

MUSCATINE POLICE DEPARTMENT

MEMORANDUM

TO: Gregg Mandsager, City Administrator

FROM: Brett Talkington, Chief of Police

SUBJECT: City Council Agenda Item
U.S. Department of Justice COPS Grant

DATE: 10-17-2011

INTRODUCTION:

The Muscatine Police Department applied for the U.S. Department of Justice Community Oriented Policing Services (COPS) Grant in May of 2011.

BACKGROUND:

The Muscatine Police Department was awarded the COPS grant on September 1, 2011. This COPS Hiring Program (CHP) grant will fund 2 police officers for three years and totals \$448,996. The City is required to pay for wages and benefits for the 2 officer positions for the remaining fourth year under the terms of grant. The 2 officers have to remain in their assignments for four years. One of the positions will be a Street Crimes Unit (SCU) assignment and the other position will be a School Resource Officer (SRO) assignment. We currently have the Muscatine Community School District agreeing to fund 75% of the SRO position for the fourth and final year of the grant. The two officers will be hired within the next few months to backfill the positions that we fill for the SCU and SRO positions.

RECOMMENDATION/RATIONALE:

It is my recommendation that the city council approve the agreement to accept the COPS grant for the Muscatine Police Department. With the approval of the grant the police department can establish our Street Crimes Unit again as well as have a School Resource Officer in the Middle Schools.

It has been recommended by the City Administrator and Finance Director that funding be formally committed in each of the upcoming three fiscal year budgets so sufficient funds are available to fund the cost of these officers in the fourth year. The fourth year cost for each officer is estimated at \$88,200. With the School agreeing to fund 75% of one of the officers in the fourth year, the City's share for 1.25 officers is estimated at \$110,250. That would require a funding commitment of \$36,750 in each of the next three fiscal year budgets.



**U.S. Department of Justice
Community Oriented Policing Services
Grants Administration Division**

COPS Hiring Program

Treasury Account Symbol (TAS) 15X0406

Grant #: 2011UMWX0050

ORI #: IA07001

Applicant Organization's Legal Name: Muscatine, City of

OJP Vendor #: 416005008

DUNS #: 0802920480000

Law Enforcement Executive: Chief of Police Brett Talkington

Address: 312 East Fifth Street

City, State, Zip Code: Muscatine, IA 52761

Telephone: (563) 263-9922

Fax: (563) 288-0964

Government Executive: City Administrator Gregg Mandsager

Address: 215 Sycamore Street

City, State, Zip Code: Muscatine, IA 52761

Telephone: (563) 264-1550

Fax: (563) 264-0750

Award Start Date: 9/1/2011

Award End Date: 8/31/2014

Full Time Officers Funded: 0

New Hires: 2

Rehires - Pre-Application Layoffs: 0

Rehires - Post-Application Layoffs: 0

Award Amount: \$448,996.00

Bernard Melekian
Director

SEP 8 2011

Date

By signing this Award Document, the grantee agrees to abide by all 20 Grant Terms and Conditions on the reverse side of this document and the attached pages:

Brett Talkington
Chief of Police

10/21/11

Date

Gregg Mandsager
City Administrator

10/21/11

Date

U. S. Department of Justice
Office of Community Oriented Policing Services
2011 COPS Hiring Program Grant Terms and Conditions

By signing the Award Document to accept this COPS Hiring Program (CHP) grant, the grantee agrees to abide by the following grant terms and conditions:

1. **Grant Owner's Manual.** The grantee agrees to comply with the terms and conditions in the 2011 COPS Hiring Program Grant Owner's Manual; COPS statute (42 U.S.C. §. 3796dd, et seq.); 28 C.F.R. Part 66 or 28 C.F.R. Part 70 as applicable (governing administrative requirements for grants and cooperative agreements); 2 C.F.R. Part 225 (OMB Circular A-87), 2 C.F.R. Part 220 (OMB Circular A-21), 2 C.F.R. Part 230 (OMB Circular A-122) and 48 C.F.R. Part 31.000 et seq. (FAR 31.2) as applicable (governing cost principles); OMB Circular A-133 (governing audits); representations made in the grant application for the COPS Hiring Program; and all other applicable program requirements, laws, orders, regulations, or circulars.
2. **Assurances and Certifications.** The grantee acknowledges its agreement to comply with the Assurances and Certifications forms that were signed as part of its CHP application.
3. **Allowable Costs.** The funding under this project is for the payment of approved full-time entry-level salaries and fringe benefits over three years (for a total of 36 months of funding) for career law enforcement officer positions hired and/or rehired on or after the official grant award start date. Any salary and fringe benefit costs higher than entry-level that your agency pays a CHP-funded officer must be paid with local funds.

Your agency is required to use CHP grant funds for the specific hiring categories awarded. Funding under this program may be used for the following categories:

- a. Hiring new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget due to state, local, or Bureau of Indian Affairs (BIA) budget cuts;
- b. Rehiring officers who had already been laid off at the time of grant application as a result of state, local, or BIA budget cuts; and/or
- c. Rehiring officers who were, at the time of grant application, scheduled to be laid off on a specific future date as a result of state, local, or BIA budget cuts.

If your agency's local fiscal conditions have changed and your agency needs to change one or more of the funded hiring categories, your agency should request a post-award grant modification and receive prior approval before spending CHP funding under the new category.

The Financial Clearance Memorandum (FCM), included in your award package, specifies the amount of COPS Hiring Program funds awarded to your agency for officer salaries and approved benefits. Please note that the salary and benefit costs requested in your original application may have been updated or corrected from the original version submitted to the COPS Office. You should carefully review your Final Funding Memorandum (FFM), which is also included in your award package. The FFM contains the final officer salary and fringe benefit categories and amounts for which your agency was approved. You will note that some costs may have been adjusted or removed. Your agency may only be reimbursed for the approved cost categories that are documented within the FFM, up to the amounts specified in the FCM. **Your agency may not use CHP funds for any costs that are not identified as allowable in the Final Funding Memorandum and Financial Clearance Memorandum.**

Only actual allowable costs incurred during the grant award period will be eligible for reimbursement and drawdown. If your agency experiences any cost savings over the course of the grant (for example, your grant application overestimated the total entry-level officer salary and fringe benefits package), your agency may not use that excess funding to extend the length of the grant beyond 36 months. Any funds remaining after your agency has drawn down for the costs of approved salaries and fringe benefits incurred for each awarded position during the 36-month funding period will be deobligated during the closeout process, and should not be spent by your agency.

4. **Supplementing, Not Supplanting.** State, local, or BIA funds budgeted to pay for sworn officer positions irrespective of the receipt of CHP grant funds may not be reallocated to other purposes or refunded as a result of a CHP grant being awarded. Non-federal funds must remain available for and devoted to that purpose, with CHP funds supplementing those non-federal funds. Funding awarded cannot be obligated until after the grant award start date. This means that CHP funds cannot be applied to any agency cost prior to the award start date. In addition, your agency must take active and timely steps pursuant to its standard procedures to fully fund law enforcement costs already budgeted as well as fill all locally-funded vacancies resulting from attrition during the life of the grant.

5. **Retention.** At the time of grant application, your agency committed to retaining all sworn officer positions awarded under the CHP grant 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 grant. Your agency cannot satisfy the retention requirement by using CHP-funded positions to fill locally-funded vacancies resulting from attrition.

6. **Extensions.** Your agency may request an extension of the grant award period to receive additional time to implement your grant program. Such extensions do not provide additional funding. Only those grantees that can provide a reasonable justification for delays will be granted no-cost extensions. Reasonable justifications may include difficulties in filling COPS-funded positions, officer turnover, or other circumstances that interrupt the 36-month grant funding period. An extension allows your agency to compensate for such delays by providing additional time to complete the full 36 months of funding for each position awarded. **Extension requests must be received prior to the end date of the award.**

7. **Modifications.** During the CHP grant award period, it may become necessary for an agency to modify its CHP grant award due to changes in an agency's fiscal or law enforcement situation. Modification requests should be submitted to the COPS Office when an agency determines that it will need to shift officer positions awarded in one hiring category into a different hiring category, reduce the total number of positions awarded, shift funds among benefit categories, and/or reduce the entry-level salary and fringe benefit amounts. For example, an agency may have been awarded CHP grant funding for ten new, additional full-time sworn officer positions, but due to severe fiscal distress/constraints, the agency determines it is unable to sustain all ten positions and must reduce its request to five full-time positions; or an agency may have been awarded CHP grant funding for two new, additional sworn officer positions, but due to fiscal distress/constraints the agency needs to change the hiring category from the new hire category to the rehire category for officers laid off or scheduled for lay-off on a specific future date post-application. Grant modifications under CHP are evaluated on a case-by-case basis. The COPS Office will only consider a modification request after an agency makes final, approved budget and/or personnel decisions. An agency may implement the modified grant award following written approval from the COPS Office. Please be aware that the COPS Office will not approve any modification request that results in an increase of federal funds.

U. S. Department of Justice
Office of Community Oriented Policing Services
2011 COPS Hiring Program Grant Terms and Conditions

- 8. Evaluations.** The COPS Office may conduct monitoring or sponsor national evaluations of the COPS Hiring Program. The grantee agrees to cooperate with the monitors and evaluators.
- 9. Reports.** To assist the COPS Office in the monitoring of your award, your agency will be responsible for submitting quarterly programmatic progress reports and quarterly financial reports.
- 10. Federal Civil Rights Laws.** As a condition of receipt of federal financial assistance, you acknowledge and agree that you will not (and will require any subgrantees, contractors, successors, transferees, and assignees not to), on the ground of race, color, religion, national origin (which includes providing limited English proficient persons meaningful access to your programs), sex, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the Americans with Disabilities Act (ADA) of 1990, as amended (42 U.S.C. §§ 12101-12213, 47 U.S.C. §§ 225, 611); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.); and the corresponding DOJ regulations implementing those statutes at 28 C.F.R. part 42 (subparts C, D, E, G, and I); regulations implementing the ADA, as revised (28 C.F.R. parts 35 and 36; 29 C.F.R. parts 1630, 1640, 1641; 47 C.F.R. §§ 64.601-606, 611, and 613; 49 C.F.R. parts 37 and 38). You also agree to comply with Executive Order 13279 Equal Treatment for Faith-Based Organizations and its implementing regulations at 28 C.F.R. Part 38, which requires equal treatment of religious organizations in the funding process and nondiscrimination of beneficiaries by Faith-Based Organizations on the basis of belief or non-belief.
- 11. Equal Employment Opportunity Plan (EEO).** All recipients of funding from the COPS Office must 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).
- 12. Grant Monitoring Activities.** Federal law requires that law enforcement agencies receiving federal funding from the COPS Office must be monitored to ensure compliance with their grant conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of grant implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Grant monitoring activities conducted by the COPS Office include site visits, office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. As a CHP grantee, you agree to cooperate with and respond to any requests for information pertaining to your grant.
- 13. Employment Eligibility.** The grantee agrees to complete and keep on file, as appropriate, a Bureau of Citizenship and Immigration Services 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.
- 14. Community Policing.** Community policing activities to be initiated or enhanced by your agency were identified and described in your CHP grant application with reference to each of the following elements of community policing: a) community partnerships and support; b) related governmental and community initiatives that complement your agency's proposed use of CHP funding; and c) how your agency will use the funds to reorient its mission or enhance its commitment to community policing.
- The COPS Office defines community policing as a philosophy that promotes organizational strategies, which 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. CHP grants must be used to initiate or enhance community policing activities. All newly hired, additional or rehired officers (or an equal number of redeployed veteran officers) funded under CHP must engage in community policing activities.
- 15. Community Policing Self Assessment Tool.** The COPS Office will require your agency to complete the Community Policing Self Assessment Tool (CP SAT) twice within the grant period, at the beginning and again towards the end of your grant period.
- 16. Contracts With Other Jurisdictions.** Grantees that provide law enforcement services to another jurisdiction through a contract must ensure that officers funded under this grant do not service the other jurisdiction, but will only be involved in activities or perform services that exclusively benefit the grantee's own jurisdiction.
- 17. False Statements.** False statements or claims made in connection with COPS grants may result in fines, imprisonment, or debarment from participating in federal grants or contracts, and/or any other remedy available by law.
- 18. Additional High-Risk Grantee Requirements.** The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the awarding agency determines that the recipient is a high-risk grantee (28 C.F.R. Parts 66 and 70).
- 19. Central Contractor Registration and Universal Identifier Requirements.** The Office of Management and Budget requires Federal agencies to include the following standard award term in all grants and cooperative agreements made on or after October 1, 2010:

A. Requirement for Central Contractor Registration (CCR)

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

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has

U. S. Department of Justice
Office of Community Oriented Policing Services
2011 COPS Hiring Program Grant Terms and Conditions

provided its DUNS number to you.

2. *May not make a subaward to an entity unless the entity has provided its DUNS number to you.*

C. Definitions

For purposes of this award term:

1. **Central Contractor Registration (CCR)** 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 CCR Internet site at <http://www.ccr.gov>.
2. **Data Universal Numbering System (DUNS) number** means the nine- or thirteen-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866.705.5711) or the Internet at <http://fedgov.dnb.com/webform>.
3. **Entity, as it is used in this award term, means all of the following, as defined at 2 C.F.R. part 25, subpart C:**
 - a. A governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a 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 Sec. ___210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. **Subrecipient** means an entity that:
 - a. Receives a subaward from you under this award; and
 - b. Is accountable to you for the use of the federal funds provided by the subaward.

20. **Reporting Subaward and Executive Compensation.** The Office of Management and Budget requires Federal agencies to include the following standard award term in all grants and cooperative agreements made on or after October 1, 2010:

a. Reporting of first-tier subawards.

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

b. Reporting Total Compensation of Recipient Executives.

1. **Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - i. the total federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 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 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/excomp.htm.)
2. **Where and when to report.** You must report executive total compensation described in paragraph b.1 of this award term:
 - i. As part of your registration profile at www.ccr.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—

U. S. Department of Justice
Office of Community Oriented Policing Services
2011 COPS Hiring Program Grant Terms and Conditions

- 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 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/excomp.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.**



U. S. Department of Justice
Community Oriented Policing Services

Grants Administration Division
COPS Hiring Program

145 N Street, N.E.
Washington, DC 20530

Memorandum

To: Chief of Police Brett Talkington
Muscatine, City of

From: Andrew A. Dorr, Assistant Director for Grants Administration
John Oliphant, Supervisory Senior Policy Analyst
Budget Prepared By: Barry Bratburd, Senior Policy Analyst

Re: COPS Hiring Program Financial Clearance Memo

A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions/Adjustments are noted below.

OJP Vendor #: 416005008

ORI #: IA07001

DUNS #: 0802920480000

Grant #: 2011UMWX0050

<u>Budget Category</u>	<u>Proposed Budget</u>	<u>Approved Budget</u>	<u>Adjustments</u>	<u>Disallowed/Adjusted - Reasons/Comments</u>
Personnel	\$251,516.00	\$251,516.00	\$0.00	
Fringe Benefits	\$197,480.00	\$197,480.00	\$0.00	
Direct Costs:	\$448,996.00	\$448,996.00	\$0.00	
.....				
Grand Total	\$448,996.00	\$448,996.00	\$0.00	
Grand Total:	Federal Share:	\$ 448,996.00		
	Applicant Share:	\$ 0.00		

Cleared Date: 9/2/2011

Overall Comments:



COPS Hiring Program Final Funding Memo

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

Legal Name: Muscatine, City of
Grant Number: 2011UMWX0050

ORI: IA07001
Date: September 23, 2011

Personnel	Quantity	Cost/Item	Total Item Cost	Amount Disallowed	Total Allowed	Reason Disallowed/Adjusted
Salaries	2	\$ 125,758.00	\$ 251,516.00	\$ 0.00	\$ 251,516.00	
Total:				\$ 0.00	\$ 251,516.00	
Fringe Benefits						
Fringe Benefits	2	\$ 98,740.00	\$ 197,480.00	\$ 0.00	\$ 197,480.00	
Total:				\$ 0.00	\$ 197,480.00	
Grand Total:						
Total Federal Share:		\$ 448,996.00				
Total Local Share:		\$ 0.00				
Total Project Costs:		\$ 448,996.00				
Total Disallowed Costs:		\$ 0.00				

Cleared Date: 9/2/2011

Overall Comments:



ACCEPTING YOUR 2011 COPS GRANT AWARD

Frequently Asked Questions

HOW DO I ACCEPT THIS AWARD?

Accepting your COPS award is a simple and straightforward process. The award document to accept your new grant can be found in the award packet. Other important information about your award can be found online at www.cops.usdoj.gov. You should carefully read all award information prior to signing the award document and accepting your grant.

- **COPS Grant Award Document** – To accept your grant, the award document must be signed by the top law enforcement and government executives or agency executives as indicated on the award document. Please return both sides of the award document, along with all award condition pages to the COPS Office by e-mail, fax or standard mail within 90 days of the date shown on the award congratulatory letter. Stamps and/or electronic signatures will not be accepted.

WHERE CAN I FIND THE SUPPORTING PAPERWORK FOR MY AWARD, SUCH AS THE GRANT OWNER'S MANUAL?

For your convenience, we have several supporting documents available online at www.cops.usdoj.gov to assist you in implementing your grant. These resources include:

Grant Owner's Manual	Frequently Asked Questions about the Federal Financial Report (SF-425)
Helpful Hints Guide for Completing the Federal Financial Report (SF-425)	Fact Sheet- Online Filing of FFR SF-425 Quarterly Federal Financial Reports
Frequently Asked Questions (FAQs) Grant Payment Request System (GPRS)	Publication Request Form
Change of Information Form	Federal Civil Rights Statutes and Regulations Memorandum

WHO MUST SIGN THE AWARD DOCUMENT?

The law enforcement and government executives (as indicated on your award document) that have ultimate financial and programmatic authority for the grant must sign the award document. They are generally the highest-ranking officials within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent for law enforcement executives, and Mayor, City Administrator, Tribal Chairman, or equivalent for government executives). For non-law enforcement agencies (universities, private organizations, etc.), the authorized officials are the programmatic and financial officials who have the ultimate signatory authority to sign contracts on behalf of your organization. Typically, these are the same executives who signed the forms located in your application package.

ARE STAMPED OR ELECTRONIC SIGNATURES ACCEPTABLE ON THE AWARD DOCUMENT?

No. Stamped and/or electronic signatures will not be accepted.

MAY I RETURN A SIGNED PHOTOCOPY OF THE AWARD DOCUMENT?

Yes. Signed photocopies of the award document will be accepted by e-mail or fax. Please remember to copy both sides of the award document.

HOW LONG DO I HAVE TO RETURN THE SIGNED AWARD DOCUMENT?

Your agency has 90 days from the date listed on the award congratulatory letter to return both sides of your signed award document and all award condition pages to the COPS Office. Failure to return your signed award document within the 90-day time frame will result in your inability to access grant funds, and may result in your agency being withdrawn from your COPS grant program.

THE GOVERNING BODY IN MY JURISDICTION NEEDS MORE TIME BEFORE GIVING FINAL APPROVAL TO ACCEPT THIS GRANT. WHAT DO I DO?

If your agency needs more than 90 days to sign and return the award document, please contact your Grant Program Specialist at 1.800.421.6770 to request an extension of the return period. All time extension requests for the purposes of returning the award document will be considered on a case-by-case basis.

WHERE DO I MAIL THE SIGNED AWARD DOCUMENT?

Both the front and back of your signed award document along with all award condition pages can be returned to the COPS Office via one of three options listed:

Electronic Mail:

The COPS Hiring Program	CHP@usdoj.gov
The Child Sexual Predator Program	COPSCSPP@usdoj.gov
The Secure Our Schools Program	COPS.SOS@usdoj.gov

Fax:
202.514.1335

Mail:
U.S. Department of Justice
Office of Community Policing Services
ATTN: [Grant Program Name] Control Desk
145 N Street, N.E., 11th Floor
Washington, DC 20530

Before you can draw down these grant funds, the COPS Office must receive both sides of the signed award document and all of the award conditions pages from your agency. To ensure that we receive your signed award in a timely manner, we encourage you to submit your signed award by electronic mail.

WHAT IF THE GOVERNMENT AND/OR LAW ENFORCEMENT EXECUTIVE INFORMATION ON THE AWARD DOCUMENT HAS CHANGED?

Please review the information on your award document carefully. If a change in information (address, phone number, etc.) has occurred, **do not change or correct that information on the award document.** Rather, a Change of Information Form should be submitted to our office. Any alterations to the original award will invalidate the document. You may submit a Change of Information Form online through "Account Access" at www.cops.usdoj.gov, or you may print a fillable form to submit via fax or mail. Complete the relevant part(s) of that document and submit it to the COPS Office. The COPS Office will then update our records to reflect any changes.

If the actual law enforcement or government executive listed on the award document has changed, the new executive in that position should simply sign the award document. Again, **do not alter any executive information shown on your award document, even if it needs to be updated.** Simply complete a Change of Information form as described above in order to reflect the new executive.

WHERE CAN I FIND A LIST OF CONDITIONS THAT APPLY TO MY GRANT?

Beginning on the reverse side of your award document, you will find your award's grant terms and conditions. The same conditions can also be found in the Grant Owner's Manual, which is available online at www.cops.usdoj.gov. Please read and familiarize yourself with these conditions.

I STILL HAVE QUESTIONS ABOUT MY AWARD. WHAT DO I DO?

If you still have questions, please feel free to call the COPS Office Response Center at 1.800.421.6770 and ask to speak with your Grant Program Specialist.



Both sides of your signed award document along with **all** award condition pages may be returned to the COPS Office via one of the three options listed below:

Electronic Mail

For the COPS Hiring Program (CHP) CHP@usdoj.gov

For the Child Sexual Predator Program (CSPP) COPS.CSPP@usdoj.gov

For the Secure Our Schools Program (SOS) COPS.SOS@usdoj.gov

For the Tribal Resource Grant Program (TRGP) CTAS.TRGP@usdoj.gov

For Tribal Meth CTAS.TribalMeth@usdoj.gov

Fax

202.514.1335

Standard Mail

U.S. Department of Justice
Office of Community Oriented Policing Services
Attention: [Insert Program Name] Control Desk
145 N Street, N.E., 11th Floor
Washington, DC 20530

To ensure that we receive your signed award and **all** award condition pages in a timely manner, **we encourage you to submit your signed award by electronic mail.**