



ACCEPTING YOUR 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 award, this document must be signed by the top law enforcement and government executives or agency executives as indicated on your award document, and then returned to the COPS Office.

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 a Grant Owner's Manual, Financial Status Report (SF-269A), "Helpful Hints" Guide for Completing an SF-269A, Change of Information Sheet, COPS Publication Request Form, and letter regarding federal civil rights laws.

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, 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 PHOTOCOPIED OR STAMPED SIGNATURES ACCEPTABLE ON THE AWARD DOCUMENT?

No. All signatures on the award document must be original. Stamped or photocopied signatures will not be accepted.

MAY I RETURN A SIGNED PHOTOCOPY OF THE AWARD DOCUMENT?

No. Only a signed, original award document (i.e., the actual document mailed to you by the COPS Office) will be accepted.

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 your signed award document 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 extensions for purposes of returning the award document will be considered on a case-by-case basis.

WHERE DO I MAIL THE SIGNED AWARD DOCUMENT?

Your signed award document should be mailed to the following address:

For the Technology Program, Methamphetamine Initiative, or Safe Schools Initiative (SSI):
U.S. Department of Justice, COPS Office
ATTN: [Grant Program Name] Control Desk, 9th Floor
1100 Vermont Ave, NW
Washington, DC 20530 (20005 for overnight delivery)

For the COPS Hiring Recovery Program (CHRP), Child Sexual Predator Program (CSPP), Tribal Resources Grant Program (TRGP), or Secure Our Schools (SOS):
U.S. Department of Justice, COPS Office
ATTN: [Grant Program Name] Control Desk, 8th Floor
1100 Vermont Ave, NW
Washington, DC 20530 (20005 for overnight delivery)

Before you can draw down these grant funds, the COPS Office must receive the signed award document from your agency. To ensure that we receive your signed award in a timely manner, we encourage you to submit your signed award by express or overnight delivery service.

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. You may submit a Change of Information 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.



Helpful Hints

Guide for Completing a Financial Status Report (SF-269A)

Purpose:

This guide will assist recipients who receive awards from the Office of Community Oriented Policing Services (the COPS Office) with the reporting and accounting of their financial expenditures. It provides essential information for facilitating the completion and submission of the mandatory quarterly Financial Status Report (SF-269A).

The guide contains information on the following topics:

- I. What is a Financial Status Report (SF-269A).
- II. When and how many SF-269As to submit.
- III. Where to file the SF-269A.
- IV. Where to get help.
- V. Step-by-step procedures for completing the SF-269A.
- VI. Glossary.

General Information:

I. WHAT IS A FINANCIAL STATUS REPORT (SF-269A)

Recipients of federal funds under COPS Office grant programs (i.e., Grantees), are required to submit quarterly Financial Status Reports (SF-269A). The SF-269A is a standard form that Grantees must use to report expenses incurred under each Grant Number for the reporting period (calendar quarter) and cumulative amount for the award. These expenses can be categorized as cash disbursed, or incurred but not yet paid (Accounts Payable). Expenses incurred are further segmented into federal share and local matching contributions.

II. WHEN AND HOW MANY SF-269AS TO SUBMIT

Grantees are required to submit one SF-269A per quarter for each Grant Number once the project has begun or the initial report has been submitted. Grantees that do not submit SF-269As by the due date will be unable to draw down funds. Under current regulations, SF-269As must be submitted no later than 45 days after the last day of each reporting quarter as follows:

Reporting Quarter	Date Due
January 1–March 31	May 15
April 1–June 30	August 14
July 1–September 30	November 14
October 1–December 31	February 14

Please be advised that the 45-day requirement may be shortened in the future. The COPS Office will notify Grantees in advance of any changes to this reporting requirement.

A Grantee may have multiple supplemental or renewal awards under the same Grant Number, and all expenses incurred under that Grant Number must be reported on the same quarterly SF-269A. If a Grantee revises a report in the same quarter it is due, it must be marked “REVISED.”

Example:

In the following example, the Grantee has multiple COPS Office grants with two of the Grant Numbers having multiple awards.

	<u>Program</u>	<u>Grant Number</u>	<u>Amount</u>
Original Award:	FAST	95CFWX1234	\$75,000
Supplement #1:	UHP	95CFWX1234	<u>\$75,000</u>
			\$150,000
Original Award:	MORE98	98CMWX9999	\$33,000
Renewal	MORE98	98CMWX9999	<u>\$33,000</u>
			\$66,000
Original Award:	CIS	98SHWX8888	<u>\$125,000</u>
			\$125,000

In this example, the Grantee is required to submit three separate SF-269As each quarter: One for each Grant Number: 95CFWX1234, 98CMWX9999, and 98SHWX8888.

- A Grantee is required to submit an SF-269A for **every quarter**, whether expenses are incurred or not, once the project has begun or at least one report has been submitted. If expenses are not incurred during the quarter, the Grantee should report zeroes on Rows a, b, and c in Column II, This Period.
- A Grantee is required to submit an SF-269A for **every quarter**, even if the grantee is delinquent from prior quarters, once the project has begun or at least one report has been submitted. If a Grantee is delinquent in reporting on multiple quarters, contact the COPS Office Response Center at 800.421.6770 to discuss bringing the SF-269A reporting up to date.
- A Grantee is required to submit a Final SF-269A no later than 90 days after the Grantee has reported and expended its total allowable federal share for **all** awards issued under the same **Grant Number**, or after the expiration date of the last award. Additionally, after the 90-day period, the Grantee is no longer eligible to draw down funding. If multiple supplements or renewals are issued under one Grant Number, the Grantee would not submit a Final SF-269A until the last supplement or renewal is fully expended up to the allowable costs or expired. A Final SF-269A is distinguishable by checking “Yes” in Block 6.
- 28 CFR 66.50(c) requires Grantees to submit a Final Financial Status Report SF-269A and draw down funds for incurred allowable costs within 90 days after the end date of the award. If remaining funds are not drawn down within 90 days after the award end date, your agency will forfeit the remaining eligible balance.
- The COPS Office reserves the right to update the SF-269A to “Final” status if the Grantee fails to submit the SF-269A marked as “Final” in box 6 within 90 days after the award end date. At that time, your agency will forfeit the remaining eligible balance.

III. WHERE TO FILE THE SF-269A

Grantees are highly encouraged to submit the quarterly SF-269As online. Visit the COPS Office web site at www.cops.usdoj.gov and select the “Account Access” link in the upper right corner to log in to complete and submit the reports online.

If a Grantee is unable to submit the SF-269A online, a signed copy of the completed SF-269A can be faxed to 202.616.9004 or 202.514.2852, or mailed to the following address:

Office of Community Oriented Policing Services
Financial Status Reports Control Desk – 6th floor
1100 Vermont Avenue, N.W.
Washington, DC 20530

IV. WHERE TO GET HELP

The SF-269A form and instructions are on the COPS Internet at www.cops.usdoj.gov, or obtainable by calling the COPS Office Response Center at 800.421.6770.

V. STEP-BY-STEP PROCEDURES FOR COMPLETING THE SF-269A

Block 1: Federal Agency

- For COPS Grant Programs, always enter *U.S. Dept. of Justice, COPS Office*

Block 2: Federal Grant Number

MANDATORY FIELD

- Enter the Alpha/Numeric Grant Number cited on Award Document **Examples:** 97CCWX1234 or 2000UMWX1234

Block 3: Recipient Organization

MANDATORY FIELD

- Enter Grantee Organization’s Legal Name and Address as identified on the award document

Example: XYZ POLICE DEPARTMENT

999 XYZ STREET

HOMETOWN, USA 99999-9999

Block 4: Employer Identification Number (EIN)

MANDATORY FIELD

- Enter the 9-digit EIN/Vendor Number cited on Award Document. This number is also provided in the PAPRS packages that are sent to the Grantee from the U. S. Department of Justice, Office of Justice Programs, and Office of the Comptroller. If there is a discrepancy between the numbers provided, please contact the COPS Office Response Center at 800.421.6770 for assistance.

Example: 000999333

Block 5: Recipient Account Number

NONMANDATORY FIELD

- For Grantee’s internal accounting use only

Block 6: Final Report **MANDATORY FIELD**

- Block 6 should always be checked **NO** until the Grantee has reported and expended its total allowable federal share for **all** awards issued under the same **Grant Number**, or the grant has expired.
- A Final SF-269A is due 90 days after a Grantee has reported and expended its total allowable federal share for **all** awards issued under the same **Grant Number**, or after the expiration date of the last award. Additionally, after the 90 day period, the Grantee is no longer eligible to draw down funding. If multiple supplements or renewals are issued under one grant number, the Grantee would not submit a Final SF-269A until the last supplement or renewal is fully expended.
- The COPS Office reserves the right to update the SF269A to “Final” status if the grantee fails to submit the SF-269A marked as “Final” in box 6 within 90 days after the grant award end date. At that time, your agency will forfeit the remaining eligible balance.

Block 7: Basis **MANDATORY FIELD**

- The Grantee uses Block 7 to designate which basis of Accounting is used to record financial transactions.
- If the Grantee uses the Cash Basis of Accounting, then the Grantee *should not* complete **Rows d, e, and f** in **Block 10** of the SF-269A. The Grantee would be required to report only “Cash Outlays” (monies spent) in **Rows a, b, and c** in **Block 10**.
- If the Grantee uses the Accrual Basis of Accounting, then the Grantee would report Accounts Payable in **Blocks d, e, and f** in **Block 10** and Cash Outlays in **Rows a, b, and c**. Accounts Payable are expenses that have been accrued but not yet paid, such as a payroll expense.

Block 8: Funding/Grant Period **MANDATORY FIELD**

- The dates in Block 8 represent the cumulative time period covered by all awards, supplements, renewals, modifications, and extensions issued under one Grant Number.

Example:

Original Award:	FAST 95CFWX1234	\$75,000	03/01/95-02/28/98
Supplement:	UHP 95CFWX1234	\$75,000	12/01/95–1 1/30/98 Extended to 05/31/00
Supplement:	UHP 95CFWX1234	\$150,000	09/01/96–08/31/99 Extended to 08/31/00

For the above example, the Grantee would enter From: 03/01/95 To: 08/31/00 in **Block 8**. Note: use the beginning date of the original award and the latest ending date of all awards.

Block 9: Period Covered by this Report **MANDATORY FIELD**

- Enter one of the following sets of dates (calendar quarter):

01/01/YEAR–03/31/YEAR
04/01/YEAR–06/30/YEAR
07/01/YEAR–09/30/YEAR
10/01/YEAR–12/31/YEAR
- **FIRST SF-269A SUBMISSION**—The only exception to using the above dates is when a Grantee submits its first SF-269A. The Grantee may use the award start date of the grant for the first submission.

Table I provides a skeletal model of an SF-269A. The fields on the model have been labeled to illustrate the mathematical relationship of the Rows and Columns to be completed in Block 10. Refer to Table I as you read through the “Steps for Properly Completing Block 10 of an SF-269A”.

TABLE 1		COLUMN I: Previously Reported	COLUMN II: This Period	COLUMN III: Cumulative
a. Total outlays (CASH PAID OUT)	ROW a	Row a Col. I = Row b Col. I + Row c Col. I (Step 1)	Row a Col. II = Row b Col. II + Row c Col. II (Step 3)	Row a Col. III = Row a Col. I + Row a Col. II = Row b Col. III + Row c Col. III (Step 6)
b. Recipient's share of outlays	ROW b	Row b Col. I (Step 1)	Row b Col. II (Step 2)	Row b Col. III = Row b Col. I + Row b Col. II (Step 5)
c. Federal share of outlays	ROW c	Row c Col. I (Step 1)	Row c Col. II (Step 2)	Row c Col. III = Row c Col. I + Row c Col. II (Step 4)
d. Total unliquidated obligations (ACCRUED EXPENSES NOT YET PAID)	ROW d	N/A	N/A	Row d Col. III = Row e Col. III + Row f Col. III (Step 8)
e. Recipient share of unliquidated obligations	ROW e	N/A	N/A	Row e Col. III (Step 7)
f. Federal share	ROW f	N/A	N/A	Row f Col. III (Step 7)
g. Total federal share (sum of Rows c and f)	ROW g	N/A	N/A	Row g Col. III = Row c Col. III + Row f Col. III (Step 9)
h. Total federal funds authorized for this funding period (CUMULATIVE VALUE OF ALL AWARDS WHICH INCLUDES ORIGINALS, SUPPLEMENTS OR RENEWALS AND MODIFICATIONS ISSUED UNDER ONE GRANT NUMBER)	ROW h	N/A	N/A	Row h Col. III (Step 10)
i. Unobligated balance of federal funds (Row h minus Row g)	ROW i	N/A	N/A	Row i Col. III = Row h Col. III – Row g Col. III (Step 11)

Step 1: Complete Column I Previously Reported:

- Enter the ending figures from Column III Cumulative from the previous SF-269A submitted. If this is the first SF-269A that the Grantee is submitting, enter \$0s on Rows **a**, **b**, and **c** in Column I, Previously Reported.
- **Row a** Column I should equal the sum of the figures entered on **Rows b** and **c** in Column I.
- If the Grantee needs to make corrections to prior SF-269A submissions, the figures reported in **Rows a**, **b**, and **c** in Column II for the most current SF-269A would be adjusted. Then annotate the correction in box 12 Remarks.

Example:

The date is 07/03/07 and the SF-269A is due for the quarter ending 06/30/07. The Grantee has determined that they should have reported \$2,000 less on **Row c**, Column II of their 12/31/06 SF-269A.

12/31/06 Submission

	<u>Previously Reported</u>	<u>This Period</u>	<u>Cumulative</u>
	Column I	Column II	Column III
Row a:	\$50,000	\$27,000	\$77,000
Row b:	\$12,500	\$6,250	\$18,750
Row c:	\$37,500	\$20,750	\$58,250

03/31/07 Submission

	Column I	Column II	Column III
Row a:	\$77,000	\$25,000	\$102,000
Row b:	\$18,750	\$6,250	\$25,000
Row c:	\$58,250	\$18,750	\$77,000

Adjustment
from 12/31/06

06/30/07 Submission

	Column I	Column II	Column III
Row a:	102,000	\$23,000	\$125,000
Row b:	\$25,000	\$6,250	\$31,250
Row c:	\$77,000	\$16,750	\$93,750

In Block 12, the Grantee would footnote the \$2,000 adjustment on the 06/30/07 submission and attach any supporting documentation that explains why the adjustment was made and which quarterly submission(s) was corrected.

Example:

Adjustment of \$2,000 is reflected on this quarter's submission to correct erroneously reported numbers for federal share of outlays on the 12/31/06 submission.

Step 2: Complete Rows b and c, Column II This Period:

- Enter the cash outlays (which are the monies that the Grantee has spent) during the current reporting quarter.
- Enter Grantee's share of cash outlays (local matching contributions) on Row b.
- Enter federal share of cash outlays on Row c.
- Review Grantee's budget documentation to determine how the monies are to be prorated between federal share and Grantee's share.
- For assistance in determining allowable and unallowable costs, federal share, local matching requirements, or waiver information, go to the COPS Office web site or contact the COPS Office Response Center at 800.421.6770.

Step 3: Complete Row a, Column II This Period:

- Sum the figures entered on Rows b and c in Column II.

Step 4: Complete Row c, Column III Cumulative:

- Sum the figures entered on Row c in Columns I and II.

Step 5: Complete Row b, Column III Cumulative:

- Sum the figures entered on Row b in Columns I and II.

Step 6: Complete Row a, Column III Cumulative:

- Sum the figures entered on Row a in Columns I and II.
- Crosscheck by summing the figures entered on Rows b and c in Column III.

Step 7: Complete Rows e and f, Column III Cumulative:

- If the Grantee is on the Cash Basis of Accounting (Block 7 on Form), skip to Step #9, Row g, Column III Cumulative.
- If the Grantee is on the Accrual Basis of Accounting (Block 7 on Form), Complete Rows d, e, and f in Column III Cumulative.

Enter Grantee's share of Accounts Payable
(expenses incurred but not yet paid for current period) on **Row e**, Column III.

Enter federal share of Accounts Payable
(expenses incurred but not yet paid for current period) on **Row f**, Column III.

Step 8: Complete Row d, Column III Cumulative:

- Sum the figures entered on Rows e and f in Column III.

Step 9: Complete Row g, Column III Cumulative:

- Sum the figures entered on Rows c and f in Column III.

Step 10: Complete Row h, Column III Cumulative:

- Enter the sum of the total federal funds authorized under the Grant Number. This will include all accepted original awards, supplements or renewals, and modifications.

Example:

Original Award:	FAST 95CFWX1234	\$75,000	3/1/95-2/28/98
Supplement #1:	UHP 95CFWX1234	\$75,000	12/1/95-11/30/98
Modification to			
Supplement #1:	UHP 95CFWX1234	\$(25,000)	12/1/95-11/30/98
Supplement #2:	UHP 95CFWX1234	<u>\$150,000</u>	9/1/98-8/31/01
		Total \$275,000	

For this example, the figure entered on Row h in Column III, would be \$275,000. This will normally match the total on your latest grant award.

Step 11: Complete Row I, Column III Cumulative:

- Row h, Column III minus Row g, Column III.

Block 11: Indirect Expense

NONMANDATORY FIELD

- Very few COPS Office grants permit indirect expenses, so this is usually blank or has \$0.

Block 12: Remarks

NONMANDATORY FIELD

- Use Block 12 to footnote any adjustments made for prior reporting periods on the most current SF-269A that is due for submission.
- Use this Block to explain any other item(s) that should be brought to the attention of the COPS Office.

Block 13: Certification

MANDATORY FIELD

- Type or print Certifying Official's Name, Title, and Telephone Number.
- Type or print Date Report Submitted.
- Grantee's Authorized Certifying Official must sign document.
- The Certifying Official is the individual who has the knowledge and authority to certify that the figures reported on the SF-269A are accurate and complete. This individual may be the police chief, sheriff, certified public accountant (CPA), accountant or other person designated by the Grantee's organization.

VI. GLOSSARY

Accrual Basis of Accounting: Expenses are recorded in the period in which they are incurred regardless of whether cash is disbursed in that period.

Cash Basis of Accounting: Expenses are recorded in the period in which the cash is actually disbursed.

COPS Office: The Office of Community Oriented Policing Services (the COPS Office) is the “grantor agency” for the grantee’s COPS Office grants. The COPS Office is directly responsible for programmatically administering and monitoring the grant for the entire grant period.

Federal Share Contributions: The amount of federal funds a Grantee can draw down to reimburse allowable incurred expenses under an award. The allowable federal share is not always the same as the maximum federal share.

Grant Number: This number uniquely identifies each grant (e.g., 95CFWX0000 or 2000SHWX0000). A Grantee may have multiple supplements or renewals awarded under the same Grant Number.

Matching Funds: Certain COPS Office grant programs require Grantees to contribute a local cash match toward total allowable costs of the program, project, or activity funded under the award. Any required local match can be found on the Financial Clearance Memorandum for the specific award.



Fact Sheet

www.cops.usdoj.gov

Online Filing of SF-269A Quarterly Financial Status Reports

All COPS Office grantees are required to submit quarterly Financial Status Reports using a Standard Form 269A (SF-269A). COPS Office grantees are highly encouraged to submit SF-269As online at: <https://www.cops.usdoj.gov>.

The use of this online reporting tool enables authorized users to view current and past SF-269As, and allows them to file or amend the SF-269A for the current quarter.

Under current regulations, the SF-269As must be submitted no later than 45 days after the last day of each reporting quarter as follows:

Reporting Quarter	Date Due
January 1 - March 31	May 15
April 1 - June 30	August 14
July 1 - September 30	November 14
October 1 - December 31	February 14

Be advised that the 45 day requirement may be shortened in the future. The COPS Office will notify grantees in advance of any changes to this reporting requirement.

COPS Office grantees who do not submit SF-269As by the due date will be unable to drawdown funds. The payment systems check for SF-269A delinquency and will reject a drawdown attempt if the SF-269A is not up to date.

If COPS Office grantees are unable to submit their SF-269As online, the COPS Office will accept SF-269As by mail or fax. The fax number for the Financial Status Reports Control Desk is 202.616.9004. Reports submitted by mail should be sent to the U.S. Department of Justice, Financial Status Reports Control Desk, 1100 Vermont Avenue, N.W., 6th Floor, Washington, DC 20530.

For general information concerning online filing of SF-269A reports, visit the COPS Office web site at www.cops.usdoj.gov/ric/ResourceDetail.aspx?RID=106 or contact the COPS Office Response Center at 800.421.6770 or AskCopsRC@usdoj.gov.



Department of Justice
Office of Justice Programs
Office for Civil Rights

MEMORANDUM

TO: COPS Grant Recipients

FROM: Michael L. Alston
Director
Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

DATE: February 9, 2009

RE: Federal Civil Rights Statutes and Regulations

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial assistance from the Office of Community Oriented Policing Services (COPS) comply with the applicable federal civil rights statutes and regulations. We at the OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Access to Federally Assisted Programs

As you know, federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). *See* U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the Justice Department regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the program funded by the Department of Justice, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive Justice Department funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to the OCR.

Enforcing Civil Rights Laws

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other federal grant program requirements, must meet two additional obligations: (1) complying with federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP) (*see* 28 C.F.R. § 42.301-.308) and (2) submitting to the OCR findings of discrimination (*see* 28 C.F.R. §§ 42.204(c), 42.205(c)(5)).

(1) Meeting the EEOP Requirement

In accordance with federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8B, or certain federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP Short Form and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing an EEOP Short Form, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at the OCR by telephone at (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has fifty or more employees, your organization still has to prepare an EEOP Short Form, but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the EEOP Short Form on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to the OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization received an award for less than \$25,000; if your organization has less than fifty employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization, or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to the OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

(2) Submitting Findings of Discrimination

In the event a federal or state court or a federal or state administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to the OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, it is responsible for assuring that subrecipients also comply with all of the applicable federal civil rights laws, including the requirements pertaining to developing and submitting an EEOP, reporting findings of discrimination, and providing language assistance services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of federal funding, please call the OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.



COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

Change of Information Sheet

If you need to let the COPS Office know about changes or corrections, please type or print the information on this sheet and submit it to the COPS Office. In addition to the changed or corrected information, always indicate your organization's name on this sheet. Changes in the law enforcement and/or government executives will not relieve the grantee entity of its obligations under this grant.

Organization's Legal Name: _____

ORI: _____

Law Enforcement Executive Name (Title, First Name and Last Name)

Address: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Government Executive Name (Title, First Name and Last Name)

Address: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Contact Name (Title, First Name and Last Name)

Name of individual submitting this Change of Information form (Name and Title):

E-mail: _____

Date: _____

Publication Request Form



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Campus Safety Toolkit					
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A National Strategy to Combat Identity Theft					
National Summit on Campus Public Safety					
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Police Labor-Management Relations (Vol. II): A Guide for Implementing Change, Making Reforms and Handling Crises for Managers and Union Leaders					
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To help COPS to continue to supply these publications free of charge, please limit your order to **no more than 5 copies of any individual publication.**

To view the complete collection of COPS Office publications, please visit the Resource Information Center of our web site, www.cops.usdoj.gov.

U.S. Department of Justice
COPS Office
1100 Vermont Avenue, N.W.
Washington, DC 20530

* No P.O. Box addresses for orders of 5 items or more.

Please return all pages of this form to the address below. Requests may also be faxed to 202.616.8594. Or, please call the COPS Office Response Center at 800.421.6770. All COPS publications are available at www.cops.usdoj.gov.

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