federal Expenditures and Unobligated Balance:</b>		
10d.	Total Federal funds authorized	\$250,000.00
<b>10e.</b>	<b>Federal share of expenditures</b>	<b>\$42,400.00</b>
10f.	Federal share of unliquidated obligations	\$0.00
10g.	Total Federal Share (sum lines e & f)	\$42,400.00
10h.	Unobligated balance of Federal funds (line d minus g)	\$207,600.00
<b>Recipient Share:</b>		
10i.	Total recipient share required:	\$62,500.00
<b>10j.</b>	<b>Recipient share of expenditures</b>	<b>\$14,500.00</b>
10k.	Remaining Recipient share to be provided (line i minus j)	\$48,000.00

**Reporting with No Incurred Expenses.** A Grantee is required to submit an SF-425 for *every quarter*, regardless of whether expenses were incurred or not, once the project has begun. Even if expenses have not been incurred during the quarter, the Grantee must report the cumulative amount of expenses to date. If expenses have not yet been incurred during the life of the grant, the Grantee should report a zero cumulative total. Once a project has begun, a Grantee will need to submit the most recent SF-425 before accessing funds. Contact the COPS Response Center at 1.800.421.6770 for more information.

**Early Submission of an SF-425.** There are two scenarios in which a Grantee can submit an SF-425 prior to the reporting period end date.

- Final Report – A Final Report may be submitted no sooner than one quarter prior to the reporting period end date. For example, if the reporting period end date is December 31, 2009, a Grantee could submit the Final Report as early as October 1, 2009.
- Non-Final Report – A non-Final Report may be submitted no sooner than 10 business days (or 14 calendar days) prior to the reporting period end date. For example, if the reporting period end date is December 31, 2009, a Grantee could submit a non-final report as early as December 17, 2009.

**Delinquent Reporting.** A Grantee is required to submit an SF-425 *every quarter*, even if the Grantee is delinquent in prior period reporting, once the project has begun or at



least one report has been submitted. If the Grantee is delinquent in reporting on multiple quarters, the Grantee will be required to submit one SF-425 for each delinquent quarter.

For Example:

The current reporting period is for the quarter ending 09/30/09, and the grant is not yet expired. The Grantee's last quarterly report was submitted for the quarter ending on 12/31/08. The Grantee must submit individual quarterly reports for the reporting periods ending:

- 03/31/09
- 06/30/09
- 09/30/09

The Grantee should report expenses in the appropriate quarter in which they were incurred and carry the cumulative totals forward to the next reporting quarter. Please contact the COPS Response Center at 1.800.421.6770 to discuss bringing SF-425 reporting up to date.

**Adjustments to Previously Submitted SF-425s.** Adjustments to an SF-425 can only be made to the most recent report in the current quarter. For example, if the most recently submitted report is 12/31/09, a Grantee can adjust this report until 01/31/10. After 01/31/10, if an adjustment is necessary, a Grantee should use the current SF-425 to reflect the appropriate expenditures. The Grantee is required to remark in *Block 12–Remarks* denoting the revision and the reason.

For Example:

If the quarter has passed, the appropriate way to adjust expenditures is as follows:

12/31/09 SF-425

- Federal Share Cumulative Amount: \$100,000
- Recipient Share (Local Match) Cumulative Amount: \$25,000

On 04/05/10, Grantee determines that, in actuality, only \$90,000 Federal Share and \$23,000 Local Share should have been reported on the 12/31/09 SF-425. The Grantee is unable to adjust the 12/31/09 SF-425 at this time. Also, the Grantee determines that \$4,000 Federal Share and \$1,000 Local Share have been expended for the 01/01/10–03/31/10 reporting period.

03/31/10 SF-425

- Federal Share Cumulative Amount: \$94,000 (\$90,000 + \$4,000)
- Recipient Share (Local Match) Cumulative Amount: \$24,000 (\$23,000 + \$1,000)
- *Block 12–Remarks:* “Adjustment for 03/31/10 SF-425 to reflect actual expenditures for 12/31/09 and 03/31/10.”



**Final SF-425 Reporting by Grantee.** A Grantee is required to submit a Final SF-425 *no later than 90 days* after the Grantee has reported and expended its total allowable federal share for the Grant Number, or after the expiration date of the award. Additionally, after the 90-day period, the Grantee is no longer eligible to draw down funds. A Final SF-425 is indicated by checking “YES” in *Block 6–Final Report* in the Online Grants Management form.

Please note that the quarterly reporting due date still applies. Therefore, if a Grant expires late in a reporting period, the Grantee will need to submit the Final SF-425 in accordance with the 30-day due date. This Final SF-425 will be editable until 90 days after the Grant has expired.

For Example:

Grant Expires On	Final SF-425 Due On	SF-425 Editable Until
01/31/2010	04/30/2010	04/30/2010
03/31/2010	04/30/2010	06/30/2010
05/31/2010	07/30/2010	08/31/2010
10/31/2010	01/30/2011	01/31/2011

**Final SF-425 Reporting for Grants with Renewals/Supplements.** If multiple supplements or renewals are issued under *one Grant Number*, the Grantee would not submit a Final SF-425 until the last supplement or renewal’s allowable federal share is fully expended or the Grant has expired. The Final SF-425 is due no later than 90 days after the expiration date of the award or 30 days after the end of the reporting period, whichever comes first. After the 90-day period, the Grantee is no longer eligible to draw down funds. A Final SF-425 is indicated by checking “YES” in *Block 6–Final Report*.

**Final SF-425 Reporting by COPS.** COPS reserves the right to update an SF-425 to “Final” status if the Grantee fails to submit an SF-425 marked “Final” within 90 days after grant period end date. At that time, the Grantee will forfeit the remaining eligible balance. The Grantee is still required to meet the 30-day reporting requirement.

**Final Draw Down of Funds.** Grantees are required to submit a Final SF-425 and draw down funds for allowable costs incurred within 90 days after the grant period end date. If remaining funds are not drawn down within 90 days after the grant period end date, the Grantee will forfeit the remaining eligible balance. The Grantee is still required to report those funds on the Final SF-425.



### III. How Many SF-425s to Submit

A Grantee must submit one SF-425 per Grant Number every quarter. COPS will **not** accept Federal Financial Report Attachments (SF-425As).

A Grantee may have multiple supplemental or renewal awards under the same Grant Number, and all expenses incurred under that Grant Number must be reported in the same quarterly SF-425. If a Grantee revises a report in the same quarter it is due, it must be marked “REVISED.” Please provide an explanation in Box 12 - *Remarks*.

**Example.** In the following example, the Grantee has multiple COPS grants with two of the Grant Numbers having multiple awards.

	Program	Grant Number	Amount
Original Award:	FAST	1995CFWX1234	\$ 75,000
Supplement #1:	UHP	1995CFWX1234	\$ 75,000
			\$ 150,000
Original Award:	MORE98	1998CMWX9999	\$ 33,000
Renewal:	MORE98	1998CMWX9999	\$ 33,000
			\$ 66,000
Original Award:	CIS	2000SHWX8888	\$ 125,000
			\$ 125,000

In this example, the Grantee is required to submit three separate SF-425s each quarter, one for each Grant Number:

- 1995CFWX1234
- 1998CMWX9999
- 2000SHWX8888



---

#### **IV. Where to File the SF-425**

Grantees are highly encouraged to submit the quarterly SF-425 online. Visit the COPS website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) and select the “Account Access” link in the upper right corner to login, complete, and submit reports online.

If a Grantee is unable to submit the SF-425 online, a signed copy of the completed SF-425 can be faxed to 202.616.9004 or 202.514.2852, or mailed to the following address:

U.S. Department of Justice  
Office of Community Oriented Policing Services  
Federal Financial Reports (SF-425) Control Desk, 6<sup>th</sup> Floor  
1100 Vermont Avenue, N.W.  
Washington, DC 20530

#### **V. Where to Get Help**

The SF-425 form and instructions are on the COPS website at [www.cops.usdoj.gov/RIC/](http://www.cops.usdoj.gov/RIC/) or obtainable by calling the COPS Response Center at 1.800.421.6770.



---

## VI. Step-by-Step Procedures for Completing the SF-425

- [Redacted] [Redacted]
- For COPS Grant Programs, this field will pre-populate to read “U.S. Department of Justice Community Oriented Policing Services” and be a read-only field

- [Redacted] [Redacted]
- This field will pre-populate the alpha-numeric Grant Number cited on your Award Document. Verify this Grant Number is correct.
  - Grantees will complete one SF-425 for each Grant Number.

- [Redacted] [Redacted]
- This field will pre-populate the Grantee Organization’s Legal Name and Address, and should match the name and address on the award document. Verify this information is correct.

- [Redacted] [Redacted]
- This field will pre-populate the Grantee Organization’s Data Universal Numbering System (DUNS) number or Central Contract Registration extended DUNS number. Verify this information is correct.

- [Redacted] [Redacted]
- This field will pre-populate the Grantee Organization’s Employer Identification Number (EIN). Verify this information is correct.

- [Redacted] [Redacted]
- This field will pre-populate the Grantee Organization’s Originating Agency Identifier (ORI) Number. Verify this information is correct.



**Block 6:**

- Mark the appropriate box indicating No, if the SF-425 is a Quarterly Report or Yes, if the SF-425 is a Final Report.
- This field should always be **checked NO** until the Grantee is ready to submit the Final Report.
- The Final SF-425 is due 90 days after the Grantee has reported all federal and where applicable, local recipient share expenses, for **all** awards issued under the same Grant Number, or after the grant period end date of the last award. A Grantee may elect to choose ‘Yes’ to indicate a Final Report, even if all funds are not drawn down. Additionally, after the 90-day period, the Grantee is no longer eligible to draw down funds. If multiple supplements or renewals are issued under ONE Grant Number, the Grantee would not submit a Final SF-425 until the last supplement or renewal is fully expended.
- COPS reserves the right to update an SF-425 to a “Final” Status if the Grantee fails to submit the SF-425 marked as “Final” in *Block 6–Final Report*, within 90 days after the grant period end date. At that time, the Grantee will forfeit the remaining eligible balance.
- **Note:** If a Grantee is using Accrual Basis of Accounting, and submits a Final SF-425, *Block 10f–Federal Share of Unliquidated Obligations* will automatically populate “\$0.00” since accruals are not acceptable for Final reports.

- Mark the appropriate box to specify whether a cash or accrual basis was used for recording financial transactions related to the award.
- **Cash Basis of Accounting** refers to the accounting method in which expenses are recorded when they are paid.
  - If the Grantee uses Cash Basis of Accounting, the Grantee **will not** complete *Block 10f–Federal Share of Unliquidated Obligations*.
- **Accrual Basis of Accounting** refers to the accounting method in which expenses are recorded when they are incurred.
  - If the Grantee uses Accrual Basis of Accounting, the Grantee **will** report Accounts Payable in *Block 10f–Federal Share of Unliquidated Obligations*.



**Block 8: Project/Grant Period (From/To) MANDATORY**

- This field will pre-populate with the cumulative time period covered by all awards, supplements, renewals, and extensions issued under one Grant Number. This should encompass the beginning date of the original award and the latest ending date of all awards under one Grant Number.

Example.	Prgm	Grant Number	Amount	Grant Period
Original Award	FAST	94CFWX0123	\$ 75,000	03/01/95–02/28/98
Supplement #1	UHP	94CFWX0123	\$ 75,000	12/01/95–11/30/98 Extended 05/31/00
Supplement #2	UHP	94CFWX0123	\$ 150,000	09/01/96–08/31/99 Extended 08/31/00

- Per the above example, the Project/Grant Period would be “From: 03/01/95, To: 08/31/00”.
- Per the above example, the total Federal Share/Obligation Amount is \$300,000.
- Please be aware: If the grant is expired, and the SF-425 is 90 days or more past due, a Grantee will be unable to create a new SF-425. Please contact the COPS Response Center at 1.800.421.6770 to file or revise a Final SF-425.

**Block 9:**

- Verify the ending date of the reporting period. The only appropriate dates are the following (calendar quarter):
  - 03/31/YEAR
  - 06/30/YEAR
  - 09/30/YEAR
  - 12/31/YEAR
- Once the project has begun, the Grantee is required to report quarterly, and may be required to file multiple reports for missed quarters in order to become compliant.

**Block 10: Transactions MANDATORY**

- Enter **CUMULATIVE AMOUNTS** from the date of the inception of the award through the end date of the reporting period specified in *Block 9–Reporting Period End Date*. Cumulative amount is calculated by adding all expenses incurred to date, including all previously reported expenses.
- Use *Block 12–Remarks* to provide explanations necessary to provide further detail about information listed in this section.



---

**Federal Cash:**

**Block 10a:** **Cash Receipts** **NOT APPLICABLE**

- Do not enter any information in this field. COPS does not require a Grantee to report this information. This field may be used for Administrative purposes by COPS.

**Block 10b:** **Cash Disbursements** **NOT APPLICABLE**

- Do not enter any information in this field. COPS does not require a Grantee to report this information. This field may be used for Administrative purposes by COPS.

**Block 10c:** **Cash on Hand** **NOT APPLICABLE**

- Do not enter any information in this field. COPS does not require a Grantee to report this information. This field may be used for Administrative purposes by COPS.

**Federal Expenditures and Unobligated Balance:**

**Block 10d:** **Total Federal Funds Authorized** **MANDATORY**

- This field will pre-populate with the appropriate amount of Federal funds authorized as of the reporting period end date. This information can also be found on the Award Documentation. Verify this information is correct.
- This number should include all accepted original awards, supplements or renewals, and modifications.
- This field is similar to SF-269A Box 10h–Total Federal funds authorized for this funding period.

**Block 10e:**

- Enter the **CUMULATIVE AMOUNT** of Federal fund expenditures. The cumulative amount is calculated by adding all expenses incurred to date (10e = Prior period's 10e + current period's incurred expenditures).
  - The cumulative amount includes all Federal Share of Expenditures for the life of the grant.
  - The web form SF-425 includes a brief note with the previously reported cumulative amount. If this is the Grantee's first report, this number will be \$0.00.
- **Cash Basis of Accounting:** For reports prepared on a Cash Basis, expenditures are the sum of:
  - Cash disbursements for direct charges for property and services;
  - The amount of indirect expense charged;
  - The value of third-party, in-kind contributions applied; and
  - The amount of cash advance payments and payments made to sub-recipients.
- **Accrual Basis of Accounting:** For reports prepared on an Accrual Basis, expenditures are the sum of:
  - Cash disbursements for direct charges for property and services;
  - The amount of indirect expense incurred as approved as an allowable cost under the approved budget;



- The value of in-kind contributions applied; and
- The net increase or decrease in the amounts owed by the recipient for:
  1. Goods and other property received
  2. Services performed by employees, contractors, sub-recipients and other payees
  3. Programs for which no current services or performance are required.
- This field is similar to SF-269A Box 10c–Federal Share of Outlays.

**Block 10f: Federal Share of Unliquidated Obligations MANDATORY**

- This field is only available to those Grantees reporting based on Accruals.
- **Cash Basis of Accounting:** For reports prepared on the Cash Basis, do not enter any information here.
- **Accrual Basis of Accounting:** For reports prepared on an Accrual Basis, enter the Federal share of unliquidated obligations or expenses incurred but not yet paid, over the life of the grant.
  - Obligations can include direct and indirect expenses incurred but not yet paid, including amounts due to sub-recipients and contractors.
  - Do not include any amount that has been previously reported in *Block 10e–Federal Share of Expenditures*.
  - Do not include any amount for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.
  - **Note:** If a Grantee is using Accrual Basis of Accounting, and submits a Final SF-425, *Block 10f–Federal Share of Unliquidated Obligations* will automatically populate “\$0.00” since accruals are not acceptable for Final reports.
- This field is similar to SF-269A Box 10f–Federal Share of Unliquidated Obligations.

**Block 10g: Total Federal Share MANDATORY**

- This field will pre-populate with the calculated sum of *Blocks 10e–Federal Share of Expenditures* and *10f–Federal Share of Unliquidated Obligations*. Verify this information is correct.

**Block 10h: Unobligated Balance of Federal Funds MANDATORY**

- This field will pre-populate with the calculated difference of *Blocks 10d–Total Federal Funds Authorized* and *10g–Total Federal Share*, based on prior period submissions. Upon reporting the current information, this block will re-calculate to include the updated information. Verify this information is correct.



**Recipient Share:**

**Block 10i: Total Recipient Share Required MANDATORY**

- This field will pre-populate with the calculated Minimum Required Recipient Share based on original budgeted local share. Verify this information is correct.
  - Please note that this calculated amount is based on the ORIGINAL grant amount, and may increase or decrease given a particular Grantee's spending.
  - Please refer to your Award Document for verification of the amount.
- The required recipient share should include all matching and cost sharing provided by recipients and third-party providers to meet the level required.
- This amount should not include cost sharing and match amounts in excess of the amount required by the Federal agency; for example, cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level of cost sharing or match than the level required by the Federal agency.

**Block 10j: Recipient Share of Expenditures MANDATORY**

- Enter the **CUMULATIVE AMOUNT** of the recipient share of actual cash disbursements or outlays (less any rebates, refunds, or other credits) including payments to sub-recipients and contractors. Cumulative amount is calculated by adding all expenses incurred to date (10j = prior period's 10j + current period's recipient share of expenditures).
  - This **cumulative** amount will include all Recipient Share of Expenditures for the life of the grant.
  - The web form SF-425 includes a brief note with the previously reported cumulative amount. If this is the Grantee's first report, this number will be "\$0.00".
- This amount may include the value of allowable third-party in-kind contributions and the recipient share of program income used to finance the non-Federal share of the project or program.

**Block 10k:**

- This field will pre-populate with the calculated remaining recipient share. Verify this information is correct.
- If this field calculates to "\$0.00", this indicates that the Grantee has met the Budgeted Minimum Required Recipient Share based on program percentage, as indicated in the award documents.
- In order to capture all information regarding a Grantee's expenditures, please continue to enter further expenditures in *Block 10j-Recipient Share of Expenditures* even if *Block 10k-remaining Recipient Share to be Provided* is "\$0.00".

**Program Income:**

- Do not enter any information in this field. COPS does not require a Grantee to report this information. This field may be used for Administrative purposes by COPS.



**Deduction Alternative**

**NOT APPLICABLE**

- Do not enter any information in this field. COPS does not require a Grantee to report this information. This field may be used for Administrative purposes by COPS.

**Alternative**

**NOT APPLICABLE**

- Do not enter any information in this field. COPS does not require a Grantee to report this information. This field may be used for Administrative purposes by COPS.

**Block 10o:**

**Unexpended Program Income**

**NOT APPLICABLE**

- Do not enter any information in this field. COPS does not require a Grantee to report this information. This field may be used for Administrative purposes by COPS.

**Block 11:**

**Indirect Expense**

**IF APPLICABLE**

- *Only certain Grantees are eligible to report this information.* If a Grantee should be reporting this information and *Block 11–Indirect Expense* is unavailable, please contact the COPS Response Center at 800.421.6770.
- Enter **CUMULATIVE AMOUNTS** from the date of the inception of the award through the end date of the reporting period specified in *Block 9–Reporting Period End Date*. Cumulative amount is calculated by adding all expenses incurred to date.
- Use the multiple rows to indicate separate types and rates.
- Use *Block 12–Remarks* to provide explanations necessary to provide further detail about information listed in this section.

**Block 11a:**

**Type**

- The Grantee should state whether indirect cost rate(s) is (are) Provisional, Predetermined, Final, or Fixed.

**Block 11b:**

**Rate**

- Enter the indirect cost rate(s) in effect during the reporting period

**Block 11c:**

**Period From; Period To**

- Enter the beginning and ending effective dates for the rate(s).

**Block 11d:**

**Base**

- Enter the amount of the base against which the rate(s) was (were) applied.

**Block 11e:**

**Amount Charged**

- This field will pre-populate a calculation indicating the amount of indirect costs charged during the time period specified (11b \* 11d). Verify this information is correct.

**Block 11f:**

**Federal Share**

- Enter the Federal Share of the amount listed in *Block 11e–Amount Charged*.

**Block 11g:**

**Totals**

- This field will pre-populate a calculation indicating the summed amounts of *Blocks 11d–Base, 11e–Amount Charged, and 11f–Federal Share*.



**Block 12: Remarks**

- Use *Block 12–Remarks* to provide explanations necessary to provide further detail about information listed in this report, specifically *Block 10–Transactions*.
- Use *Block 12 – Remarks* to provide an explanation why a grantee is delinquent in submitting the SF-425.

**Block 13: Certification MANDATORY**

- The Certifying Official is the individual who has the knowledge and authority to certify that the figures reported on the SF-425 are accurate and complete. This individual may be the police chief, sheriff, certified public accountant (CPA), accountant or other person designated by the Grantee’s organization.

**Block 13a: Name and Title of Authorized Certifying Official**

- Type or print the certifying official’s name and title.

**Block 13b: Signature of Authorized Certifying Official**

- The authorized certifying official must sign here.

**Block 13c: Telephone**

- Enter the telephone number (including area code and extension) for the individual listed in *Block 13a–Name and Title of Authorized Certifying Official*.

**Block 13d: Email Address**

- Enter the email address of the individual listed in *Block 13a–Name and Title of Authorized Certifying Official*.

**Block 13e: Date Report Submitted**

- Enter the date the SF-425 is submitted to the Federal agency using the month, day, and year format.

**Block 14: Agency Use Only NOT APPLICABLE**

- This section reserved for Federal agency use only. Do not write in this block.



---

## VII. Glossary.

**Accrual Basis of Accounting:** Expenses are recorded in the period in which they are incurred, rather than when they are paid.

**Cash Basis of Accounting:** Expenses are recorded in the period in which they are paid.

**COPS:** The Office of Community Oriented Policing Services (COPS) is the “grantor agency” for the Grantee’s COPS grants. COPS is directly responsible for programmatically administering and monitoring the grant for the entire grant period.

**Federal Financial Report:** The Federal Financial Report (FFR) is also known as Standard Form 425 (SF-425). COPS will not be accepting the Federal Financial Report Attachment (SF-425A).

The Office of Management and Budget (OMB) has merged previous financial reporting methods into one comprehensive financial reporting form to give recipients of grants and cooperative agreements a standard format for reporting the financial status of their awards. OMB has combined the Financial Status Report (FSR, or SF-269/SF-269A) and the Federal Cash Transactions Report (FCTR, or SF-272) into one Federal Financial Report (FFR, or SF-425). OMB has stated that the new form, the SF-425, will go into effect beginning with reporting the first quarter of Fiscal Year 2010.

**Federal Share Contributions:** The amount of Federal funds a Grantee can draw down to reimburse allowable expenses incurred during the grant period. The allowable Federal share may not always equal the maximum Federal share.

**Grant Number:** This number uniquely identifies each grant (e.g., 95CFWX0000 or 2000SHWX0000). A Grantee may have multiple supplements or renewals awarded under the same Grant Number. An SF-425 will be required for EACH Grant Number.

**Matching Funds:** Certain COPS grant programs require Grantees to contribute a local match toward allowable costs of the program, project, or activity funded under the award. Any required local match can be found on the Financial Clearance Memorandum for the specific award.



**Department of Justice**  
Office of Justice Programs  
Office for Civil Rights

---

**MEMORANDUM**

TO: COPS Grant Recipients

FROM: Michael L. Alston  
Director, Office for Civil Rights, Office of Justice Programs

DATE: July 1, 2010

RE: Federal Civil Rights Statutes and Regulations

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial assistance from the Office of Community Oriented Policing Services (COPS) comply with the applicable federal civil rights statutes and regulations. We at the OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

**Ensuring Access to Federally Assisted Programs**

As you know, federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

**Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). *See* U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

## **Ensuring Equal Treatment for Faith-Based Organizations**

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the Justice Department regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the program funded by the Department of Justice, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) can be construed, on a case-by-case basis, to permit some faith-based organizations to receive Justice Department funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to the OCR.

## **Enforcing Civil Rights Laws**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

## **Complying with the Safe Streets Act or Program Requirements**

In addition to these general prohibitions, an organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and

Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other federal grant program requirements, must meet two additional obligations: (1) complying with federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP) (*see* 28 C.F.R. § 42.301-.308) and (2) submitting to the OCR findings of discrimination (*see* 28 C.F.R. §§ 42.204(c), 42.205(c)(5)).

### **(1) Meeting the EEOP Requirement**

In accordance with federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8B, or certain federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP Short Form and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing an EEOP Short Form, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at the OCR by telephone at (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has fifty or more employees, your organization still has to prepare an EEOP Short Form, but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the EEOP Short Form on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.



COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

# Change of Information Form

If you need to let the COPS Office know about changes or corrections, please type or print the information on this sheet and submit it to the COPS Office. In addition to the changed or corrected information, always indicate your organization's name on this sheet. Changes in the law enforcement and/or government executives will not relieve the grantee entity of its obligations under this grant.

Organization's Legal Name	ORI Number	Date
Contact First Name & Last Name		Title

Contact Information	
POC First Name	POC Last Name
POC Title	

Law Enforcement Executive Information		
First Name	Last Name	
Title		
P.O. Box / Suite / Room Number		
City	State	Zip
Phone	Fax	
E-Mail Address		

Government Executive Information		
First Name	Last Name	
Title		
P.O. Box / Suite / Room Number		
City	State	Zip
Phone	Fax	
E-Mail Address		

Point of Contact Information (Individual Submitting Form)	
First Name	Last Name
Title	
E-Mail Address	

Please return this completed form via fax to 202.616.8594, or mail it to: 1100 Vermont Avenue, NW  
Washington, DC 20530  
Attention: Response Center

e08096225  
Rev 08/09

# Publication Request Form



## COPS Publications

Please check the number of publications you are ordering:	1	2	3	4	5
Advancing Community Policing Through Community Governance: A Framework Document					
Because Things Happen Every Day: Responding to Teenage Victims of Crime (with CD)					
Bridging the Language Divide: Promising Practices for Law Enforcement					
Building Trust Between the Police and the Citizens They Serve: An Internal Affairs Promising Practices Guide for Local Law Enforcement					
Campus Safety Toolkit					
Community Policing Defined					
Community Policing in Action! A Practitioner's Eye View of Organizational Change					
COPS Evaluation Brief No. 1: Promoting Cooperative Strategies to Reduce Racial Profiling					
COPS Evaluation Brief No. 2: Evaluation of a Pilot Community Policing Program: The Pasadena Police-Community Mediation and Dialog Program					
COPS Evaluation Brief No. 3: Creating a Culture of Integrity					
COPS Innovations: Policing in New Immigrant Communities					
Conducted Energy Devices					
Crime Analysis for Problem Solvers in 60 Small Steps					
Crime Prevention Research Review No. 1: Disrupting Street Level Drug Markets					
Crime Prevention Research Review No. 2: Police Enforcement Strategies to Prevent Crime in Hot Spot Areas					
Crime Prevention Research Review No. 3: Does Neighborhood Watch Reduce Crime?					
Early Intervention Systems for Law Enforcement Agencies					
Effective Alternatives to Incarceration: Police Collaborations with Corrections and Communities					
Effective Policing and Crime Prevention: A Problem-Oriented Guide for Mayors, City Managers, and County Executives					
Federal Intervention in Local Policing: Pittsburgh's Experience with a Consent Decree					
Gangs Toolkit					
"Good To Great" Policing: Application of Business Management Principles in the Public Sector					
A Guide to Developing, Maintaining, and Succeeding with your School Resource Officer Program					
Guide to Using School COP to Address Student Discipline and Crime Problems					
Guidelines for Starting and Operating a New Police Department					
The High Point Drug Market Intervention Strategy					
How to Correctly Collect and Analyze Racial Profiling Data					
Identifying and Measuring the Effects of Information Technologies on Law Enforcement Agencies					
Implementing Community Policing: Lessons from 12 Agencies					
Integrated Intelligence and Crime Analysis: Enhanced Information Management for Law Enforcement Leaders					
Innovations in Police Recruitment and Hiring—Hiring in the Spirit of Service					
Law Enforcement Intelligence Guide, 2nd Edition					
Law Enforcement Recruitment Toolkit					
Law Enforcement Tech Guide for Communications Interoperability: A Guide for Interagency Communications Projects					
Law Enforcement Tech Guide for Small and Rural Police Agencies					
Law Enforcement Tech Guide: How to Plan, Purchase and Manage Technology (Successfully!)					
Law Enforcement Tech Guide for Information Technology Security: How to Assess Risk and Establish Effective Policies					

## COPS Publications (continued)

Please check the number of publications you are ordering:	1	2	3	4	5
Law Enforcement Tech Guide for Creating Performance Measures That Work: A Guide for Executives and Managers					
Maximizing the Benefits of Reform: Recommendations for Integrating Compstat and Community Policing in America					
Measuring Excellence: Planning and Managing Evaluations of Law Enforcement Initiatives					
Mediating Citizen Complaints Against Police Officers					
Mutual Respect in Policing (Video and Curriculum)					
A National Strategy to Combat Identity Theft					
National Summit on Campus Public Safety					
Operation Partnership:Trends and Practices in Law Enforcement and Private Security Collaborations (with CD)					
Overcoming Language Barriers					
Planning and Assessing a Law Enforcement Reentry Strategy					
Planning and Managing Security for Major Special Events: Guidelines for Law Enforcement					
Police-Community Partnerships to Reduce Domestic Violence					
Police Labor-Management Relations (Vol. I): Perspectives and Practical Solutions for Implementing Change, Making Reforms, and Handling Crises for Managers and Union Leaders					
Police Labor-Management Relations (Vol. II): A Guide for Implementing Change, Making Reforms and Handling Crises for Managers and Union Leaders					
Policing Terrorism: An Executive's Guide					
Problem-Oriented Policing: Reflections on the First 20 years					
Problem-Solving Tips: A Guide to Reducing Crime and Disorder Through Problem-Solving Partnership					
Promoting Effective Homicide Investigations					
Protecting Civil Rights: A Leadership Guide for State, Local, and Tribal Law Enforcement					
Prisoner Reentry and Community Policing: Strategies for Enhancing Public Safety					
The Stop Snitching Phenomenon: Breaking the Code of Silence					
Standards and Guidelines for Internal Affairs: Recommendations from a Community of Practice					
Strategies to Address Gang Crime: A Guidebook for Local Law Enforcement					
Strategies for Intervening with Officers through Early Intervention Systems: A Guide for Front-Line Supervisors					
Supervision and Intervention within Early Intervention Systems: A Guide for Law Enforcement Chief Executives					
Teen Action Toolkit: Building a Youth-led Response to Teen Victimization					
Using Analysis for Problem-Solving: A Guidebook for Law Enforcement					
Vital Partners: Mayors and Police Chiefs Working Together for America: Children and Youth					



To view the complete collection of COPS Office publications, please visit the **Resource Information Center** of our web site, [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

# Problem-Oriented Guides for Police Series (POP) Guides

<b>Order the entire series:</b>	1	2	3	4	5
Entire POP Guide Series Set					
<b>Or Select from the list below:</b>	1	2	3	4	5
Abandoned Vehicles					
Acquaintance Rape of College Students					
Analyzing Crime Displacement and Diffusion					
Analyzing Repeat Victimization					
Assaults In and Around Bars, 2nd Edition					
Assessing Responses to Problems: An Introductory Guide for Police Problem-Solvers					
Asset Forfeiture					
Bank Robbery					
Benefits and Consequences of Police Crackdowns					
Bomb Threats in School					
Bullying in Schools					
Burglary at Single-Family House Construction Sites					
Burglary of Retail Establishments					
Burglary of Single Family Houses					
Bicycle Theft					
Check and Card Fraud					
Child Abuse and Neglect in the Home					
Child Pornography on the Internet					
Clandestine Methamphetamine Labs, 2nd Edition					
Closing Streets and Alleys to Reduce Crime					
Crime Prevention Publicity Campaigns					
Crimes Against Tourists					
Cruising					
Dealing with Crime and Disorder in Urban Parks					
Disorder at Budget Motels					
Disorder at Day Laborer Sites					
Disorderly Youth in Public Places					
Domestic Violence					
Drive-By Shootings					
Drug Dealing in Open-Air Markets					
Drug Dealing in Privately Owned Apartment Complexes					
Drunk Driving					
Enhancing the Problem-Solving Capacity of Crime Analysis Units					
Exploitation of Trafficked Women					
False Burglar Alarms, 2nd Edition					
Financial Crimes Against the Elderly					
Graffiti					
Gun Violence Among Serious Young Offenders					
Homeless Encampments					
Identity Theft					
Illicit Sexual Activity in Public Places					
Implementing Responses to Problems					
Improving Street Lighting to Reduce Crime in Residential Areas					
Juvenile Runaways					
Loud Car Stereos					

<b>Or Select from the list below:</b>	1	2	3	4	5
Misuse and Abuse of 911					
Panhandling					
Partnering with Businesses to Address Public Safety Problems					
Pedestrian Injuries and Fatalities					
People with Mental Illness					
Prescription Fraud					
Rave Parties					
Researching a Problem					
Robbery at Automated Teller Machines					
Robbery of Convenience Stores					
Robbery of Taxi Drivers					
School Vandalism and Break-Ins					
Shifting and Sharing Responsibility for Public Safety Problems					
Shoplifting					
Spectator Violence in Stadiums					
Speeding in Residential Areas, 2nd Edition					
Stalking					
Sting Operations					
Stolen Goods Markets					
Street Prostitution, 2nd Edition					
Street Racing					
Student Party Riots					
Theft of and from Cars in Parking Facilities					
Thefts of and from Cars in Residential Streets and Driveways					
Traffic Congestion Around Schools					
Underage Drinking					
Understanding Risky Facilities					
Using Crime Prevention Through Environmental Design in Problem-Solving					
Using Offender Interviews to Inform Police Problem Solvers					
Video Surveillance of Public Places					
Witness Intimidation					
Problem-Oriented Policing Series box— container to hold your POP Guides!					

<b>Please check the number of publications you are ordering:</b>	1	2	3	4	5
<b>Parents Quick Reference Card on Gang Prevention:</b>					
English					
Hmong					
Spanish					
Vietnamese					
Ethics Toolkit (available only via IACP at 703.836.6767)					

## COPS Innovations Series

Please check the number of publications you are ordering:	1	2	3	4	5
Addressing School Related Crime & Disorder					
Combat Deployment and the Returning Police Officer					
Combating Methamphetamine Laboratories and Abuse: Strategies for Success					
Jail Information Model					
Problem-Solving Partnerships: Including the Community for a Change					
Street Gangs and Interventions: Innovative Problem Solving with Network Analysis					
Suggested Approach to Analyzing Racial Profiling					
Violent Crime Impact Teams (VCIT)					
Policing in New Immigrant Communities					

## COPS Resources on CD/DVD

Please check the number of discs you are ordering:	1	2	3	4	5
Campus Safety					
Collaboration Toolkit					
Community Partnerships					
Community Policing for America's Future (2004 National Community Policing Conference)					
COPS Protecting Children					
Drugs and Crime					
Hiring in the Spirit of Service					
Interoperability: Critical Success Factors					
Law Enforcement Intelligence Resources					
Law Enforcement Recruitment					
National Chemical Control Symposium: A Focus on Tracking Precursor Chemicals					
Planning and Managing Security for Major Special Events: Guidelines for Law Enforcement					
Police Training Officer (PTO) Program					
POP Guide Series, Version 2.1					
Recruitment, Hiring, and Retention Resources for Law Enforcement					
School Safety					
Solutions to Address Gang Crime					
SRO Performance Evaluation					
Tech Docs: Technology Resources for Law Enforcement					
Tribal Law Enforcement Resources					

To help COPS to continue to supply these publications free of charge, please limit your order to **no more than 5 copies of any individual publication.** To view the complete collection of COPS Office publications, please visit the Resource Information Center of our web site, [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

U.S. Department of Justice  
COPS Office  
1100 Vermont Avenue, N.W.  
Washington, DC 20530

\* No P.O. Box addresses for orders of 5 items or more.

Revised: May 2010  
e06071391

Please return all pages of this form to the address below. Requests may also be faxed to 202.616.8594. Or, please call the COPS Office Response Center at 800.421.6770. All COPS publications are available at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

Name			
Title/Rank			
Agency			
Street Address*			
City	State	Zip Code	
Phone			
Fax			
E-mail			