



COPS Office Progress Report

June 2024

The performance measure questions presented here are preliminary and may be subject to revision. This document is to be used only for planning and data collection purposes. **All grantees must enter their data in the JustGrants system upon award acceptance.**

COPS Office Programs

If you are an awardee under the **COPS Hiring Program (CHP), Anti-Heroin Task Force (AHTF) Program, COPS Methamphetamine Program (CAMP), School Violence Prevention Program (SVPP), Law Enforcement Mental Health and Wellness Act (LEMHWA) Program, or Tribal Resource Grant Program (TRGP—CTAS purpose area #1)**, please be sure to complete the progress report specific to your program.

Award Number (e.g., 2017UMWX0021)

Is this a FINAL report?

- Yes – this award is being closed out. **[After completing this page, skip to “final performance report” beginning on page 6]**
- No – this award is still active. **[After completing this page, continue to “interim progress report” on page 2]**

Enter the contact information of the person completing this report:

Title within the organization (e.g., Deputy Director)
 First name:
 Last name:
 Organization:

Enter the contact information for the Law Enforcement Executive for this award.

Title with the organization (e.g., Chief):
 First name:
 Last name:
 Organization:
 Phone:
 Email address:

Enter the contact information for the Government Executive for this award.

Title within the organization (eg. Mayor, Administrator):
 First name:
 Last name:
 Organization:
 Phone:
 Email address:

COPS Office Programs – Interim Progress Report

AWARD IMPLEMENTATION

1. During the reporting period, did your agency complete the purchase of all the equipment, technology, training, background investigations and/or other cost items in your approved project budget?

- Yes
- No

[if YES]

1a. How has the purchase of all of the equipment, technology, training, and/or other cost items in your approved project budget increased your agency's community policing capacity?

Capacity has increased:

5	4	3	2	1	0
To a great extent	To a large extent	To some extent	To a little extent	Not at all	Too soon to say

[if NO]

1b. Please provide the purchasing status of all the equipment, technology, training, and/or other cost items in your approved project budget. (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Planning stage | <input type="checkbox"/> Purchase delayed – technical issues |
| <input type="checkbox"/> Purchase delayed – change in administration | <input type="checkbox"/> Purchase delayed – COVID-19 |
| <input type="checkbox"/> Purchase delayed – vendor delays | <input type="checkbox"/> Sole source approval needed |
| <input type="checkbox"/> Purchase delayed – procurement issues | <input type="checkbox"/> Purchasing in progress |
| | <input type="checkbox"/> Other |

[if OTHER]

Please explain:

2. Has your agency hired all non-sworn/civilian personnel awarded in your approved project budget?

- Yes
- No
- N/A

[if NO]

2a. Please check the reason(s) that best describe(s) the hiring status. (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Recruitment/hiring in progress | <input type="checkbox"/> Change in administration |
| <input type="checkbox"/> Staff turnover | <input type="checkbox"/> Temporary hiring freeze |
| <input type="checkbox"/> Lack of qualified candidates | <input type="checkbox"/> Other |

[if OTHER]

Please explain:

3. During the reporting period, has your agency satisfied all the programmatic award requirements??

- Yes
- No

[if NO]

3a. Do you plan to meet the award requirements and fully implement this award in subsequent reporting periods?

- Yes
- No

[if NO]

3b. Please explain why you do not plan to fully implement this award (2000 characters or less):

4. Please discuss the status of each goal and program outcome (including project deliverables), as identified in your award package, for the current reporting period. Please include any barriers or challenges you have experienced in implementing your project. (Please explain in 5000 characters or less.)

5. Please provide your project timeline and indicate the status of each item in the timeline. If any of the items are behind schedule, please provide a justification for the delay. (Please explain in 5000 characters or less.)

6. Briefly describe any executed marketing efforts for the deliverables or project outcomes.

7. Does your agency require programmatic assistance at this time to ensure successful implementation of this project?

- Yes
- No

[if YES]

7a. Please identify what type of programmatic assistance you require. (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Award Modification Needed | <input type="checkbox"/> Federal Financial Report Question |
| <input type="checkbox"/> Award Extension Needed | <input type="checkbox"/> Retention Issue |
| <input type="checkbox"/> Sole Source Approval Needed | <input type="checkbox"/> Problems Hiring |
| <input type="checkbox"/> Community Policing Assistance | <input type="checkbox"/> Consultant Rate Approval Needed |
| <input type="checkbox"/> Award Withdrawal (voluntary termination) Needed | <input type="checkbox"/> Training and Technical Assistance |
| | <input type="checkbox"/> Other |

[if PROGRAMMATIC ASSISTANCE REQUIRED is OTHER]

Please explain other assistance needed:

[if PROGRAMMATIC ASSISTANCE REQUIRED is MOD, EXTENSION, or WITHDRAWAL]

Please proceed with submission of this report and contact your Grant Program Manager or the COPS Office response center for assistance:

IMPACT REPORTING

8. How would you rate the impact of COPS Office award funding under this program?

5	4	3	2	1	0
A great impact	A large impact	Some impact	A little impact	No impact	Too soon to say

9. Please describe how COPS Office award funding has made an impact in your community. In developing your response, consider how impact will be determined and measured.

10. Please indicate the COPS Office knowledge resources you have used to increase your agency's community policing capacity. (check all that apply)

- COPS Office website
- Publications (online/print)
- COPS Training Portal
- The Beat* podcast
- Community Policing Dispatch* newsletter
- "What's New In Blue" video series
- None of the above

11. Please indicate the extent to which COPS Office knowledge resources (e.g., publications, podcasts, training) have increased your agency’s community policing capacity.

5	4	3	2	1	0
To a great extent	To a large extent	To some extent	To a little extent	Not at all	Too soon to say

Once you have completed the interim progress report questions, skip to “CERTIFICATION AND DISCLAIMER” on page 12.

COPS Office Programs – Final Performance Report

Award Number (e.g., 2017UMWX0021)

1. Has your agency submitted a final Federal Financial Report (FFR or SF-425)?

- Yes
- No

[if NO]

Note: You must submit your final Federal Financial Report (SF-425) and draw down any eligible expenses within the closeout period.

2. Did your agency complete the purchase of all of the equipment, technology, training, background investigations and/or other cost items in your approved project budget?

- Yes
- No

[if NO]

2a. You have indicated that you have not completed the purchases under your award. Do you need an extension of time to fulfill your award requirements and complete all your purchases?

- Yes
- No

[if NO]

2b. Are you prepared for the COPS Office to close your award and deobligate any remaining funds?

- Yes
- No

[if NO]

Please explain:

3. Did your agency experience any challenges or difficulties in implementing your project goals and objectives?

- Yes
- No

[if YES]

3a. Please identify the challenges or difficulties your agency experienced. (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Staff turnover | <input type="checkbox"/> Vendor delays |
| <input type="checkbox"/> Change in administration | <input type="checkbox"/> Training issues |
| <input type="checkbox"/> Temporary hiring freeze | <input type="checkbox"/> Project partners |
| <input type="checkbox"/> Lack of qualified candidates | <input type="checkbox"/> COVID-19 |
| <input type="checkbox"/> Procurement issues | <input type="checkbox"/> Other |

[if OTHER]

Please specify:

ADVANCING COMMUNITY POLICING

4. Were any new partnerships developed or existing partnerships enhanced as a result of this assistance award / project?

- Yes
- No

[if YES]

4a. Please identify the partner(s) and describe the impact on the award / project.

4b. Please identify the types of new partnerships or existing partnerships that were enhanced. (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Faith-based | <input type="checkbox"/> Nonprofit organizations |
| <input type="checkbox"/> Businesses | <input type="checkbox"/> Schools |
| <input type="checkbox"/> Federal or state entities | <input type="checkbox"/> Community groups |
| <input type="checkbox"/> Local government entities | <input type="checkbox"/> Other first responders |
| <input type="checkbox"/> Courts | <input type="checkbox"/> Local service agencies |
| <input type="checkbox"/> Other law enforcement entities | <input type="checkbox"/> Other |

[if OTHER]

Please specify:

5. Please provide a final summary of the project goals and deliverables that were achieved. Please include any barriers or challenges you experienced in implementing your project. (Please explain in 5000 characters or less.)
6. Please describe all past and ongoing marketing efforts.

7. Please explain how COPS Office funding has enhanced your agency’s ability to implement community policing activities:

DEVELOPING COMMUNITY/LAW ENFORCEMENT PARTNERSHIPS

The COPS Office is interested in determining to what extent (if any) this award has assisted your agency to increase your capacity to develop collaborative partnerships with individual and organizational stakeholders in the community you serve.

8. Please indicate the extent to which this COPS Office award has increased your agency's capacity to do the following:

	To a great extent	To a large extent	To some extent	To a little extent	Not at all
Regularly distribute crime and disorder information among community members					
Routinely seek input from community to identify and prioritize neighborhood problems (e.g., through regularly scheduled community meetings, annual community surveys)					
Regularly collaborate with other local government agencies that deliver public services					
Regularly collaborate with nonprofit organizations and/or community groups					
Regularly collaborate with local businesses					
Regularly collaborate with informal neighborhood groups and resident associations					

PROBLEM SOLVING

The COPS Office is interested in determining to what extent (if any) your agency's award(s) has assisted your agency to increase your capacity to use problem solving. Problem solving is an analytical process for systematically (1) identifying and prioritizing problems, (2) analyzing problems, (3) responding to problems, and (4) evaluating problem-solving initiatives. Problem solving involves an agency-wide commitment to go beyond traditional police responses to crime to proactively address a multitude of problems that adversely affect quality of life.

9. Please indicate the extent to which this COPS Office award has increased your agency's capacity to do the following:

	To a great extent	To a large extent	To some extent	To a little extent	Not at all
Routinely incorporate problem-solving principles into patrol work					
Identify and prioritize crime and disorder problems through the routine examination of patterns and trends involving repeat victims, offenders, and locations					
Routinely explore the underlying factors and conditions that contribute to crime and disorder problems					
Systematically tailor responses to crime and disorder problems that address the underlying conditions that contribute to them					
Regularly conduct assessments to determine the effectiveness of responses to crime and disorder problems					

ORGANIZATIONAL CHANGE

The COPS Office is interested in determining to what extent (if any) your agency's award(s) has assisted your agency to increase your capacity to transform your agency environment, organizational structure, personnel, practices, and policies to support the community policing philosophy and community policing activities.

10. Please indicate the extent to which this COPS Office award has increased your agency's capacity to do the following:

	To a great extent	To a large extent	To some extent	To a little extent	Not at all
Incorporate community policing principles into your agency's mission/vision statement and strategic plan					
Practice community policing as an agency-wide effort involving all staff (i.e., not solely housed in a specialized unit)					
Incorporate problem-solving and partnership activities into personnel performance evaluations					

TRAINING AND TECHNICAL ASSISTANCE RESOURCES

The COPS Office is interested in determining to what extent (if any) the COPS Office has provided training or technical assistance to your agency to advance community policing.

11. Have you received training or technical assistance, with respect to implementing community policing, from the COPS Office or COPS Office–sponsored training providers?

- Yes
- No

[if YES]

12a. Please specify the training or technical assistance received:

12b. Has the training and/or technical assistance that you received from the COPS Office increased your agency's capacity to do the following? Check all that apply:

- Develop collaborative partnerships with individual and organizational stakeholders in the community.
- Engage in problem-solving to prevent, respond to, and/or better analyze crime.
- Institute organizational changes that support the implementation of community policing strategies.
- Improve technological capabilities to better prevent and/or respond to crime and disorder incidents.
- Effectively implement the strategies presented to better prevent and/or respond to crime and disorder incidents.
- None of the above

12c. Did you share the information that you learned from the training and/or technical assistance with others?

12. Do you have any best practices or success stories that you would like to share with the COPS Office related to your community policing activities?

- Yes
- No

[if YES]

13a. Please describe:

Once you have completed the final progress report questions, continue to "CERTIFICATION AND DISCLAIMER" on page 12.

CERTIFICATION AND DISCLAIMER

Enter the contact information of the person completing this Report.

Title within the organization (e.g., Deputy Director)*

First name:*

Last name:*

Phone:*

Email address:*

Please type your name here in place of your signature:*

I certify that the information provided on this form is true and accurate to the best of my knowledge and belief. I understand that false statements or claims made in connection with COPS Office awards may result in fines, imprisonment, disbarment from participating in federal awards or contracts, and/or any other remedy available by law to the Federal Government. Please be advised that a hold may be placed on COPS Office awards if it is deemed that the agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation. Please also be advised that remedies for noncompliance with award requirements may include but are not limited to repayment of expended award funds, suspension or termination of award funds, ineligibility to receive additional COPS Office funding, or placement on the U.S. Department of Justice’s High Risk List.*

Project Implementation Status Disclaimer: Please click the box if you agree to the following: “The COPS Office may use/publish your written statement(s), or any portion of the written statement(s) (herein known as “works”), as references, success stories, and best practices. They may also be used in any COPS Office marketing, publications, and/or training materials. In the event the COPS Office publishes your agency’s ‘works,’ the COPS Office will send to the point of contact a link of the ‘works’ or an attachment of the “works” via electronic mail.”

PAPERWORK REDUCTION ACT NOTICE: The public reporting burden for this collection of information is estimated to be up to one hour per response including time for searching existing data sources, gathering the data needed, and completing and reviewing the report. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to The Office of Community Oriented Policing Services, U.S. Department Of Justice, 145 N Street, NE, Washington, D.C. 20530: and to the Public Use Reports Project, Office Of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C 20530.

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