



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, February 11, 2020

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. Approval of minutes

[MIN-20:012](#) Minutes for the Finance Committee meeting on January 28, 2020.

Attachments: [Minutes](#)

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-20:005](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 409 NORTH FISHER, PARCEL 01-144181-10500, JONESBORO, ARKANSAS 72401, OWNED BY PAUL D GAMBILL

Sponsors: Code Enforcement

Attachments: [409 N. Fisher - Affidavit of Statutory Lien](#)
[409 N. Fisher](#)

[RES-20:016](#) RESOLUTION AUTHORIZING CITY OF JONESBORO, ARKANSAS TO APPLY FOR 2019 ASSISTANCE FOR THE FIREFIGHTERS GRANT (AFG) PROGRAM FROM THE U.S DEPARTMENT OF HOMELAND SECURITY

Sponsors: Grants and Fire Department

Attachments: [AFG Notice of Fund Availability](#)

[RES-20:017](#) RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AN AGREEMENT WITH THE BLUE AND YOU FOUNDATION 2020 TO RECEIVE SIX MINI-GRANTS

Sponsors: Grants, Animal Control , JETS, E911, Parks & Recreation, Mayor's Office, City Attorney's Office, Building Maintenance and Finance

Attachments: [Blue and You award letters all 6](#)

[RES-20:018](#) A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO APPLY

FOR THE FY2020 COPS (COMMUNITY ORIENTED POLICING SERVICES) HIRING PROGRAM THROUGH THE U.S. DEPARTMENT OF JUSTICE

Sponsors: Grants and Police Department

Attachments: [COPS Application Guide](#)

RES-20:019

RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE AWARD FROM THE ROTARY CLUB OF JONESBORO TO UPGRADE THE ALLEN PARK COMMUNITY CENTER SKATE PARK AND AMEND THE 2020 BUDGET

Sponsors: Grants, Parks & Recreation and Finance

Attachments: [Skate park support Rotary Club](#)

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-20:012 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 1/30/2020 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the Finance Committee meeting on January 28, 2020.
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

Minutes for the Finance Committee meeting on January 28, 2020.



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, January 28, 2020

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Present 5 - Charles Coleman; Ann Williams; John Street; David McClain and Joe Hafner

Absent 1 - LJ Bryant

3. Approval of minutes

[MIN-20:005](#)

Minutes for the Finance & Administration Committee Meeting on January 14, 2020

Attachments: [Finance Minutes 01142020](#)

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Passed . The motion PASSED with the following vote.

Aye: 4 - Charles Coleman; Ann Williams; John Street and David McClain

Absent: 1 - LJ Bryant

4. New Business

[RES-20:014](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE AWARD FROM THE JONESBORO-UNIVERSITY ROTARY TO UPGRADE THE ALLEN PARK COMMUNITY CENTER SKATE PARK AND AMEND THE 2020 BUDGET

Sponsors: Parks & Recreation

Attachments: [Rotary Award Letter-Skate Park](#)

RES-20:014 - Chair Joe Hafner said, I have been asked to get some clarification on the grants for these projects. The question is, what line item in the budget will these grants appear, and were any expenses budgeted for these items in the current budget?

The Community Development Director, Regina Burkett said, no, there was not money put back for these items. They are all new grants that we just received. We put money in the budget for grants that we normally get, but we apply for other grants all the time and that money is not reflected in the budget.

Chair Hafner said, so if these are approved the monies will show up in a line item under grants? Ms. Burkett said, yes. The other question was, will the city have to add any monies to this project out of the current budget? Ms. Burkett said, no, there is no match. Mr. Hafner said, I think the other thing they were trying to get at is, these two grants add up to \$15,500, is that all that we are going to spend on the project or would there be an additional cost?

Mayor Harold Perrin said, Mr. Chairman back several years ago the skate park was down town where we have the parking lot now. A citizen demolished that skate park, and the city filed a suit. We were able to get money for that and that money has been in a restricted fund under the grants department. Somewhere around \$20,000 plus. So that \$20,000 will be going into this project to make this skate park a very nice place. Mr. Hafner said, so that has just been sitting in reserves? Mayor Perrin said yes, there is nothing coming out of the general fund.

Councilmember David McClain asked, what are some of the upgrades that we are planning on making to the skate park? I know that we have these two grants but, there is another one I thought we applied for recently. Mayor Perrin said, are you talking about the one for the United Way Building? Mr. McClain said no, this one was for the skate park as well. Mayor Perrin said, we did not get that grant from the Parks and Tourism this year.

Danny Kapales, Director of Parks said, we are actually going to expand on that skate park. Currently if you go to the skate park now you will notice there is a large bowl, a few steps, and a couple of ramps there. The goal is actually expand that flat surface, and create another ramp. Mr. McClain asked, at one time didn't we look at the Tony Hawk Foundation for a grant for the skate park? Mr. Kapales said, we did but, they had very strict rules on how a skate park should be built and it was not feasible for us to do that. With this money that we have we are going to be able to make a really nice skate park, and do it within the specks and guidelines that we can do inside the City of Jonesboro.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this meeting be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Charles Coleman; Ann Williams; John Street and David McClain

Absent: 1 - LJ Bryant

[RES-20:015](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AGREEMENT WITH THE WALMART FOUNDATION TO RECEIVE THE COMMUNITY GRANT FUNDS TO UPGRADE THE ALLEN PARK COMMUNITY CENTER SKATE PARK AND AMEND THE 2020 BUDGET

Sponsors: Parks & Recreation

Attachments: [Walmart Facility# 128 Community Grant Request Status_ Request ID 57190](#)
[Walmart Facility# 6876 Community Grant Request Status_ Request ID 57190](#)
[Walmart Facility# 6943 Community Grant Request Status_ Request ID 57726](#)

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Charles Coleman;Ann Williams;John Street and David McClain

Absent: 1 - LJ Bryant

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment

A motion was made by Councilperson John Street, seconded by Councilperson David McClain, that this matter be Adjourned . The motion PASSED with the following vote.

Aye: 4 - Charles Coleman;Ann Williams;John Street and David McClain

Absent: 1 - LJ Bryant



Legislation Details (With Text)

| | | | | |
|-----------------------|--|-------------------|----------------------|---|
| File #: | RES-20:005 | Version: 2 | Name: | PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 409 NORTH FISHER, PARCEL 01-144181-10500, JONESBORO, ARKANSAS 72401, OWNED BY PAUL D. GAMBILL |
| Type: | Resolution | | Status: | To Be Introduced |
| File created: | 1/8/2020 | | In control: | Finance & Administration Council Committee |
| On agenda: | | | Final action: | |
| Title: | RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 409 NORTH FISHER, PARCEL 01-144181-10500, JONESBORO, ARKANSAS 72401, OWNED BY PAUL D GAMBILL | | | |
| Sponsors: | Code Enforcement | | | |
| Indexes: | Property liens | | | |
| Code sections: | | | | |
| Attachments: | 409 N. Fisher - Affidavit of Statutory Lien 409 N. Fisher | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 409 NORTH FISHER, PARCEL 01-144181-10500, JONESBORO, ARKANSAS 72401, OWNED BY PAUL D GAMBILL
 LEGAL DESCRIPTION: Lot 14, Block "D" of Burritt's Addition to the City of Jonesboro, Craighead County, Arkansas.

WHEREAS, Paul D. Gambill, the owner of record, was properly notified of a code violation at 409 North Fisher, Jonesboro, AR 72401, and refused to remove or correct the conditions identified by the code enforcement officer of the City of Jonesboro, Arkansas; and,

WHEREAS, the code enforcement officer corrected the code violation using city funds in the amount of \$175.00; and,

WHEREAS, the City of Jonesboro seeks to perfect a lien against the affected property to cover the cost of the work pursuant to A.C.A 14-15-903; and,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, THAT:

1. The city should proceed with placing a lien on the property located at 409 North Fisher, JONESBORO, AR 72401.

IN THE CIRCUIT COURT OF CRAIGHEAD COUNTY, ARKANSAS

AFFIDAVIT OF STATUTORY LIEN

I, Michael Tyner, being duly sworn, depose and say as follows:

1. My name is Michael Tyner. I am the Director of Code Enforcement for Jonesboro, Arkansas (“the City”), and as such I am authorized to make this Affidavit of Statutory Lien.

2. On **October 9th, 2019**, a Notice to Comply was mailed to **Paul D Gambill**, at **409 North Fisher, Jonesboro, AR 72401**. Paul D. Gambill is still listed on the county tax records as the owner. Paul Gambill is deceased, and his heir **Joshua Gambill, 3136 Johnston St., Lafayette, LA 70503**, has been identified as the heir to his estate through probate records. Due to the Owner’s failure to abide by the notice within the required time, the City took corrective action as was necessary, or the City caused as much of the work as was left undone by the Owner at the expiration of the time allowed. An itemized account of this indebtedness is as follows:

| DATE OF SERVICE | TYPE OF WORK | ORDINANCE NUMBER | COST |
|------------------------|---------------------|-------------------------|-------------|
| 11-2-2019 | Mowing and Trimming | 13:053 | \$175.00 |

3. The above statement of cost is true and correct and the amount of indebtedness is now due the City for cost and expenses incurred on the following described real property located in Jonesboro, Craighead County, Arkansas:

ADDRESS OF PROPERTY & LEGAL DESCRIPTION

Address: 409 North Fisher, Jonesboro, AR 72401

Legal Description: Lot 14, Block “D” of Burritt’s Addition to the City of Jonesboro, Craighead County, Arkansas.

Parcel Number: 01-144181-10500

4. The City has made demand for payment and given the debtor notice of the City’s intent to file this lien and the debtor has failed to make payment. No part of the debt has been paid and the City of

Jonesboro claims a lien on this real property, pursuant to Ark. Code Ann. § 14-54-903(b) in the amount of **\$175.00** to secure this indebtedness.

5. Payment must be made to the City Collector's Office, 300 South Church Street, 1st Floor, Jonesboro, Arkansas 72401, within (30) days of this notification. If payment is not made within (30) days, the lien may be certified to Craighead County for collection on real estate taxes or City may pursue a judicial foreclosure in accordance with Ark. Code Ann. § 14-54-904.

FURTHER AFFIANT SAYETH NOT.

Michael Tyner
Director of Code Enforcement
City of Jonesboro
300 S. Church Street
Jonesboro, AR 72401
Phone: 870-933-4658

STATE OF ARKANSAS
COUNTY OF CRAIGHEAD

Subscribed and sworn to or affirmed before me this _____ day of _____,
20_____.

Notary Public

My Commission Expires:

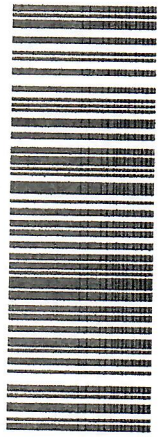


City of Jonesboro
Office of Code Enforcement
P.O. Box 1845
Jonesboro, AR 72403

RECEIPT
REQUESTED

WAC / C-10
APK / 10/20

No house on lot



7019 0160 0000 8545 1863

Paul Gambill
409 N Fisher
Jonesboro, AR 72403

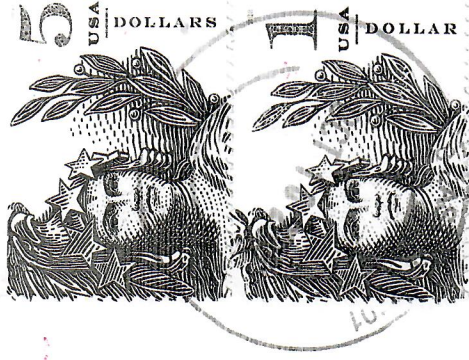
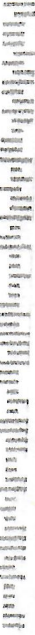
MI XIE 561 FE 1

0010/21/19

RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD

UTF 72403>1845

BC: 72403184545 *1047-04232-21-33



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Extra Services & Fees (check box, add fee as appropriate)

- Return Receipt (hardcopy) \$
- Return Receipt (electronic) \$
- Certified Mail Restricted Delivery \$
- Adult Signature Required \$
- Adult Signature Restricted Delivery \$

Postage

Total Postage and Fees

Sent To
Paul Gambill
409 N Fisher
Jonesboro, AR 72403

City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

7019 0160 0000 8545 1863



Office of Code Enforcement
P.O. Box 1845, Jonesboro, AR 72403

870-933-4658

AFFIDAVIT

Paul Gambill
409 N. Fisher St.
Jonesboro, AR 72401

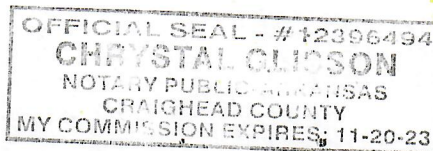
RE: 409 N. Fisher, Jonesboro, AR 72401

I, Michael Tyner, a Code Enforcement Officer, being duly sworn upon oath, that I served the attached notice(s) upon each of the persons or firms therein addressed, by depositing copies thereof in the United States Mail, enclosed within envelopes plainly addressed, as shown with postage fully prepaid, at the Jonesboro, Arkansas Post Office located at 310 East Street, Suite A., before 3:00 P.M., on the 10 day of October, 2019.

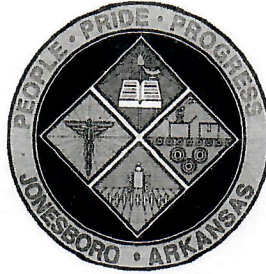
Michael Tyner
Michael Tyner
Jonesboro Code Enforcement

Subscribed and sworn to before me the 10 day of October, 2019.

Chrystal Glisson
Notary Public



My commission expires: 11-20-23



**CITY OF JONESBORO
CODE ENFORCEMENT**

DATE: 10/09/2019

TO: Paul D Gambill
409 N Fisher Street
Jonesboro, AR 72401

In regards to property located at 409 N FISHER ST
JONESBORO, AR 72401 .

Our records show that you own the property listed above. We have observed that the grass is overgrown. We are sending this letter and are allowing you the chance to correct the violation that is mentioned below by 10-18-19. If the issue is not corrected by the date listed, the City will mow, weed eat, and place a lien on your property. Please call the Code Enforcement Office at (870) 933-4658 if you have any questions. If you would like to view the ordinance in violation online, they are available on City Clerk section of www.jonesboro.org

Section __Sec. 30-5 - Overgrown Grass, Weeds, Vines, or Low hanging Limbs

Schmett, Eric

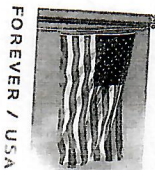
Code Enforcement Officer

(870)351-2813



City of Jonesboro
Office of Code Enforcement
P.O. Box 1845
Jonesboro, AR 72403

Paul Gambill
409 N Fisher
Jonesboro, AR 72401





CITY OF JONESBORO

Code Enforcement

Request For Invoice

Date: 11-2-2019

To: Tosha Moss

Property Address: Parcel# 01-144181-10500
409 N Fisher
Jonesboro, AR 72401

Need to send the following charges to this person.

Property Owner: Joshua Gambill
3136 Johnson Street
Lafayette, LA 70503

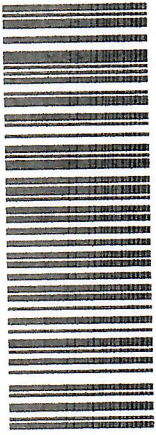
| <u>ITEMS</u> | <u>AMOUNTS</u> |
|--------------------|----------------|
| Mowing & Trim Yard | \$ 60.00 |
| Admin Fee | \$ 100.00 |
| Filing Fee | \$ 15.00 |
| <hr/> | |
| Total | \$ 175.00 |

Thank you,

Michael McQuay
Code Enforcement Division
PO Box 1845
Jonesboro, AR 72403



City of Jonesboro
Office of Code Enforcement
P.O. Box 1845
Jonesboro, AR 72403



7019 0700 0001 4554 3455

RETURN RECEIPT
REQUESTED

Joshua Gambill
3136 Johnson St.
Lafayette NIXIE

705 FE 1

011/29/16

RETURN TO SENDER
UNABLE TO FORWARD

724031845

BC: 72403184545

*0247-04713-22-42



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- Return Receipt (hardcopy) \$
- Return Receipt (electronic) \$
- Certified Mail Restricted Delivery \$
- Adult Signature Required \$
- Adult Signature Restricted Delivery \$

Postage

Total Postage and Fee

Sent

3136 Johnson St.
Lafayette, LA 70503

PS Form 3800, Apr. 2015 PSN 7500-02-000-9047

See Reverse for Instructions

7019 0700 0001 4554 3455



Office of Code Enforcement
P.O. Box 1845, Jonesboro, AR 72403

870-933-4658

AFFIDAVIT

Joshua Gambill
3136 Johnson St.
Lafayette, LA 70503

RE: 409 N. Fisher, Jonesboro, AR 72401

I, Michael Tyner, a Code Enforcement Officer, being duly sworn upon oath, that I served the attached notice(s) upon each of the persons or firms therein addressed, by depositing copies thereof in the United States Mail, enclosed within envelopes plainly addressed, as shown with postage fully prepaid, at the Jonesboro, Arkansas Post Office located at 310 East Street, Suite A., before 3:00 P.M., on the 22 day of November, 2019.

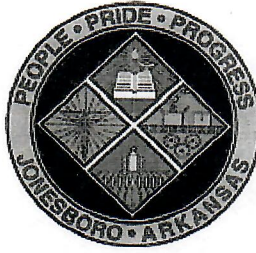
Michael Tyner
Michael Tyner
Jonesboro Code Enforcement

Subscribed and sworn to before me the 22 day of November, 2019.

Chrystal Glisson
Notary Public



My commission expires: 11-20-23



| | |
|-----------|------------|
| DATE | INVOICE NO |
| 11/2/2019 | 0062235 |

| |
|--|
| BILL TO |
| Joshua Gambill 3136 Johnson St Lafayette, LA 70503 |

| |
|-----------------|
| DUE DATE |
| 11/30/2019 |

| DESCRIPTION | QUANTITY | EFFECTIVE RATE | AMOUNT | DISCOUNT | CREDIT | BALANCE |
|--|----------|----------------|---------------|-------------|-------------|---------------|
| PREVIOUS OUTSTANDING BALANCE | | | | | | 900.00 |
| Code Enforcement Charges: | | | | | | |
| Filing Fee- | 1.00 | 15.00 | 15.00 | 0.00 | 0.00 | 15.00 |
| Admin. Fee- | 1.00 | 100.00 | 100.00 | 0.00 | 0.00 | 100.00 |
| Mowing & Trim Yard - #01-144181-10500 | 1.00 | 60.00 | 60.00 | 0.00 | 0.00 | 60.00 |
| INVOICE TOTAL: | | | 175.00 | 0.00 | 0.00 | 175.00 |

If payment is not made within (30) days, the lien may be certified to Craighead County for collection on real estate taxes or City may pursue a judicial foreclosure in accordance with Ark. Code Ann. § 14-54-904.


 Jonesboro Code Enforcement

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (870) 932-3042

Customer Name: Joshua Gambill
 Customer No: 019664
 Account No: 0034969 - Mowing Acct #01-144181-10500 409 N Fisher

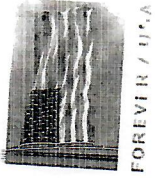
| | |
|------------|------------|
| DUE DATE | INVOICE NO |
| 11/30/2019 | 0062235 |

Please remit payment by the due date to:

City of Jonesboro
 300 South Church Street
 PO Box 1845
 Jonesboro, AR 72403

Invoice Total: 175.00
 Discounts: 0.00
 Credit Applied: 0.00
 Ending Balance: 1,075.00

INVOICE BALANCE: \$175.00
AMOUNT PAID: _____



City of Jonesboro
Office of Code Enforcement
P.O. Box 1845
Jonesboro, AR 72403



Joshua Gambill
3136 Johnson St.
Lafayette, LA 70503



Legislation Details (With Text)

| | | | | | |
|-----------------------|---|----------------------|---|----------------------|---|
| File #: | RES-20:016 | Version: | 1 | Name: | APPLY FOR 2019 ASSISTANCE FOR THE FIREFIGHTERS GRANT (AFG) PROGRAM FROM THE U.S DEPARTMENT OF HOMELAND SECURITY |
| Type: | Resolution | Status: | | Status: | To Be Introduced |
| File created: | 2/5/2020 | In control: | | In control: | Finance & Administration Council Committee |
| On agenda: | | Final action: | | Final action: | |
| Title: | RESOLUTION AUTHORIZING CITY OF JONESBORO, ARKANSAS TO APPLY FOR 2019 ASSISTANCE FOR THE FIREFIGHTERS GRANT (AFG) PROGRAM FROM THE U.S DEPARTMENT OF HOMELAND SECURITY | | | | |
| Sponsors: | Grants, Fire Department | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | AFG Notice of Fund Availability | | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

RESOLUTION AUTHORIZING CITY OF JONESBORO, ARKANSAS TO APPLY FOR 2019 ASSISTANCE FOR THE FIREFIGHTERS GRANT (AFG) PROGRAM FROM THE U.S DEPARTMENT OF HOMELAND SECURITY

WHEREAS, applications are now being accepted for the FY 2019 Assistance to Firefighters grant (AFG); and,

WHEREAS, the AFG program is funded at 90% by the U.S. Department of Homeland Security and a 10% local match is required; and,

WHEREAS, the Jonesboro Fire Department is seeking funding for \$50,000 to purchase two extractors and two dryers for turnout gear of which \$45,000 is federally funded and \$5,000 is local match.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The Jonesboro, Arkansas City Council supports the submission of the 2019 application to the Assistance to Firefighters grant for two extractors and two dryers for turnout gear.

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all necessary documents to effectuate the application.

SECTION 3: The Grants and Community Development Department is hereby authorized by the City Council for the City of Jonesboro to submit all necessary documents for this federal grant.

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2019 Assistance to Firefighters Grant Program (AFG)**

NOTE: If you are going to apply for this funding opportunity and have **not** obtained a Data Universal Numbering System (DUNS) number and/or **are not** currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take four weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS and SAM is also provided in [Section D – Application and Submission Information](#) of this NOFO, subsection, Content and Form of Application Submission. An active registration is required in order to apply for funding.

A. Program Description

Issued By

Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number)
97.044

Assistance Listings Title (formerly CFDA Title)
Assistance to Firefighters Grants (AFG)

Notice of Funding Opportunity Title
FY 2019 Assistance to Firefighters Grants

Notice of Funding Opportunity Number
DHS-19-GPD-044-00-99

Authorizing Authority for Program
Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C § 2229)
<https://www.govinfo.gov/content/pkg/USCODE-2018-title15/pdf/USCODE-2018-title15-chap49-sec2229.pdf>

Appropriation Authority for Program
Department of Homeland Security Appropriations Act, 2019 (Pub. L. No. 116-6)
<https://www.govinfo.gov/content/pkg/PLAW-116publ6/pdf/PLAW-116publ6.pdf>

Program Type
New

Program Overview, Objectives, and Priorities

Overview

The Fiscal Year (FY) 2019 Assistance to Firefighters Grant (AFG) Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG Program accomplishes this by providing financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (EMS) organizations, and State Fire Training Academies (SFTA) for critical training and equipment. The AFG Program represents one part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the AFG Program supports the goal to Strengthen National Preparedness and Resilience. In awarding grants, the Administrator of FEMA is required to consider the following:

- The findings and recommendations of the Technical Evaluation Panel (TEP);
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire related and other hazards;
- The extent of an applicant's need for an AFG grant and the need to protect the United States as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

The [2018-2022 FEMA Strategic Plan](#) creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The AFG Program supports the goal of Ready the Nation for Catastrophic Disasters. We invite all of our stakeholders and partners to also adopt these priorities and join us in building a stronger Agency and a more prepared and resilient Nation.

Objectives

The objectives of the AFG program are to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience.

Priorities

Information on program priorities and objectives for the FY 2019 AFG can be found in [Appendix B](#), FY 2019 AFG Programmatic Information and Priorities.

Performance Metrics

Performance metrics for this program are as follows:

- Percentage of AFG PPE recipients who equipped 100 percent of on-duty active members with PPE in compliance with applicable NFPA and OSHA standards
- Percentage of AFG equipment recipients who reported that the AFG grant brought them into compliance with either state, local, NFPA, or OSHA standards
- Percentage of AFG award recipients who reported having successfully replaced their fire vehicles 25 years old or older in accordance with industry standards

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: \$315,000,000¹

Projected number of Awards: 2,500

Period of Performance: Twelve months from the date of award. For additional information on period of performance extensions, refer to Section H.

Projected Period of Performance Start Date(s): May 1, 2020

Projected Period of Performance End Date(s): April 30, 2021

Funding Instrument: Grant

C. Eligibility Information

Eligible Applicants

Fire Departments: Fire departments operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico,² or any federally recognized Indian tribe or tribal organization. A fire department is an agency or organization having a formally recognized arrangement with a state, local, tribal or territorial authority (city, county, parish, fire district, township, town or other governing body) to provide fire suppression to a population within a

¹ Note that this figure differs from the total amount appropriated under the *Department of Homeland Security Appropriations Act, 2019*, Pub. L. No. 116-6. In this FY 2019 AFG NOFO, percentages of “available grant funds” refers to the total amount appropriated—\$350,000,000—by Pub. L. No. 116-6 to meet the statutory requirements of § 33 of the *Federal Fire Prevention and Control Act of 1974*, as amended (codified at 15 U.S.C. § 2229). A portion of these “available grant funds” will be allocated to the Fire Prevention & Safety (FP&S) program, which will have a separate NOFO and application period. \$35,000,000 will be allocated to FP&S for FY 2019.

² The District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico are all defined as “States” in the *Federal Fire Prevention and Control Act of 1974*. See 15 U.S.C. § 2203(10).

geographically fixed primary first due response area.

Nonaffiliated EMS organizations: Nonaffiliated EMS organizations operating in any of the 50 states, as well as, the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico,² or any federally recognized Indian tribe or tribal organization. A nonaffiliated EMS organization is an agency or organization that is a public or private nonprofit emergency medical service entity providing medical transport that is not affiliated with a hospital and does not serve a geographic area in which emergency medical services are adequately provided by a fire department. FEMA considers the following as hospitals under the AFG Program:

- Clinics
- Medical centers
- Medical college or university
- Infirmary
- Surgery centers
- Any other institution, association, or foundation providing medical, surgical, or psychiatric care and/or treatment for the sick or injured.

State Fire Training Academies: A State Fire Training Academy (SFTA) operates in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa and the Commonwealth of Puerto Rico.² Applicants must be designated either by legislation or by a Governor's declaration as the sole fire service training agency within a state, territory, or the District of Columbia. The designated SFTA shall be the only agency/bureau/division, or entity within that state, territory or the District of Columbia, to be an eligible AFG SFTA applicant.

Eligible Activities

AFG has three activities:

- Operations and Safety
- Vehicle Acquisition
- Regional Projects

Each activity has its own eligibility requirements. These requirements are outlined in [Appendix B: Programmatic Information and Priorities](#).

Other Eligibility Criteria

National Fire Incident Reporting System (NFIRS)

NFIRS reporting is not a requirement to apply for any AFG Program; however, fire departments that receive funding under this program must agree to provide information to the NFIRS for the period covered by the assistance. If a recipient does not currently

participate in the incident reporting system and does not have the capacity to report at the time of the award, that recipient must agree to provide information to the system for a twelve-month period commencing as soon as possible after they develop the capacity to report. Capacity to report to the NFIRS must be established prior to the termination of the one-year performance period. The recipient may be asked by FEMA to provide proof of compliance in reporting to NFIRS. Any recipient that stops reporting to NFIRS during their grant's period of performance may be subject to the remedies for noncompliance at 2 C.F.R. § 200.338, unless it has yet to develop the capacity to report to NFIRS, as described above. There is no NFIRS reporting requirement for nonaffiliated EMS organizations or SFTAs.

Note: Although data collection is an important tool for understanding and justifying assistance, participation in other data sources, (e.g., National Fire Operations Reporting System [NFORS]) does not satisfy the requirement for reporting to NFIRS).

National Incident Management System (NIMS) Implementation

AFG applicants are not required to be in compliance with NIMS to apply for AFG funding or to receive an AFG award. Any applicant who receives an FY 2019 AFG award must achieve the level of [NIMS compliance](#) required by the Authority Having Jurisdiction (AHJ) over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance.

Maintenance of Effort

Pursuant to 15 U.S.C. § 2229(k)(3), an applicant seeking an AFG grant shall agree to maintain, during the term of the grant, the applicant's aggregate expenditures relating to activities allowable under this NOFO, at not less than 80 percent of the average amount of such expenditures in the two fiscal years prior to the fiscal year an AFG grant is awarded.

In other words, an applicant agrees that, if it receives a grant award, the applicant agrees to keep its overall expenditures during the award's period of performance (including those funded with non-Federal funding) for activities that could be allowable costs under this AFG NOFO at a level that is at least 80 percent or more of the average of what the applicant spent on such costs for those activities in fiscal years 17 and 18.

Cost Share or Match

Recipient cost sharing is generally required as described below and pursuant to 15 U.S.C. § 2229(k)(1). In general, eligible applicants shall agree to make available non-federal funds to carry out an AFG award in an amount equal to and not less than 15 percent of the grant awarded. Exceptions to this general requirement apply to entities serving smaller communities as follows:

- When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to make available non-federal funds in an amount equal to not less than 5 percent

- of the grant awarded;
- When serving a jurisdiction of more than 20,000 residents, but not more than 1 million residents, the applicant shall agree to make available non-federal funds in an amount equal to not less than 10 percent of the grant awarded;
- When serving a jurisdiction of more than 1 million residents, the applicant shall agree to make available non-federal funds in an amount equal to not less than 15 percent of the grant awarded.

The cost share for SFTAs will apply the requirements above based on the total population of the state. The cost share for a Regional application will apply the requirements above based on the aggregate population of the primary first due response areas of the Host and participating partner organizations that execute a Memorandum of Understanding (MOU) as described in [Appendix B](#), Section J, Regional projects.

FEMA has developed a cost share calculator tool in order to assist applicants with determining their cost share. The cost share tool is available at: <https://www.fema.gov/media-library/assets/documents/153366>

Types of Cost Share

- Cash (Hard Match):*** Cost share of non-federal cash is the only allowable recipient contribution for AFG activity (Vehicle Acquisition, Operations and Safety, and Regional).
- Trade-In Allowance/Credit:*** On a case-by-case basis, FEMA may allow recipients already owning assets acquired with non-federal cash, to use the trade-in allowance/credit value of those assets as cash for the purpose of meeting their cost share obligation. For FEMA to consider a trade-in allowance/credit value as cash, the allowance amount must be reasonable, and the allowance amount must be a separate entry clearly identified in the acquisition documents.
- In-kind (Soft Match):*** In-kind cost share is not allowable for AFG.

The award budget will not account for any voluntary committed cost sharing or overmatch. The use of an overmatch is not given additional consideration when scoring applications.

Economic Hardship Waivers

The Administrator of FEMA may waive or reduce recipient cost share or maintenance of effort requirements in cases of demonstrated economic hardship. Please see [Appendix C: Award Administration Information](#) for additional information.

D. Application and Submission Information

Key Dates and Times

| | |
|-----------------------------------|--------------------------------|
| Date Posted to Grants.gov: | January 27, 2020 |
| Application Start Date: | February 3, 2020 at 8:00 AM ET |

Application Submission Deadline: March 13, 2020 at 5:00 PM ET
Anticipated Funding Selection Date: April 30, 2020
Anticipated Award Date: April 30, 2020

In general, DHS/FEMA will not review applications received after the deadline or consider them for funding. DHS/FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If applicants experience technical issues, they must notify the AFG Help Desk as soon as possible. The AFG Help Desk can be reached at 1-866-274-0960 or by e-mail: firegrants@fema.dhs.gov. The AFG Help Desk is open Monday – Friday, 8:00am – 4:00pm Eastern Time.

Other Key Dates

| Event | Suggested Deadline for Completion |
|--|---|
| Obtaining DUNS Number | Four weeks before actual submission deadline |
| Obtaining a valid EIN | Eight weeks before actual submission deadline |
| Updating SAM registration | Four weeks before actual submission deadline |
| Register Organization in FEMA GO | Prior to beginning application |
| Submitting complete application in FEMA GO | One week before actual submission deadline |

Agreeing to Terms and Conditions of the Award

By submitting an application, the applicant agrees to comply with the requirements of this NOFO and the terms and conditions of its award, should the applicant receive an award.

Address to Request Application Package

The online FY 2019 AFG application is only available via the Assistance to Firefighters Grant Program’s FEMA GO (FEMA Grants Outcomes) application portal, at <https://go.fema.gov>.

Note: Hard copies of the application are not available. However, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

FEMA will process applications through FEMA GO. Application tutorials and Frequently Asked Questions (FAQs) explain the current AFG grant program, assist with the online grant application, and highlight lessons learned and changes for FY 2019. For more details, please visit the AFGP website at <http://www.fema.gov/firegrants>.

Content and Form of Application Submission

DHS makes all funding opportunities available on the internet, accessible at <http://www.grants.gov>. If applicants experience difficulties accessing information or have any questions, please call the Grants.gov Contact Center at (800) 518-4726.

The Grants.gov website will direct applicants to FEMA GO, at <https://go.fema.gov>, which contains the online AFG application. The online AFG application incorporates all required forms.

FEMA GO will allow the applicant's authorized representative(s) to log in and create their own account. This account is specific to the authorized user and must not be shared with other personnel. The FEMA GO account is separate from any previous accounts created in the eGrants system. Applicants can save, retrieve, update and revise their work through the end of the application period. The automated system does not allow applicants to submit incomplete applications. The system alerts applicants when required information has not been entered. Prior to final submission, an online application may be saved, retrieved, or edited up to the application deadline.

Technological Note: FEMA GO is compatible with Internet Explorer (version 11 or higher), Firefox (version 63 or higher), or Chrome (version 70 or higher). Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

NO APPLICATIONS WILL BE RELEASED BACK TO THE APPLICANT AFTER FINAL SUBMISSION

After an application has been completed and submitted, no changes can be made. There is no appeal process for inaccurate or incomplete information retained by the system due to improper or multiple browser usage by applicants.

Unique Entity Identifier and System for Award Management (SAM)

All applicants for this award must:

- 1. Be registered and active in SAM in order to apply;*
- 2. Provide a valid DUNS number in its application; and*
- 3. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a DHS FAO.*

DHS/FEMA may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS/FEMA is ready to make a federal award, DHS/FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making the federal award to another

applicant.

Electronic Delivery

DHS is participating in the Grants.gov initiative that provides the grant communities a single site to find grant funding opportunities. Before applying for a DHS Grant, applicants must have a [Data Universal Number System, or DUNS number](#), and must be registered and active in SAM.

DUNS Number

All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form. Instructions for obtaining a DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.

System for Award Management (SAM)

Applicant registration in SAM is free. All applicants must be registered and active in order to apply online. Step-by-step instructions for registering with SAM can be found here: [SAM Registration Home Page](#). Please remember that SAM registration is only active for one year and must be renewed annually.

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and renewed annually to avoid becoming "INACTIVE."

Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may take four weeks or more after the applicant submits the SAM registration before the registration is active in SAM, then an additional 24 hours for Grants.gov to recognize the information.

FEMA may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS is ready to make a federal award. DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

IMPORTANT: The SAM registration process must be completed by the applicant. It is imperative that the information provided by the applicant is correct and current. Please ensure that your organization's name, address, DUNS number, and [Employer Identification Number, or EIN](#), are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards. The organization's name on the SF 1199A Direct Deposit Form must be entered as it appears in SAM. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

Help with SAM

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/fsd-gov/home.do> or call toll free (866) 606-8220.

How to Get a Commercial and Government Entity (CAGE) Code

To get a CAGE code, applicants must first be registered in SAM, which is a requirement for doing business with the Federal Government. Applicants will be assigned a CAGE code as part of the SAM validation process, and as soon as the registration is active, applicants may view the CAGE code online by logging in to the SAM account.

Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by March 13, 2020 at 5 p.m. Eastern Time. FEMA GO automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative (AOR) role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application. Applications received by FEMA GO after the established due date for applications will be considered late and will not be considered for funding.

Applicants using slow internet connections, such as dial-up connections, should be aware that transmission can take some time before FEMA GO receives your application. FEMA GO will provide either an error message or a successfully received transmission in the form of an email sent to the AOR that submitted the application. The FEMA GO Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Do not do this – it may cause your application to fail to be submitted and consequently not be considered for funding. Please be patient and give the system time to process the application.

Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372 (see <https://www.archives.gov/federal-register/codification/executive-order/12372.html>; <https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf>).

Funding Restrictions

Federal funds made available through this award may only be used for the purposes set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or

adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. Failure to adhere to the award conditions will cause the recipient to be considered in default of the grant agreement and may require the return of all federal funds disbursed under the grant.

Federal employees are prohibited from serving in any capacity (paid or unpaid) on the development of any proposal submitted under this program.

Construction

Construction costs are *not eligible* under the AFG grants. Construction includes major alterations to a building that changes the profile or footprint of the structure.

Modifications to facilities activities described in [Appendix A Funding Priorities](#), are not considered construction costs and may be eligible.

Pre-award Costs

Generally, grant funds cannot be used to pay for products and services contracted for or obligated prior to the effective date of the award. Fees for grant writers are considered an exception and may be included as a pre-award expenditure. Further, other costs incurred after the application deadline, but prior to an offer of award, may be eligible for reimbursement only if the following conditions are met:

- The recipient must submit a written request to FEMA to incur such pre-award costs by providing notification (containing the application number and a justification narrative) to FEMA via email to the AFG Help Desk at FireGrants@fema.dhs.gov. The notification to FEMA should be concurrent with the recipient's acquisition activity and must be submitted prior to the effective date of the award.
- The recipient must receive confirmation from FEMA that the expenses have been reviewed and that FEMA has determined the costs to be justified, unavoidable, and consistent with the grant's scope of work.

Fire Departments and Nonaffiliated EMS organizations

The total amount of funding a fire department or nonaffiliated EMS organization recipient may receive under an AFG award is limited to maximum amounts set by §33(c)(2) of the Federal Fire Prevention and Control Act of 1974, as amended (15 U.S.C. § 2229(c)(2)). These award limits are based on two factors: population served and a one percent aggregate amount of available grant funds.

The population of the jurisdiction served by the recipient will determine the maximum amount of AFG funding a recipient is eligible to receive but no recipient may receive an award that exceeds one (1) percent of available grant funds in FY 2019, or \$3,500,000. FEMA may waive this aggregate cap of \$3.5 million in individual cases where FEMA determines that a recipient has an extraordinary need for a grant that exceeds the aggregate cap. FEMA may not waive the statutory funding caps based on population se

The following table explains the maximum funding that a recipient may receive in FY

2019:

| Population of jurisdiction served by the recipient | Maximum award in FY 2019 | Statutory waiver available subject to extraordinary need? |
|--|----------------------------|---|
| 100,000 or fewer people | No more than \$1 million | None available |
| 100,001 – 500,000 people | No more than \$2 million | None available |
| 500,001 – 1,000,000 people | No more than \$3 million | None available |
| 1,000,001 – 2,500,000 people | No more than \$3.5 million | Yes, but no more than \$6 million |
| More than 2,500,000 people | No more than \$3.5 million | Yes, but no more than \$9 million |

Regional applicants will be subject to the funding limitations based on the total population served by the host and participating partners. Additionally, Regional grants awarded are included in the host organization’s funding limitations. For example: if a recipient serves a population of 100,000 or fewer and is the recipient of a Regional award for \$1 million, they have met their cap and are no longer eligible for additional funds through the Operations & Safety or Vehicle activity.

Allocations and Restrictions of Available Grant Funds by Organization Type

- **Nonaffiliated EMS Organizations:** Not more than 2 percent of available grant funds shall be collectively awarded to all nonaffiliated EMS organization recipients.
- **Emergency Medical Services Providers:** Not less than 3.5 percent of available grant funds shall fund emergency medical services provided by fire departments and nonaffiliated EMS organizations.
- **State Fire Training Academy:** Not more than 3 percent of available grant funds shall be collectively awarded to all State Fire Training Academy recipients. Further, not more than \$500,000 of available grant funds are eligible per applicant.
- **Vehicles:** Not more than 25 percent of available grant funds may be used by recipients for the purchase of vehicles. Of that amount, based on stakeholder recommendations, FEMA intends to allocate 10 percent of the total vehicle funds for ambulances.
- **Micro Grants:** The selection of the voluntary Micro Grant option (cumulative federal funding of \$50,000) for eligible Operations and Safety activities does not impact an applicant’s request or federal participation under the Vehicle Acquisition or Regional projects. Applicants who select Micro Grants under Operations and Safety as a funding opportunity choice may still apply for a Vehicle(s) Acquisition or Regional project.

Management and Administration (M&A) Costs

Management and administrative expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement. No more than 3 percent of the federal share of AFG funds awarded may be expended by the recipient for management and administration (M&A) for purposes associated with the AFG award.

Indirect Facilities & Administrative (F&A) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. pt. 200, including 2 C.F.R. § 200.414. Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. pt. 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. pt. 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Copies of the indirect cost rate agreements or proposals, along with the AFG application number, must be submitted electronically to FireGrants@fema.dhs.gov. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above.

Environmental and Historical Preservation (EHP)

As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by the agency, including grant-funded projects, comply with Federal EHP regulations, laws, and Executive Orders as applicable.

Recipients proposing projects that have the potential to impact the environment, including but not limited to modification or renovation of existing buildings, structures, and facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a screening form that includes a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation, so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA may also be required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. DHS/FEMA will not fund projects that are initiated without the required EHP Review.

Applicants will be notified via email if EHP review is required and will be provided instructions on how to comply.

Additionally, all recipients are required to comply with FEMA EHP Policy Guidance. EHP Policy Guidance can be found in FP 108-023-1, [Environmental Planning and Historic Preservation Policy Guidance](#).

All modifications to Facility activities, and any renovation to facilities that would qualify as a modification to facilities supporting activities under Training, Equipment, PPE, or Wellness and Fitness, will require an EHP review. Some Equipment activities will require an EHP review as well. Such activities include but are not limited to the installation of:

- Air compressor/fill station/cascade system (fixed) for filling SCBA
- Air quality systems
- Fire/smoke/carbon monoxide alarm systems for the facility (life safety)
- Generators (fixed)
- Sprinklers
- Vehicle exhaust systems (fixed)
- Washer/dryer/extractor

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes
- Management, administrative or personnel actions
- Classroom-based training
- Acquisition of mobile and portable equipment (not involving installation) on or in a building

E. Application Review Information

Funding priorities and criteria for evaluating AFG applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the AFG grant program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants.

The **nine major fire service organizations** represented on the panel are:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors

- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the CDP's recommendations with respect to the priorities, direction, and criteria for awards.

FEMA will rank all complete and submitted applications based on how well they match the program priorities for the type of jurisdiction(s) served. Answers to the application's activity specific questions provide information used to determine each application's ranking relative to the stated program priorities.

Application Evaluation Criteria

Prior to making a federal award, the federal-awarding agency is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB- designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award (s); (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

All investments selected for recommendation will also undergo an additional risk review conducted by the DHS/FEMA Grants Management Specialist to evaluate the risk for noncompliance in carrying out the federal award. Using their subject matter expertise, the questions the DHS/FEMA Grants Management Specialist may assess include, but are not limited to:

- Is the applicant on any exclusion lists as identified in the System for Award Management (SAM.gov)?
- If the applicant has received federal funding in the past, has the applicant performed all audits required by the Single Audit requirements under 2 C.F.R. Part 200, Subpart F?
- Has the applicant provided sufficient budget information and justification as required by the NOFO?
- Are the costs proposed by the applicant in the budget information and justification allowable and reasonable based on the criteria set forth in this Manual and the applicable appendix, NOFO, and regulations?
- Is the budget representative of the total cost of performance of the projects?
- If indirect costs are included, has the applicant provided an approved Indirect Cost Rate agreement?
- Is the applicant delinquent on any federal debt?
- Has the applicant had substandard performance in a prior award?
- Is the applicant on the Do Not Pay List?

Based on the outcome of this review, DHS/FEMA may determine that it will not make an award to an applicant that poses a risk of noncompliance. DHS/FEMA may also determine that it will make an award to an at-risk applicant, subject to additional terms and conditions as described in 2 C.F.R. § 200.207.

Supplemental Financial Integrity Review

Prior to making a federal award where the anticipated federal share of a federal award will be greater than the simplified acquisition threshold, currently \$250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at <https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf>; see also FEMA Information Bulletin No. 434, *Increases and Changes to the Micro-Purchase and Simplified Acquisition Thresholds*):

- DHS/FEMA is required to review and consider any information about the applicant in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is also accessible through the SAM website.
- An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- DHS/FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants, as described in 2 C.F.R. § 200.205.

Review and Selection Process

AFG applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in this NOFO.

Applications with the highest pre-score rankings are then scored competitively by (no less than three) members of a Peer Reviewer Panel. Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

i. Pre-Scoring Process

The application undergoes an electronic pre-scoring process based on established program priorities listed in Appendix B and answers to activity specific questions within the online application. Application Narratives are not reviewed during pre-score process. "Request Details" and "Budget" information

should comply with program guidance and statutory funding limitations. The pre-score is 50 percent of the total application score.

ii. Peer Review Panel Process

Applications with the highest rankings from the pre-score process will undergo a peer review process. A panel of peer reviewers is comprised of fire service representatives recommended by the national organizations from the CDP. Peer reviewers will assess each application's merits based on the narrative statement on the requested activity. The evaluation elements listed in the "Narrative Evaluation Criteria" below will be used to calculate the narrative's score for each activity requested. Panelists will independently score each requested activity within the application, discuss the merits and/or shortcomings of the application with his or her peers, and document the findings. A consensus is not required. The panel score is 50 percent of the total application score.

iii. Technical Evaluation Process (TEP)

The highest ranked applications will be considered within the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a Subject-Matter Expert (SME) as well as a FEMA Program Office review prior to being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award.

Once the TEP is complete, each application's cumulative score will be determined and a final ranking of applications will be created. FEMA will award grants based on this final ranking and the ability to meet statutorily required funding limitations outlined in [Appendix B, V. Restrictions on Use of Award Funds](#).

Narrative Evaluation Criteria

1. Financial Need (25 percent)

Applicants should describe their financial need and how consistent it is with the intent of the AFG Program. The Financial Need statement should include details describing the applicant's financial distress such as summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the financial distress is out of their control.

2. Project Description and Budget (25 percent)

The Project Description and Budget statement should clearly explain the applicant's project objectives and its relationship to the applicant's budget and risk analysis. The applicant should describe various activities, including program priorities or facility modifications, ensuring consistency with project objectives, the applicant's mission and national, state, and/or local requirements. Applicants should link the proposed expenses to operations and safety, as well as to the completion of the project's goals.

3. Cost Benefit (25 percent)

Applicants should describe how they plan to address the operations and personal safety needs of their organization, including cost effectiveness and sharing assets. The Operations and Safety/Cost Benefit statement should also include details about gaining the maximum benefits from grant funding by citing reasonable or required costs, such as specific overhead and administrative costs. The applicant's request should also be consistent with their mission and identify how funding will benefit their organization and affected personnel.

4. Statement of Effect on Operations (25 percent)

The Statement of Effect on Operations statement should explain how this funding request will enhance an organization's overall effectiveness. It should address how an award will improve daily operations and reduce an organization's risk(s). Applicants should include how frequently the requested item(s) will be used and in what capacity. Applicants should also indicate how the requested item(s) will help the community and increase an organization's ability to save additional lives and property. Jurisdictions that demonstrate their commitment and proactive posture to reducing fire risk, by explaining their code enforcement (to include Wildland Urban Interface code enforcement) and mitigation strategies (including whether or not the jurisdiction has a FEMA-approved mitigation strategy) may receive stronger consideration under this criterion.

F. Federal Award Administration Information

Notice of Award

Once FEMA has approved and recorded an award in the system, FEMA GO sends an award package to the grant official authorized by the recipient. FEMA GO will provide the award package and email notification. The authorized grant official should follow the directions in the notification to accept the award documents. The authorized grant official should read the award package carefully for instructions on administering the grant, to determine whether there has been an adjustment to the award, and to become familiar with the terms, conditions and responsibilities of federal award recipients.

The offered award will remain on hold and be available for a maximum of 30 days until the recipient either accepts or declines the award via FEMA GO online or unless FEMA grants additional time to accept the award. The recipient should follow the directions in the notification to confirm acceptance of the award. Failure to accept the grant award within 30 days of an offer of award may result in a loss of funds. Recipients may request additional time to accept the award if needed.

Differences Between Application Request and Award

During the review process for an AFG award, FEMA may have modified the application request(s). These modifications will be identified in the award package provided upon the offer of an award. If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be

responsible for completing the activities actually funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested by but not funded by the award. The award package will identify any differences under the Approved scope of work section.

Turndown Notifications

FEMA GO will provide all applicants who do not receive an FY 2019 AFG award with a turndown notification.

Administrative and National Policy Requirements

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#). The applicable DHS Standard Terms and Conditions will be those in effect at the time in which the award was made.

Before accepting the award, the Authorized Organizational Representative (AOR) should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program. By submitting an application, applicants are deemed to have accepted all of the conditions in this NOFO as well.

Reporting

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks or other proof of payment documentation for verification.

Record Retention

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for at least three years from the date the final FFR is submitted or longer if the award or entity is under audit or other circumstances necessitate longer retention of records. See, e.g., 2 C.F.R. § 200.333. If the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the three-year retention period.

FEMA requires that recipients maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations

- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks for verification. See, e.g., 2 C.F.R. §§ 200.318(i), 200.333, 200.336.

Recipients who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

Federal Financial Reporting Requirements

Federal Financial Reports (FFR)

Recipients of AFG grants are required to submit a Federal Financial Report (SF-425) on a semi-annual basis. The FFR is to be submitted using the online FEMA GO based on the calendar year beginning with the period after the award is made. Grant recipients are required to submit an FFR throughout the entire period of performance of the grant.

Reports are due:

- No later than July 30 (for the period January 1 – June 30)
- No later than January 30 (for the period July 1 – December 31)
- Within 90 days after the end of the Period of Performance

The Federal Financial Report Form (SF-425) and instructions are available at the following sites: [SF-425 OMB #4040-0014](#).

Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=6f12725a5b5811eb8f2ed19f6dde0417&mc=true&node=pt2.1.200&rgn=div5>.

Program Performance Reporting Requirements

The recipient is responsible for completing and submitting a Programmatic Performance Report (PPR) using FEMA GO. The programmatic Performance Report is due every six months after the grant's award date, and thereafter until the period of performance ends.

The PPR should include the following:

- A brief narrative of overall project(s) status
- A summary of project expenditures
- A description of any potential issues that may affect project completion

Program Performance Reporting Periods and Due Dates

The following reporting periods and due dates apply for the PPR:

- **No later than July 30** (for the period January 1 – June 30)
- **No later than January 30** (for the period July 1 – December 31)

Monitoring

Grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestones, budgets, and other related program criteria are being met. Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance, and administrative processes and policies, activities, and other attributes of each federal assistance award and will identify areas where technical assistance, corrective actions, and other support may be needed. Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks or other adequate payment documentation for verification. Recipients have the opportunity to participate in a Post Award Orientation (PAO) offered by the FEMA Regional Fire Program Specialist (FPS) to have their questions answered, receive technical assistance, or to review the terms and conditions of the grant. The PAO is optional.

Closeout

Within 90 days after the end of the period of performance, recipients must submit a final Federal Financial Report Form (SF-425) and a final performance report (within the closeout module in FEMA GO) detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. The closeout tutorial may be found at: <https://www.fema.gov/closeout-report-tutorial-introduction>.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.343. Recipients must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to DHS/FEMA during the closeout of their prime grant award.

After the final SF-425 and final performance reports have been reviewed and approved by FEMA, a Closeout Notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be

deobligated, and address the requirement of maintaining the grant records for a minimum of three years from the date of the final Federal Financial Report Form (SF-425). The recipient is responsible for returning any federal funds that they have liquidated but remain unobligated by the recipient. Information on how to return funds to FEMA is available at:

<http://www.fema.gov/media-library/assets/documents/31261?id=7080>.

Administrative Closeout

Administrative closeout is a unilateral mechanism for FEMA to move forward with closeout of a grant award using available grant award information in lieu of final reports from the recipient. It is a last resort and recipients should always submit their final reports instead of relying on this mechanism. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

FEMA may use the administrative closeout process when a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process. FEMA will make three written attempts to collect required reports before initiating administrative closeout.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the three-year record retention period under 2 C.F.R. § 200.333.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.338, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- Are presently excluded or disqualified;
- Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
- Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or

- Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

G. DHS Awarding Agency Contact Information Contact and Resource Information

AFG Help Desk

The AFG Help Desk provides technical assistance to applicants for the online completion and submission of applications into FEMA GO, answers questions concerning applicant eligibility and recipient responsibilities, and helps in the programmatic administration of awards. The AFG Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Normal hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday. All times listed are Eastern Time.

FEMA Regional Fire Program Specialists

Each FEMA region has Fire Program Specialists who can assist applicants with application information, award administration, and technical assistance. Contact information for a Regional Fire Program Specialist can be located on the AFG website at <https://www.fema.gov/fire-grant-contact-information>.

FEMA GO System Information

For technical assistance with FEMA GO, please contact the Enterprise Service Desk at (877) 611-4700. Regular hours of operation are also from 8:00 a.m. to 4:30 p.m. ET, Monday through Friday.

H. Additional Information

Extensions to the Grant Period of Performance

Extensions to the period of performance under this grant program are allowed. An award's period of performance must be active for a recipient to submit a proposed extension request to FEMA. Recipients should request extensions sparingly and only under exceptional circumstances. ***Approval is not guaranteed.***

Extensions to the initial period of performance identified in the award will only be considered through formal amendment requests, via FEMA GO, and must contain specific and compelling justifications as to why an extension is required.

All extension requests must contain:

- Grant Program, fiscal year, and award number
- Reason for delay—this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the

- applicable deadline
- Current status of the activity/activities
- Approved period of performance termination date and new project completion date
- Amount of funds drawn down to date
- Remaining available funds, both federal and non-federal
- Budget outlining how remaining federal and non-federal funds will be expended
- Plan for completion, including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion
- Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA

Requirements for Extension Consideration

To be eligible for consideration, recipients must submit extension requests via FEMA GO. Recipients generally can submit requests no later than 60 days prior to the end of the award's period of performance. In accordance with FEMA policy, FEMA reviews extensions on a case-by-case basis and typically grants them for no more than a six-month period. FEMA will grant extension requests only due to compelling legal, policy, or operational challenges. The review process can take up to 30 days or longer. Applicants should factor this review period in to the timing of when to submit a request for an extension.

Example: Recipients may request an extension, for example, when an equipment order was placed during the period of performance but factors beyond the recipients' control have resulted in a delay in the expected delivery and receipt of the equipment outside of the existing period of performance; or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe or where other extenuating circumstances warrant a brief extension.

Appendix A – FY 2019 AFG Program Updates

Appendix A contains a brief list of changes between FY 2018 and FY 2019 to the AFG Program.

New for FY 2019

The FY 2019 AFG NOFO contains some changes to definitions, descriptions and priority categories. Changes to the FY 2019 AFG NOFO include:

- Under Micro Grants:
 - Wellness and Fitness is now eligible as a micro and regional grant.
 - Modifications to Facilities activities are now eligible as a micro grant.
- Under Equipment category:
 - Training ‘props’ are limited to \$50,000 except for a State Fire Training Academy request.
 - Learning Management Systems (LMS) to include software and computer programs for local departments and states to track training and certifications were added as high priority.
- Under Operation and Safety and Regional category:
 - Immediately Dangerous to Life or Health (IDLH), Protection for Fire Investigators (single-use respiratory protection) is added as high priority.
 - Definition of Primary First Due Response Area is updated to be consistent with NFPA 1710 Current Edition. The geographic area surrounding a fire station in which a company from that station is projected to be the first to arrive on the scene of an incident.
 - Application will include data/statistics on fire departments implementation of National Fire Protection Association (NFPA) 1582 physicals. This information is not included in the peer review determination.
- Under Vehicle Acquisition
 - Brush vehicles are now a high priority for urban, suburban and rural communities. The only exception is for urban communities, a brush truck may not exceed Type III in specifications. This does not preclude a department from applying for a Type I urban interface pumper. Type I pumpers should be requested as a pumper and specified in the request as Type I.

Appendix B –Programmatic Information and Priorities

Appendix B contains details on AFG Program information and priorities. Reviewing this information may help applicants make their application(s) more competitive.

A. Ineligible Applications and/or Organizations

FEMA considers two or more separate fire departments or nonaffiliated EMS organizations with different funding streams, personnel rosters, and EINs but sharing the same facilities as being separate organizations for the purposes of AFG eligibility. If two or more organizations share facilities and each submits an application in the same program area (i.e., Equipment, Modify Facilities, Personal Protective Equipment, Training, and Wellness and Fitness Programs), FEMA reserves the right to review all of those program area applications for eligibility. This determination is designed to avoid the duplication of benefits.

Examples of ineligible applications and/or organizations include:

- Although fire departments and nonaffiliated EMS organizations may share some common program priorities, there are some restricted activities for nonaffiliated EMS organizations; nonaffiliated EMS organizations are not eligible to request any activity that is specific or unique to structural/proximity/wildland firefighting gear.
- Fire departments that are a Federal Government entity, or contracted by the Federal Government, and are solely responsible under a formally recognized agreement for suppression of fires on federal installations or land.
- Fire departments or nonaffiliated EMS organizations that are not independent entities but are part of, controlled by, or under the day-to-day operational command and control of a larger department, agency or Authority Having Jurisdiction (AHJ).
- Fire-based EMS organizations are not eligible to apply as a nonaffiliated EMS organization.
- Auxiliaries, hospitals or fire service associations or interest organizations that are not the AHJ over the applicant.
- State or local agencies, or subsets of any governmental entity, or any authority that do not meet the requirements as defined by 15 U.S.C. § 2229(a), (c).
- If an applicant submits two or more applications for the same equipment or other eligible activity (for example, if an applicant submits two or more applications, one under the Regional activity, and one under the Operations and Safety activity for SCBA), both applications may be disqualified. If an applicant submits two separate applications for the same activity (i.e., two separate vehicle applications for exactly the same type of vehicle) during the same application period, both applications may be disqualified.
- Eligible applicants may submit only one application for each activity (Operations and Safety or Regional) but may submit for multiple projects within each activity. Under the Vehicle Activity, applicants may submit one application for vehicles for their department and one separate application for a

Regional vehicle (the same vehicle may not be requested for both purposes). All submissions of duplicate applications may be disqualified.

- Dive teams, search and rescue squads, or similar organizations that do not provide medical transport.
- Fire departments, regional, or nonaffiliated EMS organizations that are for profit.

B. Supporting Definitions for this NOFO

Authority Having Jurisdiction (AHJ) is that person or office charged with enforcing the NFPA codes (Per NFPA101-2015 Edition: Life Safety Code).

Automatic Aid is a plan developed between two or more fire departments for immediate joint response on first alarms, (Per NFPA 1710 – 2016 edition and NFPA 1720 – 2014).

Career Fire Department, as defined in 15 U.S.C. §2229, means a fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters.

Combination Fire Department, as defined in 15 U.S.C. §2229, means a fire department that has paid firefighting personnel and volunteer firefighting personnel

Mutual Aid is a written intergovernmental agreement between agencies and/or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner (NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2016 edition and NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments, 2014 Edition).

Metro Department is a metropolitan fire department that has minimum staffing of 350 career firefighters as defined by the International Association of Fire Chiefs (IAFC). AFG collects information on metro departments for statistical purposes only. Status as a metro department is not a factor in scoring or funding.

Primary First Due is a geographic area surrounding a fire station in which a company from that station is projected to be first to arrive on the scene of an incident. NFPA 1710; 3.3.28. <https://www.nfpa.org/Codes-and-Standards/All-Codes-and-Standards/Free-access>

Volunteer fire department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-volunteer force of firefighting personnel.

C. Community Classifications

The information the applicant organization supplies in Department Characteristics I and II of the AFG application determines whether the jurisdiction is identified by FEMA as urban, suburban, or rural. The community classification will determine the funding priority.

The US Census Bureau’s urban-rural classifications are fundamentally a delineation of geographical areas. For more information, please visit:

<http://www.census.gov/geo/www/ua/urbanruralclass.html>.

FY 2019 demographics for determining urban, suburban, or rural include:

| Community | Urban | Suburban | Rural |
|--|--|---|--|
| Population of primary first due response area | >3,000 sq. mi. or 50,000 + population | 1,000-2,999/sq. mi. or 25,000-50,000 population | 0-999/sq. mi. or <25,000 population |
| Water Supply (percentage of primary first due response area covered by hydrant service) | 75-100% hydrants (municipal water) | 50-74% hydrants | <50% hydrant |
| Land Use within Primary first due response area | <25% for agriculture (based on zoning) industrial and commercial combined >50% | 25-49% used for agriculture (based on zoning) industrial and commercial combined >25%-49% | 50% used for agriculture (based on zoning) industrial and commercial combined <25% |
| Square miles within primary first due response area per station | <3 sq. mi. per station | 3-9 sq. mi. per station | >10 sq. mi. per station |

D. Application Tips

The following information may be useful when preparing a competitive application:

- [National Fire Protection Association \(NFPA\) – “FREE ACCESS”](http://www.nfpa.org/freeaccess) - As part of its commitment to enhancing public safety and supporting the emergency responder, the NFPA makes its codes and standards available online for free. Please visit: <http://www.nfpa.org/freeaccess>
- Regional Applicants are eligible to only apply for Training, Equipment, and/or PPE within Operations and Safety, and Vehicle Acquisition, and Wellness & Fitness.
- SFTA Applicants are only eligible to apply for Equipment, and/or PPE within

Operations and Safety, and Vehicle Acquisition.

- Successful Regional applicants will be subject to the funding limitations based on the total population served by the host and participating partners. Any Regional award made will not impact or be included in the host organization's funding limitations.
- Applications differ based on the applicant type. For example, the SFTA application for a vehicle will be different from the fire department application for a vehicle. Be sure to select the appropriate applicant type when applying.
-

E. Restrictions on Use of Award Funds

- No AFG funds may be used to support hiring (part-time or full-time), salaries, benefits, or fringe benefits (including but not limited to contributions for social security, insurance, workman's compensation, pension, or retirement plans) for any personnel.
- Documented back fill and/or overtime/lost wages costs to support awarded training activities are allowable personnel expenses.
- Instructor's rates/base rates should be provided as part of the application narrative, as well as the market researched competitive rate for delivering the requested training.
- If the instruction provided for an awarded training activity is delivered by an existing member(s) of the recipient's organization, only the established base rate of compensation, without benefits or overtime, may be eligible for reimbursement.
- Recipients are encouraged to allow other organizations to benefit from an awarded activity; e.g., filling another organization's SCBA cylinders using a grant funded compressor, or cleaning another organization's turnout gear, or offering excess capacity training opportunities (if recipients choose to include costs associated with shared benefit [e.g., backfill, overtime, tuition] for members outside of their department, they must apply as a Regional application).
- Under the Operations and Safety Activity, when requesting additional funding in the request detail section of an application, items being requested may only be from that same Activity's area. Furthermore, improperly requesting a grant award for an activity that is not an Operations and Safety Activity may disqualify the request, for example:
 - Do not request cascade system under Personal Protective Equipment, or PPE (cascade systems are classified as equipment)
 - Do not request Rapid Intervention Team (RIT) packs under PPE (RIT packs are classified as equipment)
 - Do not request a Personal Safety/Rescue Bailout System under equipment (a Personal Safety/Rescue Bailout System is classified as PPE)

F. Funding Priorities

I. Operations and Safety – Training Overview

FEMA has determined that hands on, instructor-led training that meets a national, state, or DHS adopted standard and results in a national or state certification provides the greatest training benefit.

All of the following are considerations in pre-scoring and peer review determinations: (HIGH (H), MEDIUM (M), LOW (L))

| Fire Department, Regional, and State Fire Training Academy Training Priorities by Purpose | |
|--|--|
| H | <ul style="list-style-type: none">• Training evaluated using national or state standards |
| H | <ul style="list-style-type: none">• Training that brings a department into compliance with recommended NFPA or other national standards |
| H | <ul style="list-style-type: none">• Instructor led training that requires student testing to demonstrate academic competence or practical proficiency |
| H | <ul style="list-style-type: none">• Training that benefits the highest percentage of applicable personnel, such as the hazardous materials training within a fire department or training that will be open to other eligible organizations |
| M | <ul style="list-style-type: none">• Training that does not result in certification |
| M | <ul style="list-style-type: none">• Training that is self-directed/validated |
| L | <ul style="list-style-type: none">• Training that will address an identified risk however it is not associated with compliance to any standards |

| Fire Department and Regional Training Priorities by Course Type | | | | |
|---|-----------|-------|----------|-------|
| Training | NFPA # | Urban | Suburban | Rural |
| NFPA 1001 (firefighter I, II) | 1001 | H | H | H |
| NFPA (instructor) | 1041 | H | H | H |
| NFPA 472 (Hazmat operations) | 472/1072 | H | H | H |
| NFPA 1581(infection control) | 1581 | H | H | H |
| Confined space (awareness) | 1670 | H | H | H |
| Wildland firefighting (basic) | 1143 | H | H | H |
| Wildland firefighting certification (red card) | 1051/1143 | H | H | H |
| Wildland Fire Officer | 1051 | H | H | H |
| Rapid intervention training | 1407 | H | H | H |
| NFPA (officer) | 1021 | H | H | H |
| Emergency Medical Responder | | H | H | H |
| Firefighter safety and survival | 1407 | H | H | H |
| Safety officer | 1521 | H | H | H |
| Driver/operator | 1002 | H | H | H |

| Fire Department and Regional Training Priorities | | | | |
|--|-----------|-------|----------|-------|
| Training | NFPA # | Urban | Suburban | Rural |
| Fire prevention | 1037/1730 | H | H | H |
| Fire inspector | 1031 | H | H | H |
| Fire investigator | 1033 | H | H | H |
| Fire educator | 1035 | H | H | H |
| NIMS/ICS | 1561 | H | H | H |
| Emergency scene rehab | 1584 | H | H | H |
| Critical Incident debriefing/Crisis Intervention | 1500/1583 | H | H | H |
| Any training to a National/State or NFPA standards | | H | H | H |

| Fire Department and Regional Training Priorities by Course Type | | | | |
|--|----------------|---|---|---|
| Compliance with federal/state-mandated program | | H | H | H |
| Rescue Technician | 1006/1670 | H | H | H |
| Emergency Medical Technician | | H | H | H |
| Advanced Emergency Medical to Paramedic | | H | H | H |
| Paramedic to Community Paramedic | | H | H | H |
| Vehicle rescue | 1670 | H | H | H |
| Another officer | 1021 | H | H | M |
| NFPA (ARFF) | 1003/402 | H | H | M |
| Weapons of Mass Destruction | 472/1072 | H | H | H |
| Mass casualty | | H | H | H |
| Hazmat (technician) | 472/1072 | H | H | H |
| Training to address a local risk not elevated to a national or state | | M | M | M |
| Specialized Training | | M | M | M |
| Maritime Firefighting | 1405/1925/1005 | L | L | L |
| Instructor-led training that does not lead to certification | | L | L | L |
| Self-taught courses | | L | L | L |
| Training not elevated to a national or state standard | | L | L | L |

Funding Priorities for Fire Departments and Nonaffiliated EMS Organizations Training

AFG provides training grants to meet the educational and performance requirements of fire departments and nonaffiliated EMS personnel. Training should align with the U.S. National Highway Traffic Safety Administration (NHTSA), which designs and specifies a National Standard Curriculum for EMT training and the National Registry of Emergency Medical Technicians (NREMT), a private, central certifying entity whose primary purpose is to maintain a national standard (NREMT also provides certification information for paramedics who relocate to another state).

A higher priority is assigned to the following due to time and cost of upgrading an organization's response level:

- Organizations seeking to elevate the response level from Emergency Medical Responder (EMR) to Emergency Medical Technician (EMT).
- Organizations seeking to elevate the response level from Advanced EMT (AEMT) to Paramedic.
- Organizations seeking to train Community Paramedics: Organizations seeking to train a high percentage of the active EMRs will receive additional consideration when applying under the Training activity.

| Eligible Training Activities for Fire Departments and Regional Applications include but are not limited to: | |
|---|--|
| <ul style="list-style-type: none"> • Train-the-trainer courses • Alternative fuel firefighting • Response to natural disasters • Minor interior alterations (requested under Additional Funding and limited to \$10,000 total expenditure) to support the awarded Training activities (e.g., removal/construction of a non-weight bearing wall) • Overtime expenses paid to career firefighters to attend training or to backfill positions for colleagues who are in training • Rental of facilities to conduct training | <ul style="list-style-type: none"> • Tuition, exam/course fees, and certifications/certification expenses • Purchase of training curricula and training services (instructors) • Chemical Biological Radiological Nuclear and Explosive (CBRNE) awareness, performance, planning, and management • Travel expenses associated with Type 3 Incident Management Teams (IMT) attending position development/mentoring assignment with national Type 2 or Type 1 IMTs |
| <ul style="list-style-type: none"> • Travel expenses associated with attendance at a formal training course or conference (mileage, hotel, and lodging expenses). • Compensation to volunteers (Fire and nonaffiliated EMS) for wages lost to attend training; there is no overtime or backfill for volunteers | <ul style="list-style-type: none"> • Those supplies or expendables for one time-use items essential for an award's scope of work, such as foam, breaching materials (e.g., wood or sheetrock) for ventilation or rescue props, or the amount of fuel required to sustain an awarded live fire training activity, or per NFPA 1403 Standard on Live Fire Training Evolutions, reasonable safety mitigations to a structure acquired for training • Props (single-use or permanent) for training programs cannot exceed \$50,000 for Operation and Safety requests. This does not apply to State Fire Training Academy requests. |

Ineligible Training Activities for Fire Departments and Regional Applications include but are not limited to:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Construction of facilities (buildings, towers, sheds, etc.) • Firefighting equipment or PPE, such as SCBA, used exclusively for training • Remodeling not directly related to grant activities • Any costs associated with planning and/or participating in formal or planned special event exercises to identify user needs, evaluate an organization’s performance capabilities, validate existing capabilities, or to facilitate coordination and asset sharing | <ul style="list-style-type: none"> • Site preparation to accommodate or modify any training activity, facility, or prop that is a permanent or semi-permanent improvement, including but not limited to: landscaping, cutting or grading an access road, trenching, paving a training area, exterior stairs or sidewalks, or the installation of utilities is an ineligible and non-reimbursable Training activity • Purchase or lease of real estate (this does not preclude departments from securing necessary training facilities such as classrooms, use of towers, training props, etc.) • Purchase of Unmanned Aerial Vehicles (UAVs) and Drones • Food and beverages |
|---|--|

Eligible Nonaffiliated EMS Training Activities include but are not limited to:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Emergency Medical Responder (EMR) • Emergency Medical Technician (EMT) • Advanced EMT (AEMT) • AEMT to Paramedic • Paramedic (Applicant must clearly demonstrate plan to accomplish paramedic training within the period of performance). • Community Paramedics (Paramedics with Primary Care certification) • Travel expenses associated with attendance at a formal training course or conference (air/rail transportation, mileage, hotel/lodging expenses), Note: Food and beverages are ineligible travel expenses. | <ul style="list-style-type: none"> • Attendance at formal training forums or conferences providing continuing education credits, etc. • Overtime expenses paid to career nonaffiliated EMS responders to attend training or to backfill positions for colleagues who are in training • Compensation to volunteers (Fire and nonaffiliated EMS) for wages lost to attend training; there is no overtime or backfill for volunteers • Supplies or expendables or one-time use items essential to complete the training activity of a nonaffiliated EMS award’s scope of work. Examples include bandages, splints, expendable respiratory supplies, etc. |
|---|---|

II. Operations and Safety - Equipment Overview

AFG grants fund equipment for effective response, firefighting, rescue, and emergency medical operations to enhance the public safety.

Requests to replace obsolete or damaged equipment should enable the applicant to meet a consensus standard (e.g., a personal SCBA face piece for every operational member of an organization).

Reminder: When requesting training for any items in this section, enter the request under “Other” within “Additional Funding” in the “Request Details” section of the application. Make sure to identify the type and scope of training, time frame, etc. in the explanation section of additional funds. Training must be specific to the use of the equipment (i.e., vendor training) and not duplicative of courses listed under the Training activity.

NOTE:

- Accountability systems are located under equipment activity.
- All simulators, tow vehicles, and all mobile or fixed fire/evolution props (e.g., burn trailers, forcible entry, or rescue/smoke mazes) are located under the equipment activity.

All of the following are considerations in pre-scoring and peer review determinations:

NOTE: Equipment product lifecycles are assigned an age category of Short (5- 7 years), Intermediate (8-14 years), or Long (15-20 years). These age categories are used to compare like types of equipment of a similar age category. Under this system, an item that should have a useful life of 10 years is only compared against other items that have a similar lifecycle. An application does not score higher or lower based on the product lifecycle of an item. It only serves to ensure a more even scoring of equipment based on type.

| Priority | Age Category | Fire and Fire Regional | SFTA |
|------------------------|--------------|---|---|
| BASIC EQUIPMENT | | | |
| H | Intermediate | Air Compressor/Fill Station/Cascade System (Fixed or Mobile) for filling SCBA | Air Compressor/Fill Station/Cascade System (Fixed or Mobile) for filling SCBA |
| H | Long | Appliance(s)/Nozzle(s)/ Foam Eductors | Appliance(s)/Nozzle(s)/ Foam Eductors |
| H | Long | Basic Hand Tools (Structural/Wildland) | Basic Hand Tools (Structural/Wildland) |
| H | Intermediate | Electric/Gas Powered Saws/Tools | Electric/Gas Powered Saws/Tools |
| H | Short | Fit Tester | Fit Tester |

| Priority | Age Category | Fire and Fire Regional | SFTA |
|-----------------------|--------------|---|---|
| H | Intermediate | Hose (Attack/Supply) | Hose (Attack/Supply) |
| H | Short | IDLH Monitoring Equipment | IDLH Monitoring Equipment |
| H | Immediate | IDLH Protection for Investigators (This is single-use respiratory protection) | |
| H | Long | Ladders | Ladders |
| H | Short | Personal Accountability Systems | Personal Accountability Systems |
| H | Intermediate | PPE Washer/Extractor/Dryer | PPE Washer/Extractor/Dryer |
| H M | Intermediate | Props – For Fire Department applicants: M For Regional Applicants: H | Props - H |
| H | Intermediate | RIT Pack/Cylinder | RIT Pack/Cylinder |
| M | Intermediate | Generator – Portable | Generator – Portable |
| H | Intermediate | Ropes, Harnesses, Carabiners, Pulleys, etc. | Ropes, Harnesses, Carabiners, Pulleys, etc. |
| H M | Short | Simulators - M | Simulators - H |
| H | Short | Thermal Imaging Camera (Must be NFPA 1801 compliant) | Thermal Imaging Camera (Must be NFPA 1801 compliant) |
| H | Short | Software and LMS to support training | Software and LMS to support training |
| M | Short | Computers used in support of training | Computers used in support of training |
| M | Short | Vehicle Mounted Exhaust Systems | Vehicle Mounted Exhaust Systems |
| M | Short | Mobile computing devices intended to be used on scene (Tablets) | Mobile computing devices intended to be used on scene (Tablets) |
| COMMUNICATIONS | | | |
| H | Intermediate | Base Station (must be P-25 Compliant) | Base Station (must be P-25 Compliant) |
| H | Intermediate | Headsets | Headsets |
| H | Intermediate | Mobile Radios (must be P-25 Compliant) | Mobile Radios (must be P-25 Compliant) |
| H | Intermediate | Mobile Repeaters (must be P- 25 compliant) | Mobile Repeaters (must be P-25 compliant) |
| H Rural | Intermediate | Pagers (limited to number of active members) | Pagers (limited to number of active members) |

| Priority | Age Category | Fire and Fire Regional | SFTA |
|-----------------------------|--------------|--|--|
| H | Intermediate | Portable Radios (must be P-25 compliant, limited to number of AFG approved seated positions) | Portable Radios (must be P-25 compliant, limited to number of AFG approved seated positions) |
| M | Intermediate | Mobile Data Terminal (MDT) | Mobile Data Terminal (MDT) |
| M Urban/Sub-urban | Intermediate | Pagers (limited to number of active members) | Pagers (limited to number of active members) |
| EMS EQUIPMENT | | | |
| H | Short | Airway Equipment (Non-Disposable) | Airway Equipment (Non-Disposable) |
| H | Short | Automated External Defibrillators (AEDs) BLS Level | Automated External Defibrillators (AEDs) BLS Level |
| H | Short | Automatic Chest Compression Device (CPR) | Automatic Chest Compression Device (CPR) |
| H | Short | EMS Training Aids | EMS Training Aids |
| H | Short | EMS/Rescue Equipment | EMS/Rescue Equipment |
| H | Short | Monitor/Defibrillator – 15 leads | Monitor/Defibrillator – 15 leads |
| H | Intermediate | Power Lift Cot | Power Lift Cot |
| H | Intermediate | Power Lift System | Power Lift System |
| H | Short | Pulse Oximeters | Pulse Oximeters |
| H | Short | Responder Rehab Equipment | Responder Rehab Equipment |
| L | Short | Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots) | Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots) |
| EXTRICATION | | | |
| H | Intermediate | Cutter/Spreader | Cutter/Spreader |
| H | Intermediate | Vehicle Extrication Equipment | Vehicle Extrication Equipment |
| HAZ-MAT | | | |
| M | Intermediate | Basic Haz-Mat Response Equipment | Basic Haz-Mat Response Equipment |
| M | Intermediate | Decon, Clean-Up, Containment and Packaging Equipment | Decon, Clean-Up, Containment and Packaging Equipment |
| M | Short | Sampling Devices (Haz-Mat) | Sampling Devices (Haz-Mat) |
| SPECIALIZED | | | |
| H | Intermediate | Skid Unit | Skid Unit |
| M | Intermediate | Air Quality Device | Air Quality Device |
| M | Intermediate | Boats | Boats |

| Priority | Age Category | Fire and Fire Regional | SFTA |
|------------------------|--------------|--|--|
| M | Short | Marine equipment (NFPA 1925: Standard on Marine Fire-Fighting Vessels) | Marine equipment (NFPA 1925: Standard on Marine Fire-Fighting Vessels) |
| M | Intermediate | Mobile Generator | Mobile Generator |
| M | Intermediate | Portable Pump | Portable Pump |
| L | Short | Specialized Equipment (Other) | Specialized Equipment (Other) |
| CBRNE EQUIPMENT | | | |
| L | Short | CBRNE-related Equipment | CBRNE-related Equipment |
| L | Short | Non-Disposable Biological Detection | Non-Disposable Biological Detection |

| Priority | Age Category | Tow Vehicles | Applicant Type |
|---|--------------|--------------|-----------------|
| Note: Tow vehicles may be applied for under different application types with differing priority levels. Please reference the chart below when applying for tow vehicles. | | | |
| H | Long | Tow Vehicle | SFTA |
| H | Long | Tow Vehicle | Regional |
| L | Long | Tow Vehicle | Fire Department |

| Priority | Age Category | EMS | EMS Regional |
|-----------------------|--------------|--|--|
| COMMUNICATIONS | | | |
| H | Intermediate | Base Station (must be P-25 Compliant) | Base Station (must be P-25 Compliant) |
| H | Intermediate | Mobile Radios (must be P-25 Compliant) | Mobile Radios (must be P-25 Compliant) |
| H | Intermediate | Mobile Repeaters (must be P-25 Compliant) | Mobile Repeaters (must be P-25 Compliant) |
| H | Intermediate | Pagers (limited to number of active members) | Pagers (limited to number of active members) |
| H | Intermediate | Portable Radios (must be P-25 Compliant, limited to number of AFG approved seated positions) | Portable Radios (must be P-25 Compliant, limited to number of AFG approved seated positions) |
| M | Intermediate | Mobile Data Terminal (MDT) | Mobile Data Terminal (MDT) |
| M | Intermediate | Headsets | Headsets |
| EMS EQUIPMENT | | | |
| H | Short | ALS/BLS Equipment | ALS/BLS Equipment |
| H | Short | Airway Equipment (Non- Disposable) | Airway Equipment (Non- Disposable) |
| H | Short | Automated External Defibrillators (AEDs) BLS Level | Automated External Defibrillators (AEDs) BLS Level |
| H | Short | Automatic Chest Compression Device (CPR) | Automatic Chest Compression Device (CPR) |
| H | Short | EMS Training Aids | EMS Training Aids |
| H | Short | Monitor/Defibrillator - 15 leads | Monitor/Defibrillator - 15 leads |
| H | Intermediate | Power Lift Cot | Power Lift Cot |
| H | Intermediate | Power Lift System | Power Lift System |
| | | | |
| H | Short | Responder Rehab Equipment | Responder Rehab Equipment |
| H | Short | Suction | Suction |
| M | Short | Computers used in support of training | Computers used in support of training |
| M | Short | Mobile computing devices intended to be used on scene (tablets) | Mobile computing devices intended to be used on scene (tablets) |

| Priority | Age Category | EMS | EMS Regional |
|----------------|--------------|--|--|
| L | Short | Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots) | Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots) |
| HAZ-MAT | | | |
| M | Intermediate | Basic Haz-mat Response Equipment | Basic Haz-mat Response Equipment |
| M | Intermediate | Decon, Clean-Up, Containment and Packaging Equipment | Decon, Clean-Up, Containment and Packaging Equipment |
| M | Short | Sampling Devices (Haz-Mat) | Sampling Devices (Haz-Mat) |

| Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Equipment Priorities | | |
|---|--|---|
| Priority | | Definition |
| H | Obtain equipment to achieve minimum operational and deployment standards for existing missions | Applies to requests for equipment needed, and not currently owned, to achieve minimum operational and deployment standard for a department's existing mission requirements. AFG will only fund basic equipment not listed in NFPA 1901/1906 chapters 1 to 28. |
| H | Replace unusable/unrepairable equipment to meet current standard | Applies to equipment that is no longer usable because it is broken and/or damaged beyond repair. Replacement equipment requested under a grant must meet the most current and appropriate standards for that type of equipment. |
| H | Replace non-compliant equipment to current standard | Applies to equipment that is deemed obsolete and/or is out of compliance with current standards for that type of equipment. Equipment requested under this reason for purchase has not been deemed inoperable, and while it may not be in compliance with current standards it is not broken, damaged, or otherwise unusable. |

| Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Equipment Priorities | | |
|---|--|--|
| M | Obtain equipment for new mission | Applies to requests for equipment supplies or inventories that are intended to fulfill minimum services requirements associated with new missions that a department is taking on and building the capability for but has not been previously fulfilled. For example, this may include, but is not limited to, establishing a new Hazardous Materials (HazMat) capability or Swift Water Rescue capability. |
| L | Upgrade technology to current standard | Applies to requests for equipment that may or may not be owned, but newer technology is available. |

| Additional Considerations for Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Equipment Priorities | |
|--|--|
| <ul style="list-style-type: none"> • Equipment that has a direct effect on firefighters’ health and safety • Age of equipment considered for replacement • Equipment that operationally benefits other jurisdictions • Equipment that brings the department into compliance with a national recommended standard, (e.g., NFPA or statutory compliance like Occupational Safety and Health Administration [OSHA]) | |

| Eligible Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Equipment Activities include but are not limited to: | |
|---|---|
| <ul style="list-style-type: none"> • Shipping, taxes, assembly and installation of the requested equipment • Extended warranties and service agreements if acquired concurrent with initial acquisition • Minor interior alterations (requested under Additional Funding and limited to \$10,000 total expenditure) to support the awarded Equipment activities (e.g., removal /construction of a non-weight bearing wall) | <ul style="list-style-type: none"> • Equipment for response to incidents involving CBRNE/WMD • Training specific to the requested equipment • Requested support activities for Equipment requiring supplies or expendables or “onetime” use items essential for an award’s scope of work, such as foam, breaching materials (e.g., wood or sheetrock) for ventilation or rescue props, or the amount of fuel required to sustain an awarded live fire training activity, or per NFPA1403 Standard on Live Fire Training Evolutions, reasonable safety mitigations to a structure acquired for training |

Ineligible Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Equipment Activities include but are not limited to:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Construction of facilities, such as buildings, towers, sheds to house communications, or • All fixed non-mobile repeaters or fixed site amplifiers • Sirens or other outdoor warning devices • Signage of any kind • Phones (telephone/satellite/cell) • Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance. • Personal Safety/Rescue Bailout System (PPE) • Computer assisted dispatch (CAD) systems and software, geographic information systems (GIS), dispatch consoles, workstations and office furniture | <ul style="list-style-type: none"> • Nonaffiliated EMS expendable supplies (including, but not limited to medications) • Utility Vehicles and All-Terrain Vehicles (UTV/ATV) • Unmanned Aerial Vehicles (UAVs) and Drones • Bomb disposal equipment and robots • Mobile radios for personally owned vehicles (except Chief Fire Officer’s personal vehicle if justified) • Those supplies or expendables or common one-time use items such as foam, soaps, disinfectant wipes, medical gowns/gloves, bandages, any drug, intravenous bags/fluids, defibrillator pads/electrodes, syringes, cervical collars, batteries, exhaust system filters and splints • Flashover or other simulators/props that do not meet NFPA 1402 or 1403 standard (homemade or aftermarket simulators) • Subscriptions, memberships, equipment rental or lease to purchase |
|--|---|

IMPORTANT: The only eligible AFG activity for interoperable communications equipment is the acquisition of P-25 compliant equipment.

- P-25 compliant interoperable communications equipment has a digital platform that is programmable, scalable, and can communicate in analog mode with legacy radios, and in both analog and digital mode with other P-25 equipment. P-25 compliance enhances interoperability, allowing first responders to communicate with each other to coordinate their response to and mitigate all hazards.
- The procurement of interoperable communications equipment that does not meet P-25 compliance is unallowable.
- There are no waivers for P-25 compliance. All recipients awarded activities with emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.
- The technical specifications for FY 2018 SAFECOM Guidance on Emergency Communications Grants is available at: <https://www.dhs.gov/safecom/blog/2018/05/16/release-fy-2018-safecom-guidance-emergency-communications-grants>

It is the recipient’s responsibility to obtain documented evidence that the equipment to be acquired has been tested and passed all the applicable P- 25

requirements and the recipient shall be able to produce such documentation to FEMA upon request.

- AFG applicants are not required to identify a specific P-25-compliant product in their application narrative, but they must affirm that the interoperable communications equipment requested or acquired will be P-25 compliant.

Note: Recipients using FY2019 AFG funds to support emergency communications activities should review and comply with the [SAFECOM Guidance for Emergency Communication Grants](#), including provisions on technical standards that ensure and enhance interoperable communications. Communication equipment (e.g., portable radios) would be included in this standard. Recipients investing in emergency communications must ensure their projects support the Statewide Communications Interoperability Plan (SCIP) for their state.

III. Operations and Safety - Personal Protective Equipment (PPE) Overview

AFG funds used to acquire PPE may only be used to acquire compliant PPE for firefighting and nonaffiliated EMS personnel. Only the acquisition of PPE compliant with the most current edition of NFPA 1971, 1976, 1977, 1981, and 1999, are eligible activities. The acquisition of used, refurbished or updated PPE will be ineligible for reimbursement.

PPE requested should have the goal of increasing firefighter safety. When requesting to replace noncompliant or inoperable/unusable/unrepairable PPE (e.g., Turnout Gear and SCBA), applicants will be asked to provide the age of the items being replaced. All PPE items in the current inventory must be accurately described and accounted for in the application narrative.

Based in part on NFPA 1851, Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, in order for PPE (to include SCBA) to be considered noncompliant, the items must be a minimum of 2 NFPA cycles and 10 years of age or older from the date they were manufactured.

Training for requested PPE

- Applicants must certify that all grant-funded PPE will only be used by sufficiently trained personnel (failure to meet this requirement will result in the request for funding deemed ineligible).
- If applicants are requesting training to support a PPE activity, it must be entered in the “Additional Funding” section within the “Request Details” section of the application.

- Acquiring or replacing an individual SCBA face piece for each operational member of an organization is High **H** Priority. To the extent a request for additional face pieces exceeds any face pieces requested as part of an SCBA unit,

that request should be entered as a separate request line item, and will not be considered a request “to increase supplies” (e.g., the applicant has the need for 35 Face Pieces, and requested 25 SCBA Units, applicants should separately request 10 additional Face Pieces).

- FEMA considers a complete set of Structural/Proximity PPE Turnout Gear to be comprised of these NFPA 1971 or 1976 compliant components: one pair pants, one coat, one helmet, two hoods, one pair boots, two pairs gloves, and one pair suspenders, one pair goggles. In the AHJ where additional PPE such as a Personal Safety/Rescue Bailout System is statutorily required, FEMA will consider all statutorily required items to be part of a complete PPE set.
- FEMA considers a complete set of EMS PPE Turnout Gear to be comprised of these NFPA 1999 compliant components: one pair pants, one coat, one helmet, one pair boots, one pair gloves, one pair suspenders and one pair goggles.
- FEMA considers a complete set of Wildland PPE Turnout Gear to be comprised of these NFPA 1977 compliant components: one pair pants, one coat, one jumpsuit, one helmet, one pair boots, one pair gloves, one pair suspenders, one pair goggles, one fire shelter, web gear, backpack and canteen/hydration system. **(Note: funding is limited to (1) set of PPE Turnout Gear per person.)**
- FEMA considers a complete SCBA unit to be comprised of a harness/backpack, one face piece and two cylinders. The following are considerations in pre-scoring and peer review determinations:

| Fire Department, Nonaffiliated EMS, Joint/Regional, and State Fire Training Academy Personal Protective Equipment (PPE) Priorities | | |
|--|--|--|
| Priority | Activity | Definitions |
| H | Replace unusable/unrepairable PPE to meet current standard | Applies to PPE-Turnout Gear that is no longer usable because it is broken and/or damaged beyond repair. (This turnout gear is out-of-service and not being worn by emergency responders). All PPE-Turnout gear requested under a grant must meet the appropriate standards for PPE-Turnout Gear. Departments requesting entire inventory replacement under this purpose will be required to provide documentation to validate inventory condition. |
| H | Increase supply for new hires and/or existing firefighters that do not have one set of turnout gear (PPE) or allocated seated positions (SCBA) | Applies to PPE-Turnout Gear for new firefighters (i.e. new hires or volunteer recruits) and/or existing firefighters that do not currently have one set of PPE-Turnout Gear. |

Fire Department, Nonaffiliated EMS, Joint/Regional, and State Fire Training Academy Personal Protective Equipment (PPE) Priorities

| | | |
|----------|--|---|
| M | Replace noncompliant PPE to current standard | Applies to PPE-Turnout Gear that is deemed obsolete and/or is out of compliance with current standards for PPE-Turnout Gear. PPE-Turnout Gear to be replaced, it has not been deemed inoperable, and while it may not be in compliance with current standards it is not broken, damaged, or otherwise unusable. |
|----------|--|---|

Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Self-Contained Breathing Apparatus (SCBA) Priorities

| | | |
|----------|--|--|
| H | <p>Note: FEMA considers SCBA (PPE) noncompliant if it is a minimum of two NFPA cycles and 10 years of age or older, from the date of manufacture.</p> <ul style="list-style-type: none"> • Replace unusable or unrepairable equipment to current standard, NFPA 1981, 2002 Edition or prior. (These SCBA(S) are out-of-service and not being used by emergency responders). • Increase supply for new hires and/or existing firefighters that do not have one set of SCBA for allocated seated positions. • Funding every operational member with their own individual face piece. | |
| M | <ul style="list-style-type: none"> • Replace noncompliant PPE to upgrade technology. | |

Additional Considerations for Fire Department, Nonaffiliated EMS, Regional, and State Fire Training Academy Self-Contained Breathing Apparatus (SCBA) Priorities

- Applicants will be required to provide the age of the PPE being replaced.
- Priority of the requested PPE is a factor.
- Call volume can contribute to the justification for new risk.
- Applicants with the oldest PPE and/or trying to bring the department into 100 percent NFPA compliance or the number of active members who will have compliant gear.

Personal Protective Equipment List

| Structural/Proximity | |
|---|--|
| <ul style="list-style-type: none"> • ANSI Traffic Vests • Boots • Coats • Complete Set of Turnout Gear • Gloves • Goggles | <ul style="list-style-type: none"> • Helmets • Hoods • Pants • Pass Devices • Personal Safety/Rescue Bailout System • Suspenders |

Personal Protective Equipment List

| | |
|---|--|
| Respiratory - H | |
| <ul style="list-style-type: none"> • Air-Line Unit • Face Pieces • Respirators | <ul style="list-style-type: none"> • SCBA Spare Cylinders • SCBA (SCBA Unit includes: Harness/Backpack, Face Piece, and 2 cylinders) |
| Wildland - H | |
| <ul style="list-style-type: none"> • Jumpsuits/Coveralls • Boots • Coats • Pants • Suspenders | <ul style="list-style-type: none"> • Goggles • Shelters • Web Gear/Backpacks • Canteens/Hydration Systems • Helmets |
| Specialized PPE - M | |
| <ul style="list-style-type: none"> • Ballistic Protective Equipment (BPE), which includes one vest, one helmet, one triage bag, one pair of goggles • Chemical/Biological Suits (Must conform to NFPA 2012 edition) • Encapsulated Suits | <ul style="list-style-type: none"> • Extrication Clothing/Rescue Clothing • Proximity Suits • Splash Suits • Wet and Dry Suits |

Eligible Fire Department, Nonaffiliated EMS, Joint/Regional and State Fire Training Academy PPE Activities include but are not limited to:

| | |
|--|---|
| <ul style="list-style-type: none"> • American National Standards Institute (ANSI) approved retro-reflective highway apparel • Training for requested PPE | <ul style="list-style-type: none"> • Customized helmet shields • Level C suits • Personal Safety/Rescue Bailout System |
|--|---|

Ineligible Fire Department, Nonaffiliated EMS, Regional and State Fire Training Academy PPE Activities include but are not limited to:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Three-quarter length rubber boots • Uniforms (formal/parade or station/duty) and uniform items (hats, badges, etc.) • Rapid Intervention Packs • Gear Bags • Personal Safety/Rescue Bailout System for nonaffiliated EMS organizations. • Food and beverages <p>Note: Where bailout system is statutorily required, FEMA will consider all statutorily required items to be part of a complete PPE set.</p> | <ul style="list-style-type: none"> • Bomb disposal suits • Any communications equipment (e.g., radios and pagers) in the PPE section • Structural, proximity, wildland firefighting gear, or rescue and extrication gear for nonaffiliated EMS organizations • Any decals, embroidery, engraving, flags, graphics, logos, vehicles, and PPE Turnout lettering that customizes awarded items beyond the normal expectation (except customized helmet shields). • Funding is limited to (1) set of PPE Turnout Gear per person. • Equipment rental or lease to purchase |
|---|---|

IV. Operations and Safety - Wellness and Fitness Overview

Wellness and Fitness activities are intended to strengthen emergency responders so that their mental, physical, and emotional capabilities are resilient enough to withstand the demands of all hazardous operations. In order to be eligible for funding, applicants must offer, or plan to offer, all five of the following Priority 1 activities as discussed in the table below.

Note: AFG has added cancer screening programs as an eligible item.

Fire Department and Nonaffiliated EMS Wellness and Fitness Priorities

Priority 1 - Below are the five activities required for a complete Wellness and Fitness program.

- Initial medical exams
- Job-related immunization
- Annual medical and fitness evaluation
- Behavioral health
- Cancer Screening Program to meet NFPA 1582

NOTE: Applicants are encouraged to review NFPA 1583 for guidance on the minimum requirements for the development, implementation and management of a health-related fitness program.

Priority 2 - Applicants may only apply for Priority 2 Items if the applicant offers or is requesting a combination of the five activities required under Priority 1.

Fire Department and Nonaffiliated EMS Wellness and Fitness Priorities

- Candidate physical ability evaluation.
- Injury/illness rehab.
- Formal fitness, injury prevention.
- IAFF or IAFC peer fitness trainer program, (including transportation, travel, overtime/backfill, and reasonable expenses associated with member participation in Train-the-Trainer for IAFC/IAFF and implementation of a peer fitness trainer programs). Core components included in a firefighter fitness assessment include:
 - Aerobic Capacity
 - Body Composition
 - Muscular Strength
 - Muscular Endurance, and
 - Flexibility

Departments that have some of the Priority 1 programs in place must apply for funds to implement the missing Priority 1 programs before applying for funds for any additional program or equipment within this activity. In addition, for all AFG Programs, all grant-funded physicals (except those for explorers) must meet NFPA 1582 standards (Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members). The cost of physicals should be based on local physician or health center prices. Detailed information on implementing NFPA 1582 physicals can be found at <https://www.fstaresearch.org/roadmap>.

NOTE: Simultaneous requests for Priority 1 and Priority 2 activities will receive a lower funding consideration than requests that complete the bundle of the five Priority 1 activities. Applicants should review Health Related Fitness Programs as outlined in NFPA 1583 which is summarized below.

NFPA 1583 Standards on Health-Related Fitness Programs for Fire Department Members

Scope. This standard establishes the minimum requirements for the development, implementation, and management of a health-related fitness program (HRFP) for members of the fire department involved in emergency operations.

Purpose.

The purpose of this standard is to provide the minimum requirements for a health-related fitness program for fire department members that enhances the members' ability to perform occupational activities efficiently and safely and reduces the risk of injury, disease, and premature death.

This document is intended to help fire departments develop a health-related fitness program for fire department members that requires mandatory participation but is not punitive.

This document is not intended to establish physical performance criteria.

Eligible Fire Department and Nonaffiliated EMS Wellness and Fitness activities include but are not limited to:

| | |
|---|---|
| <ul style="list-style-type: none"> • The five Priority 1 items, initial medical exams, job-related immunization, annual medical and fitness evaluation, behavioral health and cancer screening. • Behavioral health programs to include, but not limited to: Critical Incident Stress Management Programs or Employee Assistance Programs. • Transportation expenses related to a member’s participation in offered Wellness and Fitness activities. | <ul style="list-style-type: none"> • Contractual costs (non-hiring) for personnel (such as nutritional counseling), physical fitness equipment (including shipping charges and sales tax, as applicable), and supplies directly related to physical fitness activities. • Minor interior alterations (requested under Additional Funding and limited to \$10,000 total expenditure) to support the awarded Wellness and Fitness activities (e.g., removal/ construction of a non-weight bearing wall), will require EHP review. |
|---|---|

Ineligible Fire Department and Nonaffiliated EMS Wellness and Fitness activities include but are not limited to:

| | |
|--|---|
| <ul style="list-style-type: none"> • Fitness club memberships for participants or their families. • Non-cash incentives, (e.g., t-shirts or hats of nominal value and vouchers to local businesses or time-off). • Purchase of real estate. • Cash incentives. • Food and beverages | <ul style="list-style-type: none"> • Purchase of medical equipment that is not used as part of the Wellness and Fitness program. • Contractual services with anyone other than medical professionals (e.g., health care consultants, trainers, and nutritionists) for programs such as smoking cessation. • Subscriptions and memberships. |
|--|---|

V. Operations and Safety - Modifications to Facilities Overview

AFG grant funds may be used to modify fire stations and other facilities. New fire station construction is not eligible.

Eligible activities include source capturing exhaust, sprinkler, carbon monoxide alarms or smoke/fire detection systems.

The benchmark for eligibility does not apply to minor interior alterations (requested under Additional Funding and limited to \$10,000 total expenditure) to support Training, or Wellness and Fitness activities (e.g., removal/construction of a non-weight bearing wall). However, the eligibility of certain minor interior alterations does not release the recipient from their EHP responsibilities resulting from those alterations.

In recognition of the risks posed by exposure to diesel fumes, Source Capture Exhaust Extraction Systems (SCES) are an AFG High **H** Priority item for vehicle exhaust mitigation under Modification to Facilities.

An SCES is a system where exhaust gases from a vehicle are captured directly, via a conduit that attaches to/over the end of the vehicle’s exhaust system at the tailpipe. The captured exhaust gases are expelled through the attached conduit via mechanical/pneumatic means to the exterior of the building.

No modification may change the structure’s footprint or profile. If requesting multiple items, such as a sprinkler system and exhaust system, the funding for any projects or activities cannot cumulatively exceed \$100,000 (Total Project Cost(s)) for any individual station. Eligible projects under this activity must have a direct effect on the health and safety of firefighters.

Note: Vehicle Mounted Exhaust Systems are now listed as a “medium” priority in the equipment activity.

All of the following are considerations in pre-scoring and peer review determinations:

Eligible Fire Department and Nonaffiliated EMS Modifications to Facilities Priorities include but are not limited to:

| | |
|----------|--|
| H | <ul style="list-style-type: none"> Departments requesting source capture exhaust systems, sprinkler systems, carbon monoxide, or smoke/fire detection systems |
| M | <ul style="list-style-type: none"> Emergency generators, Air Quality Systems (AQSs) <p>Note: AQSs are fixed equipment that are air purifying, scrubbing, and/or air exchange systems</p> |

Ineligible Fire Department and Nonaffiliated EMS Modifications to Facilities activities include but are not limited to:

| | |
|---|--|
| <ul style="list-style-type: none"> Station maintenance Resurfacing bay floors | <ul style="list-style-type: none"> Interior remodeling not pertaining to the requested project(s) Food and beverages |
|---|--|

Facility Considerations

- H** Staffed
- H** Facilities with sleeping quarters
- M** Facilities without sleeping quarters **M** Part-time or selected coverage
- L** Not on a regular basis
- L** Training facilities and marine fire facilities

G. Regional Applications

Overview

A Regional application is an opportunity for a Fire Department or a Non-Affiliated EMS (NAEMS) organization to act as a host and apply for funding on behalf of itself and any number of other participating AFG eligible organizations (a NAEMS organization who is a host regional applicant can only host other NAEMS organizations). Fire Department that serve as host regional applicants can apply on behalf of other eligible fire departments and NAEMS organizations within the same application. SFTAs are not eligible to apply under the Regional activity. Eligible Regional activities are Vehicle Acquisition and Operations and Safety (but only for Training, Equipment, Wellness and Fitness, and PPE activities). Regional activities should achieve cost effectiveness, support regional efficiency and resilience, and benefit more than one local jurisdiction (county, parish, town, township, city or village) directly from the activities implemented with the grant funds.

The community identification characteristic (e.g., Rural, Urban, or Suburban) and the organizational status of the host applicant (e.g., Career, Combination, or Volunteer) will be entered and used for the regional application, regardless of the composition of the participating partners.

Regional populations served are the aggregate of the geographically fixed primary first due response areas of the host and participating partner organizations.

Neither the regional host nor any participating partner is prevented from also applying on behalf of their own organization for any AFG activity (Vehicle Acquisition or Operations and Safety) however, it cannot be for the same item. For example, a department cannot apply for PPE under its own organization and participate in a regional PPE application.

In the application narrative, a Regional host must include a list of all the AFG eligible participating organizations benefitting from a proposed Regional project, including validated points of contact, each organization's Employee Identification Number (EIN), and clear and detailed information on the regional activities requested.

Host organizations should provide specific details, fully explaining the distribution of any grant-funded acquisitions or grant-funded contracted services, as well as the responsibilities between the host and the partner organizations.

In order to apply for a regional project, the host organization must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, cost share, accountability for the assets, and all reporting requirements in the regional application.

The host will be required to enter information that captures the macro demographics (e.g., total square miles) and master listings of information (e.g., combined SCBA inventories) of the partners that serve the region.

All participants of a Regional applicant must be compliant with AFG requirements, including being current with past grants, closeouts, and other reporting requirements. Upon notification by the AFG Program Office, the host agency shall not distribute grant funded assets or provide grant-funded contractual services to non-compliant partner organizations. The host and the delinquent partners will be notified by the AFG Program Office of their specific deficiency.

Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document signed by the host and all participating organizations. The agreement should specify the individual and mutual responsibilities of the participating partners, the participant's level of involvement in the project(s), and the proposed distribution of all grant funded assets and/or contracted services. Copies of the MOU will be requested during the technical evaluation of the application.

The MOU must specify the individual and mutual responsibilities of the host and participating partners, the host's and participant's level of involvement in the project(s), the participating partner's EIN numbers, and the proposed distribution of all grant funded assets or contracted services. Any entity named in the application as benefiting from the award must be an eligible AFG organization and must be a party to the MOU or equivalent document.

H. Vehicle Acquisition

Overview

Vehicles purchased with AFG funds must be compliant with NFPA 1901 (Standard for Automotive Fire Apparatus), NFPA 1906 (Standard for Wildland Fire Apparatus), or NFPA 1917 or equivalent (Standard for Automotive Ambulances). Leases, loan payments, or installment plans to obtain a vehicle are not eligible acquisition activities under the AFG Program and will not be reimbursed.

Community Paramedic vehicles are non-transport vehicles and are not intended to have a dual role (e.g., as utility or support vehicles). There is nothing inherent in the delivery of community paramedic services that requires any emergency response packages (e.g., lights, sirens) or operational equipment (e.g., rescue tools, structural/wildland firefighting equipment); consequently, such activities are ineligible.

Applicants may apply for more than one vehicle. Requests cannot exceed the financial cap based on population listed in the application. If a department submits multiple types of applications, and more than one of those requests are approved, the department will be held to the same financial cap based on the population listed in the application.

When requesting more than one vehicle, applicants will be asked to fill out a separate line item and answer all the questions including a separate narrative for each vehicle. For example, if applicants are requesting to replace three ambulances, the applicant must fill out the age and vehicle identification number (VIN) of each vehicle being

replaced. Applicants cannot use the same VIN in each line item.

In the case(s) when an applicant is not replacing a vehicle but only changing the service status of a vehicle(s), such as from first due to reserve, a VIN number is still required for the narrative and for the vehicle being reassigned.

Applicants requesting fire vehicles that do not have drivers or operators trained to NFPA 1002 or equivalent and are not planning to have a training program in place by the time the awarded vehicle(s) is delivered, will not receive a vehicle award.

Applicants requesting nonaffiliated EMS vehicles that do not have drivers or operators trained to the National Standard Emergency Vehicle Operator Curriculum (EVOC) developed by the United States Department of Transportation (DOT), or equivalent, and are not planning to have a training program in place by the time the awarded vehicle(s) is delivered, will not receive a vehicle award.

All applicants may request funding for a driver training program within the “Vehicle Acquisition” section but must add the request in the “Additional Funding” area in the “Request Details” section of the Vehicle Application.

All driver training program(s) must be in place prior to the delivery of the awarded vehicle(s) or the recipient will be considered to be in violation of the grant agreement.

The pre-score evaluation criteria consider the department’s need for the vehicle based on the age/condition of current vehicles and/or the demands on the organization. *All of the following are considerations in pre-scoring and peer review determinations:*

Eligible Fire Department, and State Fire Training Academy Vehicle activities include but are not limited to the following Vehicle Priorities:

| Priority | Urban Communities | Suburban Communities | Rural Communities |
|---|--|---|---|
| <p style="text-align: center;">H</p> | <ul style="list-style-type: none"> • Aerial • Ambulance • Pumper • Rescue Vehicle Light, Medium, or Heavy • Non-Transport EMS (Community Paramedic/Healthcare) • Quint • Brush Type III or larger | <ul style="list-style-type: none"> • Aerial • Ambulance • Pumper • Tanker/Tender • Rescue Vehicle Light, Medium or Heavy • Non-Transport EMS (Community Paramedic/Healthcare) • Quint • Brush | <ul style="list-style-type: none"> • Aerial • Ambulance • Brush/Attack • Pumper • Tanker/Tender • Non-Transport EMS (Community Paramedic/Healthcare) • Quint |

Eligible Fire Department, and State Fire Training Academy Vehicle activities include but are not limited to the following Vehicle Priorities:

| | | | |
|----------|---|---|---|
| M | <ul style="list-style-type: none"> • Command/Mobile Communications Vehicle • Hazardous Materials Unit • Air/Light Unit • Rehab Unit | <ul style="list-style-type: none"> • Command/Mobile Communications Vehicle • Hazardous Materials Unit • Air/Light Unit • Rehab Unit | <ul style="list-style-type: none"> • Command/Mobile Communications Vehicle • Hazardous Materials Unit • Air/Light Unit • Rescue Vehicle Light, Medium, or Heavy |
| L | <ul style="list-style-type: none"> • ARFF (Aircraft Rescue Firefighting) • Foam Truck • Fire Rescue/Boat • Highway Safety Unit • Hybrid (i.e. Transport Engine) • Tanker/Tender | <ul style="list-style-type: none"> • ARFF • Foam Truck • Highway Safety Unit • Hybrid (i.e. Transport Engine) • Fire Rescue/Boat | <ul style="list-style-type: none"> • ARFF • Foam Truck • Highway Safety Unit • Hybrid (i.e. Transport Engine) • Fire Rescue/Boat • Rehab Unit |

Eligible Regional Vehicle activities for Fire Departments (ALL Community Types)

| | |
|----------|---|
| H | <ul style="list-style-type: none"> • Aerial • Air/Light Unit • Bariatric Ambulance • Command/Mobile Communications Vehicle • Non-Transport EMS (Community Paramedic/Healthcare) • Rehab Unit • Rescue Vehicle Light, Medium or Heavy • Tow Vehicle (Applied for underequipment) |
| M | <ul style="list-style-type: none"> • Highway Safety Unit |
| L | <ul style="list-style-type: none"> • Hazardous Materials Unit • Foam Truck |

Eligible Nonaffiliated EMS and Nonaffiliated Regional Vehicle activities

H

- Ambulances
- Bariatric Ambulance
- Non-Transport EMS (Community Paramedic/Healthcare)

Compliance with Standards

- Ambulances must comply with NFPA 1917, Edition 2016, or GSA Federal Standard KKK-A-1822F
- Applicants must certify that unsafe vehicles will be permanently removed from service if awarded a grant. Acceptable uses of unsafe vehicles include farm, nursery, scrap metal, salvage, construction, or donation to a foreign entity
- Applicants should consider adopting the principles of Traffic Incident Management Systems. The USFA report on TIMS can be found at: https://www.usfa.fema.gov/downloads/pdf/publications/fa_330.pdf
- New fire apparatus must be compliant with NFPA 1901 or 1906 for the year ordered/manufactured

Additional Considerations (to include, but not limited to)

- Age and mileage of the vehicle being replaced; older equipment receives higher consideration
- Age of the newest vehicle in the department's fleet that is like the vehicle to be replaced
- Average age of the fleet; older equipment within the same class
- Call volume of primary first due response area or region
- Converted vehicles (with an emphasis on tanker/brush trucks) not designed or intended for use in the fire service departments that have automatic aid agreements, mutual aid agreements, or both. A converted vehicle is any vehicle that is not engineered to an NFPA standard, or not being used for its original design, or over its gross vehicle weight (GVW)
- Vehicles on loan to the organization in the application narrative but not in the organization's inventory
- Damaged vehicles and out of service vehicles in the organization's inventory
- Replacement of open cab/jump seat configurations

IMPORTANT

Upon accepting an offer of an award for Vehicle Acquisition under AFG activity, grant recipients must submit a copy of their vehicle purchase contract to the designated Regional Fire Program Specialist. To locate Regional Fire Program Specialists, please visit: <https://www.fema.gov/fire-grant-contact-information>

Applicants will be asked to scan document(s) into a PDF format and email them to the Regional Fire Programs Specialist for inclusion in the grant file. Submitting a vehicle purchase contract will assist in the programmatic monitoring of an award and help

ensure programmatic compliance with the Improper Payments Eliminations and Recovery Act of 2012 (Pub. L. No. 112-248). If recipients do not submit a vehicle purchase contract, they will be unable to:

- Submit for an advance of federal funds for partial vehicle payment or chassis payment.
- Submit an amendment requesting a Period of Performance extension for the project.

Performance Bond Strongly Recommended: Performance bonds are strongly recommended but not required by the AFG Program. This is for any organization that is going to advance its own funds to their vendor prior to receipt of the vehicle. The bond may be obtained through the vendor or bank. The concept behind this is to ensure the applicant's funds are not lost in the event of a vendor's failure to perform, e.g., not finishing or delivering the vehicle or going out of business.

Prepayment Bond Required: AFG vehicle awardees are required to obtain a prepayment bond if the recipient plans to advance federal funds to their vendor for a down payment. This is to safeguard the federal funds against loss if the vendor goes out of business or fails to deliver the vehicle. Prepayment bonds may be obtained through the vendor or bank. The cost of a Prepayment Bond is a reimbursable activity under a vehicle acquisition award.

Penalty Clause Required: All contracts for any AFG-funded vehicle must contain a penalty clause. Non-delivery by the contract's specified date, or other vendor nonperformance, will require a penalty that is no less than \$100 per day until such time that the vehicle, compliant with the terms of the contract, has been accepted by the recipient.

Down Payment: A down payment for the purchase of a vehicle is allowable if required in the vehicle purchase contract, but FEMA will only allow up to 25 percent of the federal share to be drawn for this purpose.

Any costs over-and-above the 25 percent limit, such as the cost of a chassis or any other fees or services, must be borne by the recipient or deferred until final payment is drawn.

Federal funds may not be requested for any other payments to include, but not limited to: periodic or progress vehicle payments, loan payments, or the acquisition of NFPA 1901 compliant equipment for the awarded vehicle if they are being supplied under the vehicle contract. Purchases outside of the vehicle contract can be requested for payment, i.e. driver/operator training, physical exams for driver/operator, and NFPA 1901/1906 compliant equipment specific to the type of apparatus awarded.

Final Payment: To expedite the acquisition process, and prior to the vehicle being received, inspected, and accepted, the recipient may request the final vehicle payment as an advance payment request.

However, the recipient shall not disburse or satisfy the vehicle obligation until after the

vehicle is received, inspected, and accepted by the recipient.

Vehicle Loans: Pursuant to 2 C.F.R. § 200.313 (a)(2), recipients may not encumber AFG-funded equipment unless approved by FEMA. For example, recipients may not use a vehicle funded with AFG funds as collateral for any type of financial loan unless approved by FEMA.

Eligible Fire Department, Nonaffiliated EMS Organizations, Regional, and State Fire Training Academy Vehicle activities include but are not limited to:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Cost of vehicle • Physicals to meet current NFPA 1582/US Department of Transportation 649F • Cost of associated equipment that is eligible under current NFPA 1901/1906 | <ul style="list-style-type: none"> • Driver/operator training programs that meet applicable standards, current NFPA 1002 or Emergency Vehicle Operator Curriculum (EVOC), or equivalent • Travel expenses (air/rail transportation, mileage, hotel/lodging) to inspect a requested vehicle during production (if justified in the Vehicles narrative) <p>Note: Food and beverages are ineligible travel expenses.</p> |
|---|--|

Ineligible Fire Department, Nonaffiliated EMS Organizations, Joint/Regional, and State Fire Training Academy Vehicle activities include but are not limited to:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Leasing, rental, or installment purchase of any grant funded vehicle • Aircraft, bulldozers, and construction-related equipment • Using the vehicle being awarded as collateral for any financial loan • Food and beverages. | <ul style="list-style-type: none"> • Utility Vehicles (UTVs) and All-Terrain Vehicles (ATVs) are not eligible • Unmanned Aerial Vehicles (UAVs) and Drones • Used or refurbished apparatus are ineligible activities under Vehicle Acquisition. • Converted vehicles not originally designed for firefighting are not eligible for refurbishment. |
|---|---|

Example of vehicles types

- Pumper (an apparatus that carries a minimum of 300 gallons of water and has a pump with the capacity to pump a minimum of 750 gallons per minute)
- Urban interface vehicles (Type I) pumper (300 gallons of water and 750 GPM)
- Ambulance (vehicle used for transporting patients)

- Tanker/Tender (an apparatus that has water capacity in excess of 1,000 gallons of water)
- Quint Aerial (an aerial ladder, elevating platform, or water tower that is designed to position personnel, handle materials, provide continuous egress, or discharge water)
- Quint (Fire apparatus with a permanently mounted fire pump, a water tank, a hose storage area, an aerial ladder or elevating platform with a permanently mounted waterway, and a complement of ground ladders)
- Aerial Ladder: Elevating platform, or water tower that is designed to position personnel, handle materials, provide continuous egress, or discharge water.

Unsafe Vehicles

If applicants specify the vehicle(s) to be replaced are unsafe, they must certify that if awarded, the unsafe vehicle to be replaced will be permanently removed from emergency service response. Permanently removed from emergency service response means the recipient cannot use the vehicle being replaced for any emergency service response, nor can the recipient sell or otherwise transfer title to any individual or emergency service response organization that will use the unsafe vehicle for emergency service response.

A recipient who certifies it will remove an unsafe vehicle from service but then sells/transfers the unsafe vehicle to another emergency service response organization, or otherwise does not remove the unsafe vehicle from emergency service response, is considered to be in violation of the grant agreement.

Acceptable dispositions (donation or sale) of unsafe vehicles include but are not limited to: a training facility (NO emergency response off the training grounds), farm use, construction or nursery use, sale to a non-emergency service response entity for refurbishment, scrap metal, salvage or foreign donation.

Appendix C: Award Administration Information

Appendix C contains detailed information on AFG Award Administration. Reviewing this information may help recipients in the programmatic and financial administration of their award(s).

Help FEMA Prevent Fraud, Waste, and Abuse

If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS OIG Hotline at (800) 323-8603, by fax at (202) 254-4297, or email DHSOIGHOTLINE@dhs.gov.

I. Economic Hardship Waivers of Cost Share and Maintenance of Effort

In cases of demonstrated economic hardship, and upon the request of the recipient, the Administrator may waive or reduce an AFG cost share or maintenance of effort requirement for certain recipients. (15 U.S.C. § 2229(k)(4)(A)) As required by statute, the Administrator of FEMA established guidelines for determining what constitutes economic hardship and published these guidelines at FEMA's website https://www.fema.gov/.../Eco_Hardship_Waiver_FPS_SAFER_AFG_IB_FINAL.pdf. An award must be accepted before a hardship waiver for cost share or maintenance of effort can be submitted as an amendment request via the online FEMA GO.

II. Grant Writer/Preparation Fees

Fees for grant writers may be included as a pre-award expenditure. Fees payable on a contingency basis are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed within the "Request Details" section of the application. FEMA will only consider reimbursements for application preparation, not administration, up to, but not more than \$1,500. Pursuant to 2 C.F.R. Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the Federal Government from receiving funding under federally-funded grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or non-procurement transactions pursuant to 2 C.F.R. § 180.300.

By submitting the application, applicants are certifying all of the information contained therein is true and an accurate reflection of the organization, and that regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA. These actions include but are not limited to the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the DHS Office of the Inspector General (OIG).

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. In addition, in order to charge grant writer fees to the grant award, the fees must have been paid no later than 30 days after the end of the application period. The following documentation shall be provided to FEMA upon request:

- i. A copy of the grant writer's contract for services
- ii. A copy of the invoice or purchase order
- iii. A copy of the canceled check (front and back)

Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

NOTE: FEMA requires that all applicants identify any individual or organization that assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application.

III. Maintenance and Sustainment for AFG Programs

The use of FEMA preparedness grant funds for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS Grants and support activities. Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with AFG funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty or contract is purchased.

The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period of performance as long as the coverage purchased is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts. When purchasing a stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

Even if purchased incidental to the original purchase of the equipment, the duration of an extended maintenance agreement or warranty must also be reasonable for the type of equipment or system being purchased. For example, if a vendor offers a 10-year extended warranty incidental to the purchase of a piece of equipment, but the useful life of that equipment being purchased is five years, the purchase of a 10-year extended warranty would not be a reasonable cost and may not be charged to the grant.

IV. Taxes, Fees, Levies, and Assessments

Taxes, fees, levies, or assessments that the recipient is legally required to pay and is directly related to any eligible AFG Program acquisition activity may be charged to an AFG award pursuant to 2 C.F.R. §200.470. These charges shall be identified and enumerated in the AFG application narrative, as well as the “Request Details” section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient’s agent) or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible AFG Program acquisition activity, are not chargeable to any AFG award.

Example: Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees*, but only if the eligible organization submits an exemption or waiver request to the FCC.

**Government entities are not required to pay FCC regulatory fees. Non-profit entities (exempt under Section 501 of the Internal Revenue Code) may also be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC, a valid IRS Determination Letter documenting its nonprofit status or certification from a governmental authority attesting to its exempt status. For more information, please visit <http://www.fcc.gov>.*

V. Excess Funds

After completing the initial projects proposed in the recipient's application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of under-budget acquisition activities or competitive procurement processes.

These cost-shared excess funds may be utilized to address an organization’s local needs or to mitigate identified capability gaps. FEMA expects excess funds to be obligated concurrent with an award’s period of performance to address a known or critical need.

Excess Funds Restrictions

In general, excess funds are limited to no more than \$10,000 for any award. If you have any questions, contact our help desk at 866-274-0960 or e-mail us at firegrants@dhs.gov.

The \$10,000 maximum is cumulative for any grant, regardless of the number of activities within the award, and will require no amendment except when the use of excess funds is for any eligible activity that would normally require an EHP review.

- Excess funds cannot be used to support Fire Prevention and Safety activities.
- The opportunity for excess funds is limited when the original uncompleted Scope of Work is changed via an Amendment.

Example: An award has a single activity (i.e., the acquisition of 50 SCBAs) that is reduced via Amendment. The federal participation and the recipient cost obligation are both reduced and any remaining unliquidated federal funds resulting from the reduction in quantity is *not allowable* as excess funds.

- Excess funds cannot be used for grant writer/preparer fees.
- Excess funds may only be used for allowable activities identified in the program guidance for that fiscal year's grant cycle.

Exceptions to the \$10,000 use may be considered by FEMA if urgent and compelling need that can be directly related to a demonstrated event impacting the health and safety of the firefighters within the department can be identified. This request must be submitted in writing via an amendment.

VI. Procurement Integrity

Through audits conducted by DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with Federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Noncompliance with the Federal procurement rules may result in FEMA imposing specific conditions as described in 2 C.F.R. § 200.207 or other remedies for noncompliance under 2 C.F.R. § 200.338.

The below highlights the Federal procurement requirements for FEMA recipients when procuring goods and services with Federal grant funds. DHS will include a review of recipients' procurement practices as part of the normal monitoring activities. ***All procurement activity must be conducted in accordance with Federal Procurement Standards at 2 C.F.R. §§ 200.317 – 200.326.*** Select requirements under these standards are listed below. The recipient must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a Federal award, states must follow the same policies and procedures they use for procurements from their non-Federal funds; additionally, states must follow 2 C.F.R. § 200.322 regarding procurement of recovered materials, and 2 C.F.R. § 200.326 regarding required contract provisions.

All other non-Federal entities, such as tribes, must use their own documented procurement procedures which reflect applicable state, local, territorial and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319.

Competition and Conflicts of Interest

Among the requirements of 2 C.F.R. § 200.319(a) applicable to all non-Federal entities other than States, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. ***FEMA considers this an organizational conflict of interest and interprets this restriction as applying to contractors that help a recipient develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when such former employees worked on such activities while they were employees of the non-Federal entity.***

Under this prohibition, unless the non-Federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.326, Federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of such specifications. This rule applies to all contracts funded with Federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees. For more information on grant writer and grant management costs, see Section D.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business.
- Requiring unnecessary experience and excessive bonding.
- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive contracts to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
- Any arbitrary action in the procurement process.

Pursuant to 2 C.F.R. § 200.319(b), non-Federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, territorial or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Pursuant to 2 C.F.R. § 200.318(c)(1), non-Federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. ***No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.*** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees or agents of the non-Federal entity.

If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-Federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

Supply Schedules

Generally, a non-Federal entity may seek to procure goods or services from a Federal supply schedule, state supply schedule, or group purchasing agreement. State and local governments may procure goods and services from a General Services Administration (GSA) schedule. Information about GSA programs for state and local governments can be found at <https://www.gsa.gov/resources-for/programs-for-state-and-local-governments>. For local governments that purchase off a GSA schedule, this will satisfy the Federal requirements for full and open competition provided that the recipient

follows the GSA ordering procedures; however, local governments will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.326, such as contract cost and price (§ 200.323) and solicitation of minority, women-owned, or small businesses (§ 200.321).

For non-Federal entities other than states, such as tribes, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the recipient complies with state and local law, regulations, and written procurement procedures.
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the recipient and other similar types of entities.
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-Federal entity falls within the scope of work under the contract as to type, amount, and geography.
- The procurement of the original contract or purchasing schedule complied with all of the procurement standards applicable to a non-Federal entity other than states under 2 C.F.R. §§ 200.317 – 200.326.
- With respect to the use of a purchasing schedule, the recipient must follow ordering procedures that adhere to state and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-Federal entity other than a state seeks to use such a state supply schedule, cooperative purchasing program, or other similar type of arrangement, it is recommended that recipients discuss their procurement plans with the FEMA Grant Programs Directorate.

Documentation

Non-Federal entities are required to maintain and retain the following:

- Backup documentation, such as bids and quotes.
- Cost/price analyses on file for review by Federal personnel, if applicable.
- Other documents required by Federal regulations applicable at the time a grant is awarded to a recipient.

FEMA requires that non-Federal entities maintain the following documentation for Federally funded purchases:

- Specifications
- Solicitations

- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Canceled checks

Non-Federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks for verification. *See, e.g.,* 2 C.F.R. §§ 200.318(i), 200.333, 200.336.

Non-Federal entities who fail to fully document all purchases will find their expenditures questioned and subsequently disallowed.

VII. Payments and Amendments

AFG payment/drawdown Requests are generated using FEMA GO. AFG payment/drawdown requests from state or local government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements. Recipients should not expend funds until all special conditions listed on the grant award document have been met and the request for payment in FEMA GO has been approved. Recipients should draw down funds based upon immediate disbursement requirements, however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

Advances

Recipients shall be paid in advance, provided they maintain, or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and its disbursement by the recipient (not to exceed 30 days), and the financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal laws in effect at the time a grant is awarded to the recipient. Governing interest requirements include the *Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards* at 2 C.F.R. Part 200 and the *Cash Management Improvement Act (CMIA)* and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes. For the rate to use in calculating interest, please visit Treasury Current Value rate at https://www.fiscal.treasury.gov/fsreports/rpt/cvfr/cvfr_home.htm.

Reimbursement

Payment by reimbursement is the preferred method when the requirements to be paid in advance, pursuant to 2 C.F.R. § 200.305, cannot be met. In accordance with US Department of Treasury regulations at 31 C.F.R. Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds.

Rebates

Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with 2 C.F.R. § 200.305. The reduction of federal financial participation via rebates/refunds *may* generate excess funds for the recipient if the recipient previously obligated their Cost Share match based upon the original award figures. If the recipient previously obligated their original Cost Share *prior* to the rebate, then the recipient *may* have minimum excess funds equal to the difference between the original Cost Share less the rebate adjusted Cost Share.

Payment Requests During Closeout

A recipient may only submit reimbursement payment requests up to 90 days after the expiration of the period of performance, during an award's closeout reconciliation. Reimbursement payments are the only eligible type of requests to be submitted after a grant's period of performance has expired. The expenditure must have been obligated and received during the period of performance of the award. The recipient's request should contain clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance; FEMA may request documentation supporting the reimbursement for review at any time.

Amendments

FEMA may approve AFG award amendments on a case-by-case basis, for the following reasons:

- Extension of the period of performance in order to complete the scope of work.
- Changes to the activity, mission, retroactive approval [pre-award], closeout issues, some excess funds requests, requests for economic hardship Cost Share waiver, and requests for maintenance of expenditure waivers.
- Budget changes (adding funds to award/non-closeout deobligation of funds)
- Economic Hardship Waiver.

FEMA will only consider amendments submitted via FEMA GO. These requests must contain specific and compelling justifications for the requested change. FEMA strongly encourages recipients to expend grant funds in a timely manner, to be consistent with AFG Grant Program's goals and objectives.

NOTE: A recipient may deobligate (i.e., return) unused funds (i.e., those remaining funds previously drawn down via payment request and/or remaining award funding

that was never requested) to DHS/FEMA prior to the end of an award's period of performance. To exercise this option, a recipient must submit an amendment via FEMA GO and state in the amendment that the unliquidated funds (i.e., the funds to be returned) are not necessary for the fulfillment or success of the grant's obligations or mission. The recipient must also indicate in the amendment that it understands that the returned funds will be deobligated and unavailable for any future award expenses. Deobligation of funds will decrease the federal portion of the grant and the amount of the recipient's Cost Share obligation. FEMA will confirm deobligation amendments with all points of contact; after confirmation of the recipient's intent to deobligate, FEMA will hold the approved deobligation request for 14 calendar days as a period for recipient reconsideration before FEMA processes the deobligation request.

VIII. Disposition of Grant Funded Equipment

A recipient must use, manage, and dispose of AFG-funded equipment in accordance with the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 C.F.R. § 200.313. With the exception of state governments, when original or replacement equipment acquired under an AFG award is no longer needed for the original project, program, or other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA. FEMA strongly recommends contacting a Regional Fire Program Specialist or the AFG Help Desk prior to the disposition of AFG-funded equipment, to include vehicles.



Legislation Details (With Text)

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|-----------------------|--|----------------------|---|----------------------|--|
| File #: | RES-20:017 | Version: | 1 | Name: | ENTER INTO AN AGREEMENT WITH THE BLUE AND YOU FOUNDATION 2020 TO RECEIVE SIX MINI-GRANTS |
| Type: | Resolution | Status: | | Status: | To Be Introduced |
| File created: | 2/5/2020 | In control: | | In control: | Finance & Administration Council Committee |
| On agenda: | | Final action: | | Final action: | |
| Title: | RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AN AGREEMENT WITH THE BLUE AND YOU FOUNDATION 2020 TO RECEIVE SIX MINI-GRANTS | | | | |
| Sponsors: | Grants, Animal Control, JETS, E911, Parks & Recreation, Mayor's Office, City Attorney's Office, Building Maintenance, Finance | | | | |
| Indexes: | Grant | | | | |
| Code sections: | | | | | |
| Attachments: | Blue and You award letters all 6 | | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AN AGREEMENT WITH THE BLUE AND YOU FOUNDATION 2020 TO RECEIVE SIX MINI-GRANTS WHEREAS, the City of Jonesboro, Arkansas has been awarded six mini-grants from the Blue and You Foundation 2020 in the amount of \$1,000 each for a total of \$6,000; and,

WHEREAS, funds will be utilized for an automated external defibrillator at Animal Control, JETs Transfer Station and Public Works building; CPR Dummy for the E-911 Center; first aid kits and bleeding control packs for Southside Softball Complex and Joe Mack Soccer Fields; and trauma kits for City Hall, Justice Complex, Parks and Recreation office, and Public Works building; and,

WHEREAS, the mini grants are 100% funded with private funds and there is no cost to the City of Jonesboro.

NOW; Therefore, be it resolved by City Council of the City of Jonesboro that:

SECTION 1: The City of Jonesboro will enter into agreement with the Blue and You Foundation.

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City of Jonesboro City Council to execute all documents necessary to effectuate this agreement.

From: [Regina Burkett](#)
To: [Hillary Starnes](#)
Subject: Fwd: Blue & You Foundation Mini-Grant, City of Jonesboro Police Department
Date: Tuesday, January 21, 2020 8:44:12 AM
Attachments: [CityJonesboroPD.docx](#)
[ATT00001.htm](#)

Sent from my iPhone

Begin forwarded message:

From: "O'Sullivan, Patrick D" <POSULLIVAN@arkbluecross.com>
Date: January 16, 2020 at 2:50:54 PM CST
To: "rburkett@jonesboro.org" <rburkett@jonesboro.org>
Subject: **Blue & You Foundation Mini-Grant, City of Jonesboro Police Department**

Dear Mrs. Burkett:

The Blue & You Foundation for a Healthier Arkansas is pleased to award a \$1,000 mini-grant to City of Jonesboro Police Department for your *Improving Life Saving Skills Program*, as submitted in your January application.

Your \$1,000 check will arrive by mail in about three weeks, along with two forms: 1) a form to acknowledge receipt of the check and 2) a form for you to indicate the appropriate IRS status of your organization. Both of these forms should be returned to us in the envelope we will send you.

Also, attached is a one-page report that we would like you to complete and return within six months (by July 1). This enables you to give us a brief summary of the results you were able to achieve with the help of our grant. We ask that you submit this report by email, using the attached electronic version. Failure to return the report in a timely manner could impact future potential grants. (Please be aware that in the "Tumbleweed" email system used by Blue Cross, email content disappears after 30 days. Please save the report on your computer so you can retrieve it when you are ready to complete it.)

You are free to publicize this grant in any of your organization's communications or to your local media. If you post something about the grant on social media, please tag us in your posts by "liking" [facebook.com/ArkansasBlueCross](https://www.facebook.com/ArkansasBlueCross). We will also issue a news release in April about the grantees who are receiving a mini-grant.

If you have any questions about your grant, please contact me.

Best wishes in implementing your program and thank you for improving the health of Arkansans.

Patrick O'Sullivan
Executive Director
Blue & You Foundation for a Healthier Arkansas
USABLE Corporate Center

320 W. Capitol Ave., 10th Floor

Little Rock, AR 72201

Phone: 501-378-2221

Fax: 501-378-2051

Email: posullivan@arkbluecross.com

Website: www.BlueAndYouFoundationArkansas.org

Privacy Information: <http://privacynotice.net> (data rate charges may apply) or
800-524-2621.

From: [Regina Burkett](#)
To: [Hillary Starnes](#)
Subject: Fwd: Blue & You Foundation Mini-Grant, Jonesboro Animal Control
Date: Tuesday, January 21, 2020 8:48:30 AM
Attachments: [JonesboroAnimal.docx](#)
[ATT00001.htm](#)

Sent from my iPhone

Begin forwarded message:

From: "O'Sullivan, Patrick D" <POSULLIVAN@arkbluecross.com>
Date: January 16, 2020 at 3:25:06 PM CST
To: "rburkett@jonesboro.org" <rburkett@jonesboro.org>
Subject: **Blue & You Foundation Mini-Grant, Jonesboro Animal Control**

Dear Mrs. Burkett:

The Blue & You Foundation for a Healthier Arkansas is pleased to award a \$1,000 mini-grant to Jonesboro Animal Control for your *Quick Response Program*, as submitted in your January application.

Your \$1,000 check will arrive by mail in about three weeks, along with two forms: 1) a form to acknowledge receipt of the check and 2) a form for you to indicate the appropriate IRS status of your organization. Both of these forms should be returned to us in the envelope we will send you.

Also, attached is a one-page report that we would like you to complete and return within six months (by July 1). This enables you to give us a brief summary of the results you were able to achieve with the help of our grant. We ask that you submit this report by email, using the attached electronic version. Failure to return the report in a timely manner could impact future potential grants. (Please be aware that in the "Tumbleweed" email system used by Blue Cross, email content disappears after 30 days. Please save the report on your computer so you can retrieve it when you are ready to complete it.)

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If you have any questions about your grant, please contact me.

Best wishes in implementing your program and thank you for improving the health of Arkansans.

Patrick O'Sullivan
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Privacy Information: <http://privacynotice.net> (data rate charges may apply) or 800-524-2621.

From: [Regina Burkett](#)
To: [Hillary Starnes](#)
Subject: Fwd: Blue & You Foundation Mini-Grant, City of Jonesboro
Date: Tuesday, January 21, 2020 8:43:40 AM
Attachments: [CityJonesboro.docx](#)
[ATT00001.htm](#)

Sent from my iPhone

Begin forwarded message:

From: "O'Sullivan, Patrick D" <POSULLIVAN@arkbluecross.com>
Date: January 16, 2020 at 2:50:21 PM CST
To: "rburkett@jonesboro.org" <rburkett@jonesboro.org>
Subject: **Blue & You Foundation Mini-Grant, City of Jonesboro**

Dear Mrs. Burkett:

The Blue & You Foundation for a Healthier Arkansas is pleased to award a \$1,000 mini-grant to City of Jonesboro for your *Stop the Bleeding Kits Program*, as submitted in your January application.

Your \$1,000 check will arrive by mail in about three weeks, along with two forms: 1) a form to acknowledge receipt of the check and 2) a form for you to indicate the appropriate IRS status of your organization. Both of these forms should be returned to us in the envelope we will send you.

Also, attached is a one-page report that we would like you to complete and return within six months (by July 1). This enables you to give us a brief summary of the results you were able to achieve with the help of our grant. We ask that you submit this report by email, using the attached electronic version. Failure to return the report in a timely manner could impact future potential grants. (Please be aware that in the "Tumbleweed" email system used by Blue Cross, email content disappears after 30 days. Please save the report on your computer so you can retrieve it when you are ready to complete it.)

You are free to publicize this grant in any of your organization's communications or to your local media. If you post something about the grant on social media, please tag us in your posts by "liking" [facebook.com/ArkansasBlueCross](https://www.facebook.com/ArkansasBlueCross). We will also issue a news release in April about the grantees who are receiving a mini-grant.

If you have any questions about your grant, please contact me.

Best wishes in implementing your program and thank you for improving the health of Arkansans.

Patrick O'Sullivan
Executive Director
Blue & You Foundation for a Healthier Arkansas
USABLE Corporate Center
320 W. Capitol Ave., 10th Floor

Little Rock, AR 72201

Phone: 501-378-2221

Fax: 501-378-2051

Email: posullivan@arkbluecross.com

Website: www.BlueAndYouFoundationArkansas.org

Privacy Information: <http://privacynotice.net> (data rate charges may apply) or 800-524-2621.

From: [Michael Black](#)
To: [Regina Burkett](#); [Hillary Starnes](#)
Cc: [Michael Guthrey](#); [Brenda Hall](#)
Subject: FW: Blue & You Foundation Mini-Grant, Jonesboro Economical Transportation
Date: Thursday, January 23, 2020 8:30:34 AM

Good morning

Not sure if you received this from the Blue & You Foundation so, I'm sending you a copy.

Thank you for all your help!!

Mike

From: O'Sullivan, Patrick D
Sent: Wednesday, January 22, 2020 4:02 PM
To: Michael Black
Subject: Blue & You Foundation Mini-Grant, Jonesboro Economical Transportation

Dear Mr. Black:

The Blue & You Foundation for a Healthier Arkansas is pleased to award a \$1,000 mini-grant to Jonesboro Economical Transportation for your *Improving Emergency Response Capabilities at JET Program*, as submitted in your January application.

Your \$1,000 check will arrive by mail in about three weeks, along with two forms: 1) a form to acknowledge receipt of the check and 2) a form for you to indicate the appropriate IRS status of your organization. Both of these forms should be returned to us in the envelope we will send you.

Also, attached is a one-page report that we would like you to complete and return within six months (by July 1). This enables you to give us a brief summary of the results you were able to achieve with the help of our grant. We ask that you submit this report by email, using the attached electronic version. Failure to return the report in a timely manner could impact future potential grants. (Please be aware that in the "Tumbleweed" email system used by Blue Cross, email content disappears after 30 days. Please save the report on your computer so you can retrieve it when you are ready to complete it.)

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If you have any questions about your grant, please contact me.

Best wishes in implementing your program and thank you for improving the health of Arkansans.

Patrick O'Sullivan

Executive Director

Blue & You Foundation for a Healthier Arkansas

USAble Corporate Center

320 W. Capitol Ave., 10th Floor

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Website: www.BlueAndYouFoundationArkansas.org

Privacy Information: <http://privacynotice.net> (data rate charges may apply) or 800-524-2621.

From: [Regina Burkett](#)
To: [Hillary Starnes](#)
Subject: FW: Blue & You Foundation Mini-Grant, Jonesboro Parks and Recreation Department
Date: Thursday, January 23, 2020 10:49:50 AM
Attachments: [JonesboroParks.docx](#)

From: O'Sullivan, Patrick D
Sent: Thursday, January 23, 2020 10:30 AM
To: Regina Burkett
Subject: Blue & You Foundation Mini-Grant, Jonesboro Parks and Recreation Department

Dear Mrs. Burkett:

The Blue & You Foundation for a Healthier Arkansas is pleased to award a \$1,000 mini-grant to Jonesboro Parks and Recreation Department for your *First Aid Readiness Program*, as submitted in your January application.

Your \$1,000 check will arrive by mail in about three weeks, along with two forms: 1) a form to acknowledge receipt of the check and 2) a form for you to indicate the appropriate IRS status of your organization. Both of these forms should be returned to us in the envelope we will send you.

Also, attached is a one-page report that we would like you to complete and return within six months (by July 1). This enables you to give us a brief summary of the results you were able to achieve with the help of our grant. We ask that you submit this report by email, using the attached electronic version. Failure to return the report in a timely manner could impact future potential grants. (Please be aware that in the "Tumbleweed" email system used by Blue Cross, email content disappears after 30 days. Please save the report on your computer so you can retrieve it when you are ready to complete it.)

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Best wishes in implementing your program and thank you for improving the health of Arkansans.

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From: [Regina Burkett](#)
To: [Hillary Starnes](#)
Subject: Fwd: Blue & You Foundation Mini-Grant, Jonesboro Public Works Department
Date: Friday, January 24, 2020 12:12:47 PM
Attachments: [JonesboroPublic.docx](#)
[ATT00001.htm](#)

Sent from my iPhone

Begin forwarded message:

From: "O'Sullivan, Patrick D" <POSULLIVAN@arkbluecross.com>
Date: January 24, 2020 at 12:11:55 PM CST
To: Regina Burkett <RBurkett@jonesboro.org>
Subject: **Blue & You Foundation Mini-Grant, Jonesboro Public Works Department**

Dear Mrs. Burkett:

The Blue & You Foundation for a Healthier Arkansas is pleased to award a \$1,000 mini-grant to Jonesboro Public Works Department for your *AED for Public Works Program*, as submitted in your January application.

Your \$1,000 check will arrive by mail in about three weeks, along with two forms: 1) a form to acknowledge receipt of the check and 2) a form for you to indicate the appropriate IRS status of your organization. Both of these forms should be returned to us in the envelope we will send you.

Also, attached is a one-page report that we would like you to complete and return within six months (by July 1). This enables you to give us a brief summary of the results you were able to achieve with the help of our grant. We ask that you submit this report by email, using the attached electronic version. Failure to return the report in a timely manner could impact future potential grants. (Please be aware that in the "Tumbleweed" email system used by Blue Cross, email content disappears after 30 days. Please save the report on your computer so you can retrieve it when you are ready to complete it.)

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If you have any questions about your grant, please contact me.

Best wishes in implementing your program and thank you for improving the health of Arkansans.

Patrick O'Sullivan

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800-524-2621.



Legislation Details (With Text)

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|-----------------------|--|----------------------|---|--------------|--|
| File #: | RES-20:018 | Version: | 1 | Name: | APPLY FOR THE FY2020 COPS (COMMUNITY ORIENTED POLICING SERVICES) HIRING PROGRAM THROUGH THE U.S. DEPARTMENT OF JUSTICE |
| Type: | Resolution | Status: | | | To Be Introduced |
| File created: | 2/5/2020 | In control: | | | Finance & Administration Council Committee |
| On agenda: | | Final action: | | | |
| Title: | A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO APPLY FOR THE FY2020 COPS (COMMUNITY ORIENTED POLICING SERVICES) HIRING PROGRAM THROUGH THE U.S. DEPARTMENT OF JUSTICE | | | | |
| Sponsors: | Grants, Police Department | | | | |
| Indexes: | Grant | | | | |
| Code sections: | | | | | |
| Attachments: | COPS Application Guide | | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO APPLY FOR THE FY2020 COPS (COMMUNITY ORIENTED POLICING SERVICES) HIRING PROGRAM THROUGH THE U.S. DEPARTMENT OF JUSTICE

WHEREAS, applications are now accepted for the COPS Hiring Program for 2020; and,

WHEREAS, the COPS Hiring Program is funded at 75% by the U.S. Department of Justice and a 25% local match is required during the first three years and 100% local funds for the fourth year; and,

WHEREAS, the City of Jonesboro is seeking funding of up to \$832,010 for the employment of up to five police officers (salaries and benefits) of which up to \$624,007 is federally funded and up to \$208,003 would be local match for the first three years and up to \$299,500 for the fourth year; and,

WHEREAS, if the grant is awarded, there will be a request submitted to the City Council to increase the 2020 budget for the amount of local match needed for the balance of the year, and the remaining local match will be included in future budget budget requests.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The Jonesboro, Arkansas City Council supports the submission of the 2020 application to the COPS Hiring Program for the employment of up to five additional police officers for the aforementioned criminal activities.

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all necessary documents to effectuate the grant application.

SECTION 3: The Grants and Community Development office is hereby authorized by the City Council for the City of Jonesboro to submit all necessary documents for this federal program.



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

The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, www.cops.usdoj.gov) is pleased to announce that it is seeking applications for funding for the COPS Office FY 2020 COPS Hiring Program (CHP). This program furthers the department's mission of advancing public safety through community policing by addressing the department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

2020 COPS Hiring Program (CHP) Application Guide

CFDA 16.710

Funding Opportunity Number: COPS-HIRING-PROGRAM-APPLICATION-2020

Eligibility

The FY 2020 CHP program is an open solicitation. All state, local, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Deadline/application period

The application period for the 2020 CHP program begins **January 9, 2020**. All applications must be submitted by **March 11, 2020, at 7:59 p.m. EDT**. Applications submitted after March 11, 2020 will not be considered for funding.

Completing an application under the CHP program is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424, submitting it through the Grants.gov website. Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation email to the applicant with instructions on completing the second part of the COPS Hiring Program through the COPS Office Online Application System (see "Registration" on page 3 and "How to Apply" on page 13). If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770. An application is not considered submitted until both of these steps are completed.

Contact information

For technical assistance with submitting the SF-424, call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the Grants.gov Organization Applicant User Guide at <http://www.grants.gov/help/html/help/index.htm>. For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov.

U.S. Department of Justice
Office of Community Oriented Policing Services
Phil Keith, Director
www.cops.usdoj.gov

U.S. Department of Justice, Office of Community Policing Services

www.cops.usdoj.gov

2020 COPS Hiring Program (CHP) Application Guide

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

For more information about COPS Office awards, please visit the COPS Office website at www.cops.usdoj.gov or call the COPS Office Response Center at 800-421-6770.



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

Visit the COPS Office online: www.cops.usdoj.gov

January 2020

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COPS Hiring Program (CHP) (CFDA 16.710) Overview

COPS Hiring Program (CHP) description and federal award information

This program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968 as amended and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.

The COPS Hiring Program (CHP) provides funding directly to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts.

The COPS Office anticipates making an estimated 500 CHP awards for a total of approximately \$400 million. All awards are subject to the availability of funds. The COPS Office may elect to fund applications submitted under the FY 2020 CHP solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

2020 CHP awards will cover up to 75 percent of the approved entry-level salary and fringe benefits of each newly hired and/or rehired full-time sworn career law enforcement officer over the three-year (36-month) award period, with a minimum 25 percent local cash match requirement and maximum federal share of \$125,000 per officer position. CHP award funding will be based on your agency's current entry-level salary and fringe benefits for full-time sworn officers. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the recipient agency. In FY 2020, agencies may request the number of officer positions necessary to support their proposed community policing strategy. Please keep in mind that there is a minimum 25 percent local cash match and a 12-month retention requirement for each officer position funded. The COPS Office will fund as many positions as possible for successful applicants; however, the number of officer positions requested by an agency may be reduced based on the availability of funding and other programmatic considerations.

Funding under this program may be used to do the following:

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

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

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

Registration

All FY 2020 CHP applicants are required to have a valid ORI number. The ORI number is assigned by the Federal Bureau of Investigation (FBI) and is your agency's unique identifier. Please contact the COPS Office Response Center at 800-421-6770 to verify your agency's ORI number. If you do not have an ORI number, a COPS Office Response Center Specialist will assign one to you for the purpose of tracking your award application. This is required before you begin your application on Grants.gov.

In addition, the Federal Government requires that all applicants for federal awards—with the exception of individuals other than sole proprietors—have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to submitting an application. See “section 3: General agency information” on page 38 of this guide for more information regarding DUNS and SAM.

Completing an application under the CHP program is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424, the government-wide standard application form for federal assistance. Once you have registered and submitted your SF-424 through Grants.gov, you will receive an email from the COPS Office within one business day with instructions on completing the second part of the COPS Hiring Program application process, which is the COPS Office Application Attachment to the SF-424 through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

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

For technical assistance with submitting the SF-424, call Grants.gov Customer Service Hotline at 800-518-4726, email support@grants.gov, or consult the Grants.gov Applicant User Guide at https://www.grants.gov/help/html/help/Get_Started/Get_Started.htm. See “How to Apply/Application Submission” on page 13 of this guide for more information.

For technical assistance with submitting the online application via the COPS Office website, please call 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov. See “How to Apply/Application Submission” on page 13 of this guide for more information.

Deadline: Application

All completed applications must be submitted by **March 11, 2020 at 7:59 p.m. EDT**. Please see “How to Apply/Application Submission” for more information.

Applications for this program must be submitted in two parts. First, applicants must apply online via www.grants.gov to complete the SF-424. Applicants will then be directed to the COPS Office website (www.cops.usdoj.gov) to complete the second part of the application by **March 11, 2020 at 7:59 p.m. EDT**.

Late submissions

The COPS Office offers a process for CHP applicants to provide advance notice to the COPS Office if receipt of their application will be delayed due to unforeseen COPS Office Online Application System technical issues. Applicants must provide notice prior to the close of the solicitation. If applicants do not provide advance notice to the COPS Office about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, submission may be considered. Extension of deadlines is not guaranteed.

Experiencing unforeseen COPS Office Online Application System technical issues

If you experience unforeseen COPS Office Online Application System technical issues beyond your control, which prevent you from submitting your application by the deadline, **please immediately contact the COPS Office Response Center at 800-421-6770 to create a record of the issue. You will need to provide the following information to the COPS Office Response Center:**

- ORI
- Agency name
- Point of contact name and contact information
- Application ID
- Nature of technical issues

The COPS Office will respond to each applicant email as soon as possible with an approval and instructions for submission, or a rejection. If the technical issues you reported cannot be validated, your application will be rejected. Any requests to submit applications due to technical issues after the deadline will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are *not* valid reasons: (1) failure to begin the registration process in sufficient time; (2) failure to follow the COPS Office Online Application System instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the CHP solicitation, including the CHP Application Guide; (4) failure to register or update information on the SAM website; and (5) failure to register or complete SF-424 in grants.gov.

Notifications regarding known technical problems with COPS Office Online Application System will be posted on <https://portal.cops.usdoj.gov/>.

No late submission requests will be considered once the CHP application closes.

Extraordinary natural or manmade disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or mass casualty events, applicants may request to submit applications late by sending an email to AskCopsRC@usdoj.gov.

Applicants will need to follow these directions:

- Send email directly to AskCopsRC@usdoj.gov
- The subject line should read “FY20 CHP Extraordinary Circumstances: ORI, Agency Name, Application ID”—with your specific ORI, organization name, and application ID included in the subject line
- Message: The message should include the following information:
 - ORI
 - Agency name
 - Application ID
 - Nature of the disaster and how it affected the applicant’s ability to submit an application on time

The email message must be sent by the deadline or as soon as possible given the specific emergency. The COPS Office will respond to each applicant email as soon as possible with an approval and instructions for submission, or a rejection.

Eligibility Requirements

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

For additional information, please visit the COPS Office website at www.cops.usdoj.gov.

Program-Specific Information

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

Program goal

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

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

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

2020 CHP awards provide up to 75 percent funding of the approved entry level salaries and fringe benefit of each newly hired and/or rehired full-time sworn career law enforcement officer over the three-year (36-month) award period with a minimum 25 percent local cash match requirement and a maximum federal share of \$125,000 per officer position. All budget calculations must be based on the current authorized salary and fringe benefits of an entry-level officer in your department. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the recipient agency.

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

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

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

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

Federal funding: Allowable and unallowable costs

Allowable costs: Fundable requests

Allowable costs are costs that will be paid for by this award program. The only allowable costs under CHP are the approved full-time, entry-level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers hired or rehired on or after the award start date. A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law or by a state, local, or tribal agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. 34 U.S.C. §10389(1). The State of Alaska, and any Indian tribe or tribal organization in that State, may also use hiring funds for village public safety officers defined as "an individual employed as a village public safety officer under the program established by the State pursuant to Alaska Statute 18.65.670. Tribal Law and Order Act of 2010, Pub. L. 111-211, title II, § 247 (a)(2).

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

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

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

All requests will be considered on a case-by-case basis during the budget review process. Requested items under the program must comply with the appropriations language enacted for FY 2020. In addition, each request must programmatically link to the CHP activities described in your application.

Unallowable costs: Requests will NOT be funded

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

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

This is not an inclusive list, and items not listed above will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's CHP project. All requests must contribute directly to the specific purpose of the award project and relate to the appropriations language enacted for FY 2020.

Nonsupplanting requirement

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

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

Financial management and system of internal controls

Award recipients must, as set out in the Uniform Guidance at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance 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).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the recipient's compliance with statutes, regulations, and the terms and conditions of Federal awards.

- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency designates as sensitive or the recipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

Administrative actions and legal remedies related to Federal awards

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

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

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

Monitoring, reporting, and evaluation requirements

Monitoring

Federal law requires that law enforcement 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. 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. Through these monitoring efforts, the COPS Office may seek information including, but not limited to, your agency's compliance with nonsupplanting and both programmatic and financial requirements of the award and your agency's progress toward achieving your community policing strategy. Program and Monitoring Specialists as well as Auditors are particularly interested in confirming that the purchase of items and services is consistent with the applicant's approved award budget as reflected on the Financial Clearance Memo and Final Funding Memorandum. All COPS Office recipients will be required to participate in award monitoring activities of the U.S. Department of Justice including, but not limited to, reviews conducted by the COPS Office, the Office of the Inspector General, or any entity designated by the COPS Office.

Reporting

If awarded, all recipients will be required to electronically submit their financial reports using the SF-425 form by the 30th day following the end of each calendar quarter, and a final report is due 90 days following the award end date. Recipients who do not submit SF-425 reports by the due date will be unable to drawdown funds. More information will be provided in the award package upon receipt of a COPS Office award.

In addition, if awarded, all recipients will be required to electronically submit quarterly progress reports and a final progress report. In addition, awarded agencies will be responsible for the timely submission of a final closeout report and any other required final reports. The COPS Office will notify the recipient when the progress report is due and provide instructions for submission. By accepting a COPS Office award, COPS Office recipients agree to cooperate with and respond to any requests for information pertaining to their COPS Office award.

Evaluations

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

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

Performance Measures

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

Performance measures for CHP are as shown in table 1.

Table 1. CHP Performance measures

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

COPS Office awards target increasing recipient capacity to implement community policing strategies within the three primary elements of community policing: (1) problem solving; (2) partnerships; and (3) organizational transformation. The COPS Office requires all CHP applicants to describe how the personnel requested will assist the applicant in implementing community policing strategies. For more information on community policing, please go to the COPS Office website at <https://cops.usdoj.gov/resources#cptopics>.

As part of the programmatic progress report, CHP 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 CHP to better meet the program's objective and law enforcement agency needs.

How to Apply/Application Submission

| Primary Steps Required to Complete Application | Complete? |
|---|--------------------------|
| Obtain a DUNS number/Confirm DUNS number. | <input type="checkbox"/> |
| Register with SAM database/Confirm SAM number. | <input type="checkbox"/> |
| If necessary, request an ORI through the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770. | <input type="checkbox"/> |
| Register with Grants.gov/Confirm registration. | <input type="checkbox"/> |
| If you have not renewed your COPS Office Account Access information since November 15, 2014, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770. | <input type="checkbox"/> |
| Complete SF-424 on Grants.gov (funding number: COPS-CHP-Application-2020). | <input type="checkbox"/> |
| Upon receipt of an email from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete the second part of the application on the COPS Office Online Application System. | <input type="checkbox"/> |

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

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

- Completing a CHP application is a two-step process. Applicants are first required to register via www.grants.gov and complete an SF-424. The Grants.gov funding code for this solicitation is COPS-CHP-Application-2020. Once the SF-424 has been submitted, applicants will receive an email from the COPS Office with instructions on completing the second part of the CHP application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.
- It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System. An application is not considered submitted until you have submitted your SF-424 on Grants.gov and the second part of the application on the COPS Office website.
- Confirmation of submission: After completing the second part of the application and clicking “Submit,” applicants will receive a message stating “Your application has been successfully recorded.” The confirmation page will also provide the submission date, ORI, confirmation number, and program type.
- For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 800-518- 4726 or email support@Grants.gov. For assistance with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421- 6770 or send questions via email to AskCopsRC@usdoj.gov.
- To apply for funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the System for Award Management (SAM) database. Applicants must also provide their registered DUNS name if it is different from their COPS Office legal name.
- Applicants must comply with any word and/or field limit requirements described in the COPS Office Application Guide.

- Applicants will have the opportunity to print a copy of the application prior to submission and another copy of the application after it has been submitted. Please note that the application package cannot be submitted until all required fields have been completed. Note: If Internet access is not available to print a copy of the application package, contact the Response Center at 800-421-6770 to request that a printed copy be sent to you.
- Applicants will be able to print a copy of the application package only for reference while completing the application online via the COPS Office website. The COPS Office will not accept applications submitted via mail or email.
- Do not wait until the application deadline date to begin the application process through the COPS Office website. The registration steps may take several days to complete, and if you wait until the application deadline date you may be unable to submit your application online.

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

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

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

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

Register or update an account in the COPS Office Account Access

Estimated timeframe: up to one business day

All COPS Office applicants must have an account through the COPS Office Online Application System. The information in the Online Application System will prepopulate section 4 of the application, so please ensure it is accurate. The following individuals are deemed critical for the submission of the application and will need to have current contact information and e-Signatures in the system:

- Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies
- Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies
- See the following instructions about designating and setting up the e-signature for the Law Enforcement Executive (LE) and Government Executive (GE)

Designating your Law Enforcement Executive (LE) and Government Executive (GE) in Agency Portal:

1. The Law Enforcement Executive (LE) must sign into Agency Portal (IE11 is recommended):
<https://portal.cops.usdoj.gov/>.
(If you do not know your Agency's LE, or if they need assistance setting up their account, please contact the COPS Office Response Center at 800-421-6770.)
2. On the left-hand menu, click "Add" to add a new user.

3. Enter the LE or GE information and check “Law Enforcement Executive” or “Government Executive.” See figure 1.

Figure 1. Add or edit user and designate law enforcement (LE) executive or government executive (GE)

The screenshot shows the 'ADD/EDIT USER' form in the Agency Portal for the Anchorage Police Department (AK00101). The form is titled 'ADD/EDIT USER' and is located in the main content area. On the left, there is an 'AGENCY PORTAL MENU' with links to HOME, ACCOUNT INFORMATION, AGENCY INFORMATION, AGENCY USERS, AGENCY CONTACTS, APPLICATIONS, and GRANTS MANAGEMENT. The form itself has the following fields and labels:

- Email: [text input] * Required
- Title: [text input]
- First Name: [text input] * Required
- Last Name: [text input] * Required
- Phone: [text input] * Required
- Extension: [text input]

Below the form, there is an 'Agency Portal' logo and a 'Roles' section with the following checkboxes:

- Agency Moderator
- User Moderator
- Law Enforcement Executive LE
- Government Executive GE

To the right of the roles section, there is a 'Note' box with the following text:

Note:
Agency Moderators are allowed to modify information in the Agency Information and Agency Contacts sections.
User Moderators are allowed to modify information in the Agency Users section.

4. Scroll to the bottom of the page and click “Update.”
5. Once their account has been set-up, the LE/GE can log in by using their email address as their username and clicking “Forgot Password.” They will receive an email prompting them to set up a password for their account.

Setting Up the Law Enforcement and Government Executive E-signature in Agency Portal:

1. The LE/GE must sign in to Agency Portal (IE11 is recommended): <https://portal.cops.usdoj.gov/>
 2. On the left-hand menu, click “Account Information.”
 3. Confirm name and contact information, then enter e-signature (see figure 2 on page 16).
- Note: When signing the application, the signature will be validated against the information entered in this field of Agency Portal. The two signatures must precisely match.

4. Click "Update."

Figure 2. Setting up the LE and GE e-signature in Agency Portal

ACCOUNT INFORMATION

Email:

Title:

First Name:

Last Name:

Phone:

Extension:

Please provide your electronic signature below. This signature will be used to authenticate your electronic signature across the various COPS IT systems that require an electronic signature (ex. Award Documents, Withdrawal Requests, etc...).

Signature:

Update

Please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770 for assistance in creating an application or renewing your information.

Obtaining a Data Universal Numbering System (DUNS) number

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

Data Universal Numbering System (DUNS) number

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

To obtain your DUNS number

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

Managing your DUNS number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches or divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at 866-705-5711 to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches or divisions have DUNS numbers for federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name or organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

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

Registering with the System for Award Management (SAM)

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

To register in SAM, follow the next steps:

Step 1.

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

Step 2.

Access the SAM online registration through the SAM home page at www.sam.gov and follow the online instructions for new SAM users.

Step 3.

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

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

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

Step 1.

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

Step 2.

Select “Complete Registrations” under Registration/Update Entity” in the left navigation pane.

Step 3.

Select the entity record that you want to update and click the “Update” button.

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

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

To review the System for Award Management and Universal Identifier Award Term, please see the appendices of this guide.

Deadline/Application period

The application period for the 2020 COPS Hiring Program begins **January 9, 2020**. All applications must be submitted by **March 11, 2020, at 7:59 p.m. EDT**. Applications submitted after **March 11, 2020, at 7:59 p.m. EDT** will not be considered for funding.

Helpful online resources

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

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

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 www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl, 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.

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

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

Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying using the COPS Office online system (www.cops.usdoj.gov), please contact:

COPS Office Response Center
U.S. Department of Justice, COPS Office
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.

Award terms and conditions/Funding restrictions

The following section describes all of the compliance terms and conditions that applicants should be aware of before applying to COPS Office programs. Table 2 on page 21 further defines which of the legal requirements are applicable to the program for which you are applying. Please review each section carefully. The signatures of the

applicant’s Law Enforcement Executive/Agency Executive and Government Executive/ Financial Official on section 17: Reviews and Certifications assure the COPS Office that your agency will comply with all legal and administrative requirements that govern the acceptance of the COPS award and use of federal award funds.

Table 2. Compliance terms and conditions

Key: Y = Yes; N = No

| FY 2020 Program | CHP |
|---|-------------------|
| I. U.S. Department of Justice Certified Standard Assurances | Y |
| II. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements | Y |
| III. Disclosure of Lobbying Activities | Y (if applicable) |
| IV. Supplementing, Not Supplanting | Y |
| V. Procurement and Sole Source Justification | N |
| VI. Criminal Intelligence Systems | N |
| VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts (if applicable) | N |
| VIII. Community Policing Self Assessment Tool (CP-SAT) | N |
| IX. System for Award Management (SAM) and Universal Identifier Requirements | Y |
| X. Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation | Y |
| XI. Contract Provisions | Y |
| XII. Prior Approval Planning and Reporting of Conference/Meeting/Training Costs | N |
| XIII. Curriculum Development | N |
| XIV. Restriction on Internal Confidentiality Agreements | Y |
| XV. Mandatory Disclosure | Y |
| XVI. Debarment and Suspension | Y |
| XVII. Recipient Integrity and Performance Matters | Y |
| XVIII. False Statements | Y |
| XIX. Duplicative Funding | Y |
| XX. Additional High-Risk Recipient Requirements | Y |
| XXI. Modification | Y |
| XXII. Evaluations | Y |
| XXIII. Allowable Costs | Y |
| XXIV. Local Match | Y |
| XXV. Equal Employment Opportunity Plan | Y |
| XXVI. Employment Eligibility | Y |
| XXVII. Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information | Y |
| XXVIII. Federal Civil Rights | Y |
| XXIX. Conflict of Interest | Y |
| XXX. Reports/Performance Goals | Y |
| XXXI. Extensions | Y |
| XXXII. Computer Network Requirement | N |
| XXXIII. Award Monitoring Activities | Y |
| XXXIV. Community Policing | Y |
| XXXV. Retention | Y |
| XXXVI. Contracts and/or MOUs with Other Jurisdictions | Y |
| XXXVII. Travel Costs | N |
| XXXVIII. State Information Technology Point of Contact | Y |

| FY 2020 Program | CHP |
|---|-----|
| XXXIX. Public Release Information | N |
| XL. News Media | Y |
| XLI. Paperwork Reduction Act | N |
| XLII. Copyright | N |
| XLIII. Human Subjects Research | N |
| XLIV. Citizenship and Immigration Status Communications | Y |
| XLV. Officer Background Investigation | Y |
| XLVI. Career Law Enforcement Officer | |

I. & II. Assurances and Certifications (also refer to sections 15A and 15B: U.S. Department of Justice Certified Standard Assurances and U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters And Drug-Free Workplace Requirements” on page 60 of this Application Guide and Standard Application forms.)

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

III. Disclosure of Lobbying Activities (also refer to section 16A on page 61 of this Application Guide and Standard Application forms.)

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

If this applies to your agency, you are required to complete the disclosure form in section 16 of the application. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

Please be advised that all recipients and subrecipients must comply with the provisions of 2 C.F.R. § 200.450, as appropriate, regarding unallowable costs under the Federal award associated with lobbying or influencing activities. Additional restrictions in 2 C.F.R. § 200.450(c) are applicable to nonprofit organizations and institutions of higher education.

IV. 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, Bureau of Indian Affairs funds) that would, in the absence of federal aid, be made available for the purpose of the award. Instead, award funds must be used to increase the total amount of funds that would otherwise be made available for the award purposes. 34 U.S.C. § 10384(a).

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

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

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

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

In addition, the nonsupplanting requirement means that an award recipient that receives CHP award funds to rehire an officer who is (at the time of application) currently scheduled to be laid off on a specific future date as a result of state, local, or BIA budget reductions must continue to fund the officer with its own funds through the award start date until the date of the scheduled layoff. [For example, if the award start date is September 1 and the layoff is scheduled for November 1, then the CHP funds may not be used to fund the officer until November 1, the date of the scheduled layoff.]. An agency must identify the date(s) of the scheduled layoffs and the number of officers to be laid off in its application. If a CHP award is awarded, an award recipient must maintain documentation showing the date(s) and reason(s) for the layoffs, the number of officers laid off, the number of officers rehired, and dates the officers were rehired. [Please note that as long as your agency can document that the layoffs would occur on the identified dates if the CHP award funds were not available, it may transfer the officers to the CHP funding on or immediately after the date of the layoff without formally completing the administrative steps associated with a layoff for each individual officer.]

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

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

V. Procurement and Sole Source Justification—Not applicable under CHP

VI. Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance—Not applicable under CHP

VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts—Not applicable to any FY19 COPS Office programs

VIII. Community Policing Self-Assessment Tool (CP-SAT)—Not applicable to any FY19 COPS Office Programs

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

Unless exempted from this requirement under 2 C.F.R. § 25.110, the recipients must maintain the currency of their information in the SAM until submission of the final financial report required under this award or receipt of the final payment, whichever is later. This requires recipients to review and update the information at least annually after the initial registration and more frequently if required by changes in information or other award term.

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

X. Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation Information

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

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

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

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

To review the FFATA Reporting Subaward and Executive Compensation Award Term, please see the appendices of this guide.

XI. Contract Provision under Federal Award

All contracts made by the 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.

For the full text of 2 C.F.R. Appendix II to Part 200, please refer to the appendices of this guide.

XII. Prior Approval, Planning, and Reporting of Conference/Meetings/Training Costs— Not applicable under CHP

XIII. Curriculum Development—Not applicable under CHP

XIV. Restrictions on Internal Confidentiality Agreements

Recipients, subrecipients, or entities that receive a contract or subcontract with any funds under this award, may not 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. Consolidated Appropriations Act, 2019, Public Law 116-6, Division D, Title VII, Section 742.

XV. Mandatory Disclosure

Recipients and subrecipients are required to timely disclose in writing to the COPS Office or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients that receive an award over \$500,000 agree to 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 outlined 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. § 200.338.

XVI. Debarment and Suspension

Recipients agree 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 Debarment and Suspension) and 2 C.F.R. Part 2867 (DOJ-specific requirements).

XVII. Recipient Integrity and Performance Matters

Recipients that received \$500,000 or more in a federal award, agree to comply with the terms and conditions outlined in 2 C.F.R. Part 200, Appendix XII to part 200 - Term and Condition for Recipient Integrity and Performance Matters.

For the full text of 2 C.F.R. Part 200, Appendix XII to part 200 please refer to the appendices of this guide.

XVIII. False Statements

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

XIX. Duplicative Funding

Recipients agree to notify the COPS Office if they receive, from any other source, funding for the same item(s) or service(s) also funded under this award.

XX. Additional High-Risk Funding Recipient Requirements

Recipients agree 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 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.207).

XXI. Modifications

Award modifications are evaluated on a case-by-case basis in accordance with 2 C.F.R. § 200.308. For federal awards in excess of \$250,000, any modification request involving the reallocation of funding between budget categories that exceed or are expected to exceed 10 percent 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. The COPS Office will not approve any modification request that results in an increase of federal funds.

XXII. Evaluations

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

XXIII. Allowable Costs

The funding under this award is for the payment of approved costs identified in the Financial Clearance Memorandum (FCM).

XXIV. Local Match

COPS Hiring Program award recipients are required to contribute a local match of at least 25 percent towards the total cost of the approved award project, unless waived in writing by the COPS Office. The local match must be a cash match from funds not previously budgeted for law enforcement purposes and must be paid during the award period. The local match contribution must be made on an increasing basis during each year of the three-year award period, with the federal share decreasing accordingly. 34 U.S.C. § 10381(g).

XXV. Equal Employment Opportunity Plan

Recipients agree to comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan. 28 C.F.R. Part 42 subpart E.

XXVI. Employment Eligibility

Recipients agree to complete and keep on file, as appropriate, the U.S. 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. See Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603.

XXVII. Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information

Recipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he/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 also agree to provide to 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 this guide for a full text of the statute.

XXVIII. Federal Civil Rights

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.

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).

XXIX. Conflict of Interest

Recipients 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 accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.112.

XXX. Reports/Performance Goals

Recipients will be responsible for submitting quarterly programmatic progress reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425). 2 C.F.R. § 200.327; and 2 C.F.R. § 200.328. The progress report is used to track recipient's progress toward implementing community policing strategies and to collect data to gauge the effectiveness of increasing your agency's community policing capacity through COPS funding. 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.

XXXI. 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. Awards may be extended a maximum of 36 months beyond the initial award expiration date. Any request for an extension beyond 36 months will be evaluated on a case-by-case basis. Only recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Reasonable justifications may include change in administration, staff turnover of key award/award-funded personnel, training delays, hiring and recruitment delays or other circumstances that interrupt the 36-month award funding period. An extension allows recipient to compensate for such delays by providing additional time to complete the full 36 months of funding. Extension requests must be received prior to the end date of the award.

XXXII. Computer Network Requirement—Not applicable under CHP

XXXIII. 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, 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. 34 U.S.C. § 10385(a) and 2 C.F.R. §§ 200.333 & 200.336.

XXXIV. Community Policing

Community policing activities to be initiated or enhanced by recipients were identified and described in their award application. Recipients develop a community policing plan for the award with specific reference to a crime or disorder problem and the following elements of community policing: (a) problem solving—a recipient’s plan to assess and respond to the problem identified; (b) community partnerships and support, including related governmental and community initiatives that complement a recipient’s proposed use of funding; and (c) organizational transformation—how a recipient will use the funds to reorient its mission to community policing or enhance its involvement in and commitment to community policing. Throughout the award period recipients are required to implement the community policing plan they set forth in the award application. 34 U.S.C. § 10382 (c)(10).

XXXV. Retention

Recipients commit to retain all sworn officer positions funded under the award with state and/or local funds for a minimum of 12 months following the conclusion of 36 months of federal funding for each position, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the award. Recipients cannot satisfy the retention requirement by using COPS Office-funded positions to fill locally-funded vacancies resulting from attrition. 34 U.S.C. § 10382 (c)(8).

XXXVI. Contracts and/or MOUs with Other Jurisdictions

Equipment, technology, training, vehicles, sworn law enforcement officer positions and civilian positions, awarded may only be used for law enforcement activities or services that exclusively benefit the recipient/taskforce and the population that it serves.

XXXVII. Travel Costs—Not applicable under CHP

XXXVIII. State Information Technology Point of Contact

Recipients agree to ensure that the appropriate State Information Technology Point of Contact receives written notification regarding any information sharing or technology project funded by a COPS Office award. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, recipients agree to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <https://it.ojp.gov/technology-contracts>.

XXXIX Public Release Information—Not applicable under CHP

XL. News Media

Recipients agree to comply with the COPS Office policy on contact with the news media. The policy establishes the COPS Office Communications Division as the principal point of contact for the news media for issues relevant to the COPS Office and/or parameters of the award. Recipients agree to refer all media inquiries on these topics directly to the COPS Office Communications Division at 202.514.9079.

XLI. Paperwork Reduction Act—Not applicable under CHP

XLII. Copyright—Not applicable under CHP

XLIII. Human Subjects Research—Not applicable under CHP

XLIV. Citizenship and Immigration Status Communications

To obligate or expend FY 2020 award funding, all State or local government entities must require that no funded program or activity is subject to any prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information regarding citizenship or immigration status 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. This condition applies throughout the grant award period.

The full text of this grant condition may be found in the appendices.

XLV. Background Investigations

Recipients agree to ensure that each officer(s) hired with CHP funding will be subject to a background investigation, notify the COPS Office upon completion of the background investigation for each officer hired under the CHP award, and cooperate with the COPS Office and provide updates on the status of background investigations upon request. 2 C.F.R. § 200.207

If the COPS Office determines that CHP funds are being used to pay the salary and fringe benefits of an officer who has not undergone a background investigation, the COPS Office may temporarily suspend grant funds in accordance with 2 C.F.R. §200.338 until the agency can demonstrate the background investigation has been completed.

XLVI. Career Law Enforcement Officer

Officer hiring funds may only be used to pay entry-level salaries and fringe benefits for full-time “career law enforcement officers” for 36 months. The COPS Office’s 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 supervise the prevention, detection, or investigation of violations of criminal laws.” 34 U.S.C. §10389(1). A recipient agency may use officer hiring funds to pay the salary and benefits of recruits while in academy training to become “career law enforcement officers” if it is the standard practice of the agency to do so with locally-funded recruits. The State of Alaska, and any Indian tribe or tribal organization in that State, may also use officer hiring funds for a “village public safety officer” defined as “an individual employed as a village public safety officer under the program established by the State pursuant to Alaska Statute 18.65.670.” Tribal Law and Order Act of 2010, Pub. L. 111-211, title II, § 247 (a)(2).

Application review information

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

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

For CHP, the COPS Office will focus on balancing the applicant's need for federal assistance (as measured by economic and fiscal health questions) with crime rates and the applicant's current commitment to community policing and their proposed community policing strategy. For FY 2020, an applicant's commitment to community policing and the strength of their overall community policing strategy will be the basis for initial scoring.

For CHP, fiscal need will constitute 33.3 percent, crime 33.3 percent, and community policing 33.3 percent of the overall score. Additional consideration will be given to applicants who select one of the following community policing problems or focus areas: School-Based Policing, Violent Crime, and Homeland and Border Security. CHP recipients who choose one of the community policing problems or focus areas listed here will not be allowed to change their choice post-award.

Additional consideration will be given to applicants in states with certain anti-human trafficking laws that treat minors engaged in commercial sex as victims (referred to as "safe harbor" laws) and permit individuals to vacate arrest or prosecution records for non-violent offenses as a result of being trafficked. Additional consideration may also be given for applicants that experienced an unanticipated catastrophic event, applicants that commit to hiring at least one military veteran, applicants from rural areas, applicants that have not previously received COPS Office grant funding, and applicants that partner with federal law enforcement to address illegal immigration.

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

In addition, prior to making an award greater than the simplified acquisition threshold (currently set at \$250,000), any information about applicants that is in the designated integrity and performance system accessible through SAM will be reviewed and considered. Applicants may review and comment on any information about them 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.

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

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

Federal award administration information

The award document

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

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

As stated in 2 C.F.R. § 200.309 (Period of Performance) a COPS award recipient may charge to the federal award only allowable costs incurred during the period of performance and any costs incurred before the COPS Office made the federal award that were authorized by the COPS Office.

The duration of your CHP award is 36 months of funding for each officer position awarded.

Your award number is in the following format: 2020-ULWX-0000 or 2020-UMWX-0000 for awards given in FY 2020. The COPS Office tracks award information based upon this number. Therefore, it is important to have your agency's award number (or your agency's ORI number) readily available when corresponding with the COPS Office.

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

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

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

Administrative and national policy requirements

If selected for funding, in addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must comply with award terms and conditions and other legal requirements including OMB, DOJ, or other federal regulations that will be included in the award or incorporated into the award by reference or are otherwise applicable to the award.

Please see general terms and conditions on page 20.

Suspension or termination of funding

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

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

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the 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 non-compliance 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/or 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.

COPS Office Application Attachment to SF-424

What an application must include

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

Required application documents and sections for the COPS Hiring Program

Table 3 on page 34 shows the required documentation that must be completed and submitted for your application to be considered complete. Failure to submit all required documentation at the time of application may delay processing and/or result in the denial of your application. Unless otherwise noted, each section listed must be completed in its entirety. You can use this chart as an application checklist to ensure you have met all of the necessary requirements.

Table 3. Required documentation

| Application documents and sections | Required? | Completed? |
|--|---------------------------------------|--------------------------|
| Standard Form 424 (to be completed on Grants.gov) | Yes | <input type="checkbox"/> |
| COPS Office Application Attachment to SF-424 (to be completed via COPS Office Online Application System) | Yes | <input type="checkbox"/> |
| Section 1. COPS Office Program Request | Yes | <input type="checkbox"/> |
| Section 2. Agency Eligibility Information | Yes (section 2A only) | <input type="checkbox"/> |
| Section 3. General Agency Information | Yes | <input type="checkbox"/> |
| Section 4. Executive Information | Yes | <input type="checkbox"/> |
| Section 5. COPS Office Officer Request | Yes (section 5A only) | <input type="checkbox"/> |
| Section 6. Law Enforcement and Community Policing Strategy | Yes (section 6B only) | <input type="checkbox"/> |
| Section 7. Need for Federal Assistance | Yes | <input type="checkbox"/> |
| Section 8. Continuation of Project after Federal Funding Ends | Yes (section 8A only) | <input type="checkbox"/> |
| Section 9. School Safety Assessment | No | <input type="checkbox"/> |
| Section 10. Executive Summary | No | <input type="checkbox"/> |
| Section 11. Project Description (narrative) | No | <input type="checkbox"/> |
| Section 12. Official Partner(s) Contact Information | Possible | <input type="checkbox"/> |
| Section 13. Application Attachments | Possible | <input type="checkbox"/> |
| Section 14. Budget Detail Worksheet | Yes | <input type="checkbox"/> |
| Section 15A. U.S. Department of Justice Certified Standard Assurances | Yes | <input type="checkbox"/> |
| Section 15B. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements | Yes | <input type="checkbox"/> |
| Section 16A. Disclosure of Lobbying Activities | Possible | <input type="checkbox"/> |
| Section 16B. (does not apply to CHP) | No | |
| Section 16C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation | Possible | <input type="checkbox"/> |
| Section 17. Reviews and Certifications | Yes | <input type="checkbox"/> |
| Section 18. Application Data Verification | Not applicable at time of application | <input type="checkbox"/> |

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

General information

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

Instructions: Application for Federal Assistance SF-424

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

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

The Instructions for the Application for Federal Assistance SF-424 on page 35 is a standard form (including the continuation sheet) required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency).

Required items are identified with an asterisk on the form and are specified in the instructions that follow. In addition to these instructions, applicants must consult agency instructions to determine specific requirements.

1. **Type of Submission** (required). Select one type of submission in accordance with agency instructions.
 - Pre-application
 - Application
 - Changed/corrected application—If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2. **Type of Application** (required). Select one type of application in accordance with agency instructions.
 - New—An application that is being submitted to an agency for the first time.
 - Continuation—An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.
 - Revision—Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "other" is selected, please specify in text box provided.
 - Increase award
 - Decrease award
 - Increase duration
 - Decrease duration
 - Other (specify)
3. **Date Received**. Leave this field blank. This date will be assigned by the federal agency.
4. **Applicant Identifier**. Enter the entity identifier assigned by the federal agency, if any, or the applicant's control number if applicable.

- 5a. **Federal Entity Identifier.** Enter the number assigned to your organization by the federal agency, if any.
- 5b. **Federal Award Identifier.** For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.
6. **Date Received by State.** Leave this field blank. This date will be assigned by the state, if applicable.
7. **State Application Identifier.** Leave this field blank. This identifier will be assigned by the state, if applicable.
8. **Applicant Information.** Enter the following in accordance with agency instructions:
 - a. *Legal name* (required). Enter the legal name of the applicant who will undertake the assistance activity. This is what the organization has registered with the System for Award Management. Information on registering with SAM may be obtained by visiting the Grants.gov website.
 - b. *Employer/Taxpayer number (EIN/TIN)* (required). Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the United States, enter 44-4444444.
 - c. *Organizational DUNS* (required). Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.
 - d. *Address.* Enter the complete address as follows: Street address (line 1 required), City (required), County, State (required, if country is United States), Province, Country (required), ZIP/Postal Code (required, if country is United States).
 - e. *Organizational Unit.* Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.
 - f. *Name and contact information of person to be contacted on matters involving this application* (required) *and organizational affiliation (if affiliated with an organization):* Enter the name (first and last name, then the application organization), telephone number (required), fax number, and email address (required) of the person to contact on matters related to this application.
9. **Type of Applicant** (required). Select up to three applicant type(s) in accordance with agency instructions.
 - a. State government
 - b. County government
 - c. City or township government
 - d. Special District government
 - e. Regional Organization
 - f. U.S. Territory or possession
 - g. Independent school district
 - h. Public/state controlled institution of higher education
 - i. Indian/Native American Tribal Government (federally recognized)
 - j. Indian/Native American Tribal Government (other than federally recognized)
 - k. Indian/Native American tribally designated organization
 - l. Public/Indian housing
 - m. Nonprofit
 - n. Private institution of higher education
 - o. Individual
 - p. For-profit organization (other than small business)
 - q. Small business
 - r. Hispanic-serving institution
 - s. Historically Black colleges and universities (HBCU)

- t. Tribally controlled colleges and universities (TCCU)
 - u. Alaska Native and Native Hawaiian serving institutions
 - v. Nondomestic (non-U.S.) entity
 - w. Other (specify)
10. **Name of Federal Agency** (required). Enter the name of the federal agency from which assistance is being requested with this application.
11. **Catalog of Federal Domestic Assistance Number/Title**. Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12. **Funding Opportunity Number/Title** (required). Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13. **Competition Identification Number/Title**. Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
14. **Areas Affected by Project**. List the areas or entities using the categories (e.g., cities, counties, states) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15. **Descriptive Title of Applicant's Project** (required). Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16. **Congressional Districts Of** (required).
- 16a. Enter the applicant's congressional district, and
- 16b. Enter all district(s) affected by the program or project. Enter in the format:
- Two-character state abbreviation
 - Three-character district number
e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina 103rd district
 - If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.
 - If nationwide, i.e., all districts within all states are affected, enter U.S.-all.
 - If the program/project is outside the United States, enter 00-000.
17. **Proposed Project Start and End Dates** (required). Enter the proposed start date and end date of the project.
18. **Estimated Funding** (required). Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19. **Is Application Subject to Review by State under Executive Order 12372 Process?** Applicants should contact the state single point of contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the state intergovernmental review process. Select the appropriate box. If "a" is selected, enter the date the application was submitted to the state.
20. **Is the Applicant Delinquent on Any Federal Debt?** (required) Select the appropriate box. This question applies to the applicant organization, not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. If yes, include an explanation on the continuation sheet.

21. **Authorized Representative** (required). To be signed and dated by the authorized representative of the applicant organization. Enter the name (first and last name required), title (required), telephone number (required), fax number, and email address (required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office (certain federal agencies may require that this authorization be submitted as part of the application).

Section 1. COPS Office program request

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

Section 2. Agency eligibility information

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

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

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

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

Section 3. General agency information

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

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

Applicant Data Universal Numeric System (DUNS) number. The Federal Government requires that all applicants for federal awards and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. A DUNS number is a unique nine- or thirteen-digit sequence recognized as the standard identifier for entities receiving federal funds, and provides consistent name and address data for electronic award application systems. A DUNS number may be obtained by telephone at 866-705-7511 or via the Internet at fedgov.dnb.com/webform. For more information about how to obtain a DUNS number, please refer to the “How to Apply” section of this application guide. If your registered name in DUNS is different from your legal name, please enter the registered name.

System for Award Management (SAM). The System for Award Management (SAM) database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Federal Government requires that all applicants of federal award funds and cooperative agreements—with the exception of individuals other than sole proprietors—be registered in the database prior to application submission. Please contact the SAM Service Desk at 866-606-8220 or view or update your registration information at www.sam.gov. If your SAM registration is set to expire prior to September 30, 2020, please renew your SAM registration prior to completing this application. All applicants are required to maintain current registrations in the SAM database. Please note that applicants must update or renew their SAM at least once per year to maintain an active status. For more information about how to register with SAM, please refer to the “How to Apply” section of this application guide.

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

Fiscal year. Enter the month, day, and year of the legal applicant’s fiscal year.

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

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

USAO District Office. Enter applicant’s U.S. Attorney’s Office District.

U.S. Department of Justice and other federal funding. Applicants are required to disclose whether they have pending applications for federally funded assistance or active federal awards that support the same or similar activities or services for which award funding is being requested under this application.

Be advised that COPS Office award funding may not be used for the same item or service funded through another funding source. However, leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate. To aid the COPS Office in the prevention of awarding potentially duplicative funding, please list all pending applications and active awards your

agency has with any other federal funding source (e.g., direct federal funding or indirect federal funding through state subawarded federal funds) that support the same or similar activities or services as being proposed in this COPS Office application.

Section 4. Executive information

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

Applicant executive/agency executive information

A. For law enforcement agencies

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

B. For government agencies

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

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

Application contact information

Enter the name and contact information for the person completing this application.

Section 5. COPS Office officer request

2020 CHP award funds cover up to 75 percent of the approved entry level salary and fringe benefits of each newly hired and/or rehired full-time sworn career law enforcement officer for the three-year (36-month) award period with a minimum 25 percent local cash match requirement up to a maximum federal share of \$125,000 per officer position. CHP funding will be based on your agency’s current entry-level salaries and fringe benefits for full-time sworn officers.

In FY 2020, agencies may request the number of officer positions necessary to support their proposed community policing strategy. Please keep in mind that there is a minimum 25 percent local cash match and a 12-month retention requirement for each officer position funded. The COPS Office will fund as many positions as possible for successful applicants; however, the number of officer positions requested by an agency may be reduced based on the availability of funding and other programmatic considerations.

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

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

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

A recipient receiving CHP funding to rehire officers that are scheduled for layoff must continue to fund the officers with local funds until the date of the scheduled layoff. The recipient may rehire the officers with CHP funding on or immediately after the date of the scheduled layoff. Unless required by a recipient jurisdiction, the agency is not required to formally complete the administrative steps associated with the layoff of the individual officers it is seeking to rehire so long as the agency can document that a final, approved budget decision was made to lay off those individual officers on the identified layoff date.

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

When completing the questions about the number of CHP sworn officer positions your agency is requesting, please base your responses on your agency's current (at the time of application) needs for funding in the three hiring categories (new hires, rehiring of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date). CHP award will be made for officer positions requested in each of these three categories, and recipients of CHP awards are required to use awarded funds for the specific categories awarded. If an

applicant receives an award and after receiving the award needs to change the hiring categories, it must request a post-award modification and must receive prior approval before spending CHP funding. For additional information on modifying a CHP award, please contact the COPS Office Response Center at 800-421-6770.

Please note that although hiring military veterans as new hires is not an award requirement under 2020 CHP, the COPS Office supports the attorney general's commitment to hiring military veterans whenever possible. **To this end, applicants who commit to hiring or rehiring at least one military veteran (as defined in appendix A) under 2020 CHP will receive additional consideration for CHP funding.** (Again, these military veterans may be in any of the three hiring categories, not just new hires.) The COPS Office recommends that applicants examine their internal hiring practices to ensure that an officer funded by a CHP award would meet the veteran requirement.

If your agency is requesting officer position(s) in order to deploy school resource officers (SRO), then all of the officer position(s) requested must be used to deploy full-time SROs as defined in appendix A; do not request more officer positions than your agency can expect to deploy in this capacity. If awarded CHP funding for SRO position(s), please note that the COPS Office requires that the officer(s) deployed into the SRO position(s) spend a minimum of 75 percent of their time in and around primary and/or secondary schools, working on youth-related activities. The time commitment of the funded officers must be above and beyond the amount of time that the agency devoted to the schools before receiving the award. There must be an increase in the level of community policing activities performed in and around primary or secondary schools in the agency's jurisdiction as a result of the award. **In addition, you must select "School Based Policing through School Resource Officers" under "Child and Youth Safety Focus" as your focus area in section 6B, question 6, and complete the supplemental questions.**

If awarded, recipients using CHP funding to hire and/or deploy school resource officers into schools must submit a signed Memorandum of Understanding (MOU) between the law enforcement agency and the school partner(s) must be submitted to the COPS Office before obligating or drawing down funds under this award. An MOU is not required at time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be submitted as an attachment in section 13 of the award application.

The MOU must contain the following: the purpose of the MOU; clearly defined roles and responsibilities of the school district and the law enforcement agency focusing officers' roles on safety, information sharing, supervision responsibility, and chain of command for the SRO; and signatures. Please refer to the MOU fact sheet at <https://cops.usdoj.gov/chp> for a full description of the MOU requirements. If awarded, recipients must submit their MOU to the COPS Office within 90 days of the date shown on the award congratulatory letter. The implementation of the CHP award without submission and acceptance of the required MOU may result in expenditures not being reimbursed by the COPS Office and/or award de-obligation.

The placement of law enforcement officers in school carries a risk of contributing to a "school-to-prison pipeline" process where students are arrested or cited for minor, nonviolent behavioral violations and then diverted to the juvenile court system. This pipeline wastes community resources and can lead to academic failure and greater recidivism rates for these students. If awarded, the recipient agrees that any officers deployed while implementing School-based Policing under the COPS Hiring Program award cannot be involved in the administrative discipline of the students.

If awarded CHP funding for SRO(s), recipients must ensure all COPS-funded SROs complete a National Association of School Resource Officers (NASRO) basic training course, paid for by the COPS Office, no later than nine months after being placed in the schools. If possible, SROs should complete training prior to beginning work in a partner school or school district. If a COPS-funded SRO leaves the recipient agency after completing the NASRO training,

the recipient agrees to pay for the new SRO, who is assigned to backfill this position, to attend a NASRO basic training course. This new SRO must complete the training no later than nine months after being placed in the schools.

Section 6. Law enforcement and community policing strategy

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

In section 6B, the COPS Office requires all CHP applicants to describe how hiring additional officers will assist the applicant in implementing and/or enhancing community policing strategies. Please complete the questions in this section to describe the types of community policing activities that will continue or result from COPS Office funding.

One of the criteria in receiving a CHP award is a minimum community policing score based on responses to this section; agencies that do not meet a minimum community policing score will not be considered for funding. Applications with a minimum community policing score reflect a basic existing commitment to community policing and a strategy to enhance or build community policing capacity.

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

6B section I. Current organization commitment to community policing

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

Question 1(a-e)

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

Question 2

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

Question 3

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

Question 4

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

Question 5

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

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

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

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

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

Question 6

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

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

In **question 6**, please identify your problem/focus by selecting a major problem heading (e.g., violent crime problems). Once selected, a series of subheadings will be presented that narrow down the nature of the problem/focus (e.g., assault). Once you have selected the appropriate subheading, please describe the nature of your problem/focus in the text box in precise, specific terms and in less than 50 characters. Examples have been provided to assist you with specifying the individual problems/focus areas. Since community policing aims to develop solutions to the immediate underlying conditions contributing to your public safety problems, there may be a problem your agency wishes to address that is not reflected in the subheadings. If so, please identify the major heading that best fits your problem/focus and under the “other” subheading explain your problem. The COPS Office supports the attorney general’s priority goal of reducing violent crime, especially gun violence. **To this end, applicants who choose Violent Crime as their problem/focus area under 2020 CHP will receive additional consideration for CHP funding. Applicants who choose School-Based Policing or Homeland and Border Security will also receive additional consideration for CHP funding. For each of the above community policing problem/focus areas, if awarded CHP funding, agencies will not be able to change the problem/focus area of their community policing strategies post-award.**

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

As a new sub-category applicants can address traffic and pedestrian safety. It is widely accepted that effective, highly visible targeted traffic enforcement (based on sound evidence-based policing principles) serves to reduce or deter crime. By utilizing traffic safety specific enforcement, jurisdictions have an increased ability to reduce social harm and improve quality of life by reducing incidents of crime and crashes. For more information on how traffic safety and data driven approaches work to reduce crime, please visit [NIJ Crime Solutions](#) and [Data-Driven Approaches to Crime and Traffic Safety](#) (DDACTS).

In **question 6a**, please describe the selected problem/focus area that you wish to address with COPS Office funding in 2,000 characters or less. This text will allow you to expand on the nature of your community’s problem and breadth of your proposed project. Community policing entails collaborative efforts between law enforcement agencies and the community, so you will have an opportunity to expand on your proposed partners in another section of the application. This information is required and will be used for auditing and monitoring purposes.

Question 7

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

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

Question 8

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

Question 9

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

Question 10

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

Question 11

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

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

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

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

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

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

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

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

Questions 12–13

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

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

6B section III. General community support and engagement

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

Section 7. Need for federal assistance

Section 7A. Explanation of need for federal assistance

All applicants are required to explain their inability to address the need for this award without federal assistance. Please note that the character limit for this response is 1,000 characters.

Section 7B. Service population

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

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

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

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

Section 7C. Fiscal health

Question 1

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

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

Question 2

Please indicate the percentage of employees in your jurisdiction (city, county, state, tribal) that have been reduced through layoffs from January 1, 2017, until the submission of this application.

For example, if your agency laid off 10 percent of its civilian law enforcement personnel on July 1, 2017, and further anticipates another 10 percent layoff to its civilian law enforcement personnel by August 15, 2019, you would only include the 10 percent that were laid off at the time of the application.

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

Question 3

To determine your jurisdiction's percentage of individuals in poverty as established by the U.S. Census Bureau, you must visit the U.S. Census Bureau's American FactFinder website at <https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>. At the top of the main page, enter your

city/town/county, select your state, and click “Go.” When the fact sheet for your jurisdiction appears, look for the links on the left-hand side and click on the link for “Poverty.” The number that appears at the top of the main box is the percentage of individuals in poverty; report this number in your application.

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

Question 4

To determine your jurisdiction’s unemployment rate as established by the Bureau of Labor Statistics, you must visit the bureau’s Local Area Unemployment Statistics (LAUS) program website at www.bls.gov/lau/data.htm. Please note that for the CHP application you must provide the January 2019 unemployment rate.

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

The results screen will show the monthly unemployment rate for every month going back to January of 1998. Please scroll to the bottom of the table to find the unemployment rate (in the last column) for January 2019 and enter this number.

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

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

Question 5

If applicable, please select the event(s) that your jurisdiction experienced on or after January 1, 2019.

Question 6

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

Question 7

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

Section 7D. Property/Violent crime

Please select at least one statement below:

- My agency can report crime data for all 3 years (please input in table below).
- My agency cannot report crime data for 2019.
- My agency cannot report crime data for 2018.
- My agency cannot report crime data for 2017.

Using Uniform Crime Reporting (UCR) crime definitions, enter the actual number of incidents reported by your agency in calendar years 2017, 2018, and 2019. **Only those incidents for which your agency had primary response authority should be provided.** For example, state police and county sheriffs should only count crimes that are reported directly to them as the agency with primary response authority and not necessarily all crime reported in their state or county, even if they provide assistance or backup for these incidents.

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

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

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

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

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

The FBI is retiring the current Summary Reporting System (SRS) and will transition to an all-National Incident-Based Reporting System (NIBRS) data collection system within the next 5 years. The transition to NIBRS will provide a more complete and accurate picture of crime at the national, state, and local level. Beginning in 2021, the FBI will no longer collect summary data and will only accept data in the NIBRS format and COPS Office awards will be based on submitted NIBRS data. Transitioning all law enforcement agencies to NIBRS is the first step in gathering more comprehensive crime data. The COPS Office encourages its award recipients to submit NIBRS data to the FBI Criminal Justice Information Services Division in a timely manner, thereby ensuring sufficient and complete crime and arrest data is available for consideration.

Section 8. Continuation of project after federal funding ends

Section 8A. For COPS Office awards with a retention plan requirement

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

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

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

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

Section 8B. For COPS Office awards with no retention plan requirement—Not applicable under CHP

Section 9. School safety assessment—Not applicable under CHP

Section 10. Executive summary—Not applicable under CHP

Section 11. Project description (narrative)—Not applicable under CHP

Section 12. Official partner(s) contact information

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

Section 13. Application attachments

Project narrative and budget narrative

This section should be used to submit any mandatory and/or optional application attachments that may be applicable to your agency. If applicable, CHP applicants should attach the following documents in this section:

Additional Disclosure of Lobbying Activities forms (SF-LLL) (if applicable)—The filing of a SF-LLL form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Please see Section 16A “Disclosure of Lobbying Activities” for more details and the Appendices for a copy of the SF-LLL with instructions for completing this form.

An explanation when the applicant is unable to certify to certain statements in “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” form (if applicable)—When the applicant is unable to certify to specific statements identified in this Certifications form, the applicant must attach an explanation. The applicant is still required to sign the Certifications form to certify to all the other applicable statements. Please see the Appendices for a copy of this Certifications form.

SRO Memorandum of Understanding (MOU) (if applicable)—Recipients awarded CHP funding to hire and/or deploy SRO(s) into schools must submit to the COPS Office a signed Memorandum of Understanding (MOU) between the law enforcement agency and the school partner(s) before obligating or drawing down funds under this award. An MOU is not required at time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be submitted as an attachment in section 13 of the award application. The MOU must contain the following: the purpose of the MOU; clearly defined roles and responsibilities of the school district and the law enforcement agency focusing officers’ roles on safety, information sharing, supervision responsibility, and chain of command for the SRO; and signatures. The MOU is an agreement among parties that defines the roles and responsibilities of the individuals and partners involved, including SROs, school administrators, law enforcement and education departments, students, and parents. The MOU should explicitly state the proposed programs and daily activities that the SRO will develop and/or administer. It should also address the policies and procedures and the extent to which information will be shared between the law enforcement agency and school or school district partners throughout the course of the award. The MOU should be signed by the law enforcement executive and designated representative for the school or school district who has general educational oversight within that jurisdiction.

Please refer to the MOU fact sheet at <https://cops.usdoj.gov/chp> for a full description of the MOU requirements. If awarded, the recipient must submit the MOU to the COPS Office within 90 days from the date shown on the award congratulatory letter. Implementation of the CHP award without submission and acceptance of the required MOU may result in expenditures not reimbursed by the COPS Office and/or award deobligation.

Catastrophic incident (if applicable)—If your agency checked the box in section 7C, question 6 (major disaster or catastrophic incident), you are required to submit a written narrative containing supporting information.

Specifically, your narrative must contain the following information:

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

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

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

Section 14. Budget detail worksheets

Instructions for completing the budget detail worksheets

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

To assist you, sample budget detail worksheets are included in this application guide as figures 3–7 beginning on page 57.

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

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

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

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

Sworn officer positions

Instructions

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

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

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

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

Shift differential pay is a premium hourly rate paid for those hours that are not considered normal day work hours as defined by your agency. Typically, shift differential pay is for the hours worked outside of normal day work hours, where the majority of hours worked are from 3:00 p.m. of one day until 8:00 a.m. of the following day. This would include the evening shift, midnight shift, overlap shift or power shift, or any other designated shift between those hours that would qualify for the shift differential pay as defined by your agency and/or a contractual or union agreement. Overtime beyond any defined shift work hours is an unallowable cost under 2020 CHP.

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

1. Dental insurance
2. Vision insurance
3. Prescription drugs
4. Sick days (if not included in base salary—calculate using 8-hour workdays)
5. Vacation days (if not included in base salary—calculate using 8-hour workdays)
6. Holiday pay (if not included in base salary)
7. Retirement pension
8. Worker's compensation
9. Unemployment
10. Disability insurance
11. Accidental death and disability

12. 401(k) plan
13. Liability insurance
14. Shift differential pay (if not included in base salary)
15. Accident insurance
16. Bonding insurance
17. Police trust
18. State funded retirement system
19. Professional liability insurance
20. Federal Unemployment Tax Act (FUTA) tax
21. Survivor benefit

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

Please review your agency's current entry level salary and benefits costs and identify your agency's total three-year salary and benefits request per officer position. Be mindful that all 2020 CHP total three-year salary and benefits requests will be capped at \$125,000 per officer position. Please ensure that the base salary and all fringe benefits entered into your application are accurate prior to submitting your application.

Sample budget detail worksheet

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

Budget worksheet part 1. Full-time sworn officer information

Section A

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

Section B

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

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

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

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

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

Section C

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

For year 2 and year 3, agencies are required to provide projections for the salary and fringe benefits for an entry level full-time officer position. Agencies are also required to maintain records documenting how they calculated their projections. There are many ways that an agency may calculate and document the salary and fringe benefits projections. For example, the figures can be based on a contractual agreement that guarantees cost of living or other increases; budget projections that the agency is using to calculate other salaries and fringe benefits for future years; or the average percentage increase in salaries and benefits that the agency experienced over the last five years. The important thing is that your agency estimate the costs to the best of its ability and keep the supporting documentation in your agency's award file in case of future audit or monitoring of your CHP award.

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

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

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

Budget worksheet part 2. Sworn officer salary information

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

Budget worksheet part 3. Federal/Local share costs

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

Budget summary

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

Waiver of the local match

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

Figure 3. Sample budget detail worksheets: Instructions

SECTION 14A: BUDGET DETAIL WORKSHEETS

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

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

A. SWORN OFFICER POSITIONS

Full-Time Entry-Level Sworn Officer Base Salary Information

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

Figure 4. Sample budget detail worksheets: Sworn officer positions, base salary and fringe benefits

| Sworn Officer Position | | | | | | | | | |
|--|---------------------------------|---|--|---|---|--------------------|--|---|------|
| A. Base Salary Information | | | | | | | | | |
| | | | Year 1 Salary | | Year 2 Salary | | Year 3 Salary | | |
| | | | Enter the first year entry-level base salary for one sworn officer position. | | Enter the second year entry-level base salary for one sworn officer position. | | Enter the third year entry-level base salary for one sworn officer position. | | |
| | | | 55000.00 | | 55000.00 | | 55000.00 | | |
| | | Yes | | Does the base salary include Vacation costs? Please select Yes or No. | | Yes | | Does the base salary include Vacation costs? Please select Yes or No. | |
| | | Yes | | Does the base salary include Sick Leave costs? Please select Yes or No. | | No | | Does the base salary include Sick Leave costs? Please select Yes or No. | |
| | | Yes | | Does the base salary include Vacation costs? Please select Yes or No. | | Yes | | Does the base salary include Sick Leave costs? Please select Yes or No. | |
| B. Fringe Benefit costs should be calculated for each year of the grant term. | | | | | | | | | |
| FRINGE BENEFITS: | | | | | | | | | |
| | | | Year 1 Fringe Benefits | | Year 2 Fringe Benefits | | Year 3 Fringe Benefits | | |
| | | | COST BASE | % OF SALARY | COST BASE | % OF SALARY | COST BASE | % OF SALARY | |
| Social security expenses cannot exceed 6.2% | <input type="checkbox"/> Exempt | <input checked="" type="checkbox"/> 6.2% | <input type="checkbox"/> Fixed Rate | 3410.00 | 6.2 | 3410.00 | 6.2 | 3410.00 | 6.2 |
| Medicare expenses cannot exceed 1.45% | <input type="checkbox"/> Exempt | <input checked="" type="checkbox"/> 1.45% | <input type="checkbox"/> Fixed Rate | 797.50 | 1.45 | 797.50 | 1.45 | 797.50 | 1.45 |
| Health Insurance (Family Coverage) | | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Life Insurance | | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Vacation | Number of Hours Annually: | 0 | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Sick Leave | Number of Hours Annually: | 0 | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Retirement | | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Worker's Compensation | <input type="checkbox"/> Exempt | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Unemployment Insurance | <input type="checkbox"/> Exempt | | | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Other | Dental Insurance | | ▼ | 1000.00 | 1.82 | 1000.00 | 1.82 | 1000.00 | 1.82 |
| Other | Vision Insurance | | ▼ | 1000.00 | 1.82 | 1000.00 | 1.82 | 1000.00 | 1.82 |
| Other | Prescription Drugs | | ▼ | 1000.00 | 1.82 | 1000.00 | 1.82 | 1000.00 | 1.82 |
| Benefits Sub-Total Per Year (1 Position) | | | | 7207.50 | | 7207.50 | | 7207.50 | |
| C. Total Salary + Benefits Per Year (1 Position) | | | | 62207.50 | | 62207.50 | | 62207.50 | |
| D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position): | | | | 186622.50 | X | 8 | # of Positions | 1492980.00 | |

Figure 5. Sample budget detail worksheets: Sworn officer positions, salary details

SALARY DETAILS

Part 2 : Sworn Officer Salary Information

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

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

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

As part of the local matching requirement for the 2017 COPS Hiring Program, grantees must assume a progressively larger share of the cost of the grant with local funds over the three-year grant period. This means that your local match must increase each year, while the federal share must decrease.

1492980.00 Total Salary and Benefits for year 1, 2, & 3 (all positions):
 1000000.00 Total Federal Share:
 66.98013370574 Total Federal Percentage:
 492980.00 Total local share required:
 33.01986629425 Total Local Percentage:

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

Please use the Recalculate button below after any changes to the benefit table above before moving forward.

10 Percent of the "Total Local Share Required" your agency plans to assume in Year 1
 20 Percent of the "Total Local Share Required" your agency plans to assume in Year 2
 70 Percent of the "Total Local Share Required" your agency plans to assume in Year 3
 100 Percent Total
 448362.00 Federal Share Year 1
 399064.00 Federal Share Year 2
 152574.00 Federal Share Year 3
 1000000 Federal Total
 49298.00 Local Share Year 1
 98596.00 Local Share Year 2
 345086.00 Local Share Year 3
 492980.00 Local Total
 1492980 Recalculate

Figure 6. Sample budget detail worksheets: Budget summary

S. BUDGET SUMMARY

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

Section

| Budget Category | Category Total | |
|--|----------------|------------|
| A. Sworn Officer Positions | \$1492980.00 | |
| B. Non-Sworn Personnel | \$0.00 | |
| C. Equipment & Technology | \$0.00 | |
| D. Supplies | \$0.00 | |
| E. Travel & Training | \$0.00 | |
| F. Contracts & Consultants | \$0.00 | |
| G. Other Costs | \$0.00 | |
| H. Indirect Costs | \$0.00 | |
| Total Project Amount: | \$1492980.00 | |
| Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable) | \$1000000.00 | 66.980134% |
| Total Local Share Amount(if applicable): (Total Project Amount - Total Federal Share Amount) | \$492980.00 | 33.019866% |

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

Waiver of Local Match

The COPS Office may waive some or all of a grantee's local match requirement based on severe fiscal distress. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of **severe fiscal distress** as reflected through the fiscal health data in section 7 of this application, and a comparison of your fiscal health data with that of the overall applicant pool.

Q1: Are you requesting a waiver of the local match based on severe fiscal distress?
 Yes

Q1a: If awarded, please indicate the maximum local share your agency would be able to contribute to the total project cost in order to implement the grant. Please enter a value in dollars only.
 2500

Based on the waiver request above, your federal share would be \$1,490,480.00 and your local share would be \$2,500.00 if your application is fully funded.

We anticipate that waivers of the local match will be limited. The COPS Office will carefully review your request for a waiver when your application is submitted.

Q1b: If your agency does not qualify for a waiver, do you still wish to be considered for a CHP grant?
 Yes, please continue to review my agency's application even if we are not eligible for a waiver of the local match.
 No, my agency could not implement this grant without a waiver of the local match, so please do not continue processing our application if we are not eligible for the waiver.

Figure 7. Sample budget detail worksheets: Contact information for questions

Contact Information for Budget Questions

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

First Name:

Last Name:

Title:

Telephone Number:

Fax:

Email Address:

Section 15. Assurances and Certifications

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

Section 15.A. U.S. Department of Justice Certified Standard Assurances

Completing section 15.A

1. Review each provision carefully.
2. **Signature of Law Enforcement Executive/Agency Executive** (required). Enter the name of the law enforcement executive/agency executive. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
3. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
4. **Signature of Government Executive/Financial Official** (required). Enter the name of the government executive/financial official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
5. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
6. Click next to move to section 15.B. If any required fields are not answered, they will be flagged with warning messages.

NOTE: When entering the signatures, they must match exactly with the name in the COPS Office Agency Portal including capitalizations.

Section 15.B. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Completing section 15.B

1. Review each provision carefully.
 - a. Please note that if the applicant is unable to certify to any of the statements in the DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS and FEDERAL TAXES sections of this certification form, it must attach an explanation in section 13 of this application. If 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, it must disclose such felony criminal conviction in writing to the COPS Office at AskCopsRC@usdoj.gov, unless such disclosure has already been made. If the applicant is a corporation, it must also provide written notice of any unpaid tax liability (or liabilities) to the COPS Office at AskCopsRC@usdoj.gov.
2. **Signature of Law Enforcement Executive/Agency Executive** (required). Enter the name of the law enforcement executive/agency executive. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
3. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
4. **Signature of Government Executive/Financial Official** (required). Enter the name of the government executive/financial official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
5. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
6. Click next to move to Section 16.A. If any required fields are not answered, they will be flagged with warning messages.

NOTE: When entering the signatures, they must match exactly with the name in the COPS Office Agency Portal including capitalizations.

Section 16.A. Disclosure of lobbying activities

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

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

Please see the appendices of this application guide for a blank SF-LLL, Disclosure of Lobbying Activities form.

Completing section 16.A

1. Review each provision carefully.
2. If you do not need to disclose lobbying activities pursuant to 31 U.S.C. § 1352, continue to step 3. If you do need to disclose, skip to step 4.
3. Click the “Not Applicable” box at the bottom of the page if there is no need to disclose lobbying activities. Skip to step 22 to continue.
4. **Type of Federal Action.** Select the appropriate type of federal action.
5. **Status of Federal Action.** Select the appropriate status.
6. **Report Type.** Select the appropriate report.
7. If you selected “material change” in step 6, continue to step 8. If you did not, skip to step 11.
8. **Year.** Enter the year (YYYY).
9. **Quarter.** Enter the quarter.
10. **Date of last report.** Enter the date of the last report (MM-DD-YYYY).
11. **Name and Address of Reporting Entity.** Enter the name and address for the reporting entity.
 - a. *Prime or Subawardee.* Select the appropriate reporting entity.
 - b. *Subawardee Tier, if known.* If *Subawardee* is selected, enter the subawardee tier, if known (no more than 10 characters).
 - c. *Congressional District.* Enter the Congressional District (number) if known (no more than 10 characters).
12. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime. Enter the name and address for the subawardee.
 - a. *Congressional District* Enter the Congressional District (number) if known.
 - b. *Federal Department/Agency.* Enter the Federal Department/Agency (no more than 30 characters).
13. **Federal Program Name/Description.** Enter the federal program name/description (no more than 30 characters).
 - c. *CFDA Number.* If applicable, enter the CFDA Number
14. Federal Action Number, if known. Enter the federal action number.
15. Award Amount, if known. Enter the award amount to the nearest dollar.
16. Name and Address of Lobbying Registrant. Enter the name and address of the lobbying registrant. If the registrant is an individual, include the last name, first name, and middle initial (no more than 250 characters).
17. Individuals Performing Services. Enter the individuals performing the services. If this is different from step 16, include the last name, first name, and middle initial (no more than 250 characters).
18. Signature (required). Enter the name of the certifying official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
19. Title (required). Enter the title for the signatory (no more than 40 characters).
20. Telephone Number (required). Enter the phone number (XXXXXXXXXX).
21. Date (required). Enter the date of the electronic signature.
22. Click next to move to section 16.B. If any required fields are not answered, they will be flagged with warning messages.

Section 16.B.—Not applicable under CHP

Section 16.C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation

Priority consideration may be given to state or local applicants that cooperate with federal law enforcement to address illegal immigration.

A. State or local law enforcement agency applicants may receive additional points if the agency has a 287(g) partnership, defined for this purpose as a partnership with the U.S. Department of Homeland Security (“DHS”) under 8 U.S.C. § 1357(g)(1) whereby officers of the applicant entity are delegated limited immigration officer authority to identify and process for removal aliens in the custody of the entity named below under the direction and supervision of DHS, documented with the official 287(g) Memorandum of Agreement with the Department of Homeland Security Immigration and Customs Enforcement. To receive these additional points, please complete the following:

By checking this box I certify that this law enforcement agency applicant has a 287(g) Partnership documented with the official 287(g) Memorandum of Agreement with the Department of Homeland Security Immigration and Customs Enforcement as of the date that this application is submitted.

B. State and local law enforcement agency applicants may be eligible to receive additional points by certifying willingness to cooperate with federal immigration officials within their detention or correctional facilities. To be eligible to receive these additional points, your agency must operate a detention or correctional facility, defined for this purpose as a prison or jail in which individuals are fingerprinted and detained for periods of 24 hours or longer. To determine whether your agency is eligible to receive these additional points, please complete the following:

Yes, my agency operates its own detention or correctional facility (a prison or jail in which individuals are fingerprinted and detained for periods of 24 hours or longer).

No, my agency does not operate a detention or correctional facility (a prison or jail in which individuals are fingerprinted and detained for periods of 24 hours or longer).

Section 17. Reviews and Certifications

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

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

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

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

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

The use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosure of Lobbying Activities form, constitute electronic signatures and the electronic signatures are the legal equivalent of handwritten signatures.

Completing section 17

1. Review each provision carefully.
2. **Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems** (required). Check the appropriate option of the agency’s intended use of this award.
3. **Signature of Law Enforcement Executive/Agency Executive** (required). Enter the name of the law enforcement executive/agency executive. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
4. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
5. **Signature of Government Executive/Financial Official** (required). Enter the name of the government executive/financial official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
6. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
7. Click on the box at the end of the page stating that the applicant understands that the use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosures of Lobbying Activities form, constitute electronic signatures and that the electronic signatures are the legal equivalent of handwritten signatures.
8. Click “next,” and submit on the next page.

If any required fields are not answered , they will be flagged with warning messages.

NOTE: When entering the signatures, they must match exactly with the name in the COPS Office Online Application System including capitalizations.

Section 18. Application Data Verification—not applicable at time of application

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

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

Appendices

Appendix A. Helpful online resources

Data Universal Numbering System (DUNS) Number Information:

<https://fedgov.dnb.com/webform/displayHomePage.do>

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS): <https://www.fsrs.gov/>

Grants.gov: www.grants.gov

Grants.gov Organization Applicant User Guide: <https://www.grants.gov/help/html/help/index.htm>

Office of Community Oriented Policing Services (COPS Office): www.cops.usdoj.gov

Agency Access: <https://portal.cops.usdoj.gov/>

Agency Portal Grants Management User Manual:

https://cops.usdoj.gov/pdf/2019AwardDocs/Agency_Portal_GrantsMgt_Manual.pdf

Community Policing Defined: <https://cops.usdoj.gov/RIC/ric.php?page=detail&id=COPS-P157>

COPS Hiring Program (CHP) Page: <https://cops.usdoj.gov/chp>

Contact information (including Response Center, FOIA, etc.): <https://cops.usdoj.gov/contact>

Freedom of Information Act (FOIA): <https://cops.usdoj.gov/foia>

Training resources: <https://cops.usdoj.gov/training>

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

U.S. Department of Justice (DOJ): www.justice.gov

DOJ Financial Guide: <https://ojp.gov/financialguide/doj/index.htm>

DOJ Office of Inspector General: <https://oig.justice.gov/hotline/index.htm>

Uniform Guidance: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

USA Spending: <https://www.usaspending.gov/Pages/Default.aspx>

Appendix B. U.S. Department of Justice Certified Standard Assurances

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) 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.
- (9) 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).
- (10) 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.

Signature of Law Enforcement Executive/Agency Executive _____ Date _____

(For your electronic signature, please type in your name)

Signature of Government Executive/Financial Official _____ Date _____

(For your electronic signature, please type in your name)

Appendix C. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice (“Department”) determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 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; and
- (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

- A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier “covered transaction,” as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—
 - (a) is 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) has 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 it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction 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 its (or its principals') present responsibility;
- (c) is 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; and/or
 - (d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.
- B. 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 the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.
3. FEDERAL TAXES
- A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, 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 an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).
 - B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.
4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)
- As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:
- A. The Applicant certifies and assures that it will, 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 its workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Applicant'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 award be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of the employee's 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 Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) 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 Department, as follows:
 - For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;
 - For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.Notice shall include the identification number(s) of each affected award;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

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.

Signature of Law Enforcement Executive/Agency Executive

(For your electronic signature, please type in your name)

Date

Signature of Government Executive/Financial Official

(For your electronic signature, please type in your name)

Date

Appendix D. Blank SF-LLL, Disclosure of Lobbying Activities Form

This appendix contains a blank copy of form SF-LLL and instructions for completing it.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB

4040-0013

| | | |
|--|--|--|
| 1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance | 2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award | 3. * Report Type: <input type="checkbox"/> a. initial filing <input checked="" type="checkbox"/> b. material change For Material Change Only: year <input type="text"/> quarter <input type="text"/> date of last report <input type="text"/> |
|--|--|--|

4. Name and Address of Reporting Entity:
 Prime SubAwardee
* Name
* Street 1 Street 2
* City State Zip
Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

| | |
|--|---|
| 6. * Federal Department/Agency: <input type="text"/> | 7. * Federal Program Name/Description: <input type="text"/> CFDA Number, if applicable: <input type="text"/> |
|--|---|

| | |
|--|--|
| 8. Federal Action Number, if known: <input type="text"/> | 9. Award Amount, if known: \$ <input type="text"/> |
|--|--|

10. a. Name and Address of Lobbying Registrant:
Prefix * First Name Middle Name
* Last Name Suffix
* Street 1 Street 2
* City State Zip

b. Individual Performing Services (including address if different from No. 10a)
Prefix * First Name Middle Name
* Last Name Suffix
* Street 1 Street 2
* City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature:
* Name: Prefix * First Name Middle Name
* Last Name Suffix
Title: Telephone No.: Date:

Instructions for completion of SF-LLL, Disclosure of Lobbying Activities

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 4040-0013. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and

maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (4040-0013), Washington, DC 20503.

Appendix E. Award Condition for Citizenship and Immigration Status

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

NOTE: This grant condition is established under the COPS Office's broad authority and discretion to award and administer grants. See, e.g., 34 U.S.C. § 10381, et seq. This condition applies only to state or local government entities or to non-state or local government entities that make subawards with these funds to a state or local government entity.

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, may not obligate or expend award funds if – at the time of the obligation or expenditure – the “program or activity” of the recipient funded in whole or in part with the award funds (which includes any such program or activity of any subrecipient at any tier) is subject to any prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information regarding citizenship or immigration status with components of the U.S. Department of Homeland Security or any federal, state or local government entity, as generally described in 8 U.S.C. 1373(a) or (b). This includes any prohibitions or restrictions imposed or established by a state or local government entity or official.

A subrecipient of this award (at any tier) that is an entity of a State or of a unit of local government may not obligate or expend award funds if – at the time of the obligation or expenditure – the “program or activity” of the subrecipient (which includes any such program or activity of any subrecipient at any further tier) funded (in whole or in part) with award funds is subject to any prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information regarding citizenship or immigration status with components of the U.S. Department of Homeland Security or any federal, state or local government entity, as generally described in 8 U.S.C. 1373(a) or (b). This includes any prohibitions or restrictions imposed 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.

Rules of Construction. For purposes of this condition, “program or activity” means what it means under section 606 of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-4a).

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

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.

Any questions about the meaning or scope of this condition should be directed, prior to acceptance of this award, to the Office of Community Oriented Policing Services Legal Division at 202-514-3750.

Appendix F. Certification of Illegal Immigration Cooperation

On behalf of the applicant entity named below, I certify under penalty of perjury to the Office of Community Oriented Policing Services, U.S. Department of Justice, that all of the following is true and correct:

- (1) As the Law Enforcement Executive or Government Executive for the applicant entity named below, I have the authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Community Oriented Policing Services) and its governing body (i.e., city, county, or state).
- (2) The applicant entity and/or its governing body has implemented or, before drawing down grant funds if awarded, will implement rules, regulations, policies, and/or practices that ensure that U.S. Department of Homeland Security (“DHS”) personnel have access to any of the governing body’s correctional or detention facilities in order to meet with an alien (or an individual believed to be an alien) and inquire as to his or her right to be or to remain in the United States.
- (3) The applicant entity and/or its governing body has implemented or, before drawing down grant funds if awarded, will implement rules, regulations, policies, and/or practices that ensure that any of the governing body’s correctional and detention facilities provide advance notice as early as practicable (at least 48 hours, where possible) to DHS regarding the scheduled release date and time of an alien in the jurisdiction’s custody when DHS requests such notice in order to take custody of the alien. This certification does not require holding an alien beyond his or her scheduled time of release.

I acknowledge that a false statement 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 42 U.S.C. § 3795), of administrative action, and/or of civil action in court. I also acknowledge that Office of Community Oriented Policing Services awards, including certifications provided in connection with such awards, are subject to review by the Office of Community Oriented Policing Services and/or by the Department of Justice’s Office of the Inspector General.

Name of Applicant Entity

Signature of Law Enforcement Executive

Signature of Government Executive

Printed Title and Name of Law Enforcement Executive

Printed Title and Name of Government Executive

Date Signed

Date Signed

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

NOTE: The National Defense Authorization Act for fiscal year 2018 (NDAA), Public Law 115–91, Division A, Title VIII, Section 805, raised the simplified acquisition threshold to \$250,000 for all recipients. The OMB Memorandum M-18-18 entitled *Implementing Statutory Changes to the Micro-purchase and the Simplified Acquisition Threshold for Financial Assistance* granted an exception for recipients to use the higher simplified acquisition threshold of \$250,000 effective as of June 20, 2018, in advance of revisions to the Uniform Guidance.

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

- (A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the 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 government-wide 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 §200.322 Procurement of recovered materials.**

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

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

A. Reporting of Matters Related to Recipient Integrity and Performance

1. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. 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 the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent five year period; and
- c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
 - (2) 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;
 - (3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, 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
 - (4) Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
 - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. Definitions

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (*e.g.*, 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 performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, 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*.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

(1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

B. [Reserved]

[80 FR 43310, July 22, 2015]

Appendix I. 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, or 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, or grantee 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, or grantee 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 or grantee 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** 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 or grantee 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 or grantee to take affirmative action to abate the reprisal.

(B) Order the contractor or grantee 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 or grantee 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.

(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 or grantee 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** 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, and grantees 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, or grantee 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, or grantee 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 the Inspector General Act of 1978 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) Repealed by Pub.L. 114-261, § 1(a)(3)(A)(ii), Dec. 14, 2016, 130 Stat. 1362]

Appendix J. Intergovernmental Review Process, Points of Contact by State

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

A current list of state SPOCs is listed at <https://www.archives.gov/federal-register/codification/executive-order/12372.html>. States that are not listed have chosen not to participate in the intergovernmental review process and therefore do not have an SPOC.

Appendix K. 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.

a. Reporting of first-tier subawards.

1. **Applicability.** Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
2. **Where and when to report.**
 - i. You must report each obligating action described in paragraph a.1. of this award term to <https://www.fsr.gov>.
 - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. **What to report.** You must report the information about each obligating action that the submission instructions posted at <https://www.fsr.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. **Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - i. the total Federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 USC 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To

determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:
 - i. As part of your registration profile at <https://www.sam.gov>.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.
- c. Reporting of Total Compensation of Subrecipient Executives.
 1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—
 - i. in the subrecipient's preceding fiscal year, the subrecipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
 - ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 USC 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <https://www.sec.gov/answers/execomp.htm>.)
 2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
 - i. To the recipient.
 - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

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

i. Subawards,

and

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

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR Part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

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

3. *Subaward*:

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

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

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

4. *Subrecipient* means an entity that:

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

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

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

[75 FR 55669, Sept. 14, 2010, as amended at 79 FR 75879, Dec. 19, 2014

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

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

I. System for Award Management and Universal Identifier Requirements

A. *Requirement for System for Award Management*

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

B. *Requirement for unique entity identifier*

If you are authorized to make subawards under this award, you:

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

C. *Definitions*

For purposes of this award term:

1. *System for Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <https://www.sam.gov>).
2. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR Part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. *Subrecipient* means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the Federal funds provided by the subaward.

[75 FR 55673, Sept. 14, 2010, as amended at 79 FR 75879, Dec. 19, 2014; 80 FR 54407, Sept. 10, 2015]

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

FY 2020 COPS Office online application procedures

Note: If your agency has previously applied for awards using Grants.gov, and you already have an account set up with your username and password, please skip step 1 and proceed to step 2. For additional instructions on how to register with Grants.gov please visit <https://www.grants.gov/web/grants/applicants/organization-registration.html>.

Step 1

Please click this link for details on how to register with Grants.gov:

https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Get_Started%2FGet_Started.htm.

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

1. Log in to www.grants.gov.
2. Scroll to the center of the page and click the “Apply for Grants” link in the center of the page.
3. Click on the “Download a Grant Application Package” link.
4. Scroll down to the “Funding Opportunity Number” box and enter COPS-CPD-Application-2020. Then click on “Download Package.”
5. Click the “Download” link at the bottom right of the page under the “Instructions & Application” heading.
6. To view the SF-424 instructions, click the “Download Application Instructions” link.
7. To start the application, click “Download Application Package,” which is the second link.
8. Enter an application filing name of your choice (e.g., agency legal name and program type for which you are applying) into the “Application File Name” text box, which is highlighted yellow with a red border.
9. In the “Mandatory Documents” field, do the following:
 - a. Select the “Application for Federal Assistance (SF-424)” document then click on the “Move Form to Complete” button so that the form appears under the “Mandatory Documents for Submission” field.
 - b. Select “COPS Office Short Application Attachment to SF-424,” then click the “Move Form to Complete” button so that the form appears under the “Mandatory Documents for Submission” field.
10. Select “Application for Federal Assistance” and click on the “Open Form” button. Be sure to fill in all required fields on the displayed documents, which are highlighted yellow with red borders. Last, select the program to which you are applying and enter or re-enter a correct ORI.
11. Click the “Save” button at the very top of the document.
12. In the “Save As” dialogue box, do the following:
 - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
 - b. Select the “Save” button to save the file to your selected location on your computer.

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

1. Click on the “Save & Submit” button at the top of the document.
2. In the “Save As” dialogue box, do the following:
 - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
 - b. Select the “Save As” button to save the file to your selected location on your computer.
3. Enter your username and password for the authorized organizational representative (AOR). This is set up while registering with Grants.gov.
4. Wait until “Confirmation Page” appears to close the document. Take note of the grant ID number provided by Grants.gov for your file.
5. After the SF-424 has been successfully submitted, you will receive three emails from Grants.gov:
 - a. One email thanking the applicant for submission
 - b. A second email confirming Grants.gov validation
 - c. A third email stating the application was received by the agency
6. Within one business day, you will receive one of two emails from the COPS Office:
 - a. An email stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.

Or

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

Correcting COPS Office validation errors

1. Open the application that was saved in step 12.
2. Edit fields that had errors.
3. Select the “Save & Submit” button.
4. In the “Save As” dialogue box, do the following:
 - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
 - b. Select the “Save” button to save the file to your selected location on your computer. Overwrite the existing application or save as a different file name on your computer.
5. Enter your username and password for the AOR account.
6. Wait until “Confirmation Page” appears to close the document. Take note of the new grant ID number provided by Grants.gov for your file.
7. After the SF-424 has been successfully submitted, you will receive three emails from Grants.gov.
 - a. One email thanking the applicant for submission.
 - b. A second email confirming Grants.gov validation.
 - c. A third email stating the application was received by the agency.
8. Within one business day, you will receive one of two emails from the COPS Office:
 - a. An email stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.

Or

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

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 your Grant Program Specialist at 800-421-6770.

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

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

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

automated booking system. An automated booking system captures arrestee fingerprints and photographic information electronically and often has the ability to transfer that information to a departmental or state-wide database.

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

Award number. If awarded, the award number identifies your agency's specific award, and can be found on your award document. This number should be used as a reference when corresponding with the COPS Office. 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 items or hire positions that were approved by the COPS Office. If awarded, the award start 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.

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

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

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

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

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

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

computing devices. Computing devices are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting, and receiving, or storing electronic information.

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

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

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

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

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

EPIC (El Paso Intelligence Center) National Clandestine Laboratory Seizure Database. The U.S. Department of Justice maintains this database to track seizure of clandestine drug laboratories. It contains addresses of some locations where law enforcement agencies reported they found chemicals or other items that indicated the presence of either clandestine drug laboratories or dumpsites.

equipment. Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$5,000.

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

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

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

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

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

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

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

military veteran. Under the 2020 CHP, a military veteran is a person who served in the active military, naval, or air service and who was discharged or released therefrom under conditions other than dishonorable.

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

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

obligation of funds. If this application is awarded, the COPS Office obligates federal funds when the award document is signed by the director or his or her designated official. For the recipient, award funds are obligated when monies are spent directly on purchasing items approved under the award guidelines. 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.

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

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

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

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

recipient. A non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See also §200.69 Non-Federal entity." 2 CFR 200.86.

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

supplanting. COPS Office award funds may not be used to supplant (replace) state, local, or Bureau of Indian Affairs (BIA) funds that would be made available in the absence of federal COPS Office award funding. Program funds must be used to increase the amount of state, local, or BIA funds otherwise budgeted for the award

purposes, plus any additional state, local, or BIA funds budgeted for these purposes. As it applies to CHP funding, recipients must not reduce the level of state, local, or BIA funding that would have been dedicated toward sworn officer positions as a result of receiving federal funding.

System for Award Management (SAM). Institutions applying for any type of award from the Federal Government must register with SAM. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. 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.

Paperwork Reduction Act Notice

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

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098, and the expiration date is 05/31/2020.

About the COPS Office

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

Community policing begins with a commitment to building trust and mutual respect between police and communities. It supports public safety by encouraging all stakeholders to work together to address our nation's crime challenges. When police and communities collaborate, they more effectively address underlying issues, change negative behavioral patterns, and allocate resources.

Rather than simply responding to crime, community policing focuses on preventing it through strategic problem-solving approaches based on collaboration. The COPS Office awards grants to hire community policing officers and support the development and testing of innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders, as well as all levels of law enforcement.

Since 1994, the COPS Office has invested more than \$14 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing. Other achievements include the following:

- To date, the COPS Office has funded the hiring of approximately 130,000 additional officers by more than 13,000 of the nation's 18,000 law enforcement agencies in both small and large jurisdictions.
- Nearly 700,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.
- To date, the COPS Office has distributed more than eight million topic-specific publications, training curricula, white papers, and resource CDs and flash drives.
- The COPS Office also sponsors conferences, roundtables, and other forums focused on issues critical to law enforcement.

COPS Office information resources, covering a wide range of community policing topics such as school and campus safety, violent crime, and officer safety and wellness, can be downloaded via the COPS Office's home page, www.cops.usdoj.gov. This website is also the grant application portal, providing access to online application forms.



U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street NE
Washington, DC 20530
To obtain details about COPS Office programs,
call the COPS Office Response Center at 800-421-6770.

Visit the COPS Office online: www.cops.usdoj.gov

January 2020



Legislation Details (With Text)

| | | | | | |
|-----------------------|--|----------------------|---|----------------------|--|
| File #: | RES-20:019 | Version: | 1 | Name: | ACCEPT THE AWARD FROM THE ROTARY CLUB OF JONESBORO TO UPGRADE THE ALLEN PARK COMMUNITY CENTER SKATE PARK AND AMEND THE 2020 BUDGET |
| Type: | Resolution | Status: | | Status: | To Be Introduced |
| File created: | 2/5/2020 | In control: | | In control: | Finance & Administration Council Committee |
| On agenda: | | Final action: | | Final action: | |
| Title: | RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE AWARD FROM THE ROTARY CLUB OF JONESBORO TO UPGRADE THE ALLEN PARK COMMUNITY CENTER SKATE PARK AND AMEND THE 2020 BUDGET | | | | |
| Sponsors: | Grants, Parks & Recreation, Finance | | | | |
| Indexes: | Grant | | | | |
| Code sections: | | | | | |
| Attachments: | Skate park support Rotary Club | | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE AWARD FROM THE ROTARY CLUB OF JONESBORO TO UPGRADE THE ALLEN PARK COMMUNITY CENTER SKATE PARK AND AMEND THE 2020 BUDGET

WHEREAS, the City of Jonesboro, Arkansas has been awarded \$500 from the Rotary Club of Jonesboro; and,

WHEREAS, the grant is 100% funded with private funds and there is no cost to the City of Jonesboro, Arkansas; and,

WHEREAS, funds will be utilized to upgrade the existing skate park at Allen Park Community Center and add additional obstacle courses; and,

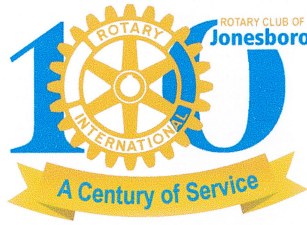
WHEREAS, the City of Jonesboro, Arkansas passed the 2020 Budget in Resolution RES-19:201, which will need to be amended in order to reflect the award amount.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Jonesboro, Arkansas that:

SECTION 1: The City of Jonesboro accepts the award from the Rotary Club of Jonesboro.

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council to execute all documents necessary to effectuate this agreement.

SECTION 3: The 2020 Budget is hereby amended to provide a change in the in the Private Funds budget for the Allen Park Community Center Skate Park.



January 10, 2020

The Honorable Harold Perrin, Mayor
City of Jonesboro, Arkansas
300 S. Church St.
Jonesboro, AR 72401

RE: Allen Park Skate Park Award

Dear Mayor Perrin:

We are pleased to inform you that the Rotary Club of Jonesboro, in cooperation with the Jonesboro-University Rotary Club and Rotary District 6150, has pledged \$500.00 to support the City of Jonesboro efforts in upgrading the Allen Park Skate Park.

This funding is to help improve safety and security for everyone utilizing the park to skate or skateboard.

Thank you for your efforts to enhance the quality of life for all residents and those that consider making Jonesboro their home. Your administration serves as an example of Rotary's vision: *"Together, we see a world where people unite and take action to create lasting change — across the globe, in our communities, and in ourselves."* We are proud to work with our city to create lasting change.

In Rotary Service,

A handwritten signature in blue ink that reads 'Brian Rega'.

Brian Rega, President 2019-20
Rotary Club of Jonesboro