

City of Fayetteville Item Review Form

2013-0141

Legistar File Number

11/19/2013

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Greg Tabor

Submitted By

Police

Department

Action Required:

Approval of the 2013 COPS Hiring Program grant award and budget adjustment to fund three (3) police officers to be assigned to the Fayetteville Public Schools for a period of up to four (4) years in the amount of \$723,494. COPS Hiring Grant will fund \$375,000 while Local Match requirements of \$348,494 will be split proportionately between the Fayetteville Public Schools and City of Fayetteville.

Does this item have a cost? Yes

\$723,494.00

Cost of this request

Category or Project Budget

COPS Hiring Grant

Program or Project Name

1010.2920.5120.00

Account Number

Funds Used to Date

Grant

Program or Project Category

31307-1301

Project Number

-\$723,494.00

Remaining Balance

General

Fund Name

Budgeted Item?

Budget Adjustment Attached? Yes

V20130812

Previous Ordinance or Resolution # _____

Original Contract Number: _____

Comments:

Paul a. Beck 11-1-13
11-3-2013

10-31-13 P03:15 RCVD




Don Man 11-4-13
Lionel Jordan 11/4/13



www.accessfayetteville.org

CITY COUNCIL AGENDA MEMO

To: Mayor Lioneld Jordan and Members of the City Council

From: Greg Tabor, Police Chief 

Date: November 1, 2013

Subject: Approval of Grant Award and Budget Adjustment for 2013 COPS Hiring Program

PROPOSAL:

The 2013 COPS Hiring Program (CHP) is a competitive grant program that provides funding for three (3) years directly to law enforcement agencies to create and preserve jobs and to increase their community policing capacity and crime prevention efforts. The City Council approved our application to the 2013 COPS Hiring Program at their regularly scheduled meeting on May 21, 2013. Funding is based on 75% of our current entry-level salaries and benefits for sworn officer positions plus annual step increases per our current pay plan policy. Any additional costs for positions hired under the CHP grant beyond salaries and benefits must be paid for by local match. Also, at the conclusion of the three year federal funding, grantees must retain all sworn officer positions awarded under the CHP grant for an additional budget cycle.

The Fayetteville Police Department will utilize the CHP grant funding to hire three (3) currently frozen police officer positions. These officers will be used to expand our School Resource Officer (SRO) program. Fayetteville Public Schools has previously requested additional SROs for their junior high and middle schools, but our staffing and budget levels have not allowed for these positions. Fayetteville Public Schools has agreed to pay their proportionate share of the projected \$348,494 local match.

Of the \$348,494 local match, \$127,926 is the required 25% local match of the CHP grant documents, \$186,766 is the amount to pay each officer for the required additional budget cycle at the conclusion of the grant funding, and \$33,802 is the overall costs of certifying, training, and equipping three officers for a four year period. The attached spreadsheet shows the total projected cost for three new officers throughout the four (4) year grant period and the sources of funding needed to meet the local match requirements of this grant. The City's projected portion of the local match requirements will be \$109,910 with Fayetteville Public Schools cost share portion being \$238,584. The projected cost share proportions of the local match requirements could fluctuate slightly based on the timing of SRO work assignments and future departmental staffing levels.

RECOMMENDATION:

Staff recommends approval of the 2013 COPS Hiring Program grant award and budget adjustment to fund three (3) police officers to be assigned to the Fayetteville Public Schools for a period of up to four (4) years for a total project amount of \$723,494. COPS Hiring Grant will fund \$375,000 while Local Match

requirements will be \$348,494. Local match requirements will be split proportionately between the Fayetteville Public Schools paying \$238,584 and City of Fayetteville paying approximately \$109,910.

BUDGET IMPACT:

Total projected costs are \$723,494 with the following contributors: COPS Hiring Grant (Federal) - \$375,000; Fayetteville Public Schools (Local Match) - \$238,584; and City of Fayetteville (Local Match) - \$109,910. The projected cost share proportions of the local match requirements could fluctuate slightly based on the timing of SRO work assignments and future departmental staffing levels.

FPD / FPS COPS Hiring Grant

Proposed Split Out of Local Match

2014-2017

<u>Required Funding</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Total</u>
Grant Program (\$125,000 max per position over grant period)	125,000	125,000	125,000	-	375,000
<i>Local Match plus excess of max grant</i>	<i>64,783</i>	<i>44,091</i>	<i>52,853</i>	<i>186,766</i>	<i>348,494</i>
Total Required Funding	<u>\$ 189,783</u>	<u>\$ 169,091</u>	<u>\$ 177,853</u>	<u>\$ 186,766</u>	<u>\$ 723,494</u>

<u>Split Out of Local Match</u>	<u>% Split</u>	<u>Local Match</u>	<u>Work Hours</u>	<u>Hourly Rate</u>
Police Department share of Local Match (82 days annually)	31.54%	109,909.55		
School District share of Local Match (178 days annually)	68.46%	238,584.14	13,884	\$ 17.18
Total Local Match (260 days annually)	<u>100.00%</u>	<u>348,493.69</u>		

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING ACCEPTANCE OF A 2013 COPS HIRING PROGRAM MATCHING GRANT IN THE TOTAL AMOUNT OF \$723,494.00 TO FUND THREE (3) POLICE OFFICERS FOR A PERIOD OF FOUR (4) YEARS WITH THE MATCHING REQUIREMENT SPLIT PROPORTIONALLY BETWEEN THE CITY AND THE FAYETTEVILLE SCHOOL DISTRICT, AND APPROVING A BUDGET ADJUSTMENT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:

Section 1. That the City Council of the City of Fayetteville, Arkansas hereby authorizes acceptance of a 2013 COPS Hiring Program matching grant in the total amount of \$723,494.00 to fund three (3) police officers for a period of four (4) years with the matching requirement split proportionally between the City and the Fayetteville School District.

Section 2. That the City Council of the City of Fayetteville, Arkansas hereby approves a budget adjustment, a copy of which is attached to this Resolution as Exhibit "A".

PASSED and APPROVED this 19th day of November, 2013.

APPROVED:

ATTEST:

By: _____
LIONELD JORDAN, Mayor

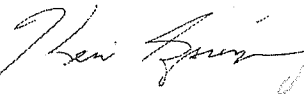
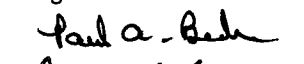

By: _____
SONDRA E. SMITH, City Clerk/Treasurer

**City of Fayetteville, Arkansas
Budget Adjustment Form**

Budget Year 2013	Division: Police Department: Police	Request Date 11/19/2013	Adjustment Number
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BUDGET ADJUSTMENT DESCRIPTION / JUSTIFICATION

Establish revenue and expense budget for the 2013 COPS Hiring Program grant awarded for three (3) additional School Resource Officers.

<p align="right">CITYkspringer 10/30/2013 3:27 PM</p> <hr/> <p>Prepared By</p> <hr/> <p>Division Head</p>  <p>Kevin Springer cn=Kevin Springer, o=City of Fayetteville, Arkansas, ou=Budget Director, email=kspringer@fayetteville-ar.gov, c=US 2013.10.30 15:29:46 -05'00'</p> <hr/> <p>Budget Director</p>  	<p>Legistar# / Date: 2013-0141 / 11/19/2013</p> <hr/> <p>Legistar Title 2013 COPS Hiring Program Grant Award</p> <hr/> <p align="center">Budget & Information Management Use Only</p> <p>Type: A B C D E P</p> <hr/> <p>General Ledger Date _____</p> <hr/> <p>Posted to General Ledger</p> <p align="right">Initial Date</p> <hr/> <p>Checked / Verified</p> <p align="right">Initial Date</p>
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Account Name	Account Number		TOTAL BUDGET ADJUSTMENT		Project.Sub Number
			723,494	723,494	
			Increase / (Decrease)		
			Expense	Revenue	
Personnel Svcs - Contra	1010.2920.5120.00	EX	691,073		31307 . 1301
Uniforms/personal equip	1010.2920.5302.00	EX	21,825		31307 . 1301
Travel & training	1010.2920.5304.00	EX	10,596		31307 . 1301
Federal Grant-Operational	1010.0001.4309.01	RF		375,000	31307 . 1301
SRO Salary Reimbursement	1010.0001.4401.05	RF		238,584	31307 . 1301
Use of fund balance	1010.0001.4999.99	RF		109,910	.
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					.



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street, N.E., Washington, DC 20530

October 1, 2013

Mayor Lioneld Jordan
Fayetteville, City of
113 West Mountain Street

Fayetteville, AR 72701

Chief of Police Greg Tabor
Fayetteville, City of
100-A West Rock Street

Fayetteville, AR 72701

Subject: COPS Hiring Program Grant# 2013UMWX0009
ORI#: AR07201

Dear Mayor Jordan and Chief of Police Tabor:

Congratulations on your agency's award for 3 officer position(s) and \$375,000.00 in federal funds over a three-year grant period under the 2013 COPS Hiring Program (CHP). The local cash match required for this award will be \$127,926.00. Your agency may use CHP grant funding to hire new officers or rehire officers who have been laid off, or are scheduled to be laid off on a specific future date, as a result of local budget cuts, on or after the official grant award start date. Please note that any changes to the awarded hiring categories require an official review and approval by the COPS Office.

A list of conditions that apply to your grant is included on your grant Award Document and Award Document Supplement, if applicable. A limited number of agencies may be subject to an Additional Award Notification as a result of an ongoing federal civil rights investigation or other grant review or audit of your agency by the Department of Justice. If applicable to your agency, the Additional Award Notification is included at the end of this letter and is incorporated by reference as part of this letter. In addition, a limited number of agencies may be subject to Special Conditions as a result of high risk designation or other unique circumstances. If applicable to your agency, these Special Conditions will be found in an Award Document Supplement in your award package. You should read and familiarize yourself with these conditions. **To officially accept your grant, the award document must be signed electronically via the Account Access link in the COPS website at www.cops.usdoj.gov within 90 days from the date of this letter.**

The official start of your grant is September 1, 2013. Therefore, you can be reimbursed for allowable and approved expenditures made on or after this date. Please carefully review the Financial Clearance Memorandum (FCM) included in your award package to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process, and grant funds may only be used for approved items. The FCM will specify the final award amount, and will also identify any disallowed costs.

Supplemental online award information for 2013 COPS CHP grantees can be found at <http://www.cops.usdoj.gov/Default.asp?Item=2367>. We strongly encourage you to visit this site immediately to access a variety of important and helpful documents that will assist you with the implementation of your grant, including the 2013 CHP Grant Owner's Manual, which specifies the programmatic and financial terms, conditions, and requirements of your grant. In addition, the above website link includes the forms and instructions necessary to begin drawing down funds for your grant. Please print out a copy of your application and maintain it with your grant file records.

Once again, congratulations on your CHP award. If you have any questions about your grant, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Joshua A. Ederheimer
Acting Director

Additional Award Notification



Memorandum

COPS Hiring Program - (CHP)

To: Chief of Police Greg Tabor
 Fayetteville, City of

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.

ORI #: AR07201

Grant #: 2013UMWX0009

Total Officers Awarded: 3

	Year 1 – Approved Costs Per Entry-level Officer	Year 2 – Approved Costs Per Entry-level Officer	Year 3 – Approved Costs Per Entry-level Officer
Base Salary Information:	\$37,181.00	\$38,916.00	\$40,650.00
Fringe Benefits	\$15,813.00	\$16,948.00	\$18,134.00
Social Security:	\$0.00	\$0.00	\$0.00
Medicare:	\$539.00	\$564.00	\$589.00
Health Insurance:	\$6,801.00	\$7,141.00	\$7,498.00
Life Insurance:	\$113.00	\$118.00	\$122.00
Vacation:	\$0.00	\$0.00	\$0.00
Sick Leave:	\$0.00	\$0.00	\$0.00
Retirement:	\$7,377.00	\$8,110.00	\$8,878.00
Worker's Compensation:	\$683.00	\$715.00	\$747.00
Unemployment Insurance:	\$0.00	\$0.00	\$0.00
Other Costs:	\$300.00	\$300.00	\$300.00
Total Per Year:	\$52,994.00	\$55,864.00	\$58,784.00

Officer Costs:

Project Costs Per Officer:		Grand Total Project Costs:	
Salaries and Fringe Benefits:	\$167,642.00	Salaries and Fringe Benefits:	\$502,926.00
Federal Share:	\$125,000.00	Federal Share:	\$375,000.00
Applicant Share:	\$42,642.00	Applicant Share:	\$127,926.00

Waiver Granted: No

Budget Cleared Date: 09/12/2013

Overall Comments:

A financial analysis of budget costs has been completed, and this Financial Clearance Memorandum (FCM) reflects the amount of federal 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 COPS. You should carefully review your FCM. The FCM 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 FCM.

The COPS Office requires that the officer(s) deployed into the School Resource Officer position(s) spend a minimum of 75 percent of their time in and around primary and/or secondary schools, working on youth-related activities. An agency that is awarded CHP funding for officer(s) to be deployed as School Resource Officer(s) is required to submit a Memorandum of Understanding to the COPS Office prior to drawdown of CHP grant funds.





**Grants Administration Division
COPS Hiring Program
Treasury Account Symbol (TAS) 15X0406**

Grant #: 2013UMWX0009

ORI #: AR07201

Applicant Organization's Legal Name: Fayetteville, City of

DUNS #: 0756577420000

Law Enforcement Executive: Chief of Police Greg Tabor

Address: 100-A West Rock Street

Address 2:

City, State and Zip Code: Fayetteville, AR 72701

Telephone: 479-587-3500

Fax: 479-973-4844

Government Executive: Mayor Lioneld Jordan

Address: 113 West Mountain Street

Address 2:

City, State and Zip Code: Fayetteville, AR 72701

Telephone: 479-575-8330

Fax: 479-575-8257

Award Start Date: 09/01/2013

Award End Date: 08/31/2016

Full Time Officers Funded: 3

New Hires: 3

Rehires - Scheduled for Lay-Off: 0

Rehires - Previously Laid Off: 0

Award Amount: \$375,000.00

Joshua A. Ederheimer
Acting Director

09/12/2013

Date

By signing this Award Document, the grantee agrees to abide by all FY 2013 COPS Hiring Program - (CHP) grant terms and conditions and, if applicable, the Special Award Conditions and/or High Risk Conditions in the Award Document Supplement.

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

ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POLICING

U. S. Department of Justice
Office of Community Oriented Policing Services
2013 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 2013 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 CHP grant application; 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), up to a maximum federal share of \$125,000 per officer position 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;
- b. Rehiring officers laid off by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget cuts; and/or
- c. Rehiring officers who were, at the time of grant application, scheduled to be laid off (by your jurisdiction) 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 CHP funds awarded to your agency. You should carefully review your FCM, which contains the final officer salary and fringe benefit categories and amounts for which your agency was approved. Please note that the salary and fringe benefit costs requested in your CHP application may have been adjusted or removed. Your agency may only be reimbursed for the approved cost categories that are documented within the FCM, 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 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. **Local Match.** Grantees are required to contribute a local match of at least 25 percent towards the total cost of the approved grant 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 grant award period. The local match contribution must be made on an increasing basis during each year of the three-year grant period, with the federal share decreasing accordingly.

5. **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 or obligation incurred 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.

6. **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.

7. **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. Grants 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 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.**

8. **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-

U. S. Department of Justice
Office of Community Oriented Policing Services
2013 COPS Hiring Program Grant Terms and Conditions

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.

9. **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.
10. **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 Federal Financial Reports using Standard Form 425 (SF-425).
11. **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 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). 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 non-discrimination of beneficiaries by Faith-Based Organizations on the basis of belief or non-belief.
12. **Equal Employment Opportunity Plan (EEOP).** 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).
13. **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.
14. **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.
15. **Community Policing.** Community policing activities to be initiated or enhanced by your agency were identified and described in your CHP grant application. Your agency developed a community policing plan for the CHP grant with specific reference to a crime or disorder problem and the following elements of community policing: a) problem solving—your agency's plan to assess and respond to the problem identified; b) community partnerships and support, including related governmental and community initiatives that complement your agency's proposed use of CHP funding; and c) organizational transformation—how your agency will use the funds to reorient its mission to community policing or enhance its involvement in and 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 implement your agency's approved community policing plan, which you described in your grant application.
16. **Community Policing Self Assessment Tool (CP-SAT).** 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.
17. **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.
18. **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.
19. **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).
20. **System for Award Management (SAM) 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 System for Award Management (SAM) Registration

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

U. S. Department of Justice
Office of Community Oriented Policing Services
2013 COPS Hiring Program Grant Terms and Conditions

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

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

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

C. Definitions

For purposes of this award term:

1. *System for Award Management (SAM)* means the federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site at www.sam.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 non-profit 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.

21. **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.fsrc.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.fsrc.gov specify.

b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
 - i. the total federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, you received—
 - (A) 80 percent or more of your annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. Part 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. Part 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.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.

U. S. Department of Justice
Office of Community Oriented Policing Services
2013 COPS Hiring Program Grant Terms and Conditions

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 your annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. Part 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. Part 170.320 (and subawards); and
 - ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)
2. **Where and when to report.** You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
 - i. To the recipient.
 - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

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

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. **Entity** means all of the following, as defined in 2 C.F.R. Part 25:
 - i. A governmental organization, which is a state, local government, or Indian Tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign non-profit 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 C.F.R. Part 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 that 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.

Award Document Supplement

2013 COPS Hiring Program (CHP)

By signing the Award Document to accept this COPS Hiring Program (CHP) grant, the grantee agrees to abide by the following Special Award Conditions and/or High Risk Conditions:

Special Award Conditions

Advancing Department of Justice Priority Crime Problem Awards

Your agency has been selected for a COPS Hiring Program (CHP) grant to address a particular Department of Justice priority crime problem, based specifically on your CHP grant application's community policing plan to improve your agency's public safety response to the critical issues of school based policing through School Resource Officers (SRO), Gun Violence or Homicide Reduction.

Please be advised that, in accepting this grant, your agency is agreeing to this Special Condition to its CHP grant award that requires your agency's COPS-funded officers (or an equivalent number of locally-funded officers) to initiate or enhance your agency's community policing plan to address one of the priority crime problem identified above. By signing the 2013 CHP grant award, your agency understands and agrees to the following:

- Your agency will implement the one specific community policing plan identified in your CHP grant application;
- Your agency will address its specific priority crime problem throughout the entire CHP grant period;
- Your agency will implement any organizational changes identified in its CHP grant application in Section 6B, Questions 13 and 14;
- Your agency will cooperate with any grant monitoring by the COPS Office to ensure that it is initiating or enhancing its community policing efforts to address its priority crime problem, which may include your agency having to respond to additional or modified reporting requirements.

Memorandum of Understanding Requirement **(School Resource Officers Problem Area Only)**

Grantees 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) to the COPS Office before obligating or drawing down funds under this award.

