



# FY 2026 Collaborative Reform Initiative Program Application Resource Guide

This application resource guide provides additional information to assist prospective applicants for the FY 2026 Collaborative Reform Initiative Program. Please review each section carefully prior to submitting the application to ensure that your agency will be able to comply with all legal and administrative requirements that govern the applicant for acceptance.

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U.S. Department of Justice  
Office of Community Oriented Policing Services  
145 N Street NE  
Washington, DC 20530  
Visit the COPS Office online: [cops.usdoj.gov](https://cops.usdoj.gov)

## How to Apply

The complete application package is available on Grants.gov and on the COPS Office website <https://cops.usdoj.gov/>. Completing an application under this program is a two-step process.

Please **do not** include any content, including attachments or language within your application, commenting, modifying, challenging, and/or editing the grant requirements including the terms and conditions. Such content, if included, will not be **reviewed or considered** when evaluating your application nor will any attachment from an applicant unilaterally change the terms of a grant if awarded.

### Before You Begin: SAM.gov Registration and Unique Entity Identifiers (UEIs)

To submit an application, your entity must have an active registration in the **System for Award Management (SAM.gov)**. SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. You will enter the entity's UEI in the application. Award recipients must then maintain an active UEI for the duration of their award. Visit SAM.gov for details and resources for first-time registration or renewal of an existing registration.

The registration and renewal processes can take several weeks. Start these processes at least 30 days prior to the Grants.gov deadline. Applicants who do not begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

### Step One: Grants.gov

**Application for Federal Assistance (SF-424):** Applicants must register via <https://www.grants.gov> and complete an Application for Federal Assistance, Standard Form 424 (SF-424). The SF-424 is a required standard form that collects the applicant's name, address, and UEI; the funding opportunity number; and the proposed project title, among other information. It is used as a cover sheet for submission of pre-applications, applications, and related information under discretionary programs. Applicants must complete and submit the SF-424 via <https://www.grants.gov> using the information provided on that site. The SF-424 must be signed by the Grants.gov authorized organizational representative.

**Section 8F – Applicant Point of Contact:** Enter the name and contact information of the individual who will complete application materials in JustGrants. JustGrants will use this information to assign the application to this user in JustGrants.

**Section 19 – Intergovernmental Review:** This funding opportunity is subject to **Executive Order (E.O.) 12372** (Intergovernmental Review). States that participate in the Intergovernmental Review process have an opportunity to review the applicant's submission. Find the names and addresses of state Single Points of Contact (SPOCs) for Intergovernmental Review at the following website: <https://www.ojp.gov/IntergovernmentalReviewSPOCList.pdf>.

If the applicant's state appears on the SPOC list:

- Contact the state SPOC for information and follow the state's process under E.O. 12372.
- On the SF-424, make the appropriate selection for question 19 once the applicant has complied with its state E.O. 12372 process.

If the applicant's state does not appear on the SPOC list:

- Answer question 19 by selecting, "Program is subject to E.O. 12372 but has not been selected by the state for review."

Applicants are strongly encouraged to register immediately on <https://www.grants.gov>. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through JustGrants. Refer to the U.S. **Department of Justice (DOJ) Application Submission Checklist** for additional details.

For technical assistance with submitting the SF-424, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to [support@Grants.gov](mailto:support@Grants.gov), or consult the **Grants.gov Organization Applicant User Guide**. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

## Step Two: JustGrants Application

The remainder of the application will be completed through the Justice Grants System (JustGrants) at <https://justicegrants.usdoj.gov/>. No other form of application will be accepted. Applications with errors or missing information may be disqualified or rated accordingly. Please note that the application system will not accept incomplete applications or applications with errors.

### Standard Applicant Information

To begin the JustGrants application, applicants must first complete a web-based form in JustGrants which is pre-populated with the SF-424 data submitted in Grants.gov. Applicants are required to confirm the two Authorized Representatives (see following) and verify the legal name, address, and enter the ZIP code(s) for the areas affected by the project. For statewide or nationwide projects, the applicant should enter “State” or “National” in this field.

The Authorized Representatives are the officials who have ultimate and final responsibility for all programmatic and financial decisions regarding this COPS Office application as representatives of the legal recipient (e.g., your agency or organization).

#### Who should be assigned as Authorized Representatives?

- For **law enforcement agencies**, COPS Office awards require that both the top law enforcement executive (e.g., chief of police, sheriff, or equivalent) and the top government executive (e.g., mayor, board chairman, or equivalent) sign the application, and (if awarded funding) accept the award package. Both the top law enforcement executive and the top government executive must be assigned the role of Authorized Representative in JustGrants.
- For **non-law enforcement agencies**, (institutions of higher education, school districts, private organizations, etc.), COPS Office awards require that both the programmatic official (e.g., executive director, chief executive officer, or equivalent) and financial official (e.g., chief financial officer, treasurer, or equivalent) sign the application, and (if awarded funding) accept the award package. These two officials must have the ultimate signatory authority to sign contracts on behalf of your organization. Both the programmatic official and the financial official must be assigned the role of Authorized Representative in JustGrants. Please note that nonexecutive positions (e.g., clerks, trustees) are not acceptable Authorized Representatives.

Before applicants can complete this section, the two Authorized Representatives must have established accounts in JustGrants after the Grants.gov portion of the application was submitted. **Please note: Users assigned as Authorized Representatives must log into the JustGrants system to activate their account. Users will not be visible in JustGrants until they have successfully logged into JustGrants.**

### Complete Remainder of JustGrants Application per NOFO

Refer to the NOFO and complete the items identified in the “Application Contents and Format” section.

For technical support with the Justice Grants System (JustGrants) application, please contact JustGrants Support at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

## Late Submissions

The COPS Office will review on a case-by-case basis requests for late submission due to unforeseen technical issues or extraordinary events such as extreme weather emergencies or mass casualty events.

- Requests for an extension of the Grants.gov deadline must be received no later than the grants.gov due date/time listed in the Notice of Funding Opportunity.
- Requests for an extension of the JustGrants deadline must be received no later than the grants.gov due date/time listed in the Notice of Funding Opportunity.

No late submission requests will be considered after the extension requests deadline. Extension of deadlines is rare and is not guaranteed.

To be considered for an extension, applicants must contact the COPS Office Response Center via email at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) detailing the technical/extraordinary issues that impact application submission. This email must be submitted prior to the deadline for which the applicant is requesting an extension. The applicant's email must include the following information:

- UEI number
- Organization name
- Point of contact name and information
- Application ID
- Nature of the issue/disaster and how it affected the applicant's ability to submit the application on time
- The email subject line should read "FY26 Collaborative Reform Initiative Program Extraordinary Circumstances: [UEI number, Agency Name, Application ID]," with your UEI number and organization name and details filled in.

The COPS Office will respond to each applicant as soon as possible with either an approval and instructions for submission or a rejection. If the technical issues you reported cannot be validated, the application will be rejected.

- The following conditions are not valid reasons to request an extension:
- Failure to begin the registration process in sufficient time
- Failure to follow instructions on Grants.gov or JustGrants
- Failure of the two assigned Authorized Representatives, with the proper authority, to activate accounts in JustGrants prior to application submission
- Failure to follow all the instructions in the notice of funding opportunity
- Failure to register or update information on the SAM website
- Failure to register or complete the SF-424 in grants.gov

Late submissions may be considered for review at the discretion of the COPS Office on a case-by-case basis due to unforeseen technical issues or extraordinary events such as extreme weather emergencies or mass casualty events.

## Allowable and Unallowable Costs

This is not an exhaustive list, and items not listed below are 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 and to remove requested items from the applicant's budget that are noted as unallowable. Disallowed costs are ineligible to be reprogrammed to an allowable cost item.

### Allowable Costs – Fundable Requests

All items requested will be considered on a case-by-case basis during the budget review process. Items under the program must be purchased using the guidelines established by the appropriations legislation that governs this funding. In addition, each item requested must programmatically link to the activities described in your application. To the extent permitted by law and practicable under a federal award, recipients and subrecipients must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. See 2 C.F.R. § 200.322.

For each request, applicants must complete the web-based budget form. The cost should be broken down to the lowest form.

The "additional narrative" section should be used to describe and justify why the item is necessary for the success of the project. Provide any additional calculations that make up the base cost.

### Allowable Civilian Personnel

#### *For Civilian/Non-Sworn Positions*

Salaries of personnel are costs based on the percentage of time spent (full time equivalent [FTE]) working directly on the project. The total salary percentage should be comparable and consistent with organizational policy. The total amount paid is comparable to industry standards and the type of work being performed.

A recipient may not use federal funds to pay total cash compensation to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an organization with a Certified SES Performance Appraisal System for that year. The salary table for SES employees is available at the Office of Personnel Management website: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Nonfederal funds used for any such additional compensation will not be considered matching funds.) If only a portion of an employee's time is charged to a COPS Office award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

For each civilian personnel request, applicants must complete the web-based form. If the individual will be working more than one year on the project, applicants will have the option to copy a year.

The "additional narrative" section should be used to describe the employee's roles, responsibilities, and activities related to the work to be completed on the project. If the salary increases from one budget year to another because of cost-of-living increases, be sure to detail these increases in the budget description.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Job description
- Organizational pay scales or written annual salary per position
- Résumés/vitae

### *Completing Civilian Base Salary*

If you are not requesting any civilian base salary, move to the next section.

## **Allowable Fringe Benefits**

### *For Civilian/Non-Sworn Positions*

Fringe benefits are allowances and services provided by the organization to its employees as compensation in addition to regular salary. Fringe benefits should be based on actual known costs or an established formula. Typical fringe benefits include the following: Federal Insurance Contributions Act (FICA) taxes—includes Social Security and Medicare and cannot exceed 7.65 percent (6.2 and 1.45 percent respectively)

- Health insurance—individual or family
- Life insurance
- Vacation
- Sick leave
- Retirement
- State unemployment compensation insurance
- Federal unemployment tax
- Worker’s Compensation insurance
- Other fringe benefits may include holidays, military leave, bereavement leave, sabbatical leave, severance pay, jury duty, state disability insurance, pension plan, 401(k) plan

Applicants will need to provide the appropriate percentage for each fringe benefit that the individual is allocated per the employee benefits. Note, the system will not allow more than 6.2 percent for Social Security and 1.45 percent for Medicare.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Written organization policies regarding fringe benefits
- Organizational fringe rate agreement

### *Completing Fringe Benefits*

If you are not requesting any civilian base salary, move to the next section.

## **Allowable Travel**

Travel costs include the costs of transportation, lodging, meals, temporary dependent care, and incidental expenses incurred by personnel while on official business, such as attendance at an award-related meeting or conference when travel is further than 50 miles from program location. Travel and subsistence estimates are based on the contemplated number of trips, places to be visited, length of stay, transportation costs, subsistence allowances, and the recipient’s own travel policies. For additional guidance, please see the Uniform Guidance 2 C.F.R. § 200.475.

When charging travel costs to federal awards, award recipients must indicate the source of travel policies applied (applicant or federal travel regulations). If a recipient does not have a written travel policy, it must adhere to the Federal Travel Regulations (FTR). For information on the FTR and U.S. Government General Service Administration (GSA) per diem rates by

geographic area, please visit <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For all applicants (with or without a written travel policy), airfare travel costs must be one of the following: the lowest discount commercial airfare, standard coach airfare, or the Federal Government contract airfare (if authorized and available).

Temporary dependent care costs above and beyond regular dependent care that directly results from conference travel are allowable as long as the costs incurred (1) are a direct result of the individual's travel for the federal award; (2) are consistent with the recipient's documented travel policy for all entity travel; and (3) are only temporary during the travel period.

The only individuals traveling who should be charged in this section are those listed in "Civilian personnel." All other individuals traveling for the project, including participant and consultant travel, should be listed under "Sub-awards" or "Procurement Contracts." This section should also include any training costs for the primary applicant; all other training costs should be listed under "Sub-Awards," "Procurement Contracts," or "Other Costs" as appropriate.

For each travel request, applicants must complete the web-based form. Each trip should be entered as an individual entry rather than a group of trips.

The "additional narrative" section should be used to describe the purpose of the trip, proposed destination, trip duration by day/night, and list of individuals traveling, as well as a detailed cost breakdown for each travel category (lodging, per diem, etc.). The cost breakdown should include

- mode of transportation and proposed fare per trip (airfare, train, etc.) broken down by day;
- mileage allowances if private vehicle will be used;
- per diem rates for the destination per day (including full per diem and travel day per diem); lodging costs per night;
- transportation fees per day;
- parking fees per day.

Additional documentation that may need to be uploaded in the "Budget/Financial Attachments" section includes the following:

- Organizational travel policy

### ***Completing Travel***

If you are not requesting any travel, training, or conferences, move to the next section.

### **Allowable Supplies**

Supplies means all tangible personal property other than those items described under "Equipment." Supplies costs consist of those incurred for purchased goods and fabricated parts directly related to an award proposal. Supplies differ from equipment in that they are consumable, expendable, and of a relatively low unit cost, defined as less than \$10,000 per unit. Such costs may include paper, printer ink, pens, pencils, laptops, etc. A computing device is a supply if the acquisition cost is less than \$10,000, regardless of the length of its useful life.

For broad category requests (such as "office supplies"), explanation for project amounts should be provided with calculations. Broad grouping of items under supplies will be limited to \$50 per month; otherwise items must be individually captured and justified in the budget request.

For any training awards, the COPS Office allows the purchase of flash drives or USB devices to distribute training materials with approval prior to purchasing.

All supply items must be clearly linked to the enhancement or implementation of the project.

For each supply request, applicants must complete the web-based form. The cost should be broken down to the lowest form; therefore, if you are requesting \$50 per month for office supplies, the calculation should be 12 x \$50 and not 1 x \$600.

The “additional narrative” section should be used to describe and justify why the supplies are necessary for the success of the project. Provide any additional calculations that make up the base cost.

### *Completing Supplies*

If you are not requesting any supplies, move to the next section.

## **Allowable Sub-awards**

The applicant should distinguish clearly between sub-awards and procurement contracts in allocating any funds to other entities. Pursuant to 2 C.F.R. § 200.1, a sub-award is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of purchasing goods and services needed to carry out the program or project under the federal award. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The same allowable and unallowable costs that apply to the federal award apply to sub-awards.

Any recipient of an award will be responsible for monitoring sub-awards and contracts in accordance with all applicable statutes, regulations, and guidelines. Primary recipients will be responsible for oversight of subrecipient spending and monitoring specific performance measures and outcomes attributable to the use of COPS Office funds. The recipient will ensure that the award terms and conditions flow down to its subrecipients including all applicable uniform administrative requirements, cost principles, and audit requirements. The recipient will also ensure that subrecipients maintain effective control and accountability over all funds, property, and other assets covered by subawards and that each subrecipient establishes and uses internal fiscal and program management procedures sufficient to prevent fraud, waste, or abuse.

All sub-awards must be clearly linked to the enhancement or implementation of the project. Examples may include the following:

- Training providers
- Subject matter experts
- Partners

For each sub-award request, applicants must complete the web-based form.

### *Completing Sub-awards*

If you are not requesting any sub-award costs, move to the next section.

## **Allowable Procurement Contracts**

The applicant should distinguish clearly between sub-awards and procurement contracts in allocating any funds to other entities. Pursuant to 2 C.F.R. § 200.1, a sub-award is for the purpose of carrying out a portion of the federal award, and a contract is for the purpose of purchasing goods and services needed to carry out the program or project under the federal award. Contracts must directly contribute to the implementation or enhancement of the project. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subrecipient or a contractor. The same allowable and unallowable costs that apply to the federal award apply to sub-awards. Keep in mind that the awarding and monitoring of contracts must follow documented procurement procedures, including full and open competition, pursuant to the procurement standards in 2 C.F.R. §§ 200.317– 200.327, and the issuance of sub-awards must meet the requirements of 2 C.F.R. § 200.331.

Consultant expenses include the procurement of goods or services that directly contribute to the implementation or enhancement of the project. The use of a consultant should be more economical than direct employment. Compensation for individual consultant services procured under a COPS Office award must be reasonable and allocable in accordance with Office

of Management and Budget (OMB) cost principles, and consistent with that paid for similar services in the marketplace. The services should be commensurate with the rate or salary paid by the primary employer.

Unless otherwise approved by the COPS Office, independent consultant rates will be approved based on the salary a consultant receives from his or her primary employer, as applicable, up to \$650 per day (or \$81.25 per hour). Please note that this does not mean that the rate can or should be as high as \$650 for all consultants. If individuals receive fringe benefits from their primary employer, such fringe benefit costs should not be included in the calculation of consultant rates. A consultant rate justification will need to be submitted for review and approval to the COPS Office for any consultants paid more than \$650 per day prior to incurring any costs. Determinations of approval will be made on a case-by-case basis.

Consultant travel costs follow the same guidelines as “Travel” but should be costs associated with consultant travel. These costs should not be reflected in the “Civilian personnel” or “Travel” categories.

All sole source procurements of goods and services (those not awarded competitively) in excess of the simplified acquisition threshold amount (currently \$350,000) require prior approval from the COPS Office.

All other consultant-related expenses should be included in this section such as supply and equipment requests. The same guidelines as previously stated in the above sections will apply.

All procurement contracts must be clearly linked to the enhancement or implementation of the project. Examples may include the following:

- Training providers
- Subject matter experts

For each procurement contract request, applicants must complete the web-based form.

The “additional narrative” section should be used to describe and justify the product or services to be procured by sub-award including the nature and scope of goods purchased, price proposals, and length of contract. Procurement contract travel requests should follow the same guidance as the “travel” section. Provide any additional calculations that make up the base cost.

Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:

- Consultant Rate Justification (see the **Consultant/Contractor Rate Information for COPS Office Awards fact sheet** for further guidance)
- Consultant résumés/vitae
- Organizational travel policy
- Sole Source Justification (see the **Sole Source Justification fact sheet** for further guidance)

### *Completing Procurement Contracts*

If you are not requesting any procurement contract costs, move to the next section.

## Allowable Other Costs

Items not included in the previous categories but that have a direct correlation to the overall success of a recipient's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis by the COPS Office. Requests that may fall under the "other" category include the following:

- Rent (see next paragraph for more details)
- Software purchases

Rental costs are generally allowable under this funding opportunity when the costs are not included in indirect costs. Applicants should list square footage cost in the budget. The amount must be based on the space that will be allocated to implement the COPS Office project, not the costs of the entire rental space.

For applicants that anticipate using COPS Office funds to cover only a portion of a particular service they provide, the budget should prorate operational costs like rent and phone service accordingly.

### *Completing Other Costs*

If you are not requesting any other costs, move to the next section.

## Indirect Costs

### Overview of Indirect Costs

Indirect costs means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to a particular project but necessary to the operation of the organization and the performance of the project.

Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.

If a cognizant federal agency has approved your negotiated indirect cost rate, the negotiated rate must be accepted by all federal awarding agencies, unless otherwise capped by federal statute or regulation.

Indirect cost rates may vary depending on your cognizant federal agency determinations. In some cases, project budgets may include more than one rate, particularly when offsite activity is conducted at a location other than the organizations premises. Note: Ensure the indirect calculation is in accordance with your organization's indirect cost rate agreement.

### *Expired Indirect Cost Rate Agreement*

If your indirect cost rate agreement has expired, you should either renegotiate the rate or request a one-time extension from your cognizant agency. The negotiated cost rate may be extended for up to four years. Once the cognizant federal agency has approved your extension, you must abide by the rate for the agreed-upon time period. No further negotiations regarding indirect cost rates may occur until the extension has expired. At the end of the extension period, you must then negotiate a new indirect cost rate.

### *De Minimis Indirect Cost Rate*

If you do not have a current negotiated or provisional indirect cost rate, except for those nonfederal entities described in 2 C.F.R. Part 200, Appendix VII to Part 200, paragraph D.1.b., you may elect to charge a de minimis rate of 15 percent of modified total direct costs (MTDC) which may be used indefinitely. When using this method, cost must be consistently charged as

either indirect or direct costs but may not be double charged or inconsistently charged as both. Also, if this method is chosen, then it must be used consistently for all federal awards until such time as you choose to negotiate an indirect cost rate (which may be done at any time). No documentation is required to justify the 15 percent de minimis indirect cost rate. See 2 C.F.R. § 200.414(f).

If you elect to negotiate an indirect cost rate with your cognizant federal agency, a special condition will be added to the award prohibiting the obligation, expenditure, or drawdown of funds reimbursement for indirect costs until an indirect cost rate has been approved by your cognizant federal agency and the appropriate notification has been made retiring the special condition.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

**Exception:** If you are a unit of local government in which the Office of Management and Budget (OMB) has not assigned a cognizant federal agency, then you are not required to submit your indirect cost proposal, unless the awarding agency requires a copy of the proposal. Please see the appropriate appendix section in 2 C.F.R. Part 200 as listed above.

## **Approval of Indirect Cost Rates for Subrecipients**

As the direct recipient, you are responsible for approving indirect cost rates for your subrecipients if funded. Such rates must be consistent with the requirements of 2 C.F.R. Part 200. The COPS Office will not approve indirect cost rates beyond the direct recipient level; however, subrecipients who are also direct recipients of federal awards may already have a federally approved indirect cost rate. If your subrecipient has negotiated an indirect cost rate with the Federal Government, then that rate applies.

The subrecipient rates should not be included in this section, but rather under the “Sub-awards” or “Procurement Contracts” sections.

## **Calculating Direct Cost Base**

The following direct cost bases may be used as a distribution base:

- **Modified total direct cost (MTDC)**—This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency.
- **Direct salaries and wages**—This base includes only the costs of direct salaries and wages incurred by the organization.
- **Direct salaries and wages plus fringe benefits**—This base includes the costs of direct salary, wages and fringe benefits incurred by the organization.

## Exclusions in Direct Cost Bases

Applicants should pay particular attention to the two areas listed below to ensure that their indirect cost rate application is in compliance with the existing requirements of the government-wide award rules set out in the Office of Management and Budget (OMB) circular and regulations:

- **\$50,000 Subcontract/Subaward limitation.** For institutions of higher education and nonprofit organizations, indirect cost rates negotiated on the basis of modified total direct costs may only be applied against the first \$50,000 of any subcontract or subaward under the agreement. This limitation must be applied to all conference-related subcontracts and subawards, including those with hotels and travel agents. (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.400 et seq.)
- **Participant support costs.** For nonprofit organizations, in accordance with 2 C.F.R. part 200, Appendix IV to 2 Part 200, paragraph B.2.c.—Indirect (F&A) Costs Identification and Assignment and Rate Determination for Nonprofit Organizations: “The distribution base may be total direct costs (excluding capital expenditures and other distorting items, such as [contracts or]subawards for \$50,000 or more), direct salaries and wages, or other base which results in an equitable distribution. The distribution base must exclude participant support costs as defined in §200.1. Participant support costs.”
- Please note that only employees of the nonprofit organization are excluded from the definition of participant support costs. Costs related to contractors of the nonprofit organization who are acting in the capacity of a conference trainer/instructor/presenter/ facilitator are considered participant support costs. For more information on allowable costs for conferences and training, please visit <https://www.ojp.gov/doj-financial-guide-2024>.
- If you need additional information on an indirect cost rate negotiated agreement, go to the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/index.htm>.
- The “additional narrative” section should be used to describe the breakdown of the calculation as well as provide any additional calculations that make up the base cost. Include the expiration date and the cognizant agency name.
- Additional documentation that may need to be uploaded in the “Budget/Financial Attachments” section includes the following:
- **Current, signed, federally approved indirect cost rate negotiated agreement.** If your organization does not have a provisional or current indirect cost rate negotiated agreement or it is expired and under review, the applicant must submit supporting documents to show the applicant’s cognizant federal agency is reviewing the request. The COPS Office may disallow or freeze access to indirect funds until a provisional or current indirect cost rate negotiated agreement is provided.

Ensure that each type of indirect cost rate (provisional, final, predetermined, fixed, etc.) is identified. For institutions of higher education and other institutions where multiple indirect rates are applied, please enter each indirect rate as a separate line item with calculation breakdown and description for which each rate applies.

## Unallowable Costs

### Federal Funding Restrictions

Please be advised that COPS Office funding must not be used for the following:

1. To directly or indirectly support or subsidize an educational service agency, state educational agency, local educational agency, elementary school, secondary school, or institution of higher education that requires students to have received a COVID-19 vaccination to attend any in-person education program.
2. To promote gender ideology.
3. For projects that provide or advance diversity, equity, inclusion, and accessibility, or environmental justice programs, services, or activities.
4. State and local governments and law enforcement agencies that have failed to protect public monuments, memorials, and statues from destruction or vandalism.

If awarded, and it is determined that the applicant is not in compliance with the funding restrictions, the COPS Office may place a hold on the award and/or take other remedial action.

### Requests That Will Not Be Funded

The items listed below are generally considered unallowable and are rarely approved by the COPS Office.

#### *Unallowable Civilian Personnel (Base Salary and Fringe Benefits)*

##### **Base Salary**

Typically, unallowable civilian personnel costs include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under).

- If your organization charges an indirect cost, those costs normally include the following positions and therefore these positions should not be charged as personnel costs to avoid possible duplication:
  - Administration (e.g., director or program head)
  - Clerical (e.g., secretary or administrative assistant)
  - Accounting (e.g., controller or bookkeeper)
  - Procurement (e.g., purchasing director or stockroom clerk)
  - Housekeeping and maintenance (e.g., custodial and janitorial, repairman, or grounds keeper) NOTE: These positions can be charged directly if the individual is working a significant amount of time on the project. This will be approved on a case-by-case basis, and your narrative should significantly articulate the need to charge these directly if applicable.
- For awards made to states or units of local government (including law enforcement agencies), salaries and benefits for positions (including exempt employees) that are already budgeted with state, local, or Bureau of Indian Affairs (BIA) funds and would be funded in the absence of this COPS Office award are also not allowed.
- Salaries and benefits of personnel that do not work directly on the project.
- Salaries and benefits for contract or consultant personnel (these should be placed under "Sub-awards" or "Procurement Contracts", as applicable).

### **Unallowable Fringe Benefits**

Typically, unallowable fringe benefit costs include, but are not limited to, the following (Note: these are typically unallowable no matter which category they are placed under):

- Bonuses or commissions
- If your indirect cost rate agreement includes fringe benefits, you may not charge these costs directly to the project

### ***Other Unallowable Items***

- 3D printers and associated equipment
- Activities run by organizations whose primary focus is Performance Training / Peak Performance Training / Athletic Performance
- Advertising and public relations designed solely to promote the recipient
- Ammunition (live and training)
- ATM withdrawal fees
- Bar charges/alcoholic beverages
- Bikes and associated equipment
- Biometric technology, including facial recognition technology
- Body armor and accessories. Body metric equipment such as blood pressure monitors and FitBits
- Body-worn cameras
- Bomb detection technology
- Buses/shuttles/transit vans (purchasing or leasing)
- Certain telecommunication and surveillance video equipment (Telecommunications equipment or services by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities) and video surveillance, telecommunication equipment, or services by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities) are prohibited).
- Certification to become a Personal Trainer
- Closed-circuit televisions (CCTV)
- Communication boxes
- Commuting costs including to and from program location
- Compensation of federal employees (this category of unallowable costs includes salary payments, consulting fees, or other compensation to full-time federal employees)
- Computer aided dispatch (CAD) systems/records management systems (RMS)
- Conference or event swag, including t-shirts, bags, or mugs
- Construction and renovation costs
- Copiers
- Corporate formation (startup costs)
- Costs exceeding Federal Travel Regulations if no other organizational written policy is supplied that supersedes these established rates

- Costs for audits not required or performed in accordance with the Office of Management and Budget (OMB) Circular A-133 or 2 C.F.R. Part 200 Subpart F – Audit Requirement are unallowable. If the applicant organization did not meet the applicable expenditure threshold during the organization’s fiscal year, the cost of any audit performed may not be charged to the award
- Costs incurred for intramural activities, student publications, student clubs, and other student activities
- COVID-19 test kits
- Credit card fees
- Criminal intelligence systems
- Displays, demonstrations, or conference exhibit displays such as backdrops and retractable banners
- Electronic control weapons
- Entertainment, including amusement, diversion, social activities, and any associated costs (e.g., tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Equipment with a physical wellness focus (saunas, cold plunges)
- Extracurricular expenses for youth programs, including t-shirts, meal plans, giveaways, swag bags, and games
- Firearm investigation equipment
- Fitness equipment and supplies (including yoga equipment)
- Floor and wall mats/pads
- Food and beverages at conferences, meetings, or trainings
- Foreign travel
- Fuel for general patrol vehicles
- General law enforcement vehicles, including patrol cars and leased vehicles
- Golf carts/motorized personal vehicles
- GPS and E-Z Pass rentals (when renting a car)
- GPS devices
- Gunshot detection equipment and technology
- Gym memberships and subscriptions
- Handcuffs, weapons, and ammunition (including training ammunition)
- Health screenings
- Land acquisition including renting, leasing, or construction of buildings or other physical facilities
- Laser spectroscopy devices
- Laundry services while on travel
- License plate readers (LPR) and associated software
- Live animals (including dogs and horses) and associated costs, such as food, transportation, and veterinary expenses
- Local travel costs (lodging, meals, per diem, or transportation costs) within a 50-mile radius of the program location, including (but not limited to) mileage reimbursement, rental cars, parking fees, and/or taxi fare for local travel
- Maintenance and enhancements (such as mounts) of patrol vehicles
- Martial arts training
- Massages (i.e. therapeutic or otherwise)
- Massage chairs and associated equipment

- Membership fees to organizations whose primary activity is lobbying
- Metal detectors
- Mobile data terminals (MDT)
- Non-motorized vehicles
- Office rental/lease space, except for costs proportionate to work conducted under this funding opportunity (if included within an indirect cost rate negotiated agreement)
- Opioid reversal agents such as naloxone
- Paying for meals other than your own
- Personal protective equipment or gear
- Promotional items and memorabilia, including challenge coins, models, gifts, and souvenirs
- Publishing services (the COPS Office provides editing, graphic design, and printing services for deliverables and other project materials; therefore, these costs cannot be directly charged unless approved on a case-by-case basis)
- Radios for law enforcement
- Recreation equipment and supplies (including tents, coolers, and frisbees)
- Rental costs are not allowable for property owned by the applicant or if the applicant has a financial interest in the property. In this case only the costs of ownership, including maintenance costs, insurance, depreciation, utilities, etc., are allowable costs. The applicant must indicate in the budget narrative whether or not they own the space that will be rented.
- Robotic cameras
- Scholarships, fellowships, and other programs for student aid (exceptions are for institutions for higher education)
- Servers
- Shared items between projects—if supplies or equipment is to be used for concurrent projects, this should be captured in your indirect costs. If your organization does not have an indirect cost rate agreement, this may be proportionally charged as direct with prior approval.
- Simulators/augmented reality programs
- Sleep pods
- Surveillance equipment and supplies
- Sworn officer salaries and fringe benefits (except sworn overtime and related overtime FICA, worker's compensation, and unemployment compensation fringe benefits – see allowable other costs section above)
- Tactical equipment and supplies
- Thermal imaging devices
- Tips/gratuities
- Traffic equipment (such as cones, message boards)
- Trailers
- Trophies, medals, certificates, and other awards
- Unmanned aerial vehicles (drones)
- Vehicle maintenance costs (oil changes, fuel costs, vehicle insurance, etc.)
- Uniforms and associated accessories

Please note that this is not an exhaustive list of all unallowable expenses, and items not listed may be deemed unallowable by the COPS Office. Including costs determined to be unallowable in your application could result in reduced likelihood of receiving an award. If an award is made, unallowable costs included in the proposed budget are likely to be cut from the final award amount.

Applicants wishing to request funds for items that appear on the list(s) of generally unallowable items should provide clear, detailed justifications within their budget narratives for why these items are: 1) needed to accomplish their goals; and 2) how the project is not able to be completed successfully without that specific item. This should be included for each item requested that is listed as generally unallowable. While exceptions are unlikely to be made, the COPS Office will review each request on a case-by-case basis.

## Application Contents and Format

The COPS Office will only consider applications that contain all required parts, which are marked **REQUIRED** below. Refer to the **DOJ Grant Application Submission Checklist** for application instructions. All supporting documents and resources for this program are on the COPS Office Website <https://cops.usdoj.gov/CRIprogram>.

Please **do not** include any content, including attachments or language within your application, commenting on, modifying, challenging, and/or editing the grant requirements, including the terms and conditions. Such content, if included, will not be **reviewed or considered** when evaluating your application, nor will any attachment from an applicant unilaterally change the terms of a grant if awarded.

### Standard Applicant Information – **REQUIRED**

Review and edit as needed the information imported from the SF-424 submitted in Grants.gov and add ZIP codes for areas affected by the project.

### Proposal Abstract – **REQUIRED**

In JustGrants, enter a proposal abstract briefly summarizing (in 5–6 sentences / 500 words or less) the proposed project. As abstracts for funded projects are public, do not include any personally identifying information (*e.g.*, staff names). The abstract should include names of applicant and partners, project title, purpose of the project (including goal and intended outcome), primary activities for which funds are requested, key partners, and who will benefit (including geographic area to be served). The abstract should be coherent, concise, and able to stand alone as a project summary. The abstract will not be scored but is used throughout the review process.

Write your project abstract for a general public audience without any personally identifiable or law enforcement sensitive information. Avoid using acronyms or terminology unfamiliar to a general public audience. This abstract, along with other federal award information, may be published on publicly available government-wide websites.

### Data Requested with Application – **REQUIRED**

A copy of the survey questions required for this NOFO can be found at <https://cops.usdoj.gov/CRIprogram>.

### Proposal Narrative – **REQUIRED**

#### Format of the Proposal Narrative

Submit the narrative as an attachment in JustGrants. The narrative must respond to the NOFO and include the section headings listed in this section as well as describe how the project will advance community policing as it pertains to the chosen subcategory.

The narrative will be a significant factor in the application review and approval process. Failure to provide this information will eliminate your application from consideration.

The final application should conform to the following formatting requirements. Applications that do not conform to these requirements will not be reviewed.

- Applications must include a cover page identifying the NOFO for which the applicant is applying and the title of the application.
- The proposal narrative should be no more than 30 pages long.
  - Items counting toward the 30-page limit: Executive summaries, abstracts, graphs, and charts (regardless of pagination in front matter) will count toward overall page limit. Items not counting toward the 30-page limit: Cover page, table of contents, timeline, and references (which should be formatted as endnotes) will not count toward the overall page limit.
  - Appendices are strongly discouraged. Résumés, curricula vitae, timeline, letters of support from partners (if applicable), and certifications should be separate attachments and do not count towards the narrative page requirements.
  - If the project narrative fails to comply with these length-related restrictions, the COPS Office may consider such noncompliance in initial review and final award decisions.
- Narratives should be formatted as follows:
  - Double-spaced
  - 8.5 x 11-inch pages
  - One-inch margins
  - Page numbers as follows: “1 of 30,” “2 of 30,” etc.
  - Type no smaller or larger than 12 point, Times New Roman font.
  - Headings and subheadings that correspond to the sections delineated in the table “Summary of application components” at the start of this section of the NOFO.
  - Microsoft Word documents in .doc or .docx formats or PDF files (.pdf)

The COPS Office provides a template for the project narrative that can be used as a voluntary tool to assist your organization in developing this required document. You will be able to access the template (Microsoft Word document) via the [How to Apply](#) page on the COPS Office website.

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents.

## **Sections of the Proposal Narrative**

### *Category 1: Collaborative Reform Initiative Technical Assistance Center (CRI-TAC)*

#### **Organizational philosophy and understanding of organizational change and community policing**

This section should address the following:

- How this project is responsive to the funding opportunity.
- How this project will advance the priorities of the administration. Topics may include, but are not limited to, uplifting the image of the law enforcement profession, violent crime reduction and prevention, homelessness and squatting, addressing human trafficking, addressing gangs, recruitment and hiring, gun violence reduction and prevention, drug-related crime, domestic terrorism, political violence and border security.

This section should also demonstrate the following:

- The applicant's knowledge of police organizations and policing issues, as well as topics that can negatively affect police/community relations and that are critical to law enforcement.
- The applicant's expertise and experience applying evidence-based solutions to law enforcement problems.
- The applicant's ability to work effectively with law enforcement agencies and other stakeholder groups of varying sizes and types.
- The applicant's ability to promote positive policing stories, in part based on the technical assistance that is provided, and to uplift the image of the policing field and the agencies that are engaged.

### **Project management plan and strategy**

This section must include the following:

- A project management plan that is aligned to funding opportunity goals and requirements.
- A comprehensive description of how each task will be implemented.
- A description of how the strategy advances the goals and requirements of the funding opportunity.
- A clear description of all deliverables and how they will be developed, including content, process steps, and outcomes within the project parameters.
- A description of how the deliverables contribute to the NOFO goals and requirements.
- Identification of potential specific risks to the success of the project and proposed methods for addressing them.
- Quality control measures to ensure successful completion of the project that are clearly linked to key project processes and deliverables.
- Any proposed consultation with community groups, private and public agencies, or other stakeholder organizations.
- A detailed breakdown linking key personnel to clearly defined roles, tasks, and deliverables.
- A detailed timeline with a list of key deliverables, activities, and milestones to take place within the award performance period (12 months for all awards under this NOFO), grouped by month or quarter.
- Demonstration of organizational commitment through staffing assignments and outlined organizational review and approval process.
- The approximate number of law enforcement agencies and communities that will directly benefit from the deliverables.
- Any applicable governmental and community initiatives which complement or will be coordinated with the proposed project.

This section should also demonstrate the applicant's ability to do the following:

- Maximize the direct funding available to support local law enforcement and identify strategies and cost-savings methods to improve efficiency.
- Implement a streamlined process and organizational structure for producing project-specific deliverables within prescribed (and often short) timelines.
- Allocate staffing in a way that minimizes conflict with other projects and ensures timely response to the project and to requests from the COPS Office.
- Provide staff members who are empowered to make decisions, commit to tasks, and provide approvals without excessive and time-consuming internal reviews and approvals.
- Identify an experienced program management support team, including distinct roles and responsibilities.

- Develop and operationalize a plan to provide on-site and virtual technical assistance rapidly on sensitive and high-profile requests.
- Produce a dashboard illustrating key activities across sites, timelines, milestones, staffing, risks, and pending decisions.
- Develop a site-specific and detailed work plan for addressing the agencies' needs, including the SMEs and training providers who will be aiding the agency. This plan should also include a detailed budget and timeline for the delivery of services. Work plans may vary in complexity, depending upon the scope of the project and type of assistance being provided.
- Demonstrate the ability to promote positive policing encounters, in part based on the technical assistance that is provided, and to uplift the image of the law enforcement field and the agencies that are engaged.
- Demonstrate the ability to implement new initiatives and special projects to advance the priorities of the administration. Topics may include, but are not limited to, uplifting the image of the law enforcement profession, violent crime reduction and prevention, homelessness and squatting, addressing human trafficking, addressing gangs, recruitment and hiring, gun violence reduction and prevention, drug-related crime, domestic terrorism, political violence, and border security.
- Develop a strong project management plan that clearly identifies project-specific risks and proposes methods for addressing them and that details quality control measures to ensure successful completion of the project and clearly links them to key project processes and deliverables.
- Ensure SMEs have time commitment necessary to meet project timelines.
- Ensure quality and consistency of technical assistance across deliveries and in coordination with the COPS Office and, if necessary, the other Collaborative Reform providers.
- Possess strong writing skills and a demonstrated ability to translate information collected from disparate sources into concise, organized text that is professionally written and appropriate for a law enforcement audience.
- Proactively and routinely collaborate with COPS Office staff on program workload and task prioritization.
- Collaborate with the COPS Office, other Collaborative Reform providers, and any other stakeholders as identified by the COPS Office on implementation of a wide variety of evaluation activities (e.g., customer satisfaction surveys, training evaluation).
- Coordinate with the COPS Office on marketing as needed.

### **Experience and capacity**

Applicants should use this section to demonstrate the capacity of the organization to carry out the proposed plan in the proposed time frame and to explain the organization's experience with comparable efforts. Applicants must describe the following:

- Experience and capacity to provide substantial and concurrent technical assistance to law enforcement agencies on a range of law enforcement, public safety, and crime reduction topics.
- Key staff, what roles they will play, their education and experience in similar projects, and their understanding of community policing and related subject matter expertise. Applicants should include résumés or curricula vitae for all key project staff but should not expect that reviewers will infer expertise from résumés or vitae submitted as attachments.
- Access to a cadre of subject matter experts with experience delivering technical assistance related to the management, administration, and operations of law enforcement agencies of different types and sizes.
- Capacity to staff and oversee high-performing assessment teams working simultaneously across multiple sites.
- Key partnerships or stakeholders who will play a role in the implementation of this project and their responsibilities.

- Ability to keep sensitive law enforcement data secure and confidential and to obtain necessary approvals and agreements to allow for the transfer of data between the law enforcement agency and the provider.
- A proposal to collect basic performance metrics regarding the program, including identification of key program performance indicators at each site and at the programmatic level.
- Experience conducting law enforcement technical assistance, data analysis, and assessments, covering a broad range of topics including use of force, officer-involved shootings, mass demonstrations, community policing, staffing, and officer safety and wellness.

## **Category 2: Collaborative Reform Initiative Critical Response**

### **Organizational philosophy and understanding of organizational change and community policing**

This section should address the following:

- How this project is responsive to the funding opportunity.
- How this project will advance the priorities of the administration. Topics may include, but are not limited to, uplifting the image of the law enforcement profession, violent crime reduction and prevention, homelessness and squatting, addressing human trafficking, addressing gangs, recruitment and hiring, gun violence reduction and prevention, drug-related crime, domestic terrorism, political violence and border security.

This section should also demonstrate the following:

- The applicant's knowledge of police organizations and policing issues, as well as topics that can negatively affect police/community relations and that are critical to law enforcement.
- The applicant's expertise and experience applying evidence-based solutions to law enforcement problems.
- The applicant's ability to work effectively with law enforcement agencies and other stakeholder groups of varying sizes and types.
- The applicant's ability to promote positive policing encounters, in part based on the technical assistance that is provided, and to uplift the image of the policing field and the agencies that are engaged.
- The applicant's ability to ensure independence and objectivity throughout the project; the provider (including subaward recipients) must take steps to demonstrate and ensure that they will operate as an independent third party in their review of the law enforcement agency and not be subject to undue influence by stakeholders who may have an interest in the outcome of the reviews.

### **Project management plan and strategy**

This section must include the following:

- A project management plan that is aligned to funding opportunity goals and requirements.
- A comprehensive description of how each task will be implemented.
- A description of how the strategy advances the goals and requirements of the funding opportunity.
- A clear description of all deliverables and how they will be developed, including content, process steps, and outcomes within the project parameters.
- A description of how the deliverables contribute to the NOFO goals and requirements.
- Project-specific risks and proposed methods for addressing them.
- Quality control measures to ensure successful completion of the project that are clearly linked to key project processes and deliverables.
- Any proposed consultation with community groups, private and public agencies, or other stakeholder organizations.

- A detailed breakdown linking key personnel to clearly defined roles, tasks, and deliverables.
- A detailed timeline with a list of key deliverables, activities, and milestones to take place within the award performance period (12 months for all awards under this NOFO), grouped by month or quarter.
- Demonstration of organizational commitment through staffing assignments and outlined organizational review and approval process.
- The approximate number of law enforcement agencies and communities that will directly benefit from the deliverables.
- Any applicable governmental and community initiatives which complement or will be coordinated with the proposed project.

This section should also demonstrate the applicant's ability to do the following:

- Implement a streamlined process and organizational structure for producing project-specific deliverables within prescribed (and often short) timelines.
- Allocate staffing in a way that minimizes conflict with other projects and ensures timely response to the project and to requests from the COPS Office.
- Provide staff members who are empowered to make decisions and commit to tasks without excessive and time-consuming internal reviews and approvals.
- Identify an experienced program management support team including distinct roles and responsibilities.
- Develop and operationalize a plan to provide on-site and virtual technical assistance rapidly on sensitive and high-profile requests.
- Produce a dashboard illustrating key activities across sites, timelines, milestones, staffing, risks, and pending decisions.
- Develop a site-specific and detailed work plan for addressing the agencies' needs, including the SMEs and training providers who will be aiding the agency. This plan should also include a detailed budget and timeline for the delivery of services. Work plans may vary in complexity, depending upon the scope of the project and type of assistance being provided.
- Demonstrate the ability to promote positive policing stories, in part based on the technical assistance that is provided, and to uplift the image of the law enforcement field and the agencies that are engaged.
- Demonstrate the ability to implement new initiatives and special projects to advance the priorities of the administration. Topics may include, but are not limited to, uplifting the image of the law enforcement profession, violent crime reduction and prevention, homelessness and squatting, addressing human trafficking, addressing gangs, recruitment and hiring, gun violence reduction and prevention, drug-related crime, domestic terrorism, political violence, and border security.
- Develop a strong project management plan that clearly identifies project-specific risks and proposes methods for addressing them and that details quality control measures to ensure successful completion of the project and clearly links them to key project processes and deliverables.
- Ensure SMEs have time commitment necessary to meet project timelines.
- Ensure quality and consistency of technical assistance across deliveries and in coordination with the COPS Office and, if necessary, the other Collaborative Reform providers.
- Possess strong writing skills and a demonstrated ability to translate information collected from disparate sources into concise, organized text that is professionally written and appropriate for a law enforcement audience.
- Proactively and routinely collaborate with COPS Office staff on program workload and task prioritization.

- Collaborate with the COPS Office, other Collaborative Reform providers, and any other stakeholders as identified by the COPS Office on implementation of a wide variety of evaluation activities (e.g., customer satisfaction surveys, training evaluation).
- Coordinate with the COPS Office on marketing as needed.

### **Site assessment and engagement approach**

This section should demonstrate the following:

- The ability to design assessment approaches and protocols, including use of statistical methods, triangulation of information, vetting and assessing the veracity of observations and recommendations, leveraging research literature and evidence-based practices, use of standardized assessment tools, and overall quality control of the process.
- The ability to clean, analyze, and understand law enforcement data and systems to identify potential patterns and areas of improvement.
- Access to assessment teams staffed with members who have extensive experience in conducting assessments and expertise in research methodology and statistics, project management, law enforcement practices, and report writing.
- Subject matter expertise and experience in developing stakeholder engagement outreach strategies to aid in the assessment process.
- A process for collaborating with the COPS Office on project activities, including the development of standard operating procedures and standardized assessment tools.
- A process for collaborating with the COPS Office on developing, refining, and revising comprehensive SOPs.
- A process for collaborating with the COPS Office on the development of standardized assessment tools for topics such as traffic stops, pedestrian stops, use of force, and investigative practices.

### **Experience and capacity**

Applicants should use this section to demonstrate the capacity of the organization to carry out the proposed plan in the proposed time frame and to explain the organization's experience with comparable efforts. Applicants must describe the following:

- Experience and capacity to provide substantial and concurrent technical assistance to law enforcement agencies on a range of law enforcement, public safety, and crime reduction topics.
- Key staff, what roles they will play, their education and experience in similar projects, and their understanding of community policing and related subject matter expertise. Applicants should include résumés or curricula vitae for all key project staff but should not expect that reviewers will infer expertise from résumés or vitae submitted as attachments.
- Access to a cadre of subject matter experts with experience delivering technical assistance related to the management, administration, and operations of law enforcement agencies of different types and sizes.
- Capacity to staff and oversee high-performing assessment teams working simultaneously across multiple sites.
- Key partnerships or stakeholders who will play a role in the implementation of this project and their responsibilities.
- Ability to keep sensitive law enforcement data secure and confidential and to obtain necessary approvals and agreements to allow for the transfer of data between the law enforcement agency and the provider.
- A proposal to collect basic performance metrics regarding the program, including identification of key program performance indicators at each site and at the programmatic level.

- Experience conducting law enforcement technical assistance, data analysis, assessments, and after-action reviews covering a broad range of topics including use of force, officer-involved shootings, mass demonstrations, community policing, staffing, and officer safety and wellness.

## Budget and Associated Documentation

### Budget – **REQUIRED**

- Applicants must complete the Budget Detail Worksheet (Web-Based Form) in JustGrants, providing narrative entries in the “additional narrative” field to describe and justify each proposed cost. Read **Complete the Application in JustGrants: Budget** for more information on completing the form.
- Include only costs that are reasonable, allocable, and necessary to implement the project. They must be allowable under the funding statute and agency requirements. See the allowable and unallowable costs section of this guide for a nonexhaustive list of allowable and unallowable costs.
- The information in the “additional narrative” field(s) should be mathematically sound and correspond clearly with the information provided in the budget detail worksheets. The narrative should explain how the applicant estimated and calculated all costs and how those costs are necessary to the completion of the proposed project and demonstrate the efficient use of funding in achieving program goals.
- List each cost needed to implement the project under the appropriate cost category.
- Clearly name and describe each cost.
- Show the computation of each cost (e.g., cost per unit, number of units, and total cost).
- Note: Costs incurred by the applicant prior to the start date of the period of performance of the federal award are unallowable. Requests for reimbursement of items purchased or expenses incurred prior to the award start date (i.e., pre-agreement costs) will not be approved by the COPS Office.

### Budget/Financial Attachments

**Budget Narrative – REQUIRED:** Applicants must also complete and attach a separate budget narrative in the “Budget and Associated Documentation” section. The budget narrative provides a space for further elaboration on project activities detailed in the applicant’s responses to application questions. Deliverables and activities that are solely listed in the budget narrative and not described in the applicant’s application questions (and vice versa) will be scored negatively during the initial review process. All items will be reviewed on a case-by-case basis and in the context of the allowable and unallowable costs list. The budget narrative should do the following:

- List all requested budget items necessary for completion of the proposed project
- Match and describe every category of expense listed in the budget detail worksheet
- Clearly explain the links between specific project activities and the requested budget item(s) needed to implement those activities
- Be mathematically sound and explain how the applicant estimated and calculated all costs
- Be complete, cost effective, efficient, and allowable (e.g., reasonable, allocable, and necessary for project activities)
- Describe costs by year and cover the full project period

The COPS Office provides a template for the budget narrative that can be used as a voluntary tool to assist your organization in developing this required document. You will be able to access the template (Microsoft Word document) on the **How to Apply** web page under the Notice of Funding Opportunity Resources section. (Please delete the template instructions before submitting.)

The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and file contents to ensure that reviewers can easily locate application documents. Recommended file formats are Adobe PDF, Microsoft Word, and Microsoft Excel.

A detailed list of allowable and unallowable costs for this program can be found in the allowable and unallowable costs section of this guide. This is not an exhaustive unallowable expenses list. Items not listed will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items not included on this unallowable expenses list.

- **Indirect Cost Rate Agreement (if applicable):** If the budget includes indirect costs calculated using a current, federally approved indirect cost rate, upload your indirect cost rate agreement. Read more information about indirect costs in the [Indirect Cost Rate Fact Sheet](#).
- **Non-Competitive Justification (if applicable):** Applicants should attach the noncompetitive justification or sole source justification as applicable. Additional guidance can be found in the [Sole Source Justification Fact Sheet](#).
- **Consultant Rate Justification (if applicable):** Applicants should attach the consultant rate justification as applicable. Additional guidance can be found in the [Consultant/Contractor Rate Information for COPS Office Awards Fact Sheet](#).

## **Memorandum of Understanding (MOU) and Supporting Documents**

If applicable, for each named partner, include a signed Memorandum of Understanding (MOU) or a letter of intent that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs.

Each MOU should include the following:

- Names of the organizations involved in the agreement
- What service(s) and other work will be performed under the agreement by each organization
- Duration of the agreement

Submit all MOUs together as one attachment to the application. Unsigned draft MOUs may be submitted with the application, but the applicant should describe in a cover page to the attachment why they are unsigned.

## **Additional Application Components**

Attach these in JustGrants:

- **Curricula Vitae or Résumés \*REQUIRED\*:** Applicants will attach a Curriculum Vitae or résumé for all key project staff detailing work experience and educational history and highlighting any experience that is relevant to their ability to successfully carry out assigned project activities.
- **Letters of Support:** Attach letters of support from partners such as other law enforcement agencies, community organizations, government officials, or other stakeholders as applicable. Each letter of support may include descriptions of the following:
  - Relationship between the applicant and the supporting entity.
  - Need for and benefits that would be gained from the project.
  - Applicant's capacity to complete the proposed projects.

Submit letters of support together as one attachment. The COPS Office strongly recommends that uploaded files be clearly named to indicate the applicant organization name and the file contents to ensure that reviewers can easily locate application documents. Recommended file formats are PDF, Microsoft Word, and Microsoft Excel.

- **Project Timeline – REQUIRED:** Applicants must attach a separate timeline of activities mapped to the goals and objectives of the proposed project. The timeline must list key activities and milestones and the months/quarters during which they will take place. The timeline attachment should be uploaded in the “Additional Application Components” section of the application.

If funding is awarded, the information provided in the timeline attachment will be used in performance reporting and recipients will have to provide updates on the goals, objectives, and deliverables mentioned in the timeline. The COPS Office encourages applicants to review and link their goals and objectives to the program goals and objectives listed in the Program Description section of this NOFO.

Performance reporting for this award occurs semiannually in March and August. Applicants are encouraged to create an efficient timeline that aligns milestones and objectives with these performance reporting dates. The COPS Office provides a template for the project timeline that can be used as a voluntary tool to assist your organization in developing this required document. You will be able to access the template (Microsoft Word document) via the How to Apply page on the COPS Office website.

## Disclosures and Assurances

Complete the disclosures, assurances, and certifications in JustGrants. See the Appendices section of this guide for more information on disclosures and assurances.

# Application Review Information

The COPS Office is committed to ensuring a fair 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 notice of funding opportunity. Applications will undergo a standard review and selection process, which includes a review of basic minimum requirements, review panel ratings, administrative compliance review, a COPS Office senior leadership review and recommendation panel, and the COPS Office Director's selection. A description of each phase is provided in the following sections. Applicants are encouraged to review their own application prior to submission, with particular attention given to the Basic Minimum Requirements and each of the Review Criteria specified in the descriptions that follow.

## Category 1: Collaborative Reform Initiative Technical Assistance Center

### Basic Minimum Requirements (BMR) Review

Once the NOFO closes, COPS Office staff screen and evaluate applications for compliance with basic minimum requirements (BMR).

Applications that are missing any of the following basic minimum requirements will be disqualified, without exception, and therefore not scored by review panels.

- Did the applicant provide a separate project narrative?
- Did the applicant provide a separate budget narrative that is 60 percent or more allowable?
- Is the proposed project not listed under the "projects out of scope" in the NOFO?

### Initial Application Review

A team of reviewers will evaluate applications that meet the eligibility basic minimum requirements. The COPS Office may use internal reviewers, external reviewers, or a combination to assess applications on technical merit using the NOFO's review criteria. An external reviewer is an expert in the subject matter of a given topic area who is not a current federal employee. An internal reviewer is a current federal employee who is well-versed or has expertise in the subject matter of the subcategory. Feedback is advisory only, although reviewer views are considered carefully. Reviewers will be asked to review applications based on the application category and the NOFO's stated purpose for the funding. Reviewers will also be asked to consider the category-specific solicited goals, requirements, and deliverables described in the NOFO language.

### Review Criteria

Proposals will be reviewed, evaluated, and scored based on the following criteria:

#### **Organizational philosophy and understanding of organizational change and community policing (15 percent)**

- Clearly identifies how the project responds to the goals and requirements of the NOFO.
- Demonstrates knowledge of police organizations and policing issues, as well as topics that can negatively affect police/community relations and be critical to law enforcement.
- Demonstrates knowledge of and ability to advance the priorities of the administration.
- Demonstrates knowledge of and experience applying evidence-based literature, national standards, and emerging best practices in criminal justice and law enforcement.
- Describes ability to work effectively with a variety of audiences and stakeholders including law enforcement agencies of all sizes and types, community groups and organizations, local officials, and other relevant entities.

### **Project Management Plan and Strategy (35 percent)**

- Includes a detailed project/work plan that is aligned to NOFO goals and requirements.
- Provides a comprehensive, logical, and clear description of how each task will be implemented and completed.
- Provides clear description of deliverable(s) and how the deliverable(s) will be feasibly developed, including content, process steps, and outcomes within the project parameters.
- Provides clear description of how the deliverable(s) contribute to the NOFO goals and requirements.
- Provides detailed breakdown linking key personnel to clearly defined roles, tasks, and deliverables that are supported by feasible timelines and align with the proposed budget.
- Clearly identifies project-specific risks and proposes methods for addressing them.
- Details quality control measures to ensure successful completion of project.
- Provides a detailed timeline grouped by month or quarter that reflects the proposed project and work plan. Timeline should include a list of key deliverables, activities, and milestones to take place within the award performance period (12 months for all applications).
- Describes a project management plan that is streamlined to minimize conflicts with other projects and responsive to time-sensitive deadlines.
- Demonstrates a strong organizational commitment through staffing assignments and organizational review and approval processes.
- Demonstrates ability to implement new initiatives and special projects to advance the priorities of the administration.
- Shows the innovation or originality of the proposed project.
- Estimates number of law enforcement agencies and communities that will directly benefit from the deliverable(s).
- Demonstrates that project will not result in unnecessary duplication of other efforts by the COPS Office or other DOJ components.
- Describes a brief marketing plan for the deliverable(s) to ensure broad dissemination of the product(s) to the target audience(s), where applicable.
- Identifies any applicable governmental and community initiatives that complement or will be coordinated with the proposed project.

### **Experience and Capacity (25 percent)**

- Demonstrates experience and capacity to carry out the proposed activities.
- Includes résumés or vitae for all key project staff detailing work and educational history and highlighting any experience that is relevant to their ability to successfully carry out the proposed project.
- Demonstrates that project staff, contractors, or consultants have relevant subject matter expertise, knowledge, and skills to achieve project goals and produce proposed deliverable(s).
- Demonstrates access to a cadre of subject matter experts to carry forward the project activities and deliverables.
- Identifies any key partnerships or stakeholders and their role in the implementation of this project, responsibilities, and level of commitment.
- Demonstrates history of success in achieving similar outcomes in past work performance or directly addresses how innovative or future work can be accomplished without demonstrated prior history.
- Demonstrates ability to keep sensitive law enforcement data secure and confidential.
- Demonstrates capacity to staff and oversee high-performing assessment teams working simultaneously across multiple sites.

### **Budget (25 percent)**

- Provides a detailed budget narrative with costs that are allowable, appropriate, and reasonable relative to the level of effort and critical to the completion of the project.
- Provides a budget narrative that adequately justifies the budget and matches the feasibility and intent of the proposed project.
- Provides a detailed budget that matches the tasks and deliverable(s) outlined in the project narrative.
- Provides detailed breakdowns of each budget category and justification for total costs, such as per unit over time or reasonable estimate at time of application submission.
- Provides appropriate budget justification documentation, which may include a current indirect cost rate agreement, sole source justification, and consultant rate justification.
- Identifies how strategy makes use of time- and cost-saving methods for conducting project work to achieving goals and objectives while not sacrificing quality outcomes,
- Consideration will be given to budget proposals that maximize the direct funding that supports technical assistance to state, local, tribal, territorial, and campus law enforcement agencies.

### **Additional Consideration**

Additional consideration will be provided to applicants that do the following:

- cooperate with federal law enforcement to address illegal immigration;
- coordinate and participate with the Homeland Security Task Force (HSTF) or, if awarded, plan to coordinate and participate with the HSTF.

Note: Addressing these priorities is one of many factors that the COPS Office considers in making funding decisions. Receiving priority consideration does not guarantee funding.

## **Category 2: Collaborative Reform Initiative Critical Response**

### **Basic Minimum Requirements (BMR) Review**

Once the NOFO closes, COPS Office staff screen and evaluate applications for compliance with basic minimum requirements (BMR).

#### *BMR Criteria*

Applications that are missing any of the following basic minimum requirements will be disqualified, without exception, and therefore not scored by review panels.

- **Did the applicant provide a separate project narrative?**
- **Did the applicant provide a separate budget narrative that is 60 percent or more allowable?**
- **Is the proposed project not listed under the “projects out of scope” in the NOFO?**

### **Initial Application Review**

A team of reviewers will evaluate applications that meet the eligibility basic minimum requirements. The COPS Office may use internal reviewers, external reviewers, or a combination to assess applications on technical merit using the NOFO’s review criteria. An external reviewer is an expert in the subject matter of a given topic area who is not a current federal employee.

An internal reviewer is a current federal employee who is well-versed or has expertise in the subject matter of the subcategory. Feedback is advisory only, although reviewer views are considered carefully. Reviewers will be asked to review applications based on the application subcategory and the NOFO's stated purpose for the funding. Reviewers will also be asked to consider the subcategory-specific solicited goals, requirements, and deliverables described in the NOFO language.

### *Review Criteria*

Proposals will be reviewed, evaluated, and scored based on the following criteria:

#### **Organizational philosophy and understanding of organizational change and community policing (10 percent)**

- Clearly identifies how the project responds to the goals and requirements of the NOFO.
- Demonstrates knowledge of police organizations and policing issues, as well as topics that can negatively affect police/community relations and be critical to law enforcement.
- Demonstrates knowledge of and ability to advance the priorities of the administration.
- Demonstrates knowledge of and experience applying evidence-based literature, national standards, and emerging best practices in criminal justice and law enforcement.
- Describes ability to work effectively with a variety of audiences and stakeholders including law enforcement agencies of all sizes and types, community groups and organizations, local officials, and other relevant entities.
- Describes capacity to be independent and objective throughout the project activities.

#### **Project Management Plan and Strategy (25 percent)**

- Includes a detailed project/work plan that is aligned to NOFO goals and requirements.
- Provides a comprehensive, logical, and clear description of how each task will be implemented and completed.
- Provides clear description of deliverable(s) and how the deliverable(s) will be feasibly developed, including content, process steps, and outcomes within the project parameters.
- Provides clear description of how the deliverable(s) contribute to the NOFO goals and requirements.
- Provides detailed breakdown linking key personnel to clearly defined roles, tasks, and deliverables that are supported by feasible timelines and align with the proposed budget.
- Clearly identifies project-specific risks and proposes methods for addressing them.
- Details quality control measures to ensure successful completion of project.
- Provides a detailed timeline grouped by month or quarter that reflects the proposed project and work plan. Timeline should include a list of key deliverables, activities, and milestones to take place within the award performance period (12 months for all applications).
- Describes a project management plan that is streamlined to minimize conflicts with other projects and responsive to time-sensitive deadlines.
- Demonstrates a strong organizational commitment through staffing assignments and organizational review and approval processes.
- Demonstrates ability to implement new initiatives and special projects to advance the priorities of the administration.
- Shows the innovation or originality of the proposed project.
- Estimates number of law enforcement agencies and communities that will directly benefit from the deliverable(s).
- Demonstrates that project will not result in unnecessary duplication of other efforts by the COPS Office or other DOJ components.

- Describes a brief marketing plan for the deliverable(s) to ensure broad dissemination of the product(s) to the target audience(s), where applicable.
- Identifies any applicable governmental and community initiatives that complement or will be coordinated with the proposed project.

#### **Site Assessment and Engagement Approach (25 percent)**

- Demonstrates expertise and experience in using methodological approaches, designing assessment protocols, and developing stakeholder engagement and outreach strategies.
- Demonstrates ability to clean, analyze, and understand law enforcement data and systems.
- Demonstrates experience and capacity conducting assessments, using research methods and statistics, managing large-scale projects, and drafting reports for different audiences.
- Describes collaboration efforts with the COPS Office on standard operating procedures and standardized assessment tools.

#### **Experience and Capacity (25 percent)**

- Demonstrates experience and capacity to carry out the proposed activities
- Includes résumés or vitae for all key project staff detailing work and educational history and highlighting any experience that is relevant to their ability to successfully carry out the proposed project.
- Demonstrates that project staff, contractors, or consultants have relevant subject matter expertise, knowledge, and skills, to achieve project goals and produce proposed deliverable(s).
- Demonstrates access to a cadre of subject matter experts to carry forward the project activities and deliverables.
- Identifies any key partnerships or stakeholders and their role in the implementation of this project, responsibilities, and level of commitment.
- Demonstrates history of success in achieving similar outcomes in past work performance or directly addresses how innovative or future work can be accomplished without demonstrated prior history.
- Demonstrates ability to keep sensitive law enforcement data secure and confidential.
- Demonstrates capacity to staff and oversee high-performing assessment teams working simultaneously across multiple sites.

#### **Budget (15 percent)**

- Provides a detailed budget narrative with costs that are allowable, appropriate, and reasonable relative to the level of effort and critical to the completion of the project.
- Provides a budget narrative that adequately justifies the budget and matches the feasibility and intent of the proposed project.
- Provides a detailed budget that matches the tasks and deliverable(s) outlined in the project narrative.
- Provides detailed breakdowns of each budget category and justification for total costs, such as per unit over time or reasonable estimate at time of application submission.
- Provides appropriate budget justification documentation, which may include a current indirect cost rate agreement, sole source justification, and consultant rate justification.
- Identifies how strategy makes use of time- and cost-saving methods for conducting project work to achieving goals and objectives while not sacrificing quality outcomes.
- Consideration will be given to budget proposals that maximize the direct funding that supports technical assistance to state, local, tribal, territorial, and campus law enforcement agencies.

## **Additional Consideration**

Additional consideration will be provided to applicants that do the following:

- cooperate with federal law enforcement to address illegal immigration;
- coordinate and participate with the Homeland Security Task Force (HSTF) or, if awarded, plan to coordinate and participate with the HSTF.

Note: Addressing these priorities is one of many factors that the COPS Office considers in making funding decisions. Receiving priority consideration does not guarantee funding.

## **Administrative Compliance Review**

All advancing applications will undergo an administrative compliance review. Past financial and programmatic performance with U.S. Department of Justice (DOJ) award funding will be considered in this review process. Past performance may affect the overall rating and ranking of an application. Factors that may be included in the past performance review include the following:

- Applicant adherence to all award conditions in prior awards
- Applicant compliance with programmatic and financial reporting requirements
- Applicant completion of closeout for prior awards in a timely manner
- Whether the applicant has received financial clearances in a timely manner
- Applicant timely resolution of issues identified in an audit or monitoring review
- Applicant adherence to single audit requirements
- Applicant timely completion of work and use of funds in prior awards

Pursuant to 2 C.F.R. Part 200 (“Uniform Guidance”), before award decisions are made, the COPS Office also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, the COPS Office checks whether the applicant is listed in SAM as excluded from receiving a federal award.

The COPS Office must also review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, “FAPIIS”). Applicants may review and comment on any information about their organization or agency in SAM that a federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

The COPS Office may contact applicants regarding budget and financial questions as part of the review process. Contact is not indicative of an award decision. Based on risk findings, the COPS Office may remove an applicant from consideration or apply additional post-award conditions for oversight of the award should it be selected for funding.

## **Director Selection**

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 prior funding history, current award balances, population served, agency type and geographic variety, strategic priorities, past performance, significant concerns regarding ability of the applicant to administer federal funds, and available funding when making awards.

## Award Notification Process

It is anticipated that awards will be announced on or after October 1, 2026. Any public announcements will be posted on the **COPS Office website**. All award decisions are final and not subject to appeal.

### Federal Award Notices

Notice of award will be sent electronically from JustGrants to the Application Submitter, Authorized Representative, and Entity Administrator. Please note that this notice of award is NOT an authorization to begin performance. This award notification will include instructions on accessing the official award package in JustGrants, enrolling in Automated Standard Application for Payments (ASAP), and accepting the award. The notice of award will contain details about the award including start and end dates, funding amounts, and award conditions. Recipients will be required to log into JustGrants to review, sign, and accept the award package. Applicants not selected for award will receive notification after all award recipients have been notified.

### The Federal Award Package

The federal award package is the document indicating your official award funding amount, the award number, the award terms and conditions, and award start and end dates. The award start date indicated in the award package means that your organization may be reimbursed for any allowable costs incurred on or after this date. The duration of award is 12 months.

Your FY26 award number is in the following format: 15JCOPS-26-XX-XXXXX-XXXX. The COPS Office tracks award information using this number; therefore, it is important to have your award number readily available when corresponding with the COPS Office.

The award terms and conditions are listed in the award package. In limited circumstances, your award package may include additional award conditions or high-risk conditions that prevent your organization from drawing down or accessing award funds until the COPS Office determines that these conditions have been satisfied. Acceptance of the award is an acknowledgement that you are obtaining federal funds from the COPS Office. As part of that agreement, your organization acknowledges that it will comply with all applicable award terms and conditions, including any award or high-risk conditions.

### Administrative and National Policy Requirements

In addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must also comply with award terms, conditions, and other legal requirements including, but not limited to, Office of Management and Budget (OMB), U.S. Department of Justice (DOJ), or other federal regulations that will be included in the award or incorporated into the award by reference or applicability.

The COPS Office strongly encourages applicants to review applicable requirements and terms and conditions prior to submitting an application. Terms and conditions are subject to change before the award is issued. This guide also contains additional requirements which apply to this application and award, including audit requirements, suspension, and termination requirements.

### Terms, Conditions, and Award Requirements

Please review carefully the full description of each of the listed terms, conditions, and other requirements for this COPS Office program in the Award Requirements (including Terms and Conditions) section. By submitting your application, your organization assures the COPS Office that you agree to the terms, conditions, and requirements. If awarded funds, by accepting your COPS Office award, your organization agrees to comply with all terms, conditions, and other requirements in your award package and any additional or high-risk conditions that may be imposed on your award.

## Accepting the Award

To officially accept and begin your award, your organization must access your award package at <https://justgrants.usdoj.gov/>. Once you access your account, two Authorized Representatives will review and electronically sign the award document (including award terms and conditions and, if applicable, any award conditions or high-risk conditions) within **45 days of the date shown on the award congratulatory letter**, unless an extension is requested and granted.

The two assigned Authorized Representatives (Law Enforcement Executive / Programmatic Official and Government Executive / Financial Official), as described in the Application Contents and Format section, are required to sign the award package. If either or both Authorized Representatives change between application submission and award receipt, the Entity Administrator will need to update the Authorized Representative(s) in JustGrants.

**Your organization will not be able to draw down award funds until the COPS Office receives your signed award document.**

For more information on accepting your award, please visit the [JustGrants Training page](#) for step-by-step instructions.

# Post-Award Requirements and Administration

## Financial and Programmatic Reporting

If awarded funds, your organization will be required to submit quarterly Standard Form 425 (SF-425) and Federal Financial Reports (FFR) and semiannual Programmatic Performance Reports. Recipients should be prepared to track and report program award funding separately from other funding sources (including other COPS Office federal awards) to ensure accurate financial and programmatic reporting on a timely basis.

Recipients should ensure that they have financial internal controls in place to monitor the use of program funding and ensure that its use is consistent with the award terms and conditions. Good stewardship in this area includes written accounting practices, use of an accounting system that tracks all award drawdowns and expenditures, and the ability to track when award-funded positions are filled or approved purchases are made.

Failure to submit complete reports or submit reports in a timely manner will result in the suspension and possible termination of a recipient's COPS Office award funding or other remedial actions (see the Post Award Requirements & Award Administration section for details).

## Performance Measures

To assist in fulfilling the U.S. Department of Justice's responsibilities under the Government Performance and Results Act Modernization Act (GPRA Modernization Act) of 2010, P.L. 111–352, recipients who receive funding from the Federal Government must measure the results of the work that funding supports. This act 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.

The performance measures for this program can be found at [\*\*Compliance and Reporting | COPS OFFICE\*\*](#).

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

## Financial Management and System of Internal Controls

Award recipients and subrecipients must, as set out in the Uniform Guidance at 2 C.F.R. § 200.303, do the following:

- Establish, document, and maintain effective internal control over the federal award that provides reasonable assurance that the recipient or subrecipient is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should align with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award.
- Evaluate and monitor the recipient's or subrecipient's compliance with statutes, regulations, and the terms and conditions of federal awards.

- Take prompt action when instances of noncompliance are identified.
- Take reasonable cybersecurity and other measures to safeguard protected personally identifiable information (PII) and other information. This also includes information the federal awarding agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable federal, state, local, and tribal laws regarding privacy and responsibility over confidentiality.

## Audit Requirement

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, Subpart F – Audit Requirements, available at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F>, establish the requirements for organizational audits that apply to COPS Office award recipients. Recipients must arrange for the required organization-wide (not award-by-award) audit in accordance with the requirements of Subpart F.

## Program Evaluation

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

Selected award recipients shall be evaluated on the local level or as part of a national evaluation, pursuant to guidelines established by the Attorney General. Such evaluations may include assessments of individual program implementations. In select jurisdictions that can support outcome evaluations, measurement of the effectiveness of funded programs, projects, and activities may be required. Outcome measures may include crime and victimization indicators, quality of life measures, community perceptions, and police perceptions of their own work.

## Civil Rights

All recipients 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 award recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

## Monitoring

Federal law requires that agencies receiving federal funding from the COPS Office be monitored to ensure compliance with their award 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 award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice.

In addition to required performance and financial reporting, awarded organizations will be responsible for the timely submission of a final Closeout Report and any other required final reports. All COPS Office recipients will be required to participate in such award monitoring activities of any part 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 award reviews, alleged noncompliance reviews, and periodic surveys to gather information and ensure compliance. The COPS Office may seek information including, but not limited to, programmatic, and financial requirements of the award, and your progress toward achieving your crime reduction and public safety strategies.

The COPS Office is particularly interested in confirming that the purchase of items and/or services is consistent with the applicant's approved award budget.

If awarded funds, you agree to cooperate with and respond to any requests for information pertaining to your award in preparation for any of the above-referenced award monitoring activities. Please feel free to contact your COPS Office Grant Manager to discuss any questions or concerns you may have regarding the monitoring, reporting, and evaluation requirements.

## Administrative Actions and Legal Remedies

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, is not cooperating with an ongoing federal civil rights investigation, or is not cooperating with a U.S. Department of Justice award review or audit.

Misuse of COPS Office funds or failure to comply with all COPS Office award requirements may result in legal sanctions including suspension and termination of award funds, the repayment of expended funds, ineligibility to receive additional COPS Office funding, designation on the U.S. Department of Justice (DOJ) High Risk List, and other remedies available by law.

## False Claims Act

Under the False Claims 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 Inspector General (OIG). The OIG may be contacted at [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov), <https://oig.justice.gov/hotline/index.htm>, or 800-869-4499.

## Remedies for Noncompliance

Under 2 C.F.R. § 200.339, if the recipient fails to comply with award terms and conditions, the Federal awarding agency may impose additional conditions or take one or more of the following actions as appropriate in the circumstances:

- Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
- Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- Wholly or partly suspend or terminate the Federal award.
- Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or, in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
- Withhold further Federal awards for the project or program.
- Take other remedies that may be legally available.

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the recipient 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. Awards terminated due to noncompliance with the federal statutes, regulations, or award terms and conditions will be reported to the integrity and performance system accessible through SAM (currently FAPIIS).

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

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

## Funding to Faith-Based Organizations

Faith-based organizations may apply for this award on the same basis as any other organization subject to the protections and requirements of 28 C.F.R. Part 38 and any applicable constitutional and statutory requirements, including 42 U.S.C. 2000bb et seq. The Department of Justice will not, in the selection of recipients, discriminate for or against an organization on the basis of the organization's religious character, motives, or affiliation, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization.

A faith-based organization that participates in this funded program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law. An organization may not use direct Federal financial assistance from the Department of Justice to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by the Department of Justice, or in their outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

Any organization providing social services supported by financial assistance from DOJ must give written notice to beneficiaries and prospective beneficiaries of certain civil rights protections. In certain instances, a faith-based or religious organization may be able to take religion into account when making hiring decisions, provided it satisfies certain requirements. Further guidance on federal financial assistance for faith-based organizations can be found at [Civil Rights | Partnerships with Faith-Based and Other Neighborhood Organizations | Office of Justice Programs \(ojp.gov\)](#) and [Equal Treatment of Faith-Based Organizations in DOJ-Supported Social Service Programs](#).

## Freedom of Information Act and Privacy Act (5 U.S.C. §§ 552 and 552a)

All applications submitted to the COPS Office (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request if DOJ determines that the responsive information is protected from disclosure under the Privacy Act or falls within the scope of one or more of the nine statutory exemptions under FOIA. DOJ cannot agree not to release some or all portions of an application/award file in advance of a request pursuant to the FOIA.

In its review of records that are responsive to a FOIA request, the COPS Office will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. Some examples include certain types of information in budgets and names and contact information for project staff other than certain key personnel. In appropriate circumstances, the COPS Office will request the views of the applicant/recipient that submitted a responsive document.

## Public Reporting Burden: 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. For any questions or comments, please contact Donte Turner, COPS Office Information Technology Director and Paperwork Reduction Act Program Manager, at (202) 598-3002.

# Award Requirements (including Terms and Conditions)

|     |                                                                                                                                                                      |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Restrictions on Internal Confidentiality Agreements                                                                                                                  |
| 2.  | Federal Civil Rights                                                                                                                                                 |
| 3.  | Compliance with 8 U.S.C §1373                                                                                                                                        |
| 4.  | Federal Civil Rights and Nondiscrimination Laws (certification)                                                                                                      |
| 5.  | Federal Laws, Presidential Memoranda, and Executive Orders                                                                                                           |
| 6.  | Award Monitoring Activities                                                                                                                                          |
| 7.  | Authorized Representative Responsibility                                                                                                                             |
| 8.  | Contract Provision                                                                                                                                                   |
| 9.  | Award Owner's Manual                                                                                                                                                 |
| 10. | Duplicative Funding                                                                                                                                                  |
| 11. | Prohibited Conduct by Recipients and Subrecipients Related to Trafficking in Persons (Including Reporting Requirements and COPS Office Authority to Terminate Award) |
| 12. | Termination                                                                                                                                                          |
| 13. | Recipient Integrity and Performance Matters                                                                                                                          |
| 14. | Reporting Subawards and Executive Compensation                                                                                                                       |
| 15. | Assurances and Certifications                                                                                                                                        |
| 16. | Conflict of Interest                                                                                                                                                 |
| 17. | Debarment and Suspension                                                                                                                                             |
| 18. | Equal Employment Opportunity Plan (EEO)                                                                                                                              |
| 19. | Employment Eligibility                                                                                                                                               |
| 20. | Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information                                                                             |
| 21. | False Statements                                                                                                                                                     |
| 22. | Mandatory Disclosure                                                                                                                                                 |
| 23. | Reports/Performance Goals                                                                                                                                            |
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Should any provision of a condition of this award be held to be invalid or unenforceable by its terms, then that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law (to any person or circumstance) under this award. Should it be held, instead, that a condition (or a provision thereof) is of utter invalidity or unenforceability, such condition (or such provision) shall be deemed severable from this award.

## **1. Restrictions on Internal Confidentiality Agreements**

No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. (Annual Appropriation Act.)

## **2. Federal Civil Rights**

The recipient and any subrecipient must comply with applicable federal civil rights and nondiscrimination statutes and regulations including: Section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), as implemented in Subparts C and D of 28 C.F.R. Part 42; section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as implemented in Subpart G of 28 C.F.R. Part 42; section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681), as implemented in Subpart D of 28 C.F.R. Parts 42 and 54; section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102), as implemented in Subpart I of 28 C.F.R. Part 42; and section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)), as implemented in Subpart D of 28 C.F.R. Part 42.

In addition to applicable federal statutes and regulations that pertain to civil rights and nondiscrimination, the recipient and any subrecipient must comply with the requirements in 28 C.F.R. Parts 22 (Confidentiality of Identifiable Research and Statistical Information); 28 C.F.R. Part 23 (Criminal Intelligence Systems Operating Policies); 28 C.F.R. Part 38 (Partnerships with Faith-Based and Other Neighborhood Organizations); and 28 C.F.R. Part 46 (Protection of Human Subjects). For an overview of the civil rights laws and nondiscrimination requirements in connection with your award, please see <https://www.ojp.gov/program/civil-rights/overview>.

## **3. Compliance with 8 U.S.C. § 1373**

Authority to obligate or expend contingent on compliance with this condition.

State or local government entity recipients of this award, and any subrecipient of this award at any tier that is an entity of a State or of a unit of local government, must comply with 8 U.S.C. §1373, which provides that such entities may not prohibit, or in any way restrict, any government entity or official from sending to, receiving from, maintaining, or exchanging information regarding citizenship or immigration status, lawful or unlawful, of any individual with components of the U.S. Department of Homeland Security or any other federal, state or local government entity. This includes any prohibitions or restrictions imposed or established by a State or local government entity or official.

Any obligations or expenditures of a recipient or subrecipient that are impermissible under this condition shall be unallowable costs for purposes of this award.

References to the Immigration and Naturalization Service in 8 U.S.C. 1373 are to be read, as a legal matter, as references to components of the U.S. Department of Homeland Security.

#### **4. Federal Civil Rights and Nondiscrimination Laws (certification)**

The recipient agrees that its compliance with all applicable Federal civil rights and nondiscrimination laws is material to the government's decision to make this award and any payment thereunder, including for purposes of the False Claims Act (31 U.S.C. 3729-3730 and 3801-3812), and, by accepting this award, certifies that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

#### **5. Federal Laws, Presidential Memoranda, and Executive Orders**

Recipients of grant funding must comply with all applicable federal laws and Presidential Memoranda and all Executive Orders by the President.

#### **6. Award Monitoring Activities**

Federal law requires that recipients receiving federal funding from the COPS Office must be monitored to ensure compliance with their award conditions and other applicable statutes and regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award 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. As a COPS Office award recipient, you agree to cooperate with and respond to any requests for information pertaining to your award. This includes all financial records, such as general accounting ledgers and all supporting documents. All information pertinent to the implementation of the award is subject to agency review throughout the life of the award, during the close-out process and for three years after the submission of the final expenditure report. (2 C.F.R. §§ 200.334 and 200.337, and, as applicable, 34 U.S.C. § 10385(a).)

#### **7. Authorized Representative Responsibility**

The recipient understands that, in accepting this award, the Authorized Representatives declare and certify, among other things, that they possess the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accept (or adopt) all material requirements throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

#### **8. Contract Provision**

All contracts made by the award recipients under the federal award must contain the provisions required under 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. Please see appendices in the Award Owner's Manual for a full text of the contract provisions.

#### **9. Award Owner's Manual**

The recipient agrees to comply with the terms and conditions in the applicable award year COPS Office Program Award Owner's Manual; DOJ Grants Financial Guide; COPS Office statute (34 U.S.C. § 10381, et seq.) as applicable; Students, Teachers, and Officers Preventing (STOP) School Violence Act of 2018 (34 U.S.C. § 10551, et seq.) as applicable; the requirements of 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), including subsequent changes, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101; 48 C.F.R. Part 31 (FAR Part 31) as applicable (Contract Cost Principles and Procedures); the Cooperative Agreement as applicable; representations made in the application; and all other applicable program requirements, laws, orders, regulations, or circulars.

Failure to comply with one or more award requirements may result in remedial action including, but not limited to, withholding award funds, disallowing costs, suspending, or terminating the award, or other legal action as appropriate.

Should any provision of a condition of this award be held to be invalid or unenforceable by its terms, then that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law (to any person or circumstance) under this award. Should it be held, instead, that a condition (or a provision thereof) is of utter invalidity or unenforceability, such condition (or such provision) shall be deemed severable from this award.

## **10. Duplicative Funding**

The recipient understands and agrees to notify the COPS Office if it receives, from any other source, funding for the same item or service also funded under this award.

## **11. Prohibited Conduct by Recipients and Subrecipients Related to Trafficking in Persons (including reporting requirements and COPS Office authority to terminate award)**

The recipient and subrecipient agree to comply with the following requirements of 2 C.F.R. Part 175, Appendix A to Part 175 – Award Term:

### **I. Trafficking in Persons**

(a) Provisions applicable to a recipient that is a private entity.

(1) Under this award, the recipient, its employees, subrecipients under this award, and subrecipient's employees must not engage in:

- (i) Severe forms of trafficking in persons;
- (ii) The procurement of a commercial sex act during the period of time that this award or any subaward is in effect;
- (iii) The use of forced labor in the performance of this award or any subaward; or
- (iv) Acts that directly support or advance trafficking in persons, including the following acts:
  - (A) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
  - (B) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
    - 1. Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or
    - 2. The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

- (C) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
  - (D) Charging recruited employees a placement or recruitment fee; or
  - (E) Providing or arranging housing that fails to meet the host country's housing and safety standards.
- (2) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this award:
  - (i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or
  - (ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this this appendix through conduct that is either:
    - (A) Associated with the performance under this award; or
    - (B) Imputed to the recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by DOJ at 2 C.F.R. Part 2867.
- (b) Provision applicable to a recipient other than a private entity.
  - (1) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if a subrecipient that is a private entity under this award:
    - (i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or
    - (ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this appendix through conduct that is either:
      - (A) Associated with the performance under this award; or
      - (B) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by 2 C.F.R. Part 2867.
- (c) Provisions applicable to any recipient.
  - (1) The recipient must inform the Federal agency and the Inspector General of the Federal agency immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a)(1) of this appendix.
  - (2) The Federal agency's right to unilaterally terminate this award as described in paragraphs (a)(2) or (b)(1) of this appendix:
    - (i) Implements the requirements of 22 U.S.C. 78, and
    - (ii) Is in addition to all other remedies for noncompliance that are available to the Federal agency under this award.

- (3) The recipient must include the requirements of paragraph (a)(1) of this award term in any subaward it makes to a private entity.
- (4) If applicable, the recipient must also comply with the compliance plan and certification requirements in 2 CFR 175.105(b).

(d) Definitions. For purposes of this award term:

Employee means either:

- (1) An individual employed by the recipient or a subrecipient who is engaged in the performance of the project or program under this award; or
- (2) Another person engaged in the performance of the project or program under this award and not compensated by the recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.

Private Entity means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR 200.1.

The terms “severe forms of trafficking in persons,” “commercial sex act,” “sex trafficking,” “Abuse or threatened abuse of law or legal process,” “coercion,” “debt bondage,” and “involuntary servitude” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

## **12. Termination**

Recipient understands and agrees that the COPS Office may terminate funding, in whole or in part, for the following reasons:

1. When the recipient fails to comply with the terms and conditions of a Federal award.
2. When the recipient agrees to the termination and termination conditions.
3. When the recipient provides the COPS Office written notification requesting termination including the reasons, effective date, and the portion of the award to be terminated. The COPS Office may terminate the entire award if the remaining portion will not accomplish the purposes of the award.
4. Pursuant to any other award terms and conditions, including when an award no longer effectuates the program goals or agency priorities to the extent such termination is authorized by law. (2. C.F.R. § 200.340)

## **13. Recipient Integrity and Performance Matters**

For awards over \$500,000, the recipient agrees to comply with the following requirements of 2 C.F.R. Part 200, Appendix XII to Part 200 – Award Term and Condition for Recipient Integrity and Performance Matters:

### **I. Reporting of Matters Related to Recipient Integrity and Performance**

(a) General Reporting Requirement.

- (1) If the total value of your active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient must ensure the information available in the responsibility/qualification records through the System for Award Management (SAM.gov), about civil, criminal, or administrative proceedings described in paragraph (b) of this award term is current and complete. This is a statutory requirement under

section 872 of Public Law 110–417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111–212, all information posted in responsibility/qualification records in SAM.gov on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.

(b) Proceedings About Which You Must Report.

(1) You must submit the required information about each proceeding that—

- (i) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- (ii) Reached its final disposition during the most recent five-year period; and
- (iii) Is one of the following—
  - (A) A criminal proceeding that resulted in a conviction;
  - (B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
  - (C) An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
  - (D) Any other criminal, civil, or administrative proceeding if—
    - (1) It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);
    - (2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
    - (3) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

(c) Reporting Procedures. Enter the required information in SAM.gov for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in SAM.gov because you were required to do so under Federal procurement contracts that you were awarded.

(d) Reporting Frequency. During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in SAM.gov for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.

(e) Definitions. For purposes of this award term—

Administrative proceeding means a nonjudicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere. Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).

## **14. Reporting Subawards and Executive Compensation**

The recipient agrees to comply with the following requirements of 2 C.F.R. Part 170, Appendix A to Part 170 – Award Term:

### **I. Reporting Subawards and Executive Compensation**

(a) Reporting of first-tier subawards—

(1) Applicability. Unless the recipient is exempt as provided in paragraph (d) of this award term, the recipient must report each subaward that equals or exceeds \$30,000 in Federal funds for a subaward to an entity or Federal agency. The recipient must also report a subaward if a modification increases the Federal funding to an amount that equals or exceeds \$30,000. All reported subawards should reflect the total amount of the subaward.

(2) Reporting Requirements.

(i) The entity or Federal agency must report each subaward described in paragraph (a)(1) of this award term to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <http://www.fsrs.gov>.

(ii) For subaward information, report no later than the end of the month following the month in which the subaward was issued. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(b) Reporting total compensation of recipient executives for entities—

(1) Applicability. The recipient must report the total compensation for each of the recipient's five most highly compensated executives for the preceding completed fiscal year if:

(i) The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000;

(ii) in the preceding fiscal year, the recipient received:

(A) 80 percent or more of the recipient's annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; 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 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
- (2) Reporting Requirements. The recipient must report executive total compensation described in paragraph (b)(1) of this appendix:
  - (i) As part of the recipient's registration profile at <https://www.sam.gov>.
  - (ii) No later than the month following the month in which this Federal award is made, and annually after that. (For example, if this Federal award was made on November 7, 2025, the executive total compensation must be reported by no later than December 31, 2025.)
- (c) Reporting of total compensation of subrecipient executives—
  - (1) Applicability. Unless a first-tier subrecipient is exempt as provided in paragraph (d) of this appendix, the recipient must report the executive total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:
    - (i) The total Federal funding authorized to date under the subaward equals or exceeds \$30,000;
    - (ii) 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 awards (and subawards) subject to the Transparency Act; and
      - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal awards (and subawards) subject to the Transparency Act; 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 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
  - (2) Reporting Requirements. Subrecipients must report to the recipient their executive total compensation described in paragraph (c)(1) of this appendix. The recipient is required to submit this information to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <http://www.fsrs.gov> no later than the end of the month following the month in which the subaward was made. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).
- (d) Exemptions.
  - (1) A recipient with gross income under \$300,000 in the previous tax year is 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:

Entity includes:

(1) Whether for profit or nonprofit:

- (i) A corporation;
- (ii) An association;
- (iii) A partnership;
- (iv) A limited liability company;
- (v) A limited liability partnership;
- (vi) A sole proprietorship;
- (vii) Any other legal business entity;
- (viii) Another grantee or contractor that is not excluded by subparagraph (2); and
- (ix) Any State or locality;

(2) Does not include:

- (i) An individual recipient of Federal financial assistance; or
- (ii) A Federal employee.

Executive means an officer, managing partner, or any other employee holding a management position.

Subaward has the meaning given in 2 CFR200.1.

Subrecipient has the meaning given in 2CFR 200.1.

Total Compensation means the cash and noncash dollar value an executive earns during an entity's preceding fiscal year. This includes all items of compensation as prescribed in 17 CFR 229.402(c)(2).

## **15. Assurances and Certifications**

The recipient acknowledges its agreement to comply with the Assurances and Certifications forms that were signed as part of its application.

## **16. Conflict of Interest**

Recipients and subrecipients must disclose in writing to the COPS Office or pass-through entity, as applicable, any potential conflict of interest affecting the awarded federal funding in 2 C.F.R. § 200.112.

## **17. Debarment and Suspension**

The recipient agrees not to award federal funds under this program to any party which is debarred or suspended from participation in federal assistance programs. (2 C.F.R. Part 180 (Government-wide Nonprocurement Debarment and Suspension) and 2 C.F.R. Part 2867 (DOJ Nonprocurement Debarment and Suspension).)

## **18. Equal Employment Opportunity Plan (EEOP)**

Please see the Office for Civil Rights website <https://www.ojp.gov/eeop-notice> for current information on the recipient's responsibilities related to the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan.

## **19. Employment Eligibility**

The recipient agrees to complete and keep on file, as appropriate, the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States. (Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603.)

## **20. Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information**

Recipients and subrecipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he or she reasonably believes is evidence of gross mismanagement of a federal contract or award, a gross waste of federal funds, an abuse of authority relating to a federal contract or award, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or award. Recipients and subrecipients also agree to inform their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see appendices in the Award Owner's Manual for a full text of the statute.

## **21. False Statements**

False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law. (31 U.S.C. § 3729-3733.)

## **22. Mandatory Disclosure**

Recipients and subrecipients must timely disclose in writing to the Federal awarding agency or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients that receive an award over \$500,000 must also report certain civil, criminal, or administrative proceedings in SAM and are required to comply with the Term and Condition for Recipient Integrity and Performance Matters as set out in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.339. (2 C.F.R. § 200.113.)

## **23. Reports/Performance Goals**

To assist the COPS Office in monitoring and tracking the performance of your award, your agency will be responsible for submitting semi-annual programmatic performance reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425). 2 C.F.R. §§ 200.328 - 200.329. The performance report

is used to track your agency's progress in implementing the award, and, as applicable, community policing strategies including gauging the effectiveness of your agency's community policing capacity. The Federal Financial Report is used to track the expenditures of the recipient's award funds on a cumulative basis throughout the life of the award.

## **24. System for Award Management (SAM) and Universal Identifier Requirements**

The recipient agrees to comply with the following requirements of 2 C.F.R. Part 25, Appendix A to Part 25 – Award Term:

### **I. System for Award Management (SAM.gov) and Universal Identifier Requirements**

#### **(a) Requirement for System for Award Management.**

- (1) Unless exempt from this requirement under 2 CFR 25.110, the recipient must maintain a current and active registration in SAM.gov. The recipient's registration must always be current and active until the recipient submits all final reports required under this Federal award or receives the final payment, whichever is later. The recipient must review and update its information in SAM.gov at least annually from the date of its initial registration or any subsequent updates to ensure it is current, accurate, and complete. If applicable, this includes identifying the recipient's immediate and highest-level owner and subsidiaries and providing information about the recipient's predecessors that have received a Federal award or contract within the last three years.

#### **(b) Requirement for Unique Entity Identifier (UEI).**

- (1) If the recipient is authorized to make subawards under this Federal award, the recipient:

- (i) Must notify potential subrecipients that no entity may receive a subaward until the entity has provided its UEI to the recipient.
- (ii) Must not make a subaward to an entity unless the entity has provided its UEI to the recipient. Subrecipients are not required to complete full registration in SAM.gov to obtain a UEI.

#### **(c) Definitions. For the purposes of this award term:**

*System for Award Management (SAM.gov)* means the Federal repository into which a recipient must provide the information required for the conduct of business as a recipient. Additional information about registration procedures may be found in SAM.gov (currently at <https://www.sam.gov>).

*Unique entity identifier* means the universal identifier assigned by SAM.gov to uniquely identify an entity.

*Entity* is defined at 2 CFR 25.400 and includes all of the following types as defined in 2 CFR 200.1:

- (1) Non-Federal entity;
- (2) Foreign organization;
- (3) Foreign public entity;
- (4) Domestic for-profit organization; and
- (5) Federal agency.

*Subaward* has the meaning given in 2 CFR 200.1.

*Subrecipient* has the meaning given in 2 CFR 200.1.

## **25. Additional High-Risk Recipient Requirements**

The recipient agrees to comply with any additional requirements that may be imposed during the award performance period if the awarding agency determines that the recipient is a high-risk recipient. (2 C.F.R. § 200.208.)

## **26. Supplementing, Not Supplanting**

The COPS Office nonsupplanting requirement mandates that award funds not be used to replace state or local funds (or, for tribal recipients, BIA funds) that would, in the absence of federal assistance, be made available for award purposes (hiring, training, purchases, and/or other activities). Instead, award funds must be used to increase the total amount of funds that would otherwise be made available for award purposes. 34 U.S.C. § 10384 (a).

An award recipient may not use COPS Office funds to pay for any item or cost associated with this funding request that the recipient is already obligated to pay. Nonfederal funds allocated to pay for award purposes may not be reallocated to other purposes or refunded should COPS Office funding be awarded. Nonfederal funds must remain available for and devoted to that purpose, with COPS Office funds supplementing those nonfederal funds. Funding awarded cannot be obligated until after the award start date (unless an exception is authorized in writing by the COPS Office). This means that COPS Office funds cannot be applied to any agency cost incurred prior to the award start date.

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 nonfederal funds by COPS Office award funds may be grounds for potential suspension.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Response Center at 800-421-6770 or [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) for further information.

## **27. Sole Source Justification**

Sole Source Justification: Recipients who have been awarded funding for the procurement of an item (or group of items) or service in excess of \$350,000 and who plan to seek approval for use of a noncompetitive procurement process must provide a written sole source justification to the COPS Office for approval prior to obligating, expending, or drawing down award funds for that item or service. 2 C.F.R. § 200.325(b)(2). Please see Sole Source Justification Fact Sheet,

[https://cops.usdoj.gov/pdf/2026ProgramDocs/Sole\\_Source\\_Justification\\_Fact\\_Sheet.pdf](https://cops.usdoj.gov/pdf/2026ProgramDocs/Sole_Source_Justification_Fact_Sheet.pdf)

## **28. Modifications**

Award modifications are evaluated on a case-by-case basis in accordance with 2 C.F.R. § 200.308(f). For federal awards in excess of \$350,000, any modification request involving the reallocation of funding between budget categories that exceed or are expected to exceed 10 percent (10%) of the total approved budget requires prior written approval by the COPS Office.

Regardless of the federal award amount or budget modification percentage, any reallocation of funding is limited to approved budget categories. In addition, any budget modification that changes the scope of the project requires prior written approval by the COPS Office

## **29. Evaluations**

The COPS Office may conduct monitoring or sponsor national evaluations of COPS Office award programs. Recipients agree to cooperate with the monitors and evaluators. 34 U.S.C. § 10385(b).

### **30. Allowable Costs**

The funding under this award is for the payment of approved costs for program-specific purposes. The allowable costs approved for your agency's award are limited to those listed in your agency's award package. In accordance with 2 C.F.R. § 200.400(g), the recipient or subrecipient must not earn or keep any profit resulting from the award. Your agency may not use award funds for any costs not identified as allowable in the award package.

### **31. Extensions**

Recipients may request an extension of the award period to receive additional time to implement your award program. Such extensions do not provide additional funding. Only recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Extension requests must be received prior to the end date of the award.

### **32. Computer Network Requirement**

Recipients agree that no award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in this requirement limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities. (Annual Appropriations Act.)

### **33. Public Release Information**

Recipients agree to submit one copy of all reports and proposed publications resulting from the award ninety (90) days prior to public release. Any publications (written, curricula, visual, sound, or websites) or computer programs, whether or not published at government expense, shall contain the following statement:

This project was supported, in whole or in part, by federal award number 15JCOPS-XX-XX-XXXXX-XXXX awarded to [entity] by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) or contributor(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific individuals, agencies, companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues.

The Internet references cited in this publication were valid as of the date of publication. Given that URLs and websites are in constant flux, neither the author(s) nor the COPS Office can vouch for their current validity.

### **34. Paperwork Reduction Act Clearance and Privacy Act Review**

Recipients agree, if required, to submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget (OMB) for clearance under the Paperwork Reduction Act (PRA).

Before submission to OMB, all information collections that request personally identifiable information must be reviewed by the COPS Office to ensure compliance with the Privacy Act. The Privacy Act compliance review and the PRA clearance process may take several months to complete. 44 U.S.C. §§ 3501–3520 and 5 U.S.C. § 552a.

### **35. Copyright**

In accordance with 2 C.F.R. § 200.315(b), recipients may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. The COPS Office reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work, in whole or in part (including create derivative works), for Federal Government purposes and to authorize others to do so. The COPS Office license applies to (1) the copyright in any work

developed under the award including any related subaward or contract and (2) any rights of copyright to which the recipient, including its subrecipient or contractor, purchases ownership with award funds. Recipients agree that they are responsible for acquiring the rights, and ensuring that their subrecipients/contractors/authors acquire the rights, to copyrighted material for inclusion in U.S. Department of Justice publications and other deliverables developed under the award, including the payment of required fees.

The COPS Office may make available for reproduction material produced under the award by any means, including a DOJ website, a hard copy, or in electronic form, without restriction. The COPS Office reserves the right, at its discretion, not to publish products and deliverables developed under the award as a U.S. Department of Justice resource. Products and deliverables developed with award funds and published as a U.S. Department of Justice resource will contain the following copyright notice:

This resource was developed under a federal award and may be subject to copyright. The U.S. Department of Justice reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work for Federal Government purposes and to authorize others to do so. This resource may be freely distributed and used for noncommercial and educational purposes only.

### **36. Human Subjects Research**

Recipients agree to comply with 28 C.F.R. Part 46 Protection of Human Subjects prior to expending award funds to perform human subjects research. Recipients also agree to comply with 28 C.F.R. Part 22 Confidentiality of Identifiable Research and Statistical Information to safeguard certain personally identifiable information.

### **37. Domestic Preferences in Procurement**

To the extent practicable and consistent with applicable law under the award, recipients and subrecipients will provide a preference for the procurement or use of goods produced and services offered in the United States as described in 2 C.F.R. § 200.322 and Executive Order 14005 Ensuring the Future is Made in All of America by All of America's Worker (January 25, 2021).

### **38. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

Recipient agrees that it, and its subrecipients, will not use award funds to extend, renew, or enter into any contract to procure or obtain any covered telecommunication and video surveillance services or equipment as described in 2 CFR §200.216. Covered services and equipment include telecommunications or video surveillance services or equipment produced or provided by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); or an entity that the Secretary of War, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of China. The use of award funds on covered telecommunications or video surveillance services or equipment are unallowable.

2. C.F.R. § § 200.216 & 471. See also Section 889 of the John S. McCain National Defense Authorization Act of Fiscal Year 2019, Public Law 115-232.

### **39. Travel Costs**

Travel costs for transportation, lodging and subsistence, and related items are allowable with prior approval from the COPS Office. Payment for allowable travel costs will be in accordance with 2 C.F.R. § 200.475.

## 40. Information Data Breach

Recipients that will use or operate a Federal information system or will create, collect, use, process, store, maintain, disseminate, disclose, or dispose of PII within the scope of the award must have procedures in place to respond to a breach and to notify the COPS Office in the event of a breach.

## 41. Training Guiding Principles

The recipient understands that any training or training materials developed or delivered with award funding provided by the Office of Community Oriented Policing Services is to adhere to the following guiding principles–

1. Trainings must comply with applicable law.
2. The content of trainings and training materials must be accurate, appropriately tailored, and focused.
3. Trainers must be well-qualified and skilled in presenting the subject area.
4. Trainers must demonstrate the highest standards of professionalism For more information, please visit <https://cops.usdoj.gov/training>.

## 42. Unmanned Aircraft Systems

Recipients using award funding for Unmanned Aircraft Systems (UAS) understand and agree to the following:

Any UAS purchased must be one manufactured by an entity included, as of the date of purchase on the U.S. Department of War, Defense Contract Management Agency (DCMA) Blue UAS Cleared List (available at <https://bluelist.appsplatformportals.us/>);

Any UAS purchased must not be manufactured by an entity that will be included, as of the date of purchase, on the International Trade Administration of the Department of Commerce’s Consolidated Screening List (available at <https://www.trade.gov/consolidated-screening-list>);

No modifications or additional accessories that are not on the DCMA Blue UAS Cleared List will be introduced to the purchased UAS. Further, the applicant understands that the entity operating the UAS must have sufficient policies and procedures regarding privacy, civil liberties, and information technology cybersecurity related to the operation of the UAS; and Counter-UAS or activities are unallowable under this program.

For the purpose of this award condition, the terms “unmanned aircraft system,” “drone,” and “unmanned aerial vehicle” all have the meaning given to the term “unmanned aircraft system” in 49 U.S.C. § 44801(12). The term “counter-UAS” has the meaning given to the term “counter-UAS system” in 49 U.S.C. § 44801(5).

## Additional National and Administrative Requirements

The following section describes the additional requirements applicants should be aware of before applying to COPS Office programs. Please review each section carefully. The submission of the application assures the COPS Office that your agency will comply with all legal and administrative requirements that govern the award.

### Disclosure of Lobbying Activities

The Anti-Lobbying Act (18 U.S.C. § 1913) restricts the use of appropriated funding for lobbying and makes these restrictions enforceable via large civil penalties, between \$10,000 and \$100,000 per each individual restricted occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying restrictions and lobbying disclosure requirements imposed by 31 U.S.C. § 1352.

Indian tribes and tribal organizations are excluded from coverage under 31 U.S.C. § 1352 but only with respect to expenditures for purposes specified in 31 U.S.C. § 1352(a) that are permitted by other federal law. For these purposes, the terms “Indian tribe” and “tribal organization,” respectively, have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 5304).

Although Indian tribes and tribal organizations are excluded from coverage as set forth under 31 U.S.C. § 1352, these entities still must obtain lobbying disclosure documentation and any required certifications from any subrecipients (recipients of a subaward (see “subaward” definition at 2 C.F.R. § 200.1)) or procurement contractors (recipients of a contract (see “contract” definition at 2 C.F.R. § 200.1) and their subcontractors) that would be required to report lobbying activities consistent with 31 U.S.C. § 1352.

In general, under the statutes above and as set out in the Cost Principles at 2 C.F.R. § 200.450, for most organizations, no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy at any level of government without the express prior written approval of the U.S. Department of Justice. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence.

### Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying please contact: **COPS Office Response Center, U.S. Department of Justice, [AskCopsRC@usdoj.gov](mailto:AskCopsRC@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 awards using the COPS Office online system.

## Other Award Requirements

The following sections describe the additional requirements applicants should be aware of before applying to COPS Office programs. Please review each section carefully. The submission of the application assures the COPS Office that your agency will comply with all legal and administrative requirements that govern the award.

### Curriculum Development

The COPS Office defines training as the teaching and learning activities carried out for the primary purpose of helping members of an organization acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job or organization. Training is driven by specific goals and objectives; it is not a single event but rather an ongoing process that requires continuous self-reflection and evaluation.

The COPS Office trainings are national in scope and should have a specific law enforcement audience: executives, first line supervisors, line officers, dispatchers, joint community and officers, etc. COPS Office training supports the needs of the law enforcement field and strives to increase public safety.

The COPS Office has a series of requirements for the development and delivery of in-person and online training. These requirements can be found in the Curriculum Standards, Review, and Approval Guides, which were established to provide guidance to COPS Office training providers and program managers on instructional design, promising practices, and the process by which curricula will be reviewed and approved by the COPS Office. There are two guides specific to training type: (1) online training and (2) in-person training. They can be found at <https://cops.usdoj.gov/training>.

The COPS Office also has a series of requirements that instructors must meet prior to becoming instructors for COPS Office courses and for the duration of their instructor tenure. Those requirements can be found in the COPS Office Instructor Quality Assurance Guide, which can be accessed at <https://cops.usdoj.gov/training>. In addition, the COPS Office has a series of technical requirements for online courses. Those requirements can be found at <https://cops.usdoj.gov/training>.

Applicants that propose the development and/or delivery of in-person training or development and/or online launch of training should clearly articulate the steps they propose to ensure all content, instructors, and technical requirements meet the requirements set forth by the COPS Office. Applicants should not assume that reviewers are experts in the course they are proposing in the application and should provide specific process steps and information pertinent to achieve effective training outcomes.

If awarded funds to develop and/or deliver training under a cooperative agreement, recipients will be required to follow these guides and comply with all terms outlined in the cooperative agreement.

### Prior Approval, Planning, and Reporting of Conference/Meetings/Training Costs

Recipients are required to obtain written approval from the COPS Office prior to entering into any contract, agreement or other obligation for costs related to any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award. For more information, please visit <https://www.ojp.gov/funding/financialguidedojo/overview>.

### Federal Leadership on Reducing Text Messaging While Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," the COPS Office encourages recipients of U.S. Department of Justice funds to adopt and enforce policies that ban text messaging while driving and to establish workplace safety policies to decrease crashes caused by distracted drivers.

## Increasing Seat Belt Use in the United States

Pursuant to Executive Order 13043, “Increasing Seat Belt Use in the United States,” the COPS Office encourages recipients of U.S. Department of Justice funds to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

# Appendices

## Appendix A. Certified Standard Assurance

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

1. I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
2. I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
3. I assure that, throughout the period of performance for the award (if any) made by the Department based on the application—
  - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
  - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
  - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
4. The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--
  - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
  - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
  - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
  - d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

5. The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).
6. I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).
7. I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.
8. If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance—
  - a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
  - b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.
9. I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application—
  - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
10. If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law—including, but not limited to, the Indian Self-Determination and Education Assistance Act—seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

11. If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

## Appendix B. Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; Federal Taxes and Assessments; Drug-Free Workplace Requirements; Coordination with Affected Agencies

Although the U.S. Department of Justice (DOJ) has made every effort to simplify the application process, federal law requires that an applicant must provide with its application a certification as to certain matters in order to be eligible to receive a federal grant or cooperative agreement. Applicants are expected to read carefully the certification requirements as set forth below—and any cited statute, regulation, or other material—before determining whether a certification properly may be made. (As an example, the applicant should first determine whether any condition legally required to be met has been met, such that an applicant’s certification as to the condition would be verifiably accurate and true.)

Any certification that the applicant submits must be executed by an official who is both familiar with the requirements of the certification and authorized to make the certification on behalf of the applicant.

Elections or other selections of new officials—that is, changes in authorized representatives, such as a chief executive officer authorized to bind or otherwise act on behalf of the applicant—will not relieve the applicant of its obligations under any grant or cooperative agreement if funded.

Where the applicant is unable to make a certification or provide an assurance set out in this form, the applicant may still apply but is to attach an explanation to this application regarding the particular certification that cannot be made or assurance that cannot be provided. The DOJ may not be able to make an award to an applicant that is unable to make certifications or provide assurances required by law as a condition of eligibility for a DOJ federal award.

The DOJ will treat the applicant’s certifications, upon their submission with the application, as representations of fact upon which the DOJ will rely in making any determination with respect to the application or in making any decision to award a federal grant or cooperative agreement to the applicant.

False statements or claims made in connection with DOJ grants (including cooperative agreements) may result in fines, imprisonment, debarment from participating in federal grants or contracts, or any other remedy available by law.

*Lobbying.* As a general matter, 18 U.S.C. § 1913 prohibits lobbying with federally appropriated funds, except where expressly authorized by law. In addition, under 31 U.S.C. § 1352, applicants (and recipients) are prohibited from using federal appropriations to influence certain federal transactions, specifically including federal grant and cooperative agreement actions. Indian tribes and tribal organizations are excluded from coverage under 31 U.S.C. § 1352 but only with respect to expenditures for purposes specified in 31 U.S.C. § 1352(a) that are permitted by other federal law. For these purposes, the terms “Indian tribe” and “tribal organization,” respectively, have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 5304). Although Indian tribes and tribal organizations are excluded from coverage as set forth under 31 U.S.C. § 1352, these entities still must obtain lobbying disclosure documentation and any required certifications from any subgrantees (recipients of a subaward (see “subaward” definition at 2 C.F.R. § 200.92)) or procurement contractors (recipients of a contract (see “contract” definition at 2 C.F.R. § 200.22) and their subcontractors) that would be required to report lobbying activities consistent with 31 U.S.C. § 1352.

As required by 31 U.S.C. § 1352 and implemented at 28 C.F.R. Part 69, the applicant certifies and assures (to the extent applicable) the following:

- A. No federal appropriated funds have been paid or will be paid by or on behalf of the applicant to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; or the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
  - B. If the applicant's request for federal funds is in excess of \$100,000 and any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions.
  - C. The applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.
2. *Debarment, Suspension, and Other Responsibility Matters (Direct Recipient).* Pursuant to DOJ regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867 and other requirements for prospective participants in a primary tier "covered transaction" as defined at 2 C.F.R. § 2867.20(a), the applicant certifies that it and its principals for this covered transaction (that is, for the grant(s) or cooperative agreement(s) for which this application is being submitted)
- A. are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
  - B. have not within a three-year period preceding this application been convicted of a felony criminal violation under any federal law or been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, tribal, or local) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
  - C. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, tribal, or local) with commission of any of the offenses enumerated in paragraph (B) of this certification;
  - D. have not within a three-year period preceding this application had one or more public transactions (federal, state, tribal, or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any federal law, the applicant also must disclose such felony criminal conviction in writing to DOJ (for OJP Applicants, to OJP at [Ojpcompliance@usdoj.gov](mailto:Ojpcompliance@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Office Applicants, to the COPS Office at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)), unless such disclosure has already been made.

3. *Mandatory Disclosure*

Pursuant to 2 CFR Part 2800, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the U.S. Department of Justice, and as set out at 2 C.F.R. § 200.113, the applicant certifies and assures that it

- A. has not violated any federal criminal law involving fraud, bribery, or gratuity that may potentially affect the federal grant or cooperative agreement;
- B. shall timely disclose in writing to the federal awarding agency or pass-through entity, as applicable, any violation of federal criminal law involving fraud, bribery, or gratuity that may potentially affect the federal grant or cooperative agreement;
- C. shall require that the language of this certification be included in the award documents for all subawards (as the term “Subaward” is defined at 2 C.F.R. § 200.92) and shall require that all subrecipients certify and disclose accordingly.

4. *Federal Taxes and Assessments*

- A. If applicable, an applicant who requests an award in excess of \$5,000,000 certifies that, to the best of its knowledge and belief, the applicant has filed all federal tax returns required during the three years preceding the certification; has not been convicted of a criminal offense under the Internal Revenue Code of 1986; and has not, more than 90 days prior to certification, been notified of any unpaid federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default or the assessment is the subject of a nonfrivolous administrative or judicial proceeding.
- B. If the applicant is a corporation, the applicant certifies that either (1) the corporation does not have any unpaid federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability or (2) the corporation has provided written notice of such unpaid tax liability (or liabilities) to the DOJ awarding agency (for disclosure to OJP, in writing to OJP at [OJPcompliance@usdoj.gov](mailto:OJPcompliance@usdoj.gov); for disclosure to OVW, in writing to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); for disclosure to the COPS Office, in writing to the COPS Office at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)), and, after such disclosure, the applicant has received a specific written determination from the DOJ awarding agency that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

5. *Drug-Free Workplace*

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 8103) and implemented at 28 CFR Part 83 for recipients (other than individuals), as defined at 28 C.F.R. § 83.660—

- A. The applicant certifies and assures that it will provide or will continue to provide a drug-free workplace by
  - (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant’s (and, if funded, the recipient’s) workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) establishing an ongoing drug-free awareness program to inform employees about
    - (1) the dangers of drug abuse in the workplace;
    - (2) the grantee’s policy of maintaining a drug-free workplace;

- (3) any available drug counseling, rehabilitation and employee assistance programs; and
  - (4) the penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);
- (d) notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will
  - (1) abide by the terms of the statement; and
  - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) notifying the agency in writing within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee, to the following agencies, as applicable:
  - (1) For COPS Office awards: COPS Office, 145 N Street, NE, Washington, DC, 20530
  - (2) For OJP awards: Office of Justice Programs, ATTN: Control Desk, 810 7th Street, NW, Washington, DC, 20531
  - (3) For OVW awards: U.S. Department of Justice, Office on Violence Against Women (OVW), 145 N Street, NE, Washington, DC, 20530

Notice shall include the identification number(s) (that is, the DOJ awarding agency-assigned grant or cooperative agreement number) of each affected grant;

- (f) taking one of the following actions within 30 calendar days of receiving notice under subparagraph (iv)(b) with respect to any employee who is so convicted:
    - (1) Taking appropriate personnel action against such employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, tribal, or local health, law enforcement, or other appropriate agency;
  - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v), and (vi).
- B. The applicant further certifies and assures that it will identify all known workplaces under each DOJ award in accordance with the provisions at 28 C.F.R. § 83.230.

6. Coordination

The Public Safety Partnership and Community Policing Act of 1994, as this Act specifies at 34 U.S.C. § 10382(c)(5), requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, Offices of the United States Attorneys; state, local, or tribal prosecutors; or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

As the duly authorized representative of the applicant, I certify that (a) I am familiar with the requirements of these certifications and am authorized to make these certifications and provide these assurances and that (b) any statements or representations of fact contained herein have an adequate factual basis (as determined through inquiry, wherever appropriate) and are true and accurate to the best of my knowledge.

## Appendix C. 2 C.F.R. Part 200, Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

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

(A) Contracts for more than the simplified acquisition threshold, 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 non-Federal 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 non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by 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 non-Federal entity must place a copy of the current prevailing wage determination issued by the 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 non-Federal 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 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 non-Federal 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 non-Federal 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 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 non-Federal 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) 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 governmentwide exclusions 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.” SAM Exclusions 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.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not 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 non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.323.

(K) See §200.216.

(L) See §200.322.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]

## Appendix D. 2 C. F. R. Part 200, Appendix XII to Part 200—Award Term and Condition for Recipient Integrity and Performance Matters

### I. Reporting of Matters Related to Recipient Integrity and Performance

#### **(a) General Reporting Requirement.**

- (1) If the total value of your active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient must ensure the information available in the responsibility/qualification records through the System for Award Management (SAM.gov), about civil, criminal, or administrative proceedings described in paragraph (b) of this award term is current and complete. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in responsibility/qualification records in SAM.gov on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.

#### **(b) Proceedings About Which You Must Report.**

- (1) You must submit the required information about each proceeding that—
  - (i) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
  - (ii) Reached its final disposition during the most recent five-year period; and
  - (iii) Is one of the following—
    - (A) A criminal proceeding that resulted in a conviction;
    - (B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
    - (C) An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
    - (D) Any other criminal, civil, or administrative proceeding if—
      - (1) It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);
      - (2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
      - (3) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

- (c) Reporting Procedures. Enter the required information in SAM.gov for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in SAM.gov because you were required to do so under Federal procurement contracts that you were awarded.
- (d) Reporting Frequency. During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in SAM.gov for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.
- (e) Definitions. For purposes of this award term—

Administrative proceeding means a non-judicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).

II. [Reserved]

[89 FR 30207, Apr. 22, 2024]

## Appendix E. 41 U.S.C. § 4712 - Enhancement of contractor protection from reprisal for disclosure of certain information

**(a) Prohibition of reprisals.**

- (1)** In general. An employee of a contractor, subcontractor, grantee, subgrantee, or personal services contractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (2) information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.
- (2)** Persons and bodies covered. The persons and bodies described in this paragraph are the persons and bodies as follows:
  - (A)** A Member of Congress or a representative of a committee of Congress.
  - (B)** An Inspector General.
  - (C)** The Government Accountability Office.
  - (D)** A Federal employee responsible for contract or grant oversight or management at the relevant agency.
  - (E)** An authorized official of the Department of Justice or other law enforcement agency.
  - (F)** A court or grand jury.
  - (G)** A management official or other employee of the contractor, subcontractor, grantee, subgrantee, or personal services contractor who has the responsibility to investigate, discover, or address misconduct.
- (3)** Rules of construction. For the purposes of paragraph (1)—
  - (A)** an employee who initiates or provides evidence of contractor, subcontractor, grantee, subgrantee, or personal services contractor misconduct in any judicial or administrative proceeding relating to waste, fraud, or abuse on a Federal contract or grant shall be deemed to have made a disclosure covered by such paragraph; and
  - (B)** a reprisal described in paragraph (1) is prohibited even if it is undertaken at the request of an executive branch official, unless the request takes the form of a non-discretionary directive and is within the authority of the executive branch official making the request.

**(b) Investigation of complaints.**

- (1)** Submission of complaint. A person who believes that the person has been subjected to a reprisal prohibited by subsection (a) may submit a complaint to the Inspector General of the executive agency involved. Unless the Inspector General determines that the complaint is frivolous, fails to allege a violation of the prohibition in subsection (a), or has previously been addressed in another Federal or State judicial or administrative proceeding initiated by the complainant, the Inspector General shall investigate the complaint and, upon completion of such investigation, submit a report of the findings of the investigation to the person, the contractor, subcontractor, grantee, subgrantee, or personal services contractor concerned, and the head of the agency.

- (2) Inspector General action.**
  - (A)** Determination or submission of report on findings. Except as provided under subparagraph (B), the Inspector General shall make a determination that a complaint is frivolous, fails to allege a violation of the prohibition in subsection (a), or has previously been addressed in another Federal or State judicial or administrative proceeding initiated by the complainant or submit a report under paragraph (1) within 180 days after receiving the complaint.
  - (B)** Extension of time. If the Inspector General is unable to complete an investigation in time to submit a report within the 180-day period specified in subparagraph (A) and the person submitting the complaint agrees to an extension of time, the Inspector General shall submit a report under paragraph (1) within such additional period of time, up to 180 days, as shall be agreed upon between the Inspector General and the person submitting the complaint.
- (3) Prohibition on disclosure.** The Inspector General may not respond to any inquiry or disclose any information from or about any person alleging the reprisal, except to the extent that such response or disclosure is—
  - (A)** made with the consent of the person alleging the reprisal;
  - (B)** made in accordance with the provisions of section 552a of title 5 [5 USCS § 552a] or as required by any other applicable Federal law; or
  - (C)** necessary to conduct an investigation of the alleged reprisal.
- (4) Time limitation.** A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.
- (c) Remedy and enforcement authority.**
  - (1) In general.** Not later than 30 days after receiving an Inspector General report pursuant to subsection (b), the head of the executive agency concerned shall determine whether there is sufficient basis to conclude that the contractor, subcontractor, grantee, subgrantee, or personal services contractor concerned has subjected the complainant to a reprisal prohibited by subsection (a) and shall either issue an order denying relief or shall take one or more of the following actions:
    - (A)** Order the contractor, subcontractor, grantee, subgrantee, or personal services contractor to take affirmative action to abate the reprisal.
    - (B)** Order the contractor, subcontractor, grantee, subgrantee, or personal services contractor to reinstate the person to the position that the person held before the reprisal, together with compensatory damages (including back pay), employment benefits, and other terms and conditions of employment that would apply to the person in that position if the reprisal had not been taken.
    - (C)** Order the contractor, subcontractor, grantee, subgrantee, or personal services contractor to pay the complainant an amount equal to the aggregate amount of all costs and expenses (including attorneys' fees and expert witnesses' fees) that were reasonably incurred by the complainant for, or in connection with, bringing the complaint regarding the reprisal, as determined by the head of the executive agency.
    - (D)** Consider disciplinary or corrective action against any official of the executive agency, if appropriate.

- (2) Exhaustion of remedies. If the head of an executive agency issues an order denying relief under paragraph (1) or has not issued an order within 210 days after the submission of a complaint under subsection (b), or in the case of an extension of time under paragraph (b)(2)(B), not later than 30 days after the expiration of the extension of time, and there is no showing that such delay is due to the bad faith of the complainant, the complainant shall be deemed to have exhausted all administrative remedies with respect to the complaint, and the complainant may bring a de novo action at law or equity against the contractor, subcontractor, grantee, subgrantee, or personal services contractor to seek compensatory damages and other relief available under this section in the appropriate district court of the United States, which shall have jurisdiction over such an action without regard to the amount in controversy. Such an action shall, at the request of either party to the action, be tried by the court with a jury. An action under this paragraph may not be brought more than two years after the date on which remedies are deemed to have been exhausted.
- (3) Admissibility of evidence. An Inspector General determination and an agency head order denying relief under paragraph (2) shall be admissible in evidence in any de novo action at law or equity brought pursuant to this subsection.
- (4) Enforcement of orders. Whenever a person fails to comply with an order issued under paragraph (1), the head of the executive agency concerned shall file an action for enforcement of such order in the United States district court for a district in which the reprisal was found to have occurred. In any action brought under this paragraph, the court may grant appropriate relief, including injunctive relief, compensatory and exemplary damages, and attorney fees and costs. The person upon whose behalf an order was issued may also file such an action or join in an action filed by the head of the executive agency.
- (5) Judicial review. Any person adversely affected or aggrieved by an order issued under paragraph (1) may obtain review of the order's conformance with this subsection, and any regulations issued to carry out this section, in the United States court of appeals for a circuit in which the reprisal is alleged in the order to have occurred. No petition seeking such review may be filed more than 60 days after issuance of the order by the head of the executive agency. Review shall conform to chapter 7 of title 5. Filing such an appeal shall not act to stay the enforcement of the order of the head of an executive agency, unless a stay is specifically entered by the court.
- (6) Burdens of proof. The legal burdens of proof specified in section 1221(e) of title 5 [5 USCS § 1221(e)] shall be controlling for the purposes of any investigation conducted by an Inspector General, decision by the head of an executive agency, or judicial or administrative proceeding to determine whether discrimination prohibited under this section has occurred.
- (7) Rights and remedies not waivable. The rights and remedies provided for in this section may not be waived by any agreement, policy, form, or condition of employment.
- (d) Notification of employees. The head of each executive agency shall ensure that contractors, subcontractors, grantees, subgrantees, and personal services contractors of the agency inform their employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.
- (e) Construction. Nothing in this section may be construed to authorize the discharge of, demotion of, or discrimination against an employee for a disclosure other than a disclosure protected by subsection (a) or to modify or derogate from a right or remedy otherwise available to the employee.

**(f)** Exceptions.

- (1)** (This section shall not apply to any element of the intelligence community, as defined in section 3(4) of the National Security Act of 1947 (50 U.S.C. 401a(4)).
- (2)** This section shall not apply to any disclosure made by an employee of a contractor, subcontractor, grantee, subgrantee, or personal services contractor of an element of the intelligence community if such disclosure—
  - (A)** relates to an activity of an element of the intelligence community; or
  - (B)** was discovered during contract, subcontract, grantee, subgrantee, or personal services contractor services provided to an element of the intelligence community.

**(g)** Definitions. In this section:

- (1)** The term “abuse of authority” means an arbitrary and capricious exercise of authority that is inconsistent with the mission of the executive agency concerned or the successful performance of a contract or grant of such agency.
- (2)** The term “Inspector General” means an Inspector General appointed under chapter 4 of title 5 [5 USCS §§ 401 et seq.] and any Inspector General that receives funding from, or has oversight over contracts or grants awarded for or on behalf of, the executive agency concerned.

**(h)** Construction. Nothing in this section, or the amendments made by this section, shall be construed to provide any rights to disclose classified information not otherwise provided by law.

**(i)** (i) [Deleted]

Added Jan. 2, 2013, P. L. 112-239, Div A, Title VIII, Subtitle C, § 828(a)(1), 126 Stat. 1837; Dec. 26, 2013, P. L. 113- 66, Div A, Title X, Subtitle I, § 1091(e), 127 Stat. 876; Dec. 16, 2016, P. L. 114-261, § 1(a)(2), (3)(A), 130 Stat. 1362; Dec. 27, 2020, P.L. 116-260, Div U, Title VIII, § 801, 134 Stat. 2297; Dec. 23, 2022, P.L. 117-263, Div A, Title VIII, Subtitle A, § 807(b), 136 Stat. 2704; Dec. 27, 2022, P.L. 117-286, § 4(b)(74), 136 Stat. 4351. Recipients and subrecipients who wish to use the U.S. Department of Justice, Office of Inspector General whistleblower information brochure to inform their employees of their rights may obtain a copy at <https://oig.justice.gov/sites/default/files/2020-04/NDAA-brochure.pdf>.

## Appendix F. 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 Partnership and Community Policing Grants."

A current list of state SPOCs is available at <https://www.ojp.gov/IntergovernmentalReviewSPOCList.pdf>.

States that are not listed have chosen not to participate in the intergovernmental review process and therefore do not have an SPOC.

## Appendix G. Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation Award Term

2 C.F.R. Part 170, Appendix A to Part 170—Award term

### I. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION

#### I. Reporting Subawards and Executive Compensation

##### *(a) Reporting of first-tier subawards —*

- (1) Applicability. Unless the recipient is exempt as provided in paragraph (d) of this award term, the recipient must report each subaward that equals or exceeds \$30,000 in Federal funds for a subaward to an entity or Federal agency. The recipient must also report a subaward if a modification increases the Federal funding to an amount that equals or exceeds \$30,000. All reported subawards should reflect the total amount of the subaward.

##### Reporting Requirements.

- (i) The recipient must report each subaward described in paragraph (a)(1) of this award term to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <http://www.fsrs.gov>.
- (ii) For subaward information, report no later than the end of the month following the month in which the subaward was issued. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

##### *(b) Reporting total compensation of recipient executives for entities —*

- (1) Applicability. The recipient must report the total compensation for each of the recipient's five most highly compensated executives for the preceding completed fiscal year if:
  - (i) The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000;
  - (ii) (ii) in the preceding fiscal year, the recipient received:
    - (A) 80 percent or more of the recipient's annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and
    - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; 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 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
- (2) Reporting Requirements. The recipient must report executive total compensation described in paragraph (b)(1) of this appendix:
  - (i) As part of the recipient's registration profile at <https://www.sam.gov>.
  - (ii) No later than the month following the month in which this Federal award is made, and annually after that. (For example, if this Federal award was made on November 7, 2025, the executive total compensation must be reported by no later than December 31, 2025.)
- (c) **Reporting of total compensation of subrecipient executives —**
  - (1) Applicability. Unless a first-tier subrecipient is exempt as provided in paragraph (d) of this appendix, the recipient must report the executive total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:
    - (i) The total Federal funding authorized to date under the subaward equals or exceeds \$30,000;
    - (ii) 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 awards (and subawards) subject to the Transparency Act; and
      - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal awards (and subawards) subject to the Transparency Act; 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 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
  - (2) Reporting Requirements. Subrecipients must report to the recipient their executive total compensation described in paragraph (c)(1) of this appendix. The recipient is required to submit this information to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <http://www.fsr.gov> no later than the end of the month following the month in which the subaward was made. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

**(d) Exemptions.**

- (1) A recipient with gross income under \$300,000 in the previous tax year is 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:

*Entity* includes:

- (1) Whether for profit or nonprofit:
  - (i) A corporation;
  - (ii) An association;
  - (iii) A partnership;
  - (iv) A limited liability company;
  - (v) A limited liability partnership;
  - (vi) A sole proprietorship;
  - (vii) Any other legal business entity;
  - (viii) Another grantee or contractor that is not excluded by subparagraph (2); and
  - (ix) Any State or locality;
- (2) Does not include:
  - (i) An individual recipient of Federal financial assistance; or
  - (ii) A Federal employee.

*Executive* means an officer, managing partner, or any other employee holding a management position.

*Subaward* has the meaning given in 2 CFR 200.1.

*Subrecipient* has the meaning given in 2 CFR 200.1.

- (f) Total Compensation means the cash and noncash dollar value an executive earns during an entity's preceding fiscal year. This includes all items of compensation as prescribed in 17 CFR 229.402(c)(2).

[**89 FR 30111**, Apr. 22, 2024, as amended at **89 FR 79732**, Oct. 1, 2024]

## Appendix H. System for Award Management (SAM) and Universal Identifier Award Term

2 C.F.R. Part 200, Appendix A to Part 25—Award Term 2 C.F.R. Part 25, Appendix A to Part 25

### I. System for Award Management (SAM.gov) and Universal Identifier Requirements

#### (a) **Requirement for System for Award Management.**

- (1) Unless exempt from this requirement under 2 CFR 25.110, the recipient must maintain a current and active registration in SAM.gov. The recipient's registration must always be current and active until the recipient submits all final reports required under this Federal award or receives the final payment, whichever is later. The recipient must review and update its information in SAM.gov at least annually from the date of its initial registration or any subsequent updates to ensure it is current, accurate, and complete. If applicable, this includes identifying the recipient's immediate and highest-level owner and subsidiaries and providing information about the recipient's predecessors that have received a Federal award or contract within the last three years.

#### (b) **Requirement for Unique Entity Identifier (UEI).**

- (1) If the recipient is authorized to make subawards under this Federal award, the recipient:
  - (i) Must notify potential subrecipients that no entity may receive a subaward until the entity has provided its UEI to the recipient.
  - (ii) Must not make a subaward to an entity unless the entity has provided its UEI to the recipient. Subrecipients are not required to complete full registration in SAM.gov to obtain a UEI.

#### (c) **Definitions.** For the purposes of this award term:

*System for Award Management (SAM.gov)* means the Federal repository into which a recipient must provide the information required for the conduct of business as a recipient. Additional information about registration procedures may be found in SAM.gov (currently at <https://www.sam.gov>).

*Unique entity identifier* means the universal identifier assigned by SAM.gov to uniquely identify an entity.

*Entity* is defined at 2 CFR 25.400 and includes all of the following types as defined in 2 CFR 200.1:

- (1) Non-Federal entity;
- (2) Foreign organization;
- (3) Foreign public entity;
- (4) Domestic for-profit organization; and
- (5) Federal agency.

*Subaward* has the meaning given in 2 CFR 200.1.

*Subrecipient* has the meaning given in 2 CFR 200.1.

# Resources

## Financial Resources

All recipients must follow the guidance in the financial fact sheets as outlined in this manual. The following are the fact sheets that can be found on the [Award Management Materials web page](#):

1. [Consultant Contractor Fact Sheet](#)
2. [Indirect Costs Fact Sheet](#)
3. [Program Income Fact Sheet](#)
4. [Sole Source Justification Fact Sheet](#)

In addition to the above fact sheets, recipients should also refer to the [DOJ Grants Financial Guide](#). The DOJ Grants Financial Guide (the “Guide”) serves as the primary reference manual to assist OJP, OVW, and COPS Office award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of your award. There may be instances where the requirements may differ among the three grant-making components; to the extent possible, those differences are spelled out throughout the Guide. However, recipients (and subrecipients) should refer to the award terms and conditions outlined in this Award Owner’s Manual to determine the specific requirements that apply to your award.

## JustGrants Resources

DOJ has made a collection of training resources available for JustGrants users. See [Training | JustGrants Resources | U.S. Department of Justice](#).

Training materials include self-guided eLearning videos, which are supplemented by job aid reference guides, checklists, and infographics. These resources will help users learn to navigate the system effectively and complete various essential grants management tasks.

As a supplement to the self-guided training materials, the JustGrants team offers additional opportunities through Weekly Training Webinars for award recipients to receive real-time technical assistance and support on JustGrants system functionality.

- Visit the [Weekly Training Webinars](#) page for more information.

Please contact the [JustGrants Training team](#) with any questions about the training content.

If you have trouble accessing the trainings or you need technical assistance with your JustGrants account, please contact [JustGrants User Support](#).

## COPS Office Resources

1. COPS Office Newsletter, *Community Policing Dispatch*: <https://cops.usdoj.gov/html/dispatch/>
2. COPS Office *The Beat* Podcast: <https://cops.usdoj.gov/thebeat>
3. Grants information: <https://cops.usdoj.gov/grants>
4. COPS Office Publications: <https://cops.usdoj.gov/RIC/ric.php>

## Glossary of Terms

The following information is provided to assist you with the completion of your COPS Office award 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 the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

**Allowable costs.** Allowable costs are costs that will be paid for by this award program. Upon review of your submitted budget, any unallowable costs were removed. The award financial information included in your award package specifies your allowable costs, contains the final budget category amounts for which your organization was approved, and notes any relevant revisions that were made to your original budget submission.

**Assistance Listings:** See [https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1\(Assistance%20Listings\)](https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1(Assistance%20Listings))

**Audit.** Work done by auditors, including both the Office of the Inspector General (OIG) and state or local auditors, to examine financial statements and to review

- compliance with laws and regulations;
- economy and efficiency of operations;
- effectiveness in achieving program results;
- allowability of costs claimed against the award.

**Authorized representatives.** The authorized representatives are the individuals in your organization who have final authority and responsibility for all programmatic and financial decisions regarding this award. At the time of award application, your agency listed the authorized representatives for your agency. For law enforcement agencies (chief of police, sheriff, or equivalent) and for non-law enforcement agencies (institutions of higher education, private organizations, etc.), the authorized representatives are the programmatic and financial officials who have the ultimate signatory authority to sign contracts on behalf of your organization. These executives are listed on your award document and are understood to be your authorized representatives. If any of the executive information is incorrect, please **revise** the information via JustGrants. For any assistance, please reference the <https://justicegrants.usdoj.gov/training/jarg-entity-management.pdf>.

**Award end date.** This is the date until which your agency is authorized to purchase items or hire positions that were approved by the COPS Office. The award end date is found on your award document. Recipients may not make any purchases or hire any positions prior to this date without written approval from the COPS Office.

**Award number.** The award number identifies your organization's award and can be found on your award package. This number should be used as a reference when corresponding with the COPS Office. Your award number is in the format 15JCOPS-25-GG-XXXX-XXXX for awards made in FY 2025. The COPS Office tracks award information based upon this number.

**Award start date.** This is the date on or after which your agency is authorized to purchase or hire any allowable equipment, services, personnel, or other costs that were approved by the COPS Office. The award start date is found on your award package. Recipients may not expend funds 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.

**Closeout.** This is 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.** *Cognizant agency for audit* means the Federal agency designated to carry out the responsibilities described in §200.513(a). The cognizant agency for audit is not necessarily the same as the cognizant agency for indirect costs. A list of Federal agency Single Audit contacts can be found on the Federal Audit Clearinghouse (FAC) website. *Cognizant agency for indirect costs* means the Federal agency responsible for reviewing, negotiating and approving cost allocation plans or indirect cost proposals on behalf of all Federal agencies. The cognizant agency for indirect cost is not necessarily the same as the cognizant agency for audit. For assignments of cognizant agencies, see the following:

1. For Institutions of Higher Education (IHEs): Appendix III, paragraph C.11.
2. For nonprofit organizations: Appendix IV, paragraph C.2.a.
3. For State and local governments: Appendix V, paragraph F.1.
4. For Indian Tribes: Appendix VII, paragraph D.1.

**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 violent crime, nonviolent crime, 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.

**Computing devices.** Machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. See also the definitions of *supplies* and *information technology systems* in this section.

**Cooperative Agreement.** A legal instrument of financial assistance between a Federal agency and a recipient or between a pass-through entity and subrecipient, consistent with 31 U.S.C. 6302-6305, which:

1. Is used to enter into a relationship the principal purpose of which is to transfer anything of value to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal Government or pass-through entity’s direct benefit or use;
2. Is distinguished from a grant in that it provides for substantial involvement of the Federal agency or pass-through entity in carrying out the activity contemplated by the Federal award.
3. The term does not include:
  1. A cooperative research and development agreement as defined in 15 U.S.C. 3710a; or
  2. An agreement that provides only:
    - Direct United States Government cash assistance to an individual;
    - A subsidy;
    - A loan;
    - A loan guarantee; or
    - Insurance.

**COPS Office.** Created under the 1994 Crime Bill, the Office of Community Oriented Policing Services (COPS Office) is an independent office within the U.S. Department of Justice that is the grantor or awarding agency for your award or Cooperative Agreement. The COPS Office is responsible for assisting your agency with the administration and maintenance of your award for the entire award period. If you have any questions regarding the COPS office, please call the COPS Office Response Center at 800-421-6770 or [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov), or visit the COPS Office website at <https://cops.usdoj.gov>.

**COPS Office Finance Staff Accountants.** The COPS Office finance staff accountants are responsible for your agency's financial and budgetary needs related to this award. A staff accountant has been assigned to your state and is available to answer any questions that you may have concerning the Quarterly Financial Status Reports (SF\_425) and other financial aspects of your award. To identify your staff accountant, please call the COPS Office Response Center at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov).

**COPS Office Program Manager.** COPS Office Program Managers are trained to assist you with implementing and maintaining your LEMHWA award. A Program Manager is assigned to your project and is available to answer any questions that you may have concerning the administrative, programmatic, and substantive aspects of your award. Your Program Manager can assist you with such matters as requesting an extension on your award or modifying the award and reviewing outlines for project deliverables. The name and phone number of your COPS Office Program Manager is provided on the award congratulatory letter and available by contacting the COPS Office Response Center at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov).

**Cost sharing (matching funds).** See [https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1\(Cost%20sharing\)](https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1(Cost%20sharing)).

**Employer Identification Number (EIN) / OJP vendor number.** This number is usually your agency's nine-digit federal tax identification number as assigned to you by the Internal Revenue Service (IRS). Your accounting/bookkeeping department should have this number. In some cases, the EIN has been previously assigned to another agency within your jurisdiction. In this instance, a new vendor number will be assigned to you by the Office of the Chief Financial Officer. The newly assigned number is to be used for COPS Office administrative purposes only and should not be used for IRS purposes.

**Equipment.** See [https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1\(Equipment\)](https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1(Equipment)).

**Federally recognized tribe.** Federally recognized tribes are Native American Indian tribal entities that are recognized by the Bureau of Indian Affairs (BIA) and are eligible for funding and services by virtue of their status as sovereign Native American Indian tribes. They are acknowledged to have the immunities and privileges available to 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. For further information, contact: BIA, Division of Tribal Government Services, MS-4631-MIB, 1849 C Street NW, Washington, DC 20240, 202-208-2475.

**Grant.** A legal instrument of financial assistance between a federal awarding agency and a non-federal entity to carry out a public purpose authorized by a law of the United States that, consistent with 31 U.S.C. § 6302-6305, does not provide for substantial involvement between the federal awarding agency and the non-Federal entity in carrying out the activity contemplated by the federal award.

**Grant Operations Staff.** COPS Office Grant Operations Staff are trained and available to assist you in addressing any compliance-related questions regarding your award. Grant monitoring specialists plan and conduct site visits and enhanced office-based grant reviews. During the life of your award, you may be selected for a monitoring site visit to assess your compliance with the terms and agreements of the award program, to review your community policing initiatives, and to provide technical and administrative support for your award. Please contact the COPS Office Response Center at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov) if you have any compliance-related questions.

**Indian tribe.** For purposes of COPS Office awards, Indian tribe means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. See Pub. L. 106–113, div. B, title I, §116, 113 Stat. 1501A–21. [https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1\(Indian%20Tribe\)](https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1(Indian%20Tribe)).

**Indirect costs.** See [https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1\(Indirect%20cost\)](https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1(Indirect%20cost)).

**Institutions of higher education (IHE).** Institution of higher education is defined at 20 U.S.C. 1001.

**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.

**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.

**Modified total direct cost.** See [https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1\(Modified%20Total%20Direct%20Cost%20\(MTDC\)\)](https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1(Modified%20Total%20Direct%20Cost%20(MTDC))).

**National Incident-Based Reporting System (NIBRS).** NIBRS is a Federal Bureau of Investigation Uniform Crime Reporting Program data collection that provides detailed incident information on 52 offenses including the victims, offenders, and property stolen, recovered, or damaged. In addition, NIBRS collects arrest data for those offenses plus 10 others.

**Nonfederal entity.** A State, local government, Indian Tribe, Institution of Higher Education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

**Nonprofit organization.** Nonprofit organization means any organization that:

1. Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
2. Is not organized primarily for profit;
3. Uses net proceeds to maintain, improve, or expand the organization’s operations; and
4. Is not an IHE.

**Obligation of funds.** The COPS Office obligates federal funds when the award document is signed by the COPS Office Director or their designated official. For the recipient, award funds are obligated when monies are spent or orders are placed for purchasing approved technology or services under your LEMHWA award. 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 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 award program, and should not be used for IRS purposes.

**Participant support costs.** Direct costs that support participants (see definition for *Participant* in § 200.1) and their involvement in a Federal award, such as stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants.

**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, or investigation of violations of criminal laws 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, or have cases referred to them for investigation or investigational support.

**Program income.** Gross income earned by the recipient or subrecipient that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in § 200.307(c). Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees, royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See § 200.407. See also 35 U.S.C. 200-212 “Disposition of Rights in Educational Awards,” which applies to inventions made under Federal awards.

**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.

**Recipient.** Recipient means an entity that receives a Federal award directly from a Federal agency to carry out an activity under a Federal program. The term recipient does not include subrecipients or individuals that are participants or beneficiaries of the award.

**Research and development.** All basic and applied research activities and all development activities performed by a recipient or subrecipient. The term research also includes activities involving the training of individuals in research techniques where such activities use the same facilities as other research and development activities and where such activities are not included in the instruction function. “Research” is the systematic study directed toward fuller scientific knowledge or understanding of the subject studied. “Development” is the systematic use of knowledge and understanding gained from research to produce useful materials, devices, systems, or methods, including designing and developing prototypes and processes.

**Simplified acquisition threshold.** See [https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1\(Simplified%20acquisition%20threshold\)](https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1(Simplified%20acquisition%20threshold)).

**Subaward.** See [https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1\(Subaward\)](https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1(Subaward)).

**Subrecipient.** See [https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1\(Subrecipient\)](https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1(Subrecipient)).

**Supplanting.** For the purposes of your COPS Office LEMHWA award, supplanting means replacing state, local, or Bureau of Indian Affairs (BIA) funds that otherwise would have been spent on award purposes with federal COPS Office funds. State, local, and tribal governments are prohibited from supplanting throughout the award period. This means that your agency may not use COPS Office funds to pay for any equipment/technology, services, personnel, or other items which, in the absence of the COPS Office program, would otherwise have been funded with state or local funds or with funds supplied by the BIA. The COPS Office funds must instead be used to supplement, or increase, your budget on award purposes. For additional information on supplanting, please review the award condition titled “Supplementing, Not Supplanting” in this manual.

**Supplies.** See [https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1\(Supply\)](https://www.ecfr.gov/current/title-2/part-200/section-200.1#p-200.1(Supply)).

**System for Award Management (SAM).** The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via [Grants.gov](https://www.grants.gov) are already registered with SAM, as it is a requirement for [Grants.gov](https://www.grants.gov) registration. Please note, however, that applicants must update or renew their SAM at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](https://www.sam.gov).

**Unallowable costs.** Charges to a Federal award that the Federal agency or pass-through entity determines to be unallowable in accordance with applicable Federal statutes, regulations, the provisions of this part, or the terms and conditions of the Federal award.

**Unique Entity Identifier.** The Unique Entity Identifier (UEI) is a 12-character alpha-numeric value which, once issued, will not change. A unique entity identifier is required of all applicants for COPS Office awards and must be updated every year in SAM.gov. This number will be used by the Federal Government to better track award recipient information throughout the award cycle and to provide consistent name and address data for electronic award application systems.