

U.S. Department of Justice
Office of Community Oriented Policing Services**COPS**COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE*COPS Instruction Booklet*

www.cops.usdoj.gov

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

COPS FY2008 Application Guide: Universal Hiring Program (UHP)

Eligibility

Only invited agencies are eligible to apply. Invited agencies include: (1) All city and county jurisdictions that report to UCR and have primary law enforcement authority with populations of 500,000 or greater; (2) All Federally Recognized Tribes with populations of 10,000 or greater; and (3) Additional agencies identified as experiencing high violent crime rates as indicated through an analysis of the most recently available UCR data (ensuring that each state has a minimum of four invited agencies).

Deadline

All applications must be postmarked by June 20, 2008.

Contact Information

For assistance with the requirements of this solicitation, contact the COPS Office Response Center at 800.421.6770 or via e-mail at AskCOPSRC@usdoj.gov.

This application may be submitted through Grants.gov or via hard copy. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 800.518.4726.

Grants.Gov/ COPS-UHP-2008-1

U.S. Department of Justice
Office of Community Oriented Policing Services
Carl R. Peed, Directorwww.cops.usdoj.gov

COPS FY2008 Application Guide: Universal Hiring Program (UHP)

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 Universal Hiring Program, as well as detailed program-specific information.

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



U.S. Department of Justice
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COPS Online www.cops.usdoj.gov

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UNIVERSAL HIRING PROGRAM (UHP) (CFDA 16.710)

OVERVIEW

COPS Office Overview

The COPS Office was established as a result of the Violent Crime Control and Law Enforcement Act of 1994 to assist law enforcement agencies in enhancing public safety through the implementation of community policing strategies in jurisdictions of all sizes across the country. Community policing represents a shift from more traditional law enforcement in that it focuses on prevention of crime and the fear of crime on a local basis. Community policing puts law enforcement professionals on the streets and assigns them a beat, so they can build mutually beneficial relationships with the people they serve.

COPS provides funding to state, local, and tribal law enforcement agencies and other public and private entities to hire and train community policing professionals, acquire and deploy cutting-edge crime-fighting technologies, and develop and test innovative policing strategies. COPS-funded training helps advance community policing at all levels of law enforcement - from line officers to law enforcement executives - as well as others in the criminal justice field. Because community policing is by definition inclusive, COPS training also reaches state and local government leaders and the citizens they serve. This broad range of programs helps COPS offer agencies support in virtually every aspect of law enforcement, and it's making America safer, one neighborhood at a time

The COPS Office has also funded the creation of a national network of Regional Community Policing Institutes (RCPIs) to foster training in community policing at the regional level. RCPIs are uniquely positioned to provide an array of meaningful training that supports the mission of the COPS Office to local law enforcement and the communities they serve.

We will continue to accomplish our mission by:

- creating innovative programs that respond directly to the emerging needs of state, local, and tribal law enforcement, to shift law enforcement's focus to preventing, rather than reacting to, crime and disorder within their communities
- developing state-of-the-art training and technical assistance to enhance law enforcement officers' problem-solving and community interaction skills
- promoting collaboration between law enforcement and community members to develop innovative initiatives to prevent crime
- providing responsive, cost effective service delivery to our grantees to ensure success in advancing community policing strategies within their communities.

The programs and initiatives developed by the COPS Office have provided funding to more than 13,000 law enforcement agencies. By funding over 13,000 of the nation's 18,000 law enforcement agencies, the COPS Office has helped create a community policing infrastructure across the nation. Approximately 86 percent of the nation's population is served by law enforcement agencies practicing community policing.

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

Universal Hiring Program Overview

COPS Universal Hiring Program (UHP) grants provide funding directly to law enforcement agencies within high crime jurisdictions to increase their community policing capacity and violent crime prevention efforts through the hiring of additional officers.

UHP grants cover up to 75 percent of the approved entry-level salary and benefits of each newly-hired, full-time sworn career law enforcement officer position over three years (36 months). There is a maximum federal contribution of \$75,000 per position over the 36-month grant period. A minimum 25 percent local cash match is required. The match must be a cash match from funds not previously budgeted for any law enforcement purpose. UHP-funded officers must be hired on or after the date of the award.

The amount of funding for which your agency is eligible to apply is determined by the population served. Law enforcement agencies serving populations greater than 150,000 may apply for a maximum of 10 new officer positions. Law enforcement agencies serving populations of 150,000 or less may apply for a maximum of three new officer positions.

Tier 1	Population greater than 150,000: Maximum of 10 new officer positions
Tier 2	Population of 150,000 or less: Maximum of three new officer positions

In addition, the COPS Office reserves the right to reduce any request based on factors such as officer per population ratios and funding availability. Please note that contractual arrangements for law enforcement services are not fundable under the Universal Hiring Program.

COPS UHP grant funds must not be used to replace local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring of officers under UHP must be in addition to, and not in lieu of, officers who otherwise would have been hired with local funds. Furthermore, all grant recipients must retain any COPS-funded officer positions awarded for at least one full local budget cycle after federal funding has ended. Applicants are required to demonstrate in their UHP application how their agency plans to retain any additional officer positions awarded following the expiration of the grant.

Violent crime task force participation is encouraged under the Universal Hiring Program, and priority consideration may be given to those applicants that demonstrate a use of funds related to such task force participation.

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

DEADLINE: REGISTRATION

If applying online via Grants.gov, the applicant must register by **June 6, 2008**.

DEADLINE: APPLICATION

There will be one application deadline of **June 20, 2008** for the UHP grant program. Applications must be postmarked or submitted online via Grants.gov on or before June 20, 2008 to receive consideration for Fiscal Year 2008 funding, subject to funding availability. Applications postmarked or submitted online after June 20, 2008 will not be considered for funding. All applicants will receive written notification of funding decisions.

ELIGIBILITY REQUIREMENTS

The Universal Hiring Program is not an open solicitation. Rather, jurisdictions across the nation are invited to apply for funding. The invited agencies will include both larger and smaller population centers, as follows:

- All city and county jurisdictions that report to UCR and have primary law enforcement authority with populations of 500,000 or greater.
- All Federally Recognized Tribes with populations of 10,000 or greater.
- Additional agencies identified as experiencing high violent crime rates as indicated through an analysis of the most recently available UCR data (ensuring that each state has a minimum of four invited agencies).

For additional information, please contact your COPS Grant Program Specialist by calling the COPS Response Center at 800.421.6770.

PROGRAM-SPECIFIC INFORMATION

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

The UHP grant is three years (36 months) in duration.

UHP grants provide funding for up to 75 percent of the approved entry-level salary and benefits of each newly-hired full-time additional officer position hired on or after the award start date. There is a maximum federal contribution of \$75,000 per officer position over the 36-month grant period. All budget calculations must be based on the authorized salary and benefits of an entry-level officer in your department. Awarded agencies are expected to draw down grant funds throughout the duration of the 36-month grant period, and not as a lump sum payment.

A minimum 25 percent local match is required under UHP. The match must be a cash match from funds not previously budgeted for any law enforcement purpose. Your agency must maintain records which clearly demonstrate the source of local matching funds, the amount of the match, and when the match is contributed. Matching contributions must be made on an increasing basis during each year of the three-year award period, with the federal share decreasing accordingly.

Requests to waive the local match are not permitted under this program.

Funds previously budgeted for a law enforcement purpose may not be reallocated to provide local matching funds for the hiring of UHP-funded officer positions. However, states and local units of government may use as matching funds assets received through the Asset Forfeiture Equitable Sharing Program, the Housing and Community Development Act of 1974 (in compliance with the guidelines of those programs), and other funds contributed from state, local, or private sources, or otherwise authorized by law. Federal funds appropriated to tribal agencies or to the Bureau of Indian Affairs performing law enforcement functions on Indian lands may be used as matching funds. Federal grant monies received from other federal agencies may only be used as local matching funds if specifically authorized by law.

At the conclusion of the 36-month funding period for each additional position, Universal Hiring Program grantees are required to retain all officer positions awarded for at least one full local budget cycle following the expiration of COPS grant funding for each position. The additional officer positions should be added to your agency's law enforcement budget with state or local funds for at least one full local budget cycle, over and above all other locally-funded officer positions that would have existed regardless of the grant, from the time that the 36 months of grant funding for each COPS position expires. Absorbing UHP-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

Federal Funding: Allowable & Unallowable Costs

Allowable Costs: Fundable Requests

Allowable costs are costs that will be paid for by this grant program. **The only allowable costs under the Universal Hiring Program are the approved full-time entry-level salaries and benefits of new, additional sworn career law enforcement officers hired on or after the 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. Officers previously employed by your agency may be re-hired using UHP grant funds, but funding requests must be limited to your agency's *entry-level* salary and benefits.

Departments will be notified of any points of clarification the COPS Office may require during the application review process. Requests may be made only for positions that are not otherwise budgeted with state, local, or Bureau of Indian Affairs funds, and would not be funded in the absence of the UHP grant.

Unallowable Costs: Requests Will NOT Be Funded

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

- Salaries and benefits of existing officers
- Salaries and benefits of civilian / non-sworn personnel
- Salaries and benefits for part-time officer positions
- Overtime costs
- Please note that contractual arrangements for law enforcement services are not fundable under UHP.

Monitoring, Reporting, & Evaluation Requirements

Federal regulations require that any financial assistance from the federal government be monitored to ensure that those funds are spent properly. Awarded agencies will be responsible for submitting periodic programmatic Progress Reports and quarterly Financial Status Reports. In addition, the COPS Office is interested in tracking the progress of its programs and the development of its grantees' community policing plans. Therefore, all grantees will be required to participate in grant monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or an entity designated by COPS.

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

Evaluations of the COPS Universal Hiring Program may be conducted at the national and/or local level. Such evaluations may include assessing the progress of program implementation and examining the impact of hiring additional officers. Evaluators may visit grantee sites to collect data for these evaluations. All selected applicants must cooperate in such evaluations and provide any requested information. In addition, grantees are encouraged to collect information regarding the achievements and successes of community policing within their jurisdictions.

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

PERFORMANCE MEASURES

To assist in fulfilling the Department of Justice's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding must provide data that measures the results of their work. Performance measures for the Universal Hiring Program 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 additional officers.	Average community policing capacity implementation rating (0 to 100) of UHP grantees. Successful hiring of all officer positions funded through the grant.	Annual progress reports providing an overview of UHP grant implementation and implementation of community policing strategies.

All COPS UHP 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 UHP applicants to describe how hiring additional officers will assist the applicant in implementing community policing strategies

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

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

HOW TO APPLY

Administrative Requirements Governing COPS Programs

Electronic Submission of Applications Via Grants.gov

COPS is committed to supporting the President's Management Agenda (PMA) by striving toward becoming an even more "citizen-centered" and "results-oriented" organization. In an effort to meet these objectives, the COPS Office is participating as a partner with the government-wide Grants.gov initiative. If you are applying for COPS funding you may submit your application either in electronic format via Grants.gov or paper format. Grants.gov is the home of federal grant program information and applications. Please visit www.grants.gov to learn more about this exciting initiative.

Users of Grants.gov will be able to download a copy of the application package, complete it offline, and then upload and submit the application via the Grants.gov site. You may not email a copy of the grant application to the COPS Office. All of the application forms can be submitted via Grants.gov, thus reducing paperwork for the applicant and the COPS Office. Other features of Grants.gov include a computer-based training tutorial, user guides, context-sensitive help for web pages, and customer service support via email and/or toll-free telephone.

The following is important information for applicants choosing to use Grants.gov:

- To use Grants.gov, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding whether or not the agency uses Grants.gov) and register in the Central Contractor Registry (CCR). If you have already completed these steps for previous submissions, you do not need to complete these steps again. Please see the attached checklist that will assist agencies in completing all the steps for each registration process.
- You may submit all documents electronically, including all information typically included on the SF-424, the COPS Application Attachment to SF-424, Budget Information, Project Narratives and any related attachments.
- Your application must comply with any page limit requirements described in the COPS Application Guide.
- You must also download the COPS Application Guide (instructions) for completing the application. This must be downloaded separately from the application package.
- Instructions for completing online application forms are included as part of the application package, both on the cover sheet and as field-level instructions and edits that will assist you in completing an accurate application package.
- Treat your application as you would any important document. Remember to save it to your computer often because changes are NOT automatically saved.
- When you have completed the application package, you need to click the "Save" button prior to submission. Note: The application package cannot be submitted until all required fields have been completed.

- You can complete the application package offline - you will not have to be connected to the Internet. This gives you the ability to route the application package to others in your organization as an email attachment, much like you would with any shared document.
- The "Submit" button on the application package cover page will become active after you have completed all required forms, attached all required documents, and saved your application package. Move all mandatory completed forms/documents into the corresponding **Completed Documents for Submission** box. Click on the "Submit" button once you have done all these things and you are ready to send your completed application to Grants.gov.
- Review the provided application summary to confirm that the application will be submitted to the program for which you wish to apply. Click the "Yes" button if this information is correct and you are ready to submit the application. If you are not already connected to the Internet, you will be directed to do so.
- Once you have logged in, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov tracking number will be provided on this screen. Please record this number so that you may refer to it should you need to contact Customer Support.
- If you experience technical difficulties on the application closing date and are unable to meet the application deadline, print out your application and follow the application transmittal instructions included in the application package.
- Your agency's participation is voluntary. Your agency will not receive additional or special consideration by submitting an application in electronic format, nor will we penalize an agency if an application is submitted in paper format.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** The Grants.gov registration steps may take a few days, and if you wait until the application deadline date you may be unable to submit your application online.
- A copy of the Certification of Review and Representation of Compliance with Requirements must be signed and kept on file with the applicant per the application instructions.

Section 508 of the Rehabilitation Act

Please note that information on Grants.gov accessibility and compliance with Section 508 of the Rehabilitation Act can be found on the Grants.gov website. If you are an applicant using assistive technology and you encounter difficulty when applying using Grants.gov, please contact:

Darren Neely
U.S. Department of Justice COPS Office
202.307.3971
Darren.Neely@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 on the Grants.gov site. We will continue to work with applicants as necessary while the Grants.gov site moves toward full compliance with Section 508 of the Rehabilitation Act.

Procedures for Using Grants.gov

Listed below is a description of the procedures/steps that you will need to complete in order to submit your application via Grants.gov. For more detailed information, please go to www.grants.gov and consult the Tutorial, Help (once you are on the proper screen) or the Grants.gov User Guide.

I. E-Business & Registration Information

Please note: The following steps only apply if you are using Grants.gov for the first time. If you have used Grants.gov in the past, you do not need to repeat these steps.

1. Obtain a DUNS Number.

Please see the "Obtaining a DUNS Number" section of this Guide to obtain detailed information on this requirement.

2. Register with Central Contractor Registry.

Individuals who want to be able to submit an application on behalf of their organization must become Authorized Organization Representatives (AORs) by registering with CCR. You must have a DUNS number before registering with CCR.

To register with CCR:

1. Go to www.ccr.gov.
2. Click the **Start New Registration** link.
3. Complete the Registration Worksheet.
4. Complete the Registration Acknowledgement and Point of Contact Information.

3. Register with Credential Provider.

Individuals who want to be able to submit an application on behalf of their organization must become Authorized Organization Representatives (AORs). In order to become an AOR, you must first register with CCR before registering with the Credential Provider, Operational Research Consultants (ORC).

To register with a Credential Provider:

1. Click the **Register with Credential Provider** link.
2. Enter your DUNS number and press Register.
3. On the Welcome screen, click User ID.
4. Complete the registration screens.

Note: You should record the User ID and password that you entered because you will need this information to register with Grants.gov.

4. Register with Grants.gov.

After registering with the Credential Provider, individuals who want to submit applications need to register with Grants.gov as an Authorized Organization Representative (AOR). As an AOR, an individual will be authorized to submit grant applications through Grants.gov on behalf of their organization.

To register with Grants.gov:

1. Enter the username and password from the Credential Provider in the appropriate fields on the **Register with Grants.gov** screen.
2. Click the **Register** button.
3. Complete the Registration page with:
 - Your first and last name
 - Your telephone number
 - Your email address
 - Your title
 - Your DUNS number

5. Designate an E-Business Point of Contact.

This procedure is only for the E-Business Point of Contact. The E-Business Point of Contact is the person listed as the point of contact on the organization's CCR registration and is responsible for designating their organization's Authorized Organization Representatives (AORs). Organizations may have only one E-Business Point of Contact.

Once a potential Authorized Organization Representative (AOR) registers with a Credential Provider and Grants.gov, the E-Business Point of Contact will receive an email stating that someone has signed up to become an AOR for their organization. The E-Business Point of Contact will need to log into the Ebiz section of the site and assign the "Authorized Applicant" role to have that person designated as an AOR for their organization

To designate an AOR.

1. Click the EBiz link at the top of the screen.
2. Enter your DUNS number and MPIN to login.
3. Click the Manage Applicants link.
4. Select the person for which you want to assign the "Authorized Applicant" role.
5. Assign the "Authorized Applicant" role.

II. Find & Apply for Funding Opportunities

1. Find a grant opportunity for which you want to apply.

You can search for opportunities at: <http://www.grants.gov/FindGrantOpportunities>

2. Download the Application Viewer

If you do not have the PureEdge Viewer, you must download it to complete the online forms.

To download the Application Viewer:

1. Click the link on the Download Application Viewer screen.
2. Verify that your computer meets the system requirements
3. Download PureEdge Viewer.
4. Install PureEdge Viewer.

3. Download Application Package

To download an application package:

1. Click the Download Application Package link on the left of the Apply for Grants screen.
2. Enter the Funding Opportunity Number or CFDA Number. The CFDA number for all COPS programs is 16.710.
3. Click the Download Package button.
4. Click the corresponding download link for the application instructions and application package.

4. Complete Application Package

To complete an application package:

1. Download an application package and its instructions
2. Save the application to your computer
3. Complete all necessary forms/documents.
4. Move all mandatory completed forms/documents into the corresponding Completed **Documents for Submission** box.
5. Move all optional completed forms/documents into the corresponding optional completed documents for submission box.
6. Save the application.

5. Submit Application Package

To submit an application package:

1. Complete the application.
2. Save the application.
3. Click the Submit button
4. Click the Yes button.
5. Log into Grants.gov using your AOR username and password.
6. Save and/or print the confirmation page for future tracking of the package you just submitted by the Grants.gov Tracking Number found on the Confirmation Page.

Organization Registration Checklist

The following checklist can help guide your organization to complete the registration steps required to submit grants online through Grants.gov. Please ensure that you have completed all of these steps well before the application deadline date. *These steps take a number of days, so please don't wait until the last minute if you have a deadline approaching!*

When you are done, you will have established a profile on Grants.gov that contains basic information about your agency and designated staff members who are authorized to submit applications. *These steps only need to be completed ONCE to be able to use Grants.gov to apply for multiple programs.*

A list of helpful online resources to assist you with the registration steps follows the checklist.

What You Need to Do	Purpose	How Long Will It Take?	Completed
<p>1. Find out your institution's DUNS number All institutions applying for federal grants are required to provide a DUNS number. Ask your grant administrator or chief financial officer to provide your institution's DUNS number. Research universities and most colleges, independent libraries, and large organizations already have DUNS numbers. If your institution doesn't have a DUNS number, call the special Dun & Bradstreet hotline at 866.705.5711 to receive a DUNS number free of charge. You can also request your DUNS number online at www.dnb.com/us. More information about DUNS numbers is available at http://www.Grants.gov/RequestaDUNS.</p>	<p>DUNS numbers identify an institution. The federal government has adopted the use of DUNS numbers to keep track of how federal grant money is dispersed.</p>	<p>You will receive a DUNS number at the conclusion of the phone call. If you request your DUNS number online the process can take up to 48 hours to complete.</p>	
<p>2. Register your institution with Central Contractor Registry (CCR) Ask your chief financial officer, grant administrator, or authorizing official if your institution is registered with CCR. If your institution is not registered, you can apply by phone (888.227.2423) or register online at http://www.ccr.gov. CCR has developed a worksheet (7-page PDF) to help you with the process. This worksheet can be found at http://www.ccr.gov/CCRRegTemplate.pdf. When your institution registers with CCR, you will be required to designate an E-Business Point of Contact (E-Business POC). This person will be given a special password called an "M-PIN." This password gives him or her the sole authority to designate which staff members from your institution are allowed to submit applications through Grants.gov. Staff members designated to submit applications are called authorized organization representatives (AORs). If your institution has registered, but your E-Business POC has forgotten the M-PIN password, call 888.227 2423.</p>	<p>Registering with CCR is required for an institution to use Grants.gov. Designating AORs ensures that only authorized individuals can submit grant applications on behalf of the institution.</p>	<p>1-3 days to gather information about your institution and prepare the application. 5 days from the time your institution registers with CCR. The 5-day window is necessary to mail you security information.</p>	

Universal Hiring Program (UHP)

<p>3. AORs apply for usernames and passwords To obtain their usernames and passwords, AORs must register with Grants.gov at https://apply.grants.gov/OrcRegister. They will have to know your institution's DUNS number to complete the process. After your institution registers with CCR, AORs must wait five business days before they can obtain their usernames and passwords.</p>	<p>AOR usernames and passwords serve as "electronic signatures" when your institution submits applications on Grants.gov.</p>	<p>AORs will receive usernames and passwords when they submit their information.</p>	
<p>4. AORs register with Grants.gov Using their usernames and passwords (obtained in step 3), AORs must register with Grants.gov at https://apply.grants.gov/GrantsgovRegister.</p>	<p>This creates an account on Grants.gov that allows AORs to submit applications on behalf of your institution.</p>	<p>Registration will be complete when the AOR submits the online form.</p>	
<p>5. E-Business POC approves registration of AORs When an AOR registers with Grants.gov, your institution's E-Business POC will receive an e-mail notification. Your E-Business POC must then log into Grants.gov (using the "M-PIN" password) and approve the AOR, thereby giving him or her permission to submit applications. When an E-Business POC approves an AOR, Grants.gov will send the AOR a confirmation e-mail.</p>	<p>Only E-Business POCs can approve AORs. This allows your institution to authorize specific individuals to submit grants.</p>	<p>It depends on how long it takes the E-Business POC to log in and approve the AOR. AORs can log into Grants.gov to find out who serves as their institution's E-Business POC and to see if they have been approved.</p>	

Helpful Online Resources:

DUNS Number information:

<http://www.cops.usdoj.gov/mime/open.pdf?Item=1025>

Central Contractor Registry (CCR). <http://www.ccr.gov>

Worksheet to help you register with CCR: <http://www.ccr.gov/CCRRegTemplate.pdf>
(7-page PDF)

Obtain usernames and passwords for AORs: <https://apply.Grants.gov/OrcRegister>

Grants.gov: <http://www.Grants.gov>

Grants.gov Helpdesk: support@Grants.gov

Grants.gov Customer Support Tutorials and Manuals: <http://www.grants.gov/CustomerSupport>

Grants.gov Support Line: 800.518.GRANTS (4726)

Obtaining a DUNS Number

The federal government requires that all applicants for federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a DUNS number. (See policy at http://www.omb.gov/grants/grants_docs) The federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems

Data Universal Numbering System (DUNS) Number

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

Obtaining a DUNS Number

- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal grants or cooperative agreements. There is no need to wait until you are submitting a particular application.
- *If you already have a DUNS number.* If you, as the entity applying for a federal grant or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update/validate the information associated with the number
- *If you are not sure if you have a DUNS number.* Call D&B using the toll-free number **866.705.5711**, and indicate that you are a federal grant applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed on page 16 and will immediately assign you a number, free of charge
- *If you know you do not have a DUNS number.* Call D&B using the toll-free number **866.705.5711**, and indicate that you are a federal grant applicant or prospective applicant. D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

Managing Your DUNS Number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches/divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at **866.705.5711** to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches/divisions have DUNS numbers for federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

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

To Obtain Your DUNS Number

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

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

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

Audit Requirement

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

Civil Rights

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. 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 laws and/or is not cooperating with an ongoing federal civil rights investigation.

Legal Requirements: Grant Terms & Conditions

The following section describes all of the compliance terms and conditions that applicants should be aware of before applying to COPS programs. The table below further defines which of the legal requirements are applicable to the program for which you are applying. Please review each section carefully. The signatures of the applicant's Authorized Organizational Representative, Law Enforcement Executive, and Government Executive on Section 14: Certification of Review and Representation of Compliance with Requirements of the COPS Application Attachment to the SF-424 assures the COPS Office that your agency will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds.

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

FY 2008 Program	I. Assurances	II. Certifications	III. Disclosure of Lobbying Activities	IV. Non-supplanting	V. Procurement & Sole Source Justification	VI. Criminal Intelligence Systems/28 C.F.R. Part 23	VII. Mitigate Possible Adverse Health, Safety, and Environmental Impacts
UHP	Y	Y	P	Y	N	N	N

I. & II. Assurances & Certifications

Applicants to COPS programs are required to submit the standard Assurances form and the standard Certifications form signed by the Law Enforcement Executive and Government Executive named on the COPS Application Attachment to the SF-424. Please read these documents carefully as signatures on these documents are treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

III. Disclosure of Lobbying Activities

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

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

IV. Nonsupplanting Requirement

Grant funds may 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 law enforcement. Instead, grant funds must be used to increase the total amount of funds that would otherwise be made available for law enforcement purposes.

A grant recipient may not use federal grant funds to pay for any item or costs associated with this request that the recipient is already obligated to pay. Funds allocated to pay for law enforcement costs irrespective of the grant may not be reallocated to other purposes or refunded should a COPS grant or cooperative agreement be awarded. Non-federal funds must remain available for and devoted to that purpose, with COPS funds supplementing those non-federal funds. All funding awarded cannot be obligated until after the grant award start date (unless an exception is authorized in writing by the COPS Office). This means that COPS funds cannot be applied to any agency cost prior to the award start date. In addition, all awardees will be expected to take active and timely steps pursuant to their standard purchasing procedures to fully fund law enforcement costs already budgeted as well as fill all locally-funded vacancies resulting from attrition during the life of the grant.

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

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office at 800 421.6770 for further information

V. Procurement & Sole Source Justification

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

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

Requests for sole source procurements of equipment, technology or services in excess of \$100,000 must be submitted to the COPS Office in writing certifying that the award of the contract through full and open competition is infeasible. The sole source request must be prepared on department letterhead. The request should also include the following information:

Section I – A brief description of the project, the amount to be designated for the sole source procurement, and the purpose of the contract.

Section II – A statement identifying which one (or more) of the three circumstances identified below apply to the procurement transaction and an explanation as to why it is necessary to contract in a noncompetitive manner. Include supporting information as identified below under the applicable section(s)

The item/service is available only from one source.

- Contractor's expertise linked to the current project (e.g., knowledge of project management, responsiveness, experience of contractor personnel, prior work on earlier phases of project, etc.)
- Uniqueness of items to be procured from the proposed contractor or vendor (compatibility, patent issues, etc.)
- Any additional information that would support the case

The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.

- When the contractual coverage is required by your department and why
- Impact on project if deadline/dates are not met
- How long it would take an alternate contractor to reach the same required level of competence (equate to dollar amounts, if desired)
- Any additional information that would support the case

Competition is determined inadequate after solicitation of a number of sources.

- Results of a market survey to determine competition availability; if no survey is conducted, please explain why not
- Any additional information that would support the case

Section III – A declaration that this action/choice is in the best interest of the agency.

Upon receipt of the request for sole source authorization, the COPS Office will review to determine if competition is infeasible, and your agency will be contacted if any of the identified information is missing or if additional supporting information is required. If the COPS Office determines that the request does not meet the standards set forth above, the request will be denied.

Please be advised that conflicts of interest are prohibited under the procurement standards set forth in 28 C.F.R. § 66 and 28 C.F.R. § 70.

If you have any questions regarding the federal requirements that guide procurement procedures, please contact your program point of contact at 800.421.6770.

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

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

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

VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts

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

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

Suspension or Termination of Funding

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

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

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

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

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

Required Application Documents & Sections for UHP Applications

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 & Sections	Required? Yes, No or Possible (dependent upon agency)	Completed?
1. Standard Form 424	Yes	<input type="checkbox"/>
2. COPS Application Attachment to SF-424	Yes	<input type="checkbox"/>
Section 1: COPS Program Request	Yes	<input type="checkbox"/>
Section 2: Executive Information	Yes	<input type="checkbox"/>
Section 3: General Agency Information	Yes	<input type="checkbox"/>
Section 4: Law Enforcement & Community Policing Strategy	Yes	<input type="checkbox"/>
Section 5: Continuation of Project After Federal Funding Ends	Yes	<input type="checkbox"/>
Section 6: Need for Federal Assistance	Yes	<input type="checkbox"/>
Section 7: Waivers of the Local Match	No	<input type="checkbox"/>
Section 8: Executive Summary	No	<input type="checkbox"/>
Section 9: Project Description (Narrative)	Possible	<input type="checkbox"/>
Section 10: Budget Narrative	No	<input type="checkbox"/>
Section 11: Memorandum of Understanding	No	<input type="checkbox"/>
Section 12: Official Partner(s) Contact Information	No	<input type="checkbox"/>
Section 13: Incident Data	No	<input type="checkbox"/>
Section 14: Certification of Review and Representation of Compliance with Requirements	Yes	<input type="checkbox"/>
Section 15: Standard Assurances	Yes	<input type="checkbox"/>
Section 16: Standard Certifications	Yes	<input type="checkbox"/>
3. Standard Form LLL: Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
4. Budget Detail Worksheets (Sections A and Budget Summary)	Yes	<input type="checkbox"/>

WHAT AN APPLICATION MUST INCLUDE: REQUIRED FORMAT & OTHER IMPORTANT INFORMATION FOR SUBMISSION

General Information

- All of the required materials should be bound together with a binder clip or stapled. Please do not bind your application in spiral binders, report covers, or in any similar way (*not applicable if applying online via Grants.gov*)
- Please do not include any confidential data or reports with your application.
- Please return one original and two copies of all application materials (*not applicable to applications received via Grants.gov*).

Law Enforcement & Community Policing Strategy

All applicants are required to provide information demonstrating how grant funding will be used to increase both their involvement in community policing and their activities related to preventing violent crime. Answers to the narrative questions in this section should be specifically linked to the community policing activities and violent crime prevention efforts to be implemented or enhanced through this grant project.

Continuation of Project After Federal Funding Ends

All applicants are required to demonstrate how their agency plans to retain any additional officer positions awarded following the expiration of the grant. Agencies applying for UHP funding are committing to retaining each officer position awarded for at least one full local budget cycle following the conclusion of 36 months of federal funding for that position. The retention requirement cannot be satisfied through attrition.

Need for Federal Assistance

All applicants are required to provide a brief explanation of their agency's inability to implement this project without federal assistance

Project Description (Narrative)

Violent crime task force participation is encouraged under the Universal Hiring Program, and priority consideration may be given to those applicants that demonstrate a use of funds related to such task force participation. Task forces must have a focus specifically related to violent crime. Agencies that intend to use their UHP-funded officers to participate in violent crime-related task forces are required to provide a narrative description (maximum length of two pages) regarding the nature of the task force, the activities and assignments involved, and the time commitment anticipated per officer.

Mailing Address

Completed applications should be mailed (if not applying through Grants.gov) to the address listed below. Original signatures are required, therefore we cannot accept faxes.

Office of Community Oriented Policing Services
Universal Hiring Program Control Desk
U.S. Department of Justice
1100 Vermont Avenue, N.W., 8th floor
Washington, D.C. 20530 (overnight 20005)

Please keep one copy of your application for your records.

Selection Criteria

Funding selections are ultimately based on a number of factors, including application completeness and accuracy, the implementation of previous COPS grants (including the timely submission of programmatic progress reports and financial status reports), and the enhancement of community policing activities and violent crime prevention efforts as proposed in the application

Sample Budget Detail Worksheets & Budget Summary

Important note:

Only Section A and the Budget Summary of the COPS Budget Detail Worksheets are applicable to the COPS UHP grant program. Only those sections that apply to the UHP grant are included in this sample. Applicants should not request any items under the other sections of the COPS Budget Detail Worksheets. For more information, please see the UHP Federal Funding: Allowable and Unallowable Costs section of this guide.

In completing the Budget Summary page, applicants must provide calculations that adhere to the maximum federal share of project costs allowable under UHP. Applicants may request a maximum per position of 75 percent of an entry-level officer's salary and benefits for the three-year grant period OR \$75,000, whichever is smaller.

A. SWORN OFFICER POSITIONS

Part 1: Full-Time Sworn Officer Information			
A. Total Entry-Level Base Salary for One Position \$ <u>33,500.00</u> x <u>3</u> Years = \$ <u>100,500.00</u>			
Fringe Benefit Costs Should Be Calculated Based on the Full Grant Term Shown in Section A.			
B. FRINGE BENEFITS: COST: % OF BASE: ADDITIONAL INFORMATION:			
Social Security	\$ <u>0.00</u>	<u> </u> %	Exempt: <input checked="" type="checkbox"/> Fixed Rate: <input checked="" type="checkbox"/>
<i>Cannot exceed 6.2% of Total Base Salary. If less than 6.2%, exempt, or fixed rate, provide an explanation in "Sworn Officer Position Budget Summary" on page 45.</i>			
Medicare	\$ <u>1,458.00</u>	<u>1.45</u> %	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>
<i>Cannot exceed 1.45% of Total Base Salary. If less than 1.45%, exempt, or fixed rate, provide an explanation in the "Sworn Officer Position Budget Summary" on page 45.</i>			
Health Insurance	\$ <u>19,095.00</u>	<u>19</u> %	Family Plan: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>
<i>Cannot exceed 30% of the Total Base Salary for individual plans or 45% for family plans. If it exceeds these rates or is a fixed rate, provide an explanation in the "Sworn Officer Position Budget Summary" on page 45.</i>			
Life Insurance	\$ <u>0.00</u>	<u> </u> %	
Vacation	\$ <u>0.00</u>	<u> </u> %	Number of Hours Annually: _____
Sick Leave	\$ <u>0.00</u>	<u> </u> %	Number of Hours Annually: _____
Retirement	\$ <u>18,090.00</u>	<u>18</u> %	Fixed Rate: <input type="checkbox"/>
<i>Cannot exceed 20% of the Total Base Salary (unless a fixed rate) If a fixed rate, provide an explanation in the "Sworn Officer Position Budget Summary" on page 45.</i>			
Worker's Compensation	\$ <u>4,020.00</u>	<u>4</u> %	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>
<i>Cannot exceed 10% of the Total Base Salary. If exempt or if it exceeds this rate, provide an explanation in the "Sworn Officer Position Budget Summary" on page 45.</i>			
Unemployment Insurance	\$ <u>1,005.00</u>	<u>1</u> %	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/>
<i>Cannot exceed 5% of the Total Base Salary. If exempt or if it exceeds this rate, please provide an explanation in the "Sworn Officer Position Budget Summary" on page 45.</i>			
Other _____	\$ _____	<u> </u> %	Describe: _____
Other _____	\$ _____	<u> </u> %	Describe: _____
Other _____	\$ _____	<u> </u> %	Describe: _____
Total Benefits (1 Position) = \$ <u>43,668</u>			
C. Total Salary \$ <u>100,500</u> + Total Benefits \$ <u>43,668</u> x <u>3</u> # of Positions = \$ <u>432,504</u>			
Part A (One Position)	Part B (One Position)	Transfer to Budget Summary Line 1	

Part 2: Sworn Officer Position Budget Summary (all applicants requesting officer positions must complete this section)

After completing Part 1 of this form, answer the following questions. If necessary, attach an explanation of how you computed salaries and benefits for this worksheet. Be sure to answer EVERY question. Missing or erroneous information could significantly delay the review of your agency's request.

1. If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reason(s) why in the space below:

Cost of living adjustment (COLA) Step raises Change in benefit costs

Other - please explain briefly: _____

2. If an explanation is required for any of the following categories, please provide in the space below: 1) Social Security, 2) Medicare, 3) Health Insurance, 4) Retirement, 5) Worker's Compensation, and 6) Unemployment Insurance

1) Social Security: Our agency is exempt from Social Security for both full and part-time officers.

2) Medicare: _____

3) Health Insurance: _____

4) Retirement: _____

5) Worker's Compensation: _____

6) Unemployment Insurance: _____

BUDGET SUMMARY

Instructions: When you have completed the Budget Detail Worksheets, please transfer the category totals to the spaces below. Please compute the Total Project Amount, Total Federal Share Amount, and Total Local Share (if applicable). Please see the Application Guide for information on the maximum federal share and local matching requirements for the grant for which you are applying.

Budget Category		Category Total	Line #
A.	Sworn Officer Positions	\$ 432,504 .00	1
B.	Civilian/Non-Sworn Personnel	\$ 0 .00	2
C.	Equipment/Technology	\$ 0 .00	3
D.	Other Costs	\$ 0 .00	4
E.	Supplies	\$ 0 .00	5
F.	Travel/Training	\$ 0 .00	6
G.	Contracts/Consultants	\$ 0 .00	7
H.	Indirect Costs	\$ 0 .00	8
Total Project Amount:		\$ 432,504 .00	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)		\$ 225,000 .00	
Total Local Share Amount (if applicable): (Total Project Amount - Total Federal Share Amount)		\$ 207,504 .00	

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.

Authorized Official's Typed Name John Smith

Title Finance Director

Phone: (123) 456-7890

Fax: (123) 654-3210

E-mail Address: john.smith@anycity.com

APPENDIXES

Appendix A: Glossary of COPS Program Terms

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

Allowable Costs: Allowable costs are what a program funds

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: A person authorized by your E-business POC to submit applications 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. If not applying electronically, the AOR should be the individual in your organization who has final responsibility for all programmatic and financial decisions regarding this application.

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

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

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

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

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

Central Contractor Registry (CCR): Institutions receiving any type of award from the federal government must register with CCR.

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 policing philosophy that promotes and supports organizational strategies to address the causes and reduce the fear of crime and social disorder. This is achieved through problem-solving approaches and community-police partnerships. It enhances police professionalism by providing officers with the skills, technology, and motivation to act in innovative ways to solve community crime-related problems. Grant requests must be linked to the implementation or enhancement of community policing. All newly hired, additional officers (or an equal number of redeployed veteran officers) funded under COPS programs must engage in community policing activities. All equipment and technology items must be used to enhance community policing as outlined in your application

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

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

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

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

DUNS Number: DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine digits. If your institution does not have one, call 1-866-705-5711 to receive one free of charge. You can also request your DUNS number online at www.dnb.com/us.

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

Federally Recognized Tribe: Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally acknowledged 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 grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631-MIB, 1849 C Street, N.W., Washington, D.C. 20240, 202.208.2475.

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

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

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

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

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

M-PIN: Password used by your e-business point of contact to designate which staff members can submit applications to Grants.gov

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

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

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

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

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

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

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

The Public Safety Partnership and Community Policing Act of 1994:

The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to:

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

Supplanting: COPS grant funds may not be used to supplant (replace) state, local, or Bureau of Indian Affairs funds that would be made available in the absence of federal COPS grant funding. Program funds must be used to increase the amount of state, local, or Bureau of Indian Affairs funds otherwise budgeted for the grant purposes, plus any additional state, local, or Bureau of Indian Affairs funds budgeted for these purposes. For further information regarding supplanting, please contact the COPS Office Legal Division at 202.514.3750.

Waivers: A waiver of the local match requirement is available to applicants under some COPS programs that require a local match. Requests for a waiver are considered on a case-by-case basis and must be made at the time of the application.

PAPERWORK REDUCTION ACT NOTICE

The public reporting burden for this collection of information is estimated to be up to one hour per response, depending upon the COPS program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, D.C. 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 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 1103-0096 and the expiration date is 06/30/2008.



FOR MORE INFORMATION:

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

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

Visit COPS Online at the address listed below

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