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

The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, www.cops.usdoj.gov) is pleased to announce that it is seeking applications for the Fiscal Year (FY) 2015 COPS Hiring Program (CHP). This program furthers the department's mission of advancing public safety through community policing by addressing the department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

2015 COPS Hiring Program (CHP) Application Guide

COPS Office FY 2015 Application Guide: COPS Hiring Program (CHP)

CFDA 16.710 Funding Opportunity Number: COPS-HIRING-PROGRAM-APPLICATION-2015

Eligibility

The FY 2015 CHP grant program is an open solicitation. All state, local, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply.

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

Deadline/application period

The application period for the FY 2015 CHP grant program begins in **mid-May, 2015**. All completed applications must be submitted by **June 19, 2015, at 7:59 p.m. EDT**. Applications submitted after **June 19 at 7:59 p.m.** will *not* be considered for funding.

Completing an application under the CHP grant program is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424, submitting it through the Grants.gov website. The SF-424 is a government-wide standard application for federal assistance. Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the CHP application process through the COPS Office Online Application System (see "Registration" on page 2 and "How to Apply" on page 7). If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770. *An application is not considered submitted until both of these steps are completed.*

Contact information

For technical assistance with submitting the SF-424, call the Grants.gov customer service hotline at 800-518-4726, send questions via e-mail to support@grants.gov , or consult the Grants.gov Applicant User Guide at www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf. For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421-6770 or send questions via e-mail to AskCopsRC@usdoj.gov.

COPS FY2015 Application Guide: COPS Hiring Program (CHP)

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

For more information about COPS Office grants, please call the COPS Office Response Center at 800-421-6770.

U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street NE
Washington, DC 20530

Visit the COPS Office Online: **www.cops.usdoj.gov**

April 2015

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COPS Hiring Program (CHP) (CFDA 16.710) Overview

COPS Hiring Program (CHP) description and federal award information

This program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3796dd et seq., as amended and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Public Law 103-322.

The COPS Hiring Program (CHP) provides funding directly to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts. **The COPS Office anticipates making approximately 200 CHP awards for a total of approximately $134.5 million, subject to the availability of funding.**

2015 CHP grants will cover up to 75 percent of the approved entry level salary and fringe benefits of each newly hired and/or rehired full-time sworn career law enforcement officer over the three-year (36-month) grant period, with a minimum 25 percent local cash match requirement and maximum federal share of $125,000 per officer position. CHP grant funding will be based on your agency's current entry level salary and fringe benefits for full-time sworn officers. Any additional costs for higher than entry level salaries and fringe benefits will be the responsibility of the grantee agency. All agencies' requests will be capped at no more than 5 percent of their actual sworn force strength as reported on the date of application. Agencies with a service population of 1 million or more may apply for up to 25 officer positions; agencies with a service population less than 1 million may apply for up to 15 officer positions. (The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer.) Funding under this program may be used to do the following:

- Hire new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to your current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official grant award start date as it is listed on your agency's award document.
- Rehire officers laid off by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions. The rehired officers must be rehired on or after the official grant award start date as it appears on your agency's award document. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.
- Rehire officers who are (at the time of application) currently scheduled to be laid off by your jurisdiction on a specific future date as a result of state, local, or BIA budget reductions. Grantees will be required to continue funding the positions with local funding until the date(s) of the scheduled layoffs. The dates of the scheduled layoffs and the number of positions affected must be identified in the CHP application. In addition, documentation must be maintained detailing the dates and reason(s) for the layoffs. Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled layoffs are occurring for local economic reasons unrelated to the availability of CHP grant funds; such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the layoffs, budget documents ordering jurisdiction-wide budget reductions, and/or notices provided to the individual officers regarding the layoffs.

An applicant may request funding in one or more of the above-referenced hiring categories under CHP. CHP grant awards will be made for officer positions requested in each of these three categories, and recipients of CHP awards are required to use awarded funds for the specific categories awarded. If your agency receives a CHP grant and after receiving the grant your agency needs to change one or more of the funded hiring categories it received funding under, your agency must request a post-award grant modification and must receive prior approval before spending CHP funding. To obtain information on modifying a CHP grant award, please contact the COPS Office Response Center at 800-421-6770.

An applicant may not reduce its existing current fiscal year budget for sworn officers just to take advantage of the CHP grant. Any budget cut must be unrelated to the receipt of CHP grant funds to avoid a violation of the COPS Office statutory nonsupplanting requirement.

The nonsupplanting requirement means that COPS Office grant funds must be used to supplement (increase) state, local, or BIA funds that would have been dedicated toward the grant purpose if federal funding had not been awarded. CHP grant funds must not be used to replace (supplant) local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring or rehiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired or rehired with local funds. For additional information on the COPS nonsupplanting requirement as it applies to CHP, please refer to the nonsupplanting FAQs at www.cops.usdoj.gov/Default. asp?Item=2282.

Furthermore, all grant recipients must retain any CHP-funded officer positions awarded for at least 12 months immediately after the 36 months of federal funding has ended for each position. Applicants are required to affirm in their CHP grant application that their agency plans to retain any additional officer positions awarded following the expiration of the grant and identify their planned source(s) of retention funding.

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

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

Under the False Claim Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving COPS Office funds may be referred to the Office of the Inspector General (OIG). The OIG may be contacted at oig.hotline@usdoj.gov, www.usdoj.gov/oig/FOIA/hotline.htm, and 800-869-4499.

Registration

All FY 2015 CHP applicants are required to have a valid Originating Agency Identifier (ORI) number. The ORI number is assigned by the Federal Bureau of Investigation (FBI) and is your agency's unique identifier. Please contact the COPS Office Response Center at 800-421-6770 to verify your agency's ORI number. If you do not have an ORI number, a COPS Office Response Center Specialist will assign one to you for the purpose of tracking your grant application. This is required before you begin your application on Grants.gov.

In addition, the Federal Government requires that all applicants for federal grants and cooperative agreements—with the exception of individuals other than sole proprietors—have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to submitting an application. See section 3, "General Agency Information," on page 24 of this guide for more information regarding DUNS and SAM.

Completing an application under the CHP program is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424, the government-wide standard application form for federal assistance. If you have not renewed your COPS Office Account Access information, contact

the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770. Once you have registered and submitted your SF-424 through Grants.gov, you will receive an e-mail from the COPS Office within one business day with instructions on completing the second part of the CHP application process, which is the COPS Office Application Attachment to the SF-424 through the COPS Office Online Application System.

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

For technical assistance with submitting the SF-424, call Grants.gov Customer Service Hotline at 800-518-4726, e-mail support@grants.gov, or consult the Grants.gov Applicant User Guide at www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf . See "How to Apply/Application Submission" on page 7 of this guide for more information.

For technical assistance with submitting the online application via the COPS website, please call 800-421-6770 or send questions via e-mail to AskCopsRC@usdoj.gov. See "How to Apply/Application Submission" on page 7 of this guide for more information.

Deadline: Application

All completed applications must be submitted by June 19, 2015 at 7:59 p.m. EDT. Please see "How to Apply/Application Submission" on page 7 of this guide for more information.

Applications for this program must be submitted in two parts. First, applicants must apply online via www.grants.gov to complete the SF-424. Applicants will then be directed to the COPS Office website (www.cops.usdoj.gov) to complete the second part of the application.

Eligibility Requirements

The CHP grant program is an open solicitation. All local, state, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within the jurisdiction served. Please note that CHP applicants must have a police department that is operational by the close of this application or receive services through a new or existing contract for law enforcement services. If funds under this program are to be used as part of a written contracting agreement for law enforcement services (e.g., a town that contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider in section 7 of this application).

For additional information, please contact your COPS Office Grant Program Specialist by calling the COPS Office Response Center at 800-421-6770.

Program-Specific Information

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

Program goal

CHP is designed to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers.

Length of grant term, maximum federal share, local share requirements, and hiring categories

CHP grants provide funding for three years (36 months) for each position awarded. No-cost extensions of time (not additional funding) may be provided on a case-by-case basis to provide additional time beyond the three years to complete the expenditure of grant funds. CHP grantees are required to retain each officer position awarded for at least 12 months following the conclusion of 36 months of grant funding for that position. The additional officer positions should be added to your agency's law enforcement budget with state and/or local funds over and above the number of locally funded officer positions that would have existed in the absence of the grant. Absorbing CHP-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

2015 CHP grants provide up to 75 percent funding of the approved entry level salaries and fringe benefit of each newly hired and/or rehired full-time sworn career law enforcement officer over the three-year (36-month) grant period with a minimum 25 percent local cash match requirement and a maximum federal share of $125,000 per officer position. All budget calculations must be based on the current authorized salary and fringe benefits of an entry level officer in your department. Any additional costs for higher than entry level salaries and fringe benefits will be the responsibility of the grantee agency.

CHP grants may be used on or after the official grant award start date as it appears on your agency's award document to (1) hire new officer positions (including filling existing officer vacancies that are no longer funded in your agency's budget); (2) rehire officers who have been laid off by any jurisdiction (at the time of application) as result of state, local, or BIA budget reductions; and/or (3) rehire officers who are (at the time of application) scheduled to be laid off by your jurisdiction on a specific future date as a result of state, local, or BIA budget reductions.

CHP grant funds will be awarded for officer positions in the above three distinct hiring categories, and grantees are required to use CHP funds for the specific categories awarded. An applicant may request funding in one or more of the hiring categories. However, funding requests must be based upon the applicant's current need for funding in these three hiring categories. If an applicant receives an award for a specific hiring category and then needs to make changes to the hiring categories following the receipt of the CHP award, the grantee must request a post-award grant modification and receive prior approval from the COPS Office before expending CHP funding under the new category. To request a post-award grant modification, please contact the COPS Office Response Center at 800-421-6770.

The COPS Office statutory nonsupplanting requirement mandates that CHP funds be used to supplement (increase) the grantee's law enforcement budget for sworn officer positions and may not supplant (replace) state, local, or BIA funds that a grantee would otherwise have spent on sworn officer positions in the absence of the CHP grant.

Awarded agencies are required to draw down grant funds based upon immediate cash disbursement needs throughout the 36-month funding period and not as a lump sum payment.

Federal funding: Allowable and unallowable costs

Allowable costs: Fundable requests

Allowable costs are costs that will be paid for by this grant program. The only allowable costs under CHP are the approved full-time, entry level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers hired or rehired on or after the grant award start date. A career law enforcement officer is a person hired on a permanent basis who is authorized by law or by a state, local,

or tribal agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. An agency seeking to rehire officers scheduled to be laid off on a specific future date with CHP funds must continue to fund them with local funds through the grant award date until the date of the scheduled layoff. Officers previously employed by your agency who have been (or are currently scheduled to be) laid off as a result of budget reductions may be rehired using CHP grant funds, but funding requests must be limited to your agency's entry level salaries and fringe benefits for full-time officers. Please be aware that your agency will be responsible for paying any costs that exceed entry level salaries and fringe benefits with local funds.

CHP grants provide 36 months of funding for sworn officer positions. Funding requests must be based upon the applicant's current (at the time of application) need for funding in the three hiring categories (new hires, rehires of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date). When evaluating how many CHP positions to request, please be mindful of the initial 36-month grant period and your agency's ability to fill and retain the officer positions awarded while following your agency's established hiring policies and procedures.

Requests may be made only for positions that are not otherwise budgeted with state, local, or BIA funds and that would not be funded in the absence of the CHP grant.

All requests will be considered on a case-by-case basis during the budget review process. Requested items under the program must be purchased using the appropriations language enacted for FY 2015. Additionally, each request must programmatically link to the CHP activities described in your application.

Unallowable costs: Requests will NOT be funded

All items other than entry level personnel costs (salaries and fringe benefits) as described in the preceding section are considered unallowable under CHP. Therefore, requests for equipment, training, uniforms, and vehicles are not permitted under CHP. In addition, the following personnel costs are unallowable:

- Salaries and fringe benefits of existing locally funded officers, unless those officers are currently scheduled to be laid off on a specific future date
- Salaries and fringe benefits over and above an agency's entry-level salary and fringe benefits for officers
- Salaries and fringe benefits for civilian or nonsworn personnel
- Salaries and fringe benefits for part-time officer positions
- Salaries and fringe benefits for furloughed officers
- Overtime costs

This is not an inclusive list, and items not listed above will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's CHP project. All requests must contribute directly to the specific purpose of the grant project and relate to the appropriations language enacted for FY 2015.

Monitoring, reporting, and evaluation requirements

Federal law requires that law enforcement agencies receiving federal funding from the COPS Office must be monitored to ensure compliance with their grant conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of grant implementation—compliance and

programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Grant monitoring activities conducted by the COPS Office include site visits, enhanced office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. If awarded, you agree to cooperate with and respond to any requests for information pertaining to your grant in preparation for any of the above-referenced grant monitoring activities.

Awarded agencies will be responsible for submitting Programmatic Progress Reports and Federal Financial Reports on a quarterly basis. In addition, awarded agencies will be responsible for the timely submission of a final Closeout Report and any other required final reports. All COPS Office grantees will be required to participate in such grant monitoring activities of the U.S. Department of Justice including, but not limited to, the COPS Office, the Office of the Inspector General, or any entity designated by the COPS Office.

Please note that the COPS Office may take a number of monitoring approaches, such as site visits, enhanced office-based grant reviews, alleged noncompliance reviews, and periodic surveys to gather information and to ensure compliance. The COPS Office may seek information including, but not limited to, your agency's compliance with nonsupplanting and both programmatic and financial requirements of the grant and your agency's progress toward achieving your community policing strategy. Program and Monitoring Specialists as well as Auditors are particularly interested in confirming that the purchase of items and services is consistent with the applicant's approved grant budget as reflected on the Financial Clearance Memo and Final Funding Memorandum.

Though a formal assessment is not a requirement, awarded agencies are strongly encouraged to conduct an independent assessment of their respective grant-funded projects. Project evaluations have proven to be valuable tools in helping departments identify areas in need of improvement, providing data regarding successful processes, and reducing vulnerabilities.

Please feel free to contact your COPS Office Grant Program Specialist at 800-421-6770 to discuss any questions or concerns you may have regarding the monitoring, reporting, and evaluation requirements.

Performance Measures

To assist in fulfilling the U.S. Department of Justice's (DOJ) responsibilities under the Government Performance and Results Modernization Act (GPRAMA) of 2010, P.L. 111-352, grantees who receive funding from the Federal Government must measure the results of work that funding supports. GPRAMA specifically requires the COPS Office and other federal agencies to set program goals, measure performance against those goals, and publicly report progress in the form of funding spent, resources used, activities performed, services delivered, and results achieved.

Performance measures for CHP are as follows:

Objective	Performance Measures	Data Grantee Provides
Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.	Extent to which COPS Office grant funding (e.g., officers, equipment, training, technical assistance, etc.) has increased your agency's community policing capacity? Extent to which COPS Office knowledge resources (e.g., publications, podcasts, training, etc.) have increased your agency's community policing capacity?	Grantees will rate the effectiveness of the COPS Office funding in increasing community policing capacity. Data will be collected on a periodic basis through grantee progress reports.

COPS Office grants target increasing grantee capacity to implement community policing strategies within the three primary elements of community policing: (1) problem solving, (2) partnerships, and (3) organizational transformation. The COPS Office requires all CHP applicants to describe how the personnel requested will assist the applicant in implementing community policing strategies. For more information on community policing, please go to the COPS Office website at www.cops.usdoj.gov/Default.asp?Item=36.

As part of the programmatic progress report, CHP grantees will be required to report on their progress toward implementing community policing strategies. Based on the data collected from grantees, the COPS Office may make improvements to CHP to better meet the program's objective and law enforcement agency needs.

How to Apply/Application Submission

Primary Steps Required to Complete Application	Complete?
If necessary, request an ORI through the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.	☐
If you have not renewed your COPS Office Account Access information since November 15, 2013, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.	☐
Register with Grants.gov/Confirm registration.	☐
Obtain a DUNS number/Confirm DUNS number.	☐
Register with SAM database/Confirm SAM number.	☐
Complete SF-424 on Grants.gov (funding number: COPS-Hiring-Program-Application-2015).	☐
Upon receipt of an e-mail from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete the second part of the application on the COPS Office Online Application System.	☐

Electronic submission of the SF-424 in two parts via Grants.gov and the COPS Office website

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

- Completing a CHP application is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424. The Grants.gov funding code for this solicitation is COPS-Hiring-Program-Application-2015. Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the second part of the CHP application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.
- It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through www.grants.gov or the COPS Office Online Application System. An application is not considered submitted until you have submitted your SF-424 on Grants.gov and the second part of the application on the COPS Office website.

- Confirmation of submission: After completing the second part of the application and clicking "Submit," applicants will receive a message stating "Your application has been successfully recorded." The confirmation page will also provide the submission date, ORI, confirmation number, and program type.
- For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 800-518-4726 or e-mail support@grants.gov. For assistance with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421-6770 or send questions via e-mail to AskCopsRC@usdoj.gov.
- To apply for funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the System for Award Management (SAM) database.
- Applicants must comply with any word or field limit requirements described in the COPS Office Application Guide.
- Applicants will have the opportunity to print a copy of the application prior to submission and another copy of the application after it has been submitted. Please note that the application package cannot be submitted until all required fields have been completed. **Note:** If Internet access is not available to print a copy of the application package, contact the Response Center at 800-421-6770 to request that a printed copy be sent to you.
- Applicants will be able to print a copy of the application package only for reference while completing the application online via the COPS Office website. The COPS Office will not accept applications submitted via mail or e-mail. Once the application is completed, applicants will be able to print a complete copy for their files.
- Do not wait until the application deadline date to begin the application process through the COPS Office website. The registration steps may take several days to complete, and if you wait until the application deadline date you may be unable to submit your application online.

In addition, all applicants are required to maintain current registrations in the System for Award Management (SAM) database. SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. DOJ requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status.

Applicants that were previously registered in the CCR database must at a minimum

- create a SAM account;
- log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

Obtaining a Data Universal Numbering System (DUNS) number

The Federal Government requires that all applicants for federal grants and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. The DUNS number is used to identify related organizations that are receiving funding under grants and cooperative agreements and to provide consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866-705-7511 or via the Internet at fedgov.dnb.com/webform.

Data Universal Numbering System (DUNS) number

- The DUNS number is a unique nine- or thirteen-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- **If you already have a DUNS number.** If you, as the entity applying for a federal grant or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers but use existing numbers and update or validate the information associated with the number.
- **If you are not sure whether you have a DUNS number**, call D&B using the toll-free number 866-705-5711 and indicate that you are a federal grant applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number free of charge.

To obtain your DUNS number

- The requestor may obtain a DUNS number via the Internet at fedgov.dnb.com/webform.
- The requestor may also obtain a DUNS number via telephone at 866-705-5711. The phone is staffed from 8:00 a.m. to 6:00 p.m. (local time of the caller when calling from within the contiguous United States). Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back during the operating hours. The process to request a number takes about 5–10 minutes. A DUNS number will be assigned at the conclusion of the call.
- You will need to provide the following information:
  - Legal name
  - Headquarters name and address for your organization
  - Doing business as (DBA) or other name by which your organization is commonly known or recognized
  - Physical address, city, state, and ZIP code
  - Mailing address (if separate from headquarters or physical address)
  - Telephone number
  - Contact name and title
  - Number of employees at your physical location

Managing your DUNS number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family-tree listing from D&B to help determine what branches or divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at 866-705-5711 to request your family tree.

- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches or divisions have DUNS numbers for federal purposes.
- As a result of obtaining a DUNS number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name or organization included on this marketing list, request to be delisted from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

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

Registering with the System for Award Management (SAM)

Applicants for all federal grants are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then you should allow two to five weeks for obtaining the information from the IRS when requesting the EIN via phone, fax, mail, or Internet. Follow the steps listed below to register in the SAM:

Step 1. Obtain a DUNS number at www.dnb.com/us/ or call 866-705-5711.

Step 2. Access the SAM online registration through the SAM home page at https://www.sam/gov/ and follow the online instructions for new SAM users.

Step 3. Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete depending upon the size and complexity of your business or organization. Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.

To migrate your legacy system user account from Central Contractor Registration (CCR), FedReg, ORCA, or EPLS, you must first create a personal account in SAM by clicking on "Create an Account" on the home page. An individual account is required to manage entity registrations in SAM. You will not be able to manage your registration until you create a system account in SAM. Once you validate that you have access to the e-mail address you provided during the registration process and log in, you will see a message on the user dashboard (My SAM) that will ask you, "Would you like to migrate a legacy system account?" Click "Yes" to begin the migration process. Alternatively, you may click on "Manage My User Roles," then on the "Migrate Legacy Account" link, to begin the migration process. The roles you had with the legacy system will be mapped to your SAM account.

To update your entity's SAM registration, follow the next steps:

Step 1. Go to the SAM homepage (www.sam.gov), enter your username and password, and then click the "Log In" button.

Step 2. Select "Complete Registrations" under "Registration/Update Entity" in the left navigation pane.

Step 3. Select the entity record that you want to update and click the "Update" button.

For more details on updating your registration, please refer to the SAM user guide available at www.sam.gov.

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

To review the System for Award Management and Universal Identifier Requirements Award Terms, please see appendix D on page 49 of this guide.

Helpful online resources

DUNS Number information: fedgov.dnb.com/webform/displayHomePage.do

System for Award Management (SAM): www.sam.gov

Geographic Names Information System (GNIS) ID number

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

To determine your jurisdiction's feature ID number, follow these steps:

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

Deadline/Application period

The application period for FY 2015 CHP begins in **mid-May, 2015**. All applications must be submitted by **June 19, 2015, at 7:59 p.m. EDT**. Applications submitted after **June 19 at 7:59 p.m.** will not be considered for funding.

Audit requirement

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. § 200.501 et seq., as adopted by the U.S. Department of Justice in 2 C.F.R. §2800.101, establishes the requirements for organizational audits that apply to COPS Office grantees. Grantees must arrange for the required organization-wide (not grant-by-grant) audit in accordance with the requirements of this circular.

Civil rights

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

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

Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying using the COPS Office online system (www.cops.usdoj.gov), please contact:
Donte Turner
U.S. Department of Justice, COPS Office
202-616-9427 or Donte.Turner@usdoj.gov

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

Grant terms and conditions/Funding restrictions

The following section describes all of the compliance terms and conditions that applicants should be aware of before applying to COPS Office programs. The table below further defines which of the legal requirements are applicable to the program for which you are applying. Please review each section carefully. The signatures of the applicant's law enforcement executive/agency executive and government executive/financial official on section 17, "Reviews and certifications," assure the COPS Office that your agency will comply with all legal and administrative requirements that govern the application for acceptance.

Key: Y = Yes; N = No; P = Possibly (dependent upon particular agency regulations or items requested

FY 2015 Program	CHP
I. Assurances	Y
II. Certifications	Y
III. Disclosure of Lobbying Activities	P
IV. Nonsupplanting	Y
V. Procurement and Sole Source Justification	N
VI. Criminal Intelligence Systems/28 C.F.R. Part 23	N
VII. Mitigate Possible Adverse Health, Safety, and Environmental Impacts	N
IX. System for Award Management and Universal Identifier Requirements	Y
X. Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation	P
XI. Contract Provisions under Federal Award	Y
XII. Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	N
XIII. Curriculum Development	N
XIV. Internal Confidentiality Agreements	Y
XV. Mandatory Disclosure	Y

I. & II. Assurances and Certifications (also refer to section 15 on page 42 of this application guide and Standard Application forms.)

Applicants to COPS Office programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read and understood and that you accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully, as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant.

III. Disclosure of lobbying activities (also refer to section 16 on page 43 of this application guide and Standard Application forms.)

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action or a material change to a previous filing, pursuant to title 31 U.S.C. §1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information. If this applies to your agency, you are required to submit the disclosure form in section 16 of the application. If you need to submit additional forms, please submit them as attachments to your application online.

IV. Nonsupplanting requirement

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

Funds budgeted to pay for sworn officer positions irrespective of the grant may not be reallocated to other purposes or refunded should a CHP grant be awarded. Nonfederal funds must remain available for and devoted to that purpose, with COPS Office funds supplementing those nonfederal funds.

Awarded funding cannot be obligated until on or after the grant award start date. This means that CHP funds cannot be applied to any agency cost prior to the award start date. In addition, all awardees will be expected to take active and timely steps pursuant to their standard procedures to fully fund law enforcement costs already budgeted as well as to fill all locally funded vacancies resulting from attrition during the life of the grant.

Under CHP, the nonsupplanting requirement means that a grant recipient receiving CHP grant funds to hire a new officer position, including filling an existing officer vacancy that is no longer funded in the recipient's local budget, must hire the additional position on or after the official grant award start date, above its current budgeted (funded) level of sworn officer positions.

The nonsupplanting requirement also means that a grant recipient that receives CHP grant funds to rehire an officer who has already been laid off (at the time of application) as a result of state, local, or BIA budget reductions must rehire the officer on or after the official grant award start date. The grant recipient must maintain documentation showing the date(s) that the position(s) was/were laid off and rehired in its CHP grant file.

In addition, the nonsupplanting requirement means that a grant recipient that receives CHP grant funds to rehire an officer who is (at the time of application) currently scheduled to be laid off on a specific future date as a result of state, local, or BIA budget reductions must continue to fund the officer with its own funds through the grant award start date until the date of the scheduled layoff

(for example, if the award start date is September 1 and the layoff is scheduled for November 1, then the CHP funds may not be used to fund the officer until November 1, the date of the scheduled layoff). An agency must identify the date(s) of the scheduled layoffs and the number of officers to be laid off in its application. If a CHP grant is awarded, a grant recipient must maintain documentation showing the date(s) and reason(s) for the layoffs, the number of officers laid off, the number of officers rehired, and dates the officers were rehired. (Please note that as long as your agency can document that the layoffs would occur on the identified dates if the CHP grant funds were not available, it may transfer the officers to the CHP funding on or immediately after the date of the layoff without formally completing the administrative steps associated with a layoff for each individual officer.)

Documentation that may be used to prove that scheduled layoffs are occurring for local economic reasons that are unrelated to the availability of CHP grant funds may include (but is not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the layoffs; notices provided to the individual officers regarding the date(s) of the layoffs; and/or budget documents ordering departmental and/or jurisdiction-wide budget reductions. These records must be maintained with your agency's CHP grant records during the grant period and for three years following the official closeout of the CHP grant in the event of an audit, monitoring, or other evaluation of your grant compliance. For additional information on the COPS nonsupplanting requirement as it applies to CHP, please refer to the Frequently Asked Questions (FAQ) information sheet at www.cops.usdoj.gov/ Default.asp?Item=2119.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Response Center at 800-421-6770 for further information.

V. Procurement and sole source justification—not applicable under CHP

VI. Criminal intelligence systems/28 C.F.R. Part 23 compliance—not applicable under CHP

VII. Certification to mitigate possible adverse health, safety, and environmental impacts—not applicable under CHP

VIII. Community Policing Self-Assessment Tool (CP-SAT)

The Community Policing Self-Assessment Tool (CP-SAT) is intended to create an objective measure of your current community policing practices. Upon successful completion, you will receive a report summarizing your agency's community policing activities, which will help you to design your strategic plan, training, and performance reporting initiatives based on your agency's community policing strengths and areas in need of additional attention. The CP-SAT is provided free of charge as a resource to manage your policing goals; it measures community policing activities and successes, but it does not capture outcome or impact indicators. Administering the CP-SAT twice during your grant period will allow your agency to compare the progress of your community policing practices and provide a tool for your administration to reflect back on your agency's accomplishments. The CP-SAT resource can be used as a long-term tool for your agency's planning and training even after your grant period expires.

IX. System for Award Management (SAM) and Universal Identifier requirements

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

To review the System for Award Management and Universal Identifier Award Term, please see appendix D.

X. Federal Funding Accountability and Transparency Act (FFATA)—Reporting subaward and executive compensation information

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

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

The subaward information entered in FSRS will then be displayed on www.USASpending.gov, associated with the prime award, furthering federal spending transparency.

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

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

XI. Contract provisions under federal award

All contracts made by the recipients under the federal award must contain the provisions required under 2 C.F.R. Appendix II to part 200 (Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards) as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

For the full text of 2 C.F.R. Appendix II to Part 200, please refer to appendix F on page 55 of this application guide.

XII. Prior approval, planning, and reporting of conference/meetings/training costs —not applicable under CHP

XIII. Curriculum development—not applicable under CHP

XIV. Internal confidentiality agreements

If awarded, recipients will be required to agree that they do not require their employees or contractors to sign internal confidentiality agreements or statements preventing them from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information.

XV. Mandatory disclosure

If awarded, recipients and subrecipients will be required to timely disclose in writing to the COPS Office or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.338, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

Application review information

The COPS Office is committed to ensuring a fair and open process for making awards. The COPS Office will review the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

This review will also assess whether costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. This financial review will be conducted by the COPS Office staff or in collaboration with the peer review process.

For CHP, the COPS Office will focus on balancing the applicant's need for federal assistance (as measured by economic and fiscal health questions) with crime rates and the applicant's current commitment to community policing and their proposed community policing strategy. For FY 2015, an applicant's commitment to community policing and the strength of their overall community policing strategy will be the basis for initial scoring.

For CHP, fiscal need will constitute 20 percent, crime 30 percent, and community policing 50 percent of the overall score. Additional consideration will be given to applicants who select one of the following community policing problems or focus areas: Homeland Security, Homicide/Gun Violence, School Based Policing through SROs, or Building Trust. CHP awardees who choose one of the community policing problems or focus areas listed above will not be allowed to change their choice post-award. Additional consideration may be given for applicants who experienced an unanticipated catastrophic event, applicants who have a neighborhood or other geographical area designated as a Promise Zone as part of the President's Promise Zone Initiative, or applicants who commit to hiring at least one military veteran.

Prior to award, applications for potential awards will receive a financial integrity review to evaluate the fiscal integrity and financial capability of applicants and to examine proposed costs and the extent to which the budget detail worksheet supports and explains project costs. This review will also assess whether costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. This financial review will be conducted by the COPS Office staff.

Past performance on previous awards may be in an indicator in this review process. Financial and programmatic performance factors may be included in the past performance review.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of the COPS Office, who may also give consideration to factors including, but not limited to, underserved populations, population served, geographic diversity, strategic priorities, past performance, risk, and available funding when making awards.

Federal award administration information

Federal award notices

Award notification will be sent electronically. To officially accept and begin your award, your agency must access www.cops.usdoj.gov and select the "Account Access" link in the upper right corner to log in, review, and electronically sign the award document (including award terms and conditions) and, if applicable, the special award conditions or high risk conditions within 90 days of the date shown on the award congratulatory letter unless an extension is requested and granted.

Your agency will not be able to draw down grant funds until the COPS Office receives your signed award document. For more information, please contact the COPS Office Response Center at 800-421-6770.

The award document

The award document is the document indicating your official grant funding amount, the number of officer positions awarded, the type of positions awarded, the grant number, the grant conditions, and the award start and end dates.

The award document is preprinted with your agency's law enforcement and government executives' names. If this information is incorrect or has changed, please update your "Agency Contacts" online at www.cops.usdoj.gov through the "Account Access" link. If the law enforcement or government official has changed since the time of application, please have the current law enforcement executive or government executive for your agency create an account through the "Account Access" link, log in, and electronically sign the award document once your agency contacts have been updated online. Once you have reviewed your award document, please electronically sign it and make a copy of all pages of the document for your records, along with all award condition pages, within 90 days of the date shown on the award congratulatory letter.

The award start date indicated on the award document means that your agency may be reimbursed for any allowable costs incurred on or after this date. The duration of your CHP award is 36 months of funding for each award.

Your grant number is in the following format: 2015-ULWX-0000 or 2015-UMWX-0000 for grants awarded in FY 2015. The COPS Office tracks grant information based upon this number. Therefore, it is important to have your agency's grant number (or your agency's ORI number) readily available when corresponding with the COPS Office.

Your ORI number begins with your state abbreviation followed by five numbers or letters (e.g., VA00000). This number is assigned by the Federal Bureau of Investigation (FBI) for use in tracking information for the Uniform Crime Report (UCR). The COPS Office tracks programmatic grant information based upon this ORI number. If your agency does not have an ORI number assigned by the FBI, the COPS Office assigns a nonofficial ORI code to use as an agency identifier (in such cases, the last two characters will be "ZZ"). If you have any questions regarding your grant, please refer to your grant number or your agency's ORI number when you contact the COPS Office.

The award conditions are listed on your agency's award document. By accepting this award, you are obtaining federal funds from the COPS Office. As part of that agreement, if awarded, your agency will acknowledge that it will comply with these conditions (and, if applicable, additional special conditions specific to your agency).

In limited circumstances, your award may be subject to special conditions that prevent your agency from drawing down or accessing grant funds until the special conditions are satisfied as determined by the COPS Office. Any special conditions will be included with your award.

Administrative and national policy requirements

If selected for funding, in addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must comply with award terms and conditions and other legal requirements including, but not limited to, OMB, DOJ, or other federal regulations which will be included in the award or incorporated into the award by reference or are otherwise applicable to the award.

Please see general terms and conditions on page 12.

Reporting

If awarded funds, all award recipients will be required to electronically submit their financial reports using the SF-425 form by the 30th day following the end of each calendar quarter, and a final report is due 90 days following the grant award end date. Grantees who do not submit SF-425 reports by the due date will be unable to draw down funds.

In addition, if awarded funds, all award recipients will be required to electronically submit quarterly progress reports and a final progress report. The COPS Office will notify the award recipient when the progress report is due and provide instructions for online submission.

Suspension or termination of funding

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

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

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

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

Please be advised that grantees may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice award.

COPS Office Application Attachment to SF-424

What an application must include

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

Required application documents and sections for the COPS Hiring Program

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

Application Documents and Sections	Required?	Completed?
Standard Form 424	Yes	☐
COPS Office Application Attachment to SF-424	Yes	☐
Section 1. COPS Office Program Request	Yes	☐
Section 2. Agency Eligibility Information	Yes (section 2A only)	☐
Section 3. General Agency Information	Yes	☐
Section 4. Executive Information	Yes	☐
Section 5. COPS Office Officer Request	Yes (section 5A only)	☐
Section 6. Law Enforcement and Community Policing Strategy	Yes (section 6B only)	☐
Section 7. Need for Federal Assistance	Yes	☐
Section 8. Continuation of Project after Federal Funding Ends	Yes (section 8A only)	☐
Section 9. School Safety Assessment	No	☐
Section 10. Executive Summary	No	☐
Section 11. Project Description (narrative)	No	☐
Section 12. Official Partner(s) Contact Information	Possible	☐
Section 13. Application Attachments	Possible	☐
Section 14. Budget Detail Worksheet	Yes	☐
Section 15. Assurances and Certifications	Yes	☐
Section 16. Disclosure of Lobbying Activities	Possible	☐
Section 17. Reviews and Certifications	Yes	☐
Section 18. Application Data Verification	Not applicable at time of application	☐

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

General information

The applicant's SF-424 must be submitted online via www.grants.gov. Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the CHP application through the COPS Office online via the COPS website (www.cops.usdoj.gov).

Instruction: Application for Federal Assistance SF-424

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

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

The Instructions for the Application for Federal Assistance SF-424 on page 19 is a standard form (including the continuation sheet) required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below.

In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

1. **Type of submission** (required). Select one type of submission in accordance with agency instructions.
   - Pre-application
   - Application
   - Changed/corrected application—If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.

2. **Type of application** (required). Select one type of application in accordance with agency instructions.
   - New—An application that is being submitted to an agency for the first time.
   - Continuation—An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.
   - Revision—Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "other" is selected, please specify in text box provided.
     Increase award
     Decrease award
     Increase duration
     Decrease duration
     Other (specify)

3. **Date received**. Leave this field blank. This date will be assigned by the federal agency.

4. **Applicant identifier**. Enter the entity identifier assigned by the federal agency, if any, or the applicant's control number if applicable.

5a. **Federal entity identifier**. Enter the number assigned to your organization by the federal agency, if any.

5b. **Federal award identifier**. For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.

6. **Date received by state**. Leave this field blank. This date will be assigned by the state, if applicable.

7. **State application identifier**. Leave this field blank. This identifier will be assigned by the state, if applicable.

8. **Applicant information**. Enter the following in accordance with agency instructions:
   a. *Legal name* (required). Enter the legal name of the applicant who will undertake the assistance activity. This is what the organization has registered with the System for Award Management. Information on registering with SAM may be obtained by visiting the Grants.gov website.

   b. *Employer/Taxpayer number (EIN/TIN)* (required). Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the United States, enter 44-4444444.

   c. *Organizational DUNS* (required). Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.

   d. *Address*. Enter the complete address as follows: Street address (line 1 required), City (required), County, State (required, if country is United States), Province, Country (required), ZIP/Postal Code (required, if country is United States).

   e. *Organizational unit*. Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.

   f. *Name and contact information of person to be contacted on matters involving this application* (required) *and organizational affiliation (if affiliated with an organization)*: Enter the name (first and last name, then the application organization), telephone number (required), fax number, and e-mail address (required) of the person to contact on matters related to this application.

9. **Type of applicant** (required). Select up to three applicant type(s) in accordance with agency instructions.
   A. County government
   B. City or township government
   C. District government
   D. Organization
   E. U.S. Territory or possession
   F. Independent school district
   G. Public/state controlled institution of higher education
   H. Indian/Native American Tribal Government (federally recognized)
   I. Indian/Native American Tribal Government (other than federally recognized)

J. Indian/Native American tribally designated organization

K. Public/Indian housing authority

L. Nonprofit

M. Nonprofit

N. Private institution of higher education

O. Individual

P. For-profit organization (other than small business)

Q. Small business

R. Hispanic-serving institution

S. Historically Black colleges and universities (HBCU)

T. Tribally controlled colleges and universities (TCCU)

U. Alaska Native and Native Hawaiian serving institutions

V. Nondomestic (non-U.S.) entity

W. Other (specify)

10. **Name of federal agency** (required). Enter the name of the federal agency from which assistance is being requested with this application.

11. **Catalog of Federal Domestic Assistance number/title**. Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.

12. **Funding opportunity number/title** (required). Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.

13. **Competition identification number/title**. Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.

14. **Areas affected by project**. List the areas or entities using the categories (e.g., cities, counties, states) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.

15. **Descriptive title of applicant's project** (required). Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.

16. **Congressional districts of** (required).
    - 16a. Enter the applicant's Congressional District, and
    - 16b. Enter all District(s) affected by the program or project. Enter in the format:
        - Two-character state abbreviation
          Three-character district number
          e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina 103rd district
        - If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.

- If nationwide, i.e., all districts within all states are affected, enter U.S.-all.
- If the program/project is outside the United States, enter 00-000.

17. **Proposed project start and end dates** (required). Enter the proposed start date and end date of the project.
18. **Estimated funding** (required). Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19. **Is application subject to review by state under Executive Order 12372 process?** Applicants should contact the state single point of contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the state intergovernmental review process. Select the appropriate box. If "a" is selected, enter the date the application was submitted to the state.
20. **Is the applicant delinquent on any federal debt?** (required) Select the appropriate box. This question applies to the applicant organization, not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. If yes, include an explanation on the continuation sheet.
21. **Authorized representative** (required). To be signed and dated by the authorized representative of the applicant organization. Enter the name (first and last name required), title (required), telephone number (required), fax number, and e-mail address (required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be sub mitted as part of the application.)

Section 1. COPS Office program request

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

Section 2. Agency eligibility information

For this section, check the appropriate box, and choose the appropriate entity from the drop-down menu.

In section 2A, you will be asked several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) grant. Please note that CHP applicants must have a police department that is operational by the close of this application or receive services through a new or existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served.

In addition, if funds under this program are to be used as part of a written contracting agreement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider in section 7 of this application).

Before proceeding with this application, we ask that you please log onto the COPS Office Agency Portal to update the agency providing law enforcement services as your Law Enforcement Executive/Agency Executive Information. This information will be prepopulated from the COPS Office Agency Portal in section 4 of this application, so please ensure its accuracy.

Section 3. General agency information

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

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

B. **Applicant Data Universal Numbering System (DUNS) number**
A Data Universal Numbering System (DUNS) is a unique nine- or thirteen-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The Federal Government requires that all applicants of federal grant funds and cooperative agreements, with the exception of individuals other than sole proprietors, have a DUNS number prior to application submission. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of this application guide.

C. **System for Award Management (SAM)**
The System for Award Management (SAM) database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Federal Government requires that all applicants of federal grant funds and cooperative agreements—with the exception of individuals other than sole proprietors—be registered in the database prior to application submission. Please contact the SAM Service Desk at 866-606-8220 or view or update your registration information at www.sam.gov. If your SAM registration is set to expire **prior** to September 30, 2015, please renew your SAM registration prior to completing this application. All applicants are required to maintain current registrations in the SAM database. Please note that applicants must update or renew their SAM at least once per year to maintain an active status. For more information about how to register with SAM, please refer to the "How to Apply" section of this application guide.

D. **Geographic Names Information System (GNIS) ID number**
Your Geographic Names Information System (GNIS) identification number is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to geonames.usgs.gov/domestic/index.html. For more information about how to obtain a GNIS number, please refer to the "How to Apply" section of this application guide.

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

F. **Fiscal year**
Enter the month, day, and year of the legal applicant's fiscal year.

G. Law enforcement agency sworn force information

When completing your agency's general law enforcement agency information in section 3G, please note that "budgeted sworn force strength" refers to the number of sworn officer positions your agency has funded within its budget, including state, local, and BIA-funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers. "Actual sworn force strength" refers to the actual number of sworn officer positions employed by your agency as of the date of the application.

H. Civilian staffing

Enter the number of civilian positions funded in your agency's fiscal year budget, both full-time and part-time.

I. U.S. Department of Justice and other federal funding

Applicants are required to disclose whether they have pending applications for federally funded assistance or active federal grants that support the same or similar activities or services for which grant funding is being requested under this application.

Be advised that COPS Office grant funding may not be used for the same item or service funded through another funding source. However, leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate. To aid the COPS Office in the prevention of awarding potentially duplicative funding, please indicate whether your agency has a pending application and/or an active grant with any other federal funding source (e.g., direct federal funding or indirect federal funding through state subawarded federal funds) that supports the same or similar activities or services as being proposed in this COPS Office application. Check all that apply using the check boxes provided in the application.

Section 4. Executive information

Please ensure that information listed is current. If these officials are "Interim" or "Acting" at the time of application, check the appropriate box. Please note that this information will be used for any future correspondence regarding this grant application, and ultimately, if a grant is awarded, this information will be used for any grant award notifications.

A. For law enforcement agencies

This is the highest ranking law enforcement official within your jurisdiction (e.g., chief of police, sheriff, or equivalent). If the grant is awarded, this position would ultimately be responsible for the programmatic implementation of the award. This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

B. For government agencies

This is the highest ranking government official within your jurisdiction (e.g., mayor, municipal administrator, tribal chairman, or equivalent). If the grant is awarded, this position would ultimately be responsible for the financial management of the award. Please note that information for nonexecutive positions (e.g., clerks or trustees) is not acceptable. This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

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

C. **Application contact information**
Enter the application contact name and contact information.

Section 5. COPS officer request

2015 CHP grant funds cover up to 75 percent of the approved entry level salary and fringe benefits of each newly hired and/or rehired full-time sworn career law enforcement officer for the three-year (36-month) grant period with a minimum 25 percent local cash match requirement up to a maximum federal share of $125,000 per officer position. CHP grant funding will be based on your agency's current entry level salaries and fringe benefits for full-time sworn officers.

All agencies' requests will be capped at no more than 5 percent of their actual sworn force strength as reported on the date of application. Agencies with a service population of 1 million or more may apply for up to 25 officer positions; however, agencies with a service population less than 1 million may apply for up to 15 officer positions. (When noting the service population of your jurisdiction, please note that the actual population and service population may or may not be the same. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police).) The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer.

Based on the maximum number of positions that would be available if your agency were awarded funding, please identify how the requested positions would be allocated across the three specific hiring categories:

- Hire new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to the current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official grant award start date as it appears on your agency's award document.
- Rehire officers laid off by any jurisdiction as a result of state, local, or BIA budget reductions. The rehired officers must be rehired on or after the official grant award start date as it appears on your agency's award document. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.
- Rehire officers who are (at the time of application) currently scheduled to be laid off on a specific future date as a result of state, local, or BIA budget reductions. Grantees will be required to continue funding the position(s) with local funding until the date of the scheduled layoff(s). The date of the scheduled layoff(s) and the number of positions affected must be identified in the CHP application. In addition, documentation must be maintained detailing the date(s) and reason(s) for the layoff(s). Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled layoffs are occurring for local economic reasons unrelated to the availability of CHP grant funds. Such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the layoff(s); budget documents ordering jurisdiction-wide budget reductions; and/or notices provided to the individual officers regarding the layoff(s).

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

A grantee receiving CHP funding to rehire officers that are scheduled for layoff must continue to fund the officers with local funds until the date of the scheduled layoff. The grantee may rehire the officers with CHP funding on or immediately after the date of the scheduled layoff. Unless required by a grantee's

jurisdiction, the agency is not required to formally complete the administrative steps associated with the layoff of the individual officers it is seeking to rehire so long as the agency can document that a final, approved budget decision was made to lay off those individual officers on the identified layoff date.

An applicant may not reduce its budget for sworn officers just to take advantage of the CHP grant. Any budget cut must be unrelated to the receipt of CHP grant funds (to avoid a violation of the nonsupplanting requirement).

When completing the questions about the number of CHP sworn officer positions your agency is requesting, please base your responses on your agency's current (at the time of application) needs for funding in the three hiring categories (new hires, rehires of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date). CHP grant awards will be made for officer positions requested in each of these three categories, and recipients of CHP awards are required to use awarded funds for the specific categories awarded. If an applicant receives an award and after receiving the award needs to change the hiring categories, it must request a post-award grant modification and must receive prior approval before spending CHP funding. For additional information on modifying a CHP grant award, please contact the COPS Office Response Center at 800-421-6770.

Please note that although hiring military veterans as new hires is not a grant requirement under 2015 CHP, the COPS Office supports the attorney general's commitment to hiring military veterans whenever possible. **To this end, applicants who commit to hiring or rehiring at least one military veteran (as defined in appendix A) under 2015 CHP will receive additional consideration for CHP funding.** (Again, these military veterans may be in any of the three hiring categories, not just new hires.) The COPS Office recommends that applicants examine their internal hiring practices to ensure that an officer funded by a CHP award would meet the veteran requirement.

If your agency is requesting officer position(s) in order to deploy school resource officers (SRO), then all of the officer position(s) requested must be used to deploy full-time SROs as defined in appendix A; do not request more officer positions than your agency can expect to deploy in this capacity. Applicants in this focus area are encouraged to refer to recommendation 4.6 in the Interim Report of the President's Task Force on 21st Century Policing for suggested actions to incorporate into your proposed community policing strategy (www.cops.usdoj.gov/Default.asp?Item=2761). If awarded a grant for SRO position(s), please note that the COPS Office requires that the officer(s) deployed into the SRO position(s) spend a minimum of 75 percent of their time in and around primary and/or secondary schools, working on youth-related activities. The time commitment of the funded officers must be above and beyond the amount of time that the agency devoted to the schools before receiving the grant. There must be an increase in the level of community policing activities performed in and around primary or secondary schools in the agency's jurisdiction as a result of the grant. **In addition, you must select "School Based Policing through School Resource Officers" under "Child and Youth Safety Focus" as your problem/focus area in section 6B, question 6, and complete the supplemental questions.**

The placement of law enforcement officers in school carries a risk of contributing to a "school-to-prison pipeline" process where students are arrested or cited for minor, nonviolent behavioral violations and then diverted to the juvenile court system. This pipeline wastes community resources and can lead to academic failure and greater recidivism rates for these students. If awarded, the grantee agrees that any officers deployed while implementing School-based Policing under the COPS Hiring Program grant cannot be involved in the administrative discipline of the students. There must be an increase in the level of community policing activities performed in and around primary or secondary school in the agency's jurisdiction as a result of the grant. The time commitment of the funded officers must be above and beyond the amount of time that the agency devoted to the schools before receiving the grant.

Section 6. Law enforcement and community policing strategy

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

In section 6B, the COPS Office requires all CHP applicants to describe how hiring additional officers will assist the applicant in implementing and/or enhancing community policing strategies. Please complete the questions in this section to describe the types of community policing activities that will continue or result from COPS Office funding. One of the criteria in receiving a CHP award is a minimum community policing score based on responses to this section; agencies that do not meet a minimum community policing score will not be considered for funding. Applications with a minimum community policing score reflect a basic existing commitment to community policing and a strategy to enhance or build community policing capacity.

We understand that your community policing needs may change during the life of your grant. **Minor changes to this strategy may be made without prior approval of the COPS Office; however, grantees will be required to report on progress or changes to the community policing strategy (if any) through required progress reports. If your agency's community policing strategy changes significantly, you must submit those changes to the COPS Office for approval.** Changes are significant if they deviate from the specific crime problems originally identified and approved in the community policing strategy submitted with the application. In some cases, changes to the approved community policing strategies may also be deemed significant and may require approval of a modified community policing strategy by the COPS Office, depending on the scope and nature of those changes as identified in the quarterly progress reports. Please note that applicants that choose certain problem/focus areas will not be able to change from these problem/focus areas if awarded CHP funding (see below, question 7).

6B section I. Current organization commitment to community policing

Section I aims to examine the current policies and practices within the agency as they relate to the three primary elements of community policing.

Question 1(a-e)

Please indicate which of the following activities your agency currently employs focusing on community partnerships and problem solving. The community partnerships category refers to the forging of relationships between the law enforcement agency and the individuals and organizations they serve to collaboratively develop solutions to problems and increase trust in police. The problem solving category refers to the process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

Question 2

The community policing philosophy focuses on the way that the departments are organized and managed and how the infrastructure can be changed to support the philosophical shift behind community policing. Question 2 aims to identify how your agency currently infuses community policing ideals internally within the agency. Please check which, if any, internal management practices your agency currently employs.

Question 3

Community policing calls for a broadening of police outcome measures beyond that of the typical police performance. Question 3 examines the ways in which your agency currently assesses overall performance. Please indicate which of the following assessment measures your agency annually uses to assess performance.

Question 4

Community policing is a collaborative effort between the law enforcement agency and the community it serves. The pathway of communication between the community and the law enforcement agency is paramount to the success of any community oriented policing strategy. Question 4 seeks to gain an understanding of the ways in which your agency shares information with the community it serves. Please indicate in which of the following ways your agency routinely shares information with community members.

Question 5

Community policing advocates that the public should play a role in prioritizing public safety problems.

Individuals who live, work, or otherwise have an interest in the community are a valuable resource for identifying community concerns. Please identify in which of the following ways your agency formally involves community members in influencing agency practices and operations.

6B section II(A). Proposed community policing strategy—problem solving and partnerships

Section II(A) aims to identify the specific problem/focus area you wish to address with COPS Office funding, the ways you identified and prioritized these public safety issues, and what organizations/agencies you intend to partner with in addressing the problem/focus area. This section also aims to determine the metrics used by your agency to evaluate whether the identified public safety problem is being adequately addressed and what the goals of your agency are in responding to the identified public safety issue.

We strongly recommend agencies consult with their current and prospective partners in order to provide information about the most critical partnerships necessary to address the needs of the community. If awarded funds, your responses to sections II(A) and II(B) will constitute your agency's community policing strategy under this grant.

Question 6

The community policing philosophy engages in a proactive and systematic examination of identified problems that can be countered with effective responses. Question 6 aims to identify the community problem/focus area you wish to address with COPS Office funding.

You will be allowed to select one problem/focus area that your community is facing. You should select only the problem/focus area that your agency believes it can best address with this funding and by the officers requested in this application. **At any time during your grant you need to be prepared to demonstrate how the grant funds were specifically used to enhance or initiate community policing activities according to your community policing strategy. After selecting your problem/focus area, you will answer Questions 6a through 11.**

In **question 6**, please identify your problem/focus by selecting a major problem heading (e.g., violent crime problems). Once selected, a series of subheadings will be presented that narrow down the nature of the problem/focus (e.g., assault). Once you have selected the appropriate subheading, please describe the nature of your problem/focus in the text box in precise, specific terms and in less than

50 characters. Examples have been provided to assist you with specifying the individual problems/focus areas. Since community policing aims to develop solutions to the immediate underlying conditions contributing to your public safety problems, there may be a problem your agency wishes to address that is not reflected in the subheadings. If so, please identify the major heading that best fits your problem/focus and under the "other" subheading explain your problem. The COPS Office supports the attorney general's priority goal of reducing violent crime, especially gun violence. **To this end, applicants who choose "Homicide/Gun Violence" or "School Based Policing through School Resource Officers" as their problem/focus area under 2015 CHP will receive additional consideration for CHP funding. Applicants who choose "Building Trust" or "Homeland Security" will also receive additional consideration for CHP funding. Applicants selecting any of the Building Trust focus areas are encouraged to refer to the Interim Report of the President's Task Force on 21st Century Policing for suggested actions to incorporate into your proposed community policing strategy (www.cops.usdoj.gov/Default.asp?Item=2761). For each of the above community policing problem/focus areas, if awarded CHP funding, agencies will not be able to change the problem/focus area of their community policing strategies post-award.**

Please note that any applicant that chooses to deploy their officer position(s) as school resource officers in section 5 of this application must choose the "school based policing through school resource officers" focus area under "child and youth safety focus" and answer the supplemental questions.

In **question 6a**, please describe the selected problem/focus area that you wish to address with COPS Office funding in 4,000 characters or less. This text will allow you to expand on the nature of your community's problem and breadth of your proposed project. Community policing entails collaborative efforts between law enforcement agencies and the community, so you will have an opportunity to expand on your proposed partners in another section of the application. This information is required and will be used for auditing and monitoring purposes.

A "yes" answer in **question 6b** indicates that your agency will engage explicitly and actively in place-based approaches to the problem/focus you described in question 6a. Place-based approaches, including techniques known as hot spot policing, refer to efforts to identify how a crime or disorder problem concentrates at specific geographic locations. Information about the geographic concentration of crime or disorder events can then become a focus of the problem-solving tactics or strategies. Place-based approaches can be used to identify intervention, prevention, or enforcement tactics or strategies to address the problem/focus. Place-based approaches can also be used to assess the impact of place-based tactics or strategies. In **question 6c** (if applicable), identify all of the activities your agency and officers hired under this grant (or an equivalent number of redeployed veteran officers) plans to engage in to address the targeted hot spot area(s).

Question 7

Community policing encourages agencies to use problem-solving techniques to identify and prioritize community problems. This process can consist of identifying a basic problem, determining the nature and seriousness of that problem, and establishing baseline measures to evaluate effective responses. Problem-solving techniques aid in your community's ability to recognize which issues need the most resources. Please select which sources contributed to the identification and prioritization of the problem/focus area your agency intends to address through this grant program. At least one response must be selected, but you may select as many sources as necessary.

Other local non-law enforcement government agency data could include information from code enforcement, public works, schools, parks and recreation, etc.

Question 8

Analysis is a key part of the problem-solving process put forth by the community policing model. The objectives of analysis are to develop an understanding of the dynamics of the problem and the limits of current responses, as well as to establish correlation and develop an understanding of cause and effect. By analyzing your community's problem, you are better able to understand the needs of your community and thus determine the best ways to address these needs. Please identify which methods your agency will use to improve your understanding of the problem/focus area you will address. At least one response must be selected, but you may select as many responses as needed.

Question 9

This question is aimed at determining the metrics used by your agency to evaluate whether the identified problem/focus area is being adequately addressed. Please check all the criteria your agency plans to use to determine whether the implemented response achieved the targeted outcomes.

Question 10

This question is aimed at assessing what the goals of your agency are in responding to the identified problem/focus area. Although an agency may have multiple goals, we are requesting that you identify your agency's primary goals and limit it to the top three. **We also encourage your agency to create a system that documents progress toward achieving these identified goals.**

Question 11

Community policing relies heavily on partnerships and relationships between law enforcement and the community it serves. Questions 11a–d are designed to understand these partnerships in greater detail. We strongly recommend agencies consult with their current and perspective partners to in order to provide information about the most critical partnerships necessary to address the needs of the community.

In **question 11a**, please identify the number of partnerships your agency will initiate or enhance to address the identified problem/focus area.

For **question 11b**, of the partners identified in 11a, name the most important external groups/organizations your agency partners with to develop responses to this problem/focus area. You may only list three partners by name, but you may attach letters of support from any or all project partners.

In **question 11c**, for each partner identified in 11b, please characterize the type of entity this partnership is. Choose the option that provides the closest description of the partner.

In **question 11d** (if applicable), for any tribal law enforcement agencies you indicated as a partner, identify if you have a formalized Memorandum of Understanding or Memorandum of Agreement (MOU or MOA) signed by both partners that governs partnership activities, roles, and responsibilities.

6B section II(B). Proposed community policing strategy—organizational transformation

As one of the three pillars of community policing, organizational transformation is integral to ensuring that your agency's management, structure, personnel, and information systems support and ultimately help sustain and institutionalize community partnerships and proactive problem-solving efforts. These changes focus on the way that departments are organized and managed and how the infrastructure and operations can be changed to support the philosophical shift behind community policing.

In this section, you will be asked to identify the organizational change(s) that your agency plans to focus on through your requested COPS Office funding. Identifying the specific organizational change(s) that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS Office funding under this program and to ensure that ultimately the use of these funds will initiate or enhance your agency's overall capacity to implement community policing strategies.

Questions 12–13

You may select no more than two organizational changes that will be initiated or enhanced under both internal changes to personnel management (question 12) and changes to agency management (question 13). After identifying the organizational change(s) that you will address through your COPS Office grant, you will be asked to provide a brief (2,000 characters or less) description expanding on the nature of your planned organizational change activities.

Please be aware that your responses to these questions will become part of your agency's community policing strategy under this grant, and your award will be monitored to ensure that the organizational change activities you identify are being initiated or enhanced as part of your community policing strategy under this COPS Office grant. **Because these organizational changes can involve substantial effort and investment, we are limiting the organizational change options to no more than two under each section.**

6B section III. General community support and engagement

Identifying the specific support and engagement(s) on which your agency plans to focus is important to ensure that you satisfy the requirements for COPS Office funding under this program. Section III aims to identify the partners your agency consulted with to develop your community policing strategy and to what extent your efforts will complement other initiatives in your jurisdiction.

Section 7. Need for federal assistance

Section 7A. Explanation of need for federal assistance

In **section 7A**, all applicants are required to explain their inability to address the need for this award without federal assistance. Please note that the character limit for this response is 4,000 characters.

Section 7B. Service population

In **section 7B**, please note that the actual population and service population may or may not be the same. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police).

When answering the set of questions under section 7C, we strongly recommend that you consult with your jurisdiction's budgeting office or official, as some items relate to layoffs.

To the extent possible, all data should come from a publicly verifiable source. Supporting source documentation may be requested by the COPS Office. This information will be used to evaluate your jurisdiction's need for federal assistance to address its public safety needs. Jurisdictions applying to receive law enforcement services through a contract should answer these questions in terms of their jurisdiction and any existing contractual arrangements.

Please note: All figures must be rounded to the nearest whole dollar or to the nearest whole percent.

Section 7C. Fiscal health

Question 1

Please provide the total annual operating budget for your law enforcement agency for the current fiscal year, as well as the two previous fiscal years. For jurisdictions receiving services through a contract, the law enforcement operating budget should be the total amount your jurisdiction budgets for law enforcement services, not the operating budget of the agency providing services.

Note: If funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application.

Question 2

Please indicate the percentage of employees in your jurisdiction (city, county, state, tribal) that have been reduced through layoffs from January 1, 2014, until the submission of this application.

For example, if your agency laid off 10 percent of its civilian law enforcement personnel on July 1, 2014, and further anticipates another 10 percent layoff to its civilian law enforcement personnel by August 15, 2015, you would only include the 10 percent that were laid off at the time of the application.

If your jurisdiction contracts for law enforcement services, please answer this question in terms of your jurisdiction and existing contract arrangements. For example, if the agency providing services has laid off officers but this has not impacted your contract, you would report 0 percent for sworn layoffs.

Question 3

To determine your jurisdiction's percentage of individuals in poverty as established by the U.S. Census Bureau, you must visit the U.S. Census Bureau's American FactFinder website at factfinder2.census.gov/. At the top of the main page, enter your city/town/county, select your state, and click "Go." When the fact sheet for your jurisdiction appears, look for the links on the left-hand side and click on the link for "Poverty." The number that appears at the top of the main box is the percentage of individuals in poverty; report this number in your application.

For jurisdictions not in the census, such as colleges and universities, parks, or transit, please check "Not Applicable."

Question 4

To determine your jurisdiction's unemployment rate as established by the Bureau of Labor Statistics, you must visit the bureau's Local Area Unemployment Statistics (LAUS) program website at www.bls.gov/lau/data.htm. Please note that for the CHP application you must provide the January 2015 unemployment rate.

The LAUS data page includes comprehensive instructions on multiple methods of searching. One option is to click the button marked "One Screen Data Search." When the search window appears, select your state (for example, "Oregon"), and then your area type (for example, "cities and towns above 25,000 population"), and then your specific city (for example, "Salem"). Then click on the "Get Data" button.

The results screen will show the monthly unemployment rate for every month going back to January of 1998. Please scroll to the bottom of the table to find the unemployment rate (in the last column) for January 2015 and enter this number.

If your jurisdiction has less than 25,000 in population, it may not be possible to calculate the monthly unemployment rate for your jurisdiction. (A notable exception would be that LAUS includes all cities and towns in the New England region regardless of size.) If your jurisdiction does not appear in the LAUS data, please provide the next best reportable level of data. This could be the surrounding county or multi-entity small labor market area, as appropriate.

For jurisdictions not in the census, such as colleges/universities, parks, or transit, please check "Not Applicable."

Question 5

If applicable, please select the event(s) that your jurisdiction experienced on or after **January 1, 2014**.

Question 6

If applicable, please check the box and prepare a written narrative addressing the listed items in the application that supports and documents your unanticipated catastrophic event or incident. This narrative must be uploaded into your application in section 13 of the online application. Please create and upload your narrative in Microsoft Word format.

Question 7

If your agency has a neighborhood or other geographic area designated by the President's Promise Zone Initiative within your jurisdiction, please check the box.

Section 7D. Property/Violent crime

Please select at least one statement below:

- My agency can report crime data for all 3 years (please input in table below).
- My agency cannot report crime data for 2014.
- My agency cannot report crime data for 2013.
- My agency cannot report crime data for 2012.

Using Uniform Crime Reporting (UCR) crime definitions, enter the actual number of incidents reported by your agency in calendar years 2012, 2013, and 2014. **Only those incidents for which your agency had primary response authority should be provided.** For example, state police and county sheriffs should only count crimes that are reported directly to them as the agency with primary response authority and not necessarily all crime reported in their state or county, even if they provide assistance or backup for these incidents.

If you contract for law enforcement services with another agency, report only those UCR crimes that occurred within your jurisdiction. Do not report crimes that your contractor agency responded to while serving areas outside of your contract.

If you are a law enforcement agency affiliated with an educational institution (e.g., a university/college police department or school district police department), report only those UCR crimes for which your agency was the primary responding law enforcement agency. Generally, this is restricted to crime committed on campus areas. Do not report UCR data for the municipality or county in which your educational institution is located, and do not report crimes for which another agency was the primary responding law enforcement agency.

If your agency is a NIBRS reporting agency, please ensure that your data is reported in UCR Summary Data style.

If your agency does not officially report to UCR or to NIBRS, please enter the actual number of incidents reported by your agency in each calendar year as reported in your agency's official end-of-year statistical report. Please ensure that these statistics are recorded according to the UCR Hierarchy rule (see page 10 of the UCR Handbook, which is available at www.fbi.gov/ucr/handbook/ucrhandbook04.pdf).

Please note: For agencies that report regularly to the UCR, the expectation is that the figures reported here closely correspond to the UCR Part I crime data your agency reported to the FBI for the specified calendar years. Any major variations between official FBI data and data submitted with this application may affect your agency's eligibility and/or affect its score and ranking on this application.

Section 8. Continuation of project after federal funding ends

All applicants are required to affirm that their agency plans to retain all officer positions awarded following the expiration of the CHP grant and to identify their planned source(s) of retention funding. Agencies applying for CHP funding are committing to retain each officer position awarded for at least 12 months following the conclusion of 36 months of federal funding for that position. Agencies that do not plan to retain all officer positions under this grant program at the time of application are ineligible to apply for CHP funding.

The retention requirement cannot be satisfied through attrition. The retained CHP-funded officer positions should be added to your agency's law enforcement budget with state and/or local funds for at least 12 months over and above the number of locally funded officer positions that would have existed in the absence of the grant.

At the conclusion of federal funding, agencies that fail to retain the additional officer positions awarded under the CHP grant may be ineligible to receive future COPS Office grants for a period of one to three years.

Please complete section 8A to indicate any plans you may have to continue this program, project, or activity after the conclusion of federal support.

Section 9. School safety assessment—not applicable

Section 10. Executive summary—not applicable

Section 11. Project description (narrative)—not applicable

Section 12. Official partner(s) contact information

The COPS Office asks that all applicants who choose "School Based Policing through School Resource Officers" as their focus area under CHP to provide contact information for each school partner (if known at time of application) where they intend to deploy the SROs. While this information is not required at the time of application, it will be required for any agency that is subsequently awarded CHP funding for officers to be deployed as SROs.

Section 13. Application attachments

This section should be used to attach any required or applicable attachments to your grant application (e.g., a Memorandum of Understanding).

If awarded, grantees using CHP funding to hire and/or deploy school resource officers into schools agree that a signed Memorandum of Understanding (MOU) between the law enforcement agency and the school partner(s) must be submitted to the COPS Office before obligating or drawing down funds under this award. An MOU is not required at time of application; however, if the law enforcement agency already

has an MOU in place that is applicable to the partnership, the MOU can be submitted as an attachment in section 13 of the grant application. The MOU must contain the following: the purpose of the MOU; clearly defined roles and responsibilities of the school district and the law enforcement agency focusing officers' roles on safety, information sharing, supervision responsibility, and chain of command for the SRO; and signatures. Please refer to the MOU fact sheet at www.cops.usdoj.gov/pdf/2015AwardDocs/chp/CHP_MOU_Fact_Sheet.pdf for a full description of the MOU requirements. If awarded, the grantee will agree that the MOU must be submitted and accepted by the COPS Office 90 days from the award start date located in the award document. The implementation of the CHP grant without submission and acceptance of the required MOU within the 90 day timeframe may result in expenditures not being reimbursed by the COPS Office and/or award de-obligation.

This section should be used to submit any mandatory and/or optional application attachments that may be applicable to your agency. For example, this may include additional Disclosure of Lobbying Activities forms if required (see section 16 of this application guide for more information). In addition, this section should be used by applicants who are unable to certify any of the statements in the Certifications form located in section 15 and are required to attach an explanation.

If your agency chooses "School Based Policing through School Resource Officers" as your focus area in section 6B and already has a Memorandum of Understanding (MOU) in place that is applicable to the partnership if the grant is awarded, that MOU may be submitted with the grant application as an attachment. It is not required to apply; however, to ensure collaboration between the law enforcement agency applying for CHP funding and the educational community, an agency that is awarded CHP funding for officers to be deployed as SROs will be required to submit an MOU to the COPS Office prior to implementing its CHP grant. The MOU is an agreement among parties that defines the roles and responsibilities of the individuals and partners involved, including SROs, school administrators, law enforcement and education departments, students, and parents. The MOU should explicitly state the proposed programs and daily activities that the SRO will develop and/or administer. It should also address the policies and procedures and the extent to which information will be shared between the law enforcement agency and school or school district partners throughout the course of the grant. The MOU should be signed by the law enforcement executive and designated representative for the school or school district who has general educational oversight within that jurisdiction.

If your agency checked the box in section 7C, question 6 (unanticipated catastrophic incident), you are required to submit a written narrative containing supporting information. Specifically, your narrative must contain the following information:

- Description of event (including number of casualties)
- Type of event (natural disaster, mass shooting, bombing, unusually large increase in the number of homicides, etc.)
- Impact of the event on delivery of law enforcement services
- Duration of the event (how long will law enforcement services be impacted by the event until recovery)
- Law enforcement response and recovery efforts

Please use appropriately descriptive file names (e.g., Program Narrative, Budget Detail Worksheet and Budget Narrative, Timelines, Memoranda of Understanding, Resumes) for all attachments.

Please do not submit executable file types as application attachments. These disallowed file types include but are not limited to the following extensions: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip. The system may reject applications with files that use these extensions.

Section 14. Budget detail worksheets

Instructions for completing the budget detail worksheets

The following budget detail worksheets are designed to allow all COPS Office grant and cooperative agreement applicants to use the same budget forms to request funding. Please refer to the allowable/unallowable costs section of this application guide, since these costs vary widely among programs.

To assist you, sample budget detail worksheets are included in this application guide.

Please complete each section of the budget detail worksheets as applicable. If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

All final calculations will be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

If you need assistance in completing the budget detail worksheets, please call the COPS Office Response Center at 800-421-6770.

Applicable budget worksheets under CHP: A, parts 1, 2, and 3 (if local match is required)

Sworn officer positions

Instructions: This worksheet will assist your agency in reporting your agency's current entry level salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Please list only your agency's contribution of each fringe benefit item; do not include employee contributions.

Complete the budget detail worksheet based upon your agency's current first-year full-time entry level salaries and fringe benefits for your locally funded officers. Increases for year 2 and year 3 will need to be projected to complete the total three-year full-time entry-level salary and fringe benefits per officer request.

Please note that even if your agency is applying only for funds to rehire experienced officers who have been or are scheduled to be laid off, you must complete your budget request based on your current full-time entry level salaries and fringe benefits. Any additional costs higher than entry level for rehired officers must be paid with local funds.

Special note regarding sworn officer salary and fringe benefits: For agencies that do not include fringe benefits (e.g., vacation, holiday, shift differential) as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under part 1, section B. Any fringe benefits that are already included as part of the agency's base salary (part 1, section A of the sworn officer budget worksheet) should not be repeated in the separate fringe listing (part 1, section B).

Shift differential pay is a premium hourly rate paid for those hours that are not considered normal day work hours as defined by your agency. Typically, shift differential pay is for the hours worked outside of normal day work hours, where the majority of hours worked are from 3:00 p.m. of one day until 8:00 a.m. of the following day. This would include the evening shift, midnight shift, overlap shift or power shift, or any other designated shift between those hours that would qualify for the shift differential pay as defined by your agency and/or a contractual or union agreement. Overtime beyond any defined shift work hours is an unallowable cost under 2015 CHP.

Aside from Social Security, Medicare, health insurance, and life insurance, the following are allowable fringe benefits:

1. Dental insurance
2. Vision insurance
3. Prescription drugs
4. Sick days (if not included in base salary—calculate using 8-hour workdays)
5. Vacation days (if not included in base salary—calculate using 8-hour workdays)
6. Holiday pay (if not included in base salary)
7. Retirement pension
8. Worker's compensation
9. Unemployment
10. Disability insurance
11. Accidental death and disability
12. 401(k) plan
13. Liability insurance
14. Shift differential pay (if not included in base salary)
15. Accident insurance
16. Bonding insurance
17. Police trust
18. State funded retirement system
19. Professional liability insurance
20. Federal Unemployment Tax Act (FUTA) tax
21. Survivor benefit

Other benefits, such as training, equipment (e.g., uniforms, weapons, or vehicles), severance pay, and hazard pay, are not allowed. The COPS Office will not pay for any fringe benefits not listed, and if your agency pays those benefits for locally funded officer positions, your agency will be required to do so for CHP-funded officer positions with local funds.

Please review your agency's current entry level salary and benefits costs and identify your agency's total three-year salary and benefits request per officer position. Be mindful that all 2015 CHP total three-year salary and benefits requests will be capped at $125,000 per officer position. Please ensure that the base salary and all fringe benefits entered into your application are accurate prior to submitting your application.

Sample budget detail worksheet

The sample budget detail worksheet that is included has been completed to assist you in submitting your budget information.

Budget worksheet part 1. Full-time sworn officer information

Section A

The agency entered $36,000.00 as the annual first-year entry level base salary (referred to as annual base salary or "ABS") of a full-time sworn officer position in its department. The ABS cannot be higher than what the agency currently pays for this position locally. Your agency should only provide the ABS for one position in this section; the total number of positions being requested has already been indicated by the agency in section 5 of the application.

Section B

Social Security cannot exceed 6.2 percent of the ABS. In the sample, the agency entered zero and checked the "Exempt" box. Agencies that pay a fixed rate that is less than 6.2 percent should check the "Fixed Rate" box.

Medicare cannot exceed 1.45 percent of the ABS. In the sample, the agency entered the maximum allowable amount of $522.00 ($36,000.00 x 1.45% = $522.00).

For health insurance, life insurance, vacation, sick leave, retirement, worker's compensation, and unemployment insurance, agencies should indicate the dollar amount and percentage of the ABS that it pays for fringe benefits in the first year for a full-time entry level sworn officer position. Please use the health insurance rate for a "family plan" for all sworn officer positions. For worker's compensation and unemployment insurance, agencies may indicate that they are exempt by checking the appropriate box.

There are several other fringe categories that are allowable under this grant program, and they are listed in the drop-down menu. Your agency can pick as many of the categories as are applicable to your agency and fill in the dollar amount and percentage of the ABS for each one.

In the sample, the agency entered $16,362.00 for the total first-year entry level fringe benefits for a full-time sworn officer position in its department.

Section C

The budget worksheet will automatically calculate the total year 1 salary and fringe benefits for one entry level full-time sworn officer position for your agency in section C, which for the sample equals $52,362.00.

For year 2 and year 3, agencies are required to provide projections for the salary and fringe benefits for an entry level full-time officer position. Agencies are also required to maintain records documenting how they calculated their projections. There are many ways that an agency may calculate and document

the salary and fringe benefits projections. For example, the figures can be based on a contractual agreement that guarantees cost of living or other increases; budget projections that the agency is using to calculate other salaries and fringe benefits for future years; or the average percentage increase in salaries and benefits that the agency experienced over the last five years. The important thing is that your agency estimate the costs to the best of its ability and keep the supporting documentation in your agency's grant file in case of future audit or monitoring of your CHP grant.

For year 2, the agency estimated the salary at $37,080 and fringe benefits at $16,852.86 ($16,853). For year 3, the agency estimated the salary at $38,192 and fringe benefits at$17,358.26 ($17,359).

Based on the figures for year 1, 2, and 3, the budget worksheet will automatically calculate the total three-year salary and fringe benefits. In addition, the budget worksheet will automatically calculate total project costs based on the number of officer positions your agency requested in section 5 of the application.

Please note that the COPS Office uses the information provided in the budget worksheet to determine the amount of your CHP grant, if awarded, so your agency must ensure that the figures are accurate.

Budget worksheet part 2. Sworn officer salary information

All agencies that have an estimated increase in salaries and/or fringe benefits over the life of the grant are required to provide a reason(s) why. Agencies should check all the boxes that apply. In the sample, the agency checked that the increases were due to cost of living adjustments and step raises.

Budget worksheet part 3. Federal/Local share costs

The first chart in part 3 will indicate the total salary and benefits for the three-year grant period and the required local share. The minimum local match requirement is 25 percent of the total project cost, and the cap on the amount of funding that can be requested per officer position is $125,000 over three years (36 months). Any additional cost above the local match and officer funding cap will be the responsibility of the grantee agency. Grantees are also required to pay a progressively larger share of the cost of the grant with local funds over the grant period. The second chart is a projection of the planned federal and local shares of the total project costs over the three-year period of the grant; while your agency may deviate from these specific projections during the grant period, it must still ensure that the federal share decreases and the local share increases.

SECTION 14A: BUDGET DETAIL WORKSHEETS

Instructions: This worksheet will assist your agency in reporting your agency's current entry-level salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry-level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Do not include employee contributions. (Please refer to http://www.cops.usdoj.gov/Default.asp?Item=46 for information on the length of the grant term for the program under which you are applying.)

Special note regarding sworn officer fringe benefits: For agencies that do not include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Part 1, Section B. **Any fringe benefits that are already included as part of the agency's base salary (Part 1, Section A of the Sworn Officer Budget Worksheet) should not also be included in the separate fringe listing (Part 1, Section B).** Please refer to http://www.cops.usdoj.gov/Default.asp?Item=46 for information about allowable and unallowable fringe benefits for sworn officer positions requested under the program to which your agency is applying.

A. SWORN OFFICER POSITIONS

Full-Time Entry-Level Sworn Officer Base Salary Information

Part 1: Instructions: Please Complete the questions below based on your agency's entry-level salary and benefits package for one locally-funded officer position. *As applicable per the program-specific Application Guide, you may also be required to project Year 2 and Year 3 salaries.*

Sworn Officer Position

A. Base Salary Information

	Year 1 Salary	Year 2 Salary	Year 3 Salary
	Enter the first year entry-level base salary for one sworn officer position.	Enter the second year entry-level base salary for one sworn officer position.	Enter the third year entry-level base salary for one sworn officer position.
	36000.00	37080.00	38192.00
	☐ Please check this box if base salary includes vacation costs.	☐ Please check this box if base salary includes vacation costs.	☐ Please check this box if base salary includes vacation costs.
	☐ Please check this box if the base salary includes sick leave costs.	☐ Please check this box if the base salary includes sick leave costs.	☐ Please check this box if the base salary includes sick leave costs.

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

FRINGE BENEFITS:			Year 1 Fringe Benefits		Year 2 Fringe Benefits		Year 3 Fringe Benefits	
			COST BASE	% OF SALARY	COST BASE	% OF SALARY	COST BASE	% OF SALARY
Social security expenses cannot exceed 6.2%	☑ Exempt ☐ 6.2% ☐ Fixed Rate		0	0	0	0	0	0
Medicare expenses cannot exceed 1.45%	☐ Exempt ☑ 1.45% ☐ Fixed Rate		522.00	1.45	537.66	1.45	553.78	1.45
Health Insurance (Family Coverage)			6840.00	19.00	7045.20	19.00	7256.48	19.00
Life Insurance			0	0.00	0	0.00	0	0.00
Vacation	Number of Hours Annually:	0	0	0.00	0	0.00	0	0.00
Sick Leave	Number of Hours Annually:	0	0	0.00	0	0.00	0	0.00
Retirement			6480.00	18.00	6674.40	18.00	6874.56	18.00
Worker's Compensation	☐ Exempt		1800.00	5.00	1854.00	5.00	1909.60	5.00
Unemployment Insurance	☐ Exempt		720.00	2.00	741.60	2.00	763.84	2.00
Other	Select One		0	0.00	0	0.00	0	0.00
Other	Select One		0	0.00	0	0.00	0	0.00
Other	Select One		0	0.00	0	0.00	0	0.00
Benefits Sub-Total Per Year (1 Position)			16362.00		16852.86		17358.26	
C. Total Salary + Benefits Per Year (1 Position)			52362.00		53932.86		55550.26	
D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position):			161845.12	X 3	# of Positions		485535.36	

SALARY DETAILS

Part 2 : Sworn Officer Salary Information

1. If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reasons(s) why in the space below. If these costs do not increase, please select "Not Applicable".

- ☑ Cost of Living Adjustment (COLA)
- ☑ Step Raises
- ☐ Change in Benefit Costs
- ☐ Not Applicable

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

As part of the local matching requirement for the 2015 COPS Hiring Program, grantees must assume a progressively larger share of the cost of the grant with local funds over the three-year grant period. This means that your local match must increase each year, while the federal share must decrease.

485535.36	Total Salary and Benefits for year 1, 2, & 3 (all positions):
364151.52	Total Federal Share:
75	Total Federal Percentage:
121383.84	Total local share required:
25	Total Local Percentage:

Please project in the chart below how your agency plans to assume a progressively larger share of the grant costs during each year of the program. The chart is only a projection of your plans; while your agency may deviate from these specific projections during the grant period, it must still ensure that the federal share decreases and the local share increases. For more details on local matching requirements for this program, please refer to http://www.cops.usdoj.gov/Default.asp?Item=46.

15	Percent of the "Total Local Share Required" your agency plans to assume in Year 1
20	Percent of the "Total Local Share Required" your agency plans to assume in Year 2
65	Percent of the "Total Local Share Required" your agency plans to assume in Year 3
100.00	Percent Total
138878.42	Federal Share Year 1
137522	Federal Share Year 2
87751.1	Federal Share Year 3
364151.52	Federal Total
18207.57599999	Local Share Year 1
24276.768	Local Share Year 2
78899.496	Local Share Year 3
121383.84	Local Total
485535.36	

Budget summary

The budget summary will automatically calculate total project costs based on the figures provided in the budget worksheet and the number of officer positions requested in the application. It will also calculate the amount of the local match requirement.

S. BUDGET SUMMARY

Instructions: Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, please return to the Budget Detail Worksheet.

Section

Budget Category	Category Total	
A. Sworn Officer Positions	$161845.12	
B. Non-Sworn Personnel	$0.00	
C. Equipment & Technology	$0.00	
D. Supplies	$0.00	
E. Travel & Training	$0.00	
F. Contracts & Consultants	$0.00	
G. Other Costs	$0.00	
H. Indirect Costs	$0.00	
Total Project Amount:	$161845.12	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)	$121383.84	75.000000%
Total Local Share Amount(If applicable): (Total Project Amount - Total Federal Share Amount)	$40461.28	25.000000%

If your application is funded, but for a reduced number of officer positions, the percentage of the local share provided above will be applied to the total project cost of the awarded officers.

Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

First Name:
John

Last Name:
Doe

Title:
Chief

Telephone Number:
1234567890

Fax:

Email Address:
Doe@JohnDoe.com

Waiver of the local match

The COPS Office may grant a waiver of some or all of a grantee's local match requirement. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of **severe fiscal distress** as supported by the fiscal health data provided in section 7 of this application, and comparison of your fiscal health data with that of the overall CHP applicant pool. If your agency wishes to be considered for a waiver, you must respond to question 1 of this section. Question 1a will ask you to indicate the maximum local share (dollar amount) your agency would be able to contribute to the total project cost in order to implement the grant. Therefore, you should carefully determine the maximum local share your agency would be able to contribute if awarded. Please indicate whether we should continue to consider your application if the waiver request is not granted or whether it should be removed from consideration once that determination is made. If your application is funded but for a reduced number of officer positions, the percentage of local share provided above will be applied to the total project cost of the awarded officers.

Section 15. Assurances and Certifications

Applicants to COPS Office programs are required to sign and submit the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read and understood and that you accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully, as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant.

Section 16. Disclosure of lobbying activities

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

If this applies to your agency, you are required to complete the disclosure form. If you need to submit additional forms, please submit them as attachments to your application online in section 13, Application attachments.

Section 17. Reviews and certifications

Please be advised that an application may not be funded or, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a U.S. Department of Justice grant review or audit.

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

The signatures of the law enforcement executive/agency executive, the government executive/financial official, and the person submitting this application on the reviews and certifications represent to the COPS Office that

- the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity;
- the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Office application guide, the COPS Office grant owner's manual, Assurances, Certifications, and all other applicable program regulations, laws, orders, and circulars;
- the applicant understands that false statements or claims made in connection with COPS Office programs may result in fines; imprisonment; debarment from participating in federal grants, cooperative agreements, or contracts; and/or any other remedy available by law to the Federal Government;
- the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant;
- the applicant understands that as a general rule COPS Office funding may not be used for the same item or service funded through another funding source;
- the applicant and any required or identified official partner(s) listed in section 12 are partners in this grant project and mutually agreed to this partnership prior to this grant application.

The signatures of the law enforcement executive/agency executive and the government executive/financial official in the application must be the same as those identified in section 4 of the application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

Section 18. Application data verification—not applicable at time of application

After submission of this application, the COPS Office may require your department to verify data provided in the application. This section is to be completed once the data has been reviewed, confirmed, and/or updated. Failure to respond to the request may eliminate the application from 2015 funding consideration. The purpose of this section is to confirm the following:

- That the person reviewing, confirming, and/or updating the data is authorized by the appropriate governing body to act on behalf of the grant applicant entity
- That the information provided, including any amendments, be treated as material representations of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant
- That the applicant understands that false statements or claims made in connection with COPS Office programs may result in fines; imprisonment; debarment from participating in federal grants, cooperative agreements, or contracts; and/or other remedy available to by law to the Federal Government

Appendices

Appendix A. Glossary of COPS Office program terms

The following information is provided to assist you with the completion of your COPS Office grant program application forms. The list includes some of the most common terms that are used in the application forms. For additional assistance or clarification regarding any part of the application, please contact your Grant Program Specialist at 800-421-6770.

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

authorized officials. The authorized officials are the individuals in your organization who have final authority and responsibility for all programmatic and financial decisions regarding your application and, if awarded, your grant award. For law enforcement agencies, the listed law enforcement executive (usually chief of police, sheriff, etc.) and the government executive (usually mayor, board president, etc.) are your agency's authorized officials.

authorized organizational representative (AOR). A person authorized by your e-business POC to submit application to Grants.gov. This privilege should be provided only to those individuals who currently have signature authority for submitting grant applications. The name of the individual designated as an AOR will be populated by the Grants.gov system in grant application package forms, which require signatures. An organization can assign as many AORs to use Grants.gov as necessary.

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

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

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

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

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

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

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

COPS Office. The Office of Community Oriented Policing Services (COPS Office) is the office within the U.S. Department of Justice that, if awarded, is your grantor or awarding agency for your COPS Office grant or cooperative agreement. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office at 800-421-6770.

COPS Office finance staff. Members of the COPS Office finance staff handle your agency's financial and budgetary needs related to your application. A Staff Accountant is assigned to your state and is available to answer any questions that you may have concerning the financial aspects of your grant, if awarded. To identify your Staff Accountant, please call the COPS Office Response Center at 800-421-6770 or visit the COPS Office website at www.cops.usdoj.gov.

DUNS number. DUNS stands for Data Universal Numbering System. DUNS numbers are issued by Dun & Bradstreet (D&B) and consist of either nine or thirteen digits. If your institution does not have one, call 866-705-5711 to receive one free of charge. You can also request or renew your DUNS number online at www.dnb.com/us.

e-business point of contact (POC). Your e-business POC is the person who will designate which staff members can submit applications electronically. When you register with SAM, your institution will be asked to designate an e-business POC.

federally recognized tribe. Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally recognized Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only federally recognized tribes are eligible to apply for COPS Office tribal grant funds. For further information, contact Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631 - MIB, 1849 C Street NW, Washington, DC 20240, 202-208-2475.

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

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

hire. Under the CHP grant, applicants may request funding to hire new, full-time officer positions, including filling existing officer vacancies that are no longer funded in the law enforcement budget. CHP program funding is based on an agency's entry level full-time salaries and fringe benefits. Any additional (higher than entry level) salaries and fringe benefits must be paid by the recipient agency with local funds.

interjurisdictional criminal intelligence system. This is generally defined as a system that receives, stores, analyzes, and exchanges or disseminates data regarding ongoing criminal activities (such activities may include but are not limited to loan sharking, drug or stolen property trafficking, gambling, extortion, smuggling, bribery, and public corruption) and shares this data with other law enforcement jurisdictions.

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

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

matching funds. What a locality must contribute as a cash match toward total allowable project costs over the life of the program.

military veteran. Under the FY 2015 COPS Hiring Program, a military veteran is defined as an individual who has served on active duty at any time in the armed forces for a period of more than 180 consecutive days, any part of which occurred on or after September 11, 2001, and who has been discharged or released from active duty in the armed forces under honorable conditions.

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

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

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

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

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

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

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

rehire. Under the CHP grant, applicants may request funding to rehire full-time officers who have already been laid off and/or are currently scheduled to be laid off on a specific future date as a result of state, local, or tribal budget reductions. A grantee may use CHP funding to rehire an experienced full-time officer, but any additional costs higher than entry level that your agency pays the rehired officer must be paid with local agency funds, not CHP funds.

retention. CHP grantees are required to retain all full-time officer positions awarded for at least 12 months at the conclusion of 36 months of grant funding for each CHP position. The additional officer positions should be added to your agency's law enforcement budget with state and/or local funds over and above the number of locally funded officer positions that would have existed in the absence of the grant. Absorbing CHP-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

school resource officer (SRO). A career law enforcement officer with sworn authority deployed in community oriented policing and assigned by the employing police department or agency to work in collaboration with schools and community-based organizations to (a) address crime problems, gangs, and drug activities affecting or occurring in or around an elementary or secondary school; (b) deploy or expand crime prevention efforts for students; (c) educate likely school-age victims in crime prevention and safety; (d) develop or expand community justice initiatives for students; (e) train students in conflict resolution, restorative justice, and crime awareness; (f) assist in the identification of physical changes in the environment that may reduce crime in or around the school; and (g) assist in developing school policy that addresses crime and recommend procedural changes.

supplanting. COPS Office grant funds may not be used to pay for personnel and/or other items (e.g., equipment, technology, supplies, travel, or consultants) that the grantee agency committed to fund with state, local, or Bureau of Indian Affairs funds. Instead, COPS Office grant funding must be used to pay for personnel and/or other items over and above what the grantee agency's budget otherwise funded or would have funded for such costs in the absence of grant funding.

System for Award Management (SAM). Institutions applying for any type of award from the Federal Government must register with SAM. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Applicants must update or renew their information in SAM at least once per year to maintain an active status. Information about registration procedures can be accessed at www.sam.gov.

Appendix B. Intergovernmental review process, points of contact by state

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

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

Appendix C. Federal Funding Accountability and Transparency Act (FFATA)—Reporting subaward and executive compensation award term

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

Reporting subawards and executive compensation

a. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates $25,000 or more in federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111–5) for a subaward to an entity (see definitions in paragraph e of this award term).
2. *Where and when to report*.
   i. You must report each obligating action described in paragraph a.1 of this award term to www.fsrs.gov.
   ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2013, the obligation must be reported by no later than December 31, 2013.)
3. *What to report*. You must report the information about each obligating action that the submission instructions posted at www.fsrs.gov specify.

b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report*. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
   i. the total federal funding authorized to date under this award is $25,000 or more;
   ii. in the preceding fiscal year, you received—
      (A) 80 percent or more of your annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and
      (B) $25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and
   iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)
2. *Where and when to report*. You must report executive total compensation described in paragraph b.1 of this award term:
   i. As part of your registration profile at www.sam.gov.
   ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

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

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

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

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

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

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

i. To the recipient.

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

d. Exemptions

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

i. Subawards, and

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

e. Definitions. For purposes of this award term:

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

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

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

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

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

3. *Subaward*:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ll .210 of the attachment to OMB Circular A–133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 C.F.R. 229.402(c)(2)):
   i. *Salary and bonus*.
   ii. *Awards of stock, stock options, and stock appreciation rights*. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
   iii. *Earnings for services under nonequity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
   iv. *Change in pension value*. This is the change in present value of defined benefit and actuarial pension plans.
   v. *Above-market earnings on deferred compensation which is not tax-qualified*.
   vi. Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites, or property) for the executive exceeds $10,000.

Appendix D. System for Award Management (SAM) and universal identifier requirements award term

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

I. System for Award Management registration and universal identifier requirements

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

B. *Requirement for Data Universal Numbering System (DUNS) Numbers*
If you are authorized to make subawards under this award, you:

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

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

1. *System for Award Management (SAM)* means the federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at www.sam.gov).
2. *Data Universal Numbering System (DUNS)* number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at fedgov.dnb.com/webform).

3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 C.F.R. Part 25, Subpart C:
   a. A governmental organization, which is a state, local government, or Indian Tribe;
   b. A foreign public entity;
   c. A domestic or foreign nonprofit organization;
   d. A domestic or foreign for-profit organization; and
   e. A federal agency, but only as a subrecipient under an award or subaward to a nonfederal entity.
4. *Subaward*:
   a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you, as the recipient, award to an eligible subrecipient.
   b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec.II.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
   c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. *Subrecipient means an entity that*:
   a. Receives a subaward from you under this award; and
   b. Is accountable to you for the use of the federal funds provided by the subaward.

Appendix E. Step-by-step instructions for two-part application submission process

FY 2015 COPS Office grant online application procedures

Note: If your agency has previously applied for grants using Grants.gov, and you already have an account set up with your username and password, please skip Step 1 and proceed to Step 2. For additional instructions on how to register with Grants.gov, please visit www07.grants.gov/applicants/get_registered.jsp.

Step 1

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

Step 2. Submitting a COPS Office grant application using Grants.gov

1. Log in to www.grants.gov.

Steps for registering with Grants.gov www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf.

2. Scroll to the center of the page and click the "Apply for Grants" link in the center of the page.
3. Click on the "Download a Grant Application Package" link.
4. Scroll down to the "Funding Opportunity Number" box and enter COPS-Hiring-Program-Application-2015. Then click on

Download Package

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

      Move Form to Complete

      button so that the form appears under the "Mandatory Documents for Submission" field.
   b. Select "COPS Short Application Attachment to SF-424," then click the

      Move Form to Complete

      button, so that the form appears under the "Mandatory Documents for Submission" field.
10. Select "Application for Federal Assistance" and click on the

    Open Form

    button. Be sure to fill in all required fields on the displayed documents, which are highlighted yellow with red borders. Last, select the program to which you are applying and enter or re-enter a correct ORI.
11. Click the **Save** button at the very top of the document.
12. In the "Save As" dialogue box, do the following:
    a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
    b. Select the **Save** button to save the file to your selected location on your computer.

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

13. Click on the **Save & Submit** button at the top of the document.
14. In the **Save As** dialogue box, do the following:
    a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
    b. Select the **Save As** button to save the file to your selected location on your computer.

15. Enter your username and password for the authorized organizational representative (AOR). This is set up while registering with Grants.gov.

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

17. After the SF-424 has been successfully submitted, you will receive three e-mails from Grants.gov:
    a. One e-mail thanking the applicant for submission
    b. A second e-mail confirming Grants.gov validation
    c. A third e-mail stating the application was received by the agency

18. Within one business day, you will receive one of two e-mails from the COPS Office:
    a. An e-mail stating your application passed the COPS Office validation and providing a link to the COPS Office Solicitation Management System.

Or

    b. An e-mail stating that the COPS Office validation failed and that the issues must be corrected and resubmitted.

Correcting COPS Office validation errors

1. Open the application that was saved in step 12 above.

2. Edit fields that had errors.

3. Select the **Save & Submit** button.

4. In the **Save As** dialogue box, do the following:

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

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

5. Enter your username and password for the AOR account.

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

7. After the SF-424 has been successfully submitted, you will receive three e-mails from Grants.gov.
    a. One e-mail thanking the applicant for submission.
    b. A second e-mail confirming Grants.gov validation.
    c. A third e-mail stating the application was received by the agency.

8. Within one business day, you will receive one of two e-mails from the COPS Office:
    a. An e-mail stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.

Or

    b. An e-mail stating that the COPS Office validation failed and that the issues must be corrected and resubmitted.

Appendix F. 2 C.F.R. Appendix II to Part 200: Contract provisions for nonfederal entity contracts under federal awards

In addition to other provisions required by the federal agency or nonfederal entity, all contracts made by the nonfederal entity under the federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the nonfederal entity including the manner by which it will be effected and the basis for settlement.

(C) **Equal employment opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) **Davis-Bacon Act, as amended (40 U.S.C. 3141–3148).** When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by nonfederal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by U.S. Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The nonfederal entity must place a copy of the current prevailing wage determination issued by the U.S. Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The nonfederal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145) as supplemented by U.S. Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The nonfederal entity must report all suspected or reported violations to the federal awarding agency.

(E) **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708).** Where applicable, all contracts awarded by the nonfederal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by U.S. Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or

materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) **Rights to Inventions Made Under a Contract or Agreement.** If the federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment, or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) **Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended.** Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the nonfederal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

(I) **Debarment and Suspension (Executive Orders 12549 and 12689).** A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of $150,000 or more must file the required certification. Each tier certifies to the tier above that it will not use and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with nonfederal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the nonfederal award.

(K) See § 200.322 Procurement of recovered materials.

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS Office program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098, and the expiration date is 04/30/2017.

About the COPS Office

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and grant resources.

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

Rather than simply responding to crimes once they have been committed, community policing concentrates on preventing crime and eliminating the atmosphere of fear it creates. Earning the trust of the community and making those individuals stakeholders in their own safety enables law enforcement to better understand and address both the needs of the community and the factors that contribute to crime.

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

- Since 1994, the COPS Office has invested more than $14 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing.
- To date, the COPS Office has funded approximately 125,000 additional officers to more than 13,000 of the nation's 18,000 law enforcement agencies across the country in small and large jurisdictions alike.
- Nearly 700,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.
- To date, the COPS Office has distributed more than 8.57 million topic-specific publications, training curricula, white papers, and resource CDs.

COPS Office resources, covering a wide breadth of community policing topics—from school and campus safety to gang violence—are available, at no cost, through its online Resource Center at www.cops.usdoj.gov. This easy-to-navigate website is also the grant application portal, providing access to online application forms.

U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street NE
Washington, DC 20530

To obtain details on COPS programs,
call the COPS Office Response Center at 800-421-6770.

Visit the COPS Office online at **www.cops.usdoj.gov**.

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