

U.S. Department of Justice Coordinated Tribal
Assistance Solicitation

**Purpose Area # 1—Office of Community Oriented
Policing Services (COPS Office)**

COPS Office Tribal Resources Grant Program

Executive/Contact Information

Instructions for Law Enforcement Agencies

The Law Enforcement Executive is the highest ranking official in the jurisdiction (Chief of Police, Sheriff, or equivalent) and must be assigned the role: “Authorized Representative 1” in JustGrants.

Instructions for Non-Law Enforcement Agencies

For non-law enforcement agencies, the Law Enforcement Executive is the highest ranking program official in the jurisdiction and must be assigned the role: “Authorized Representative 1” in JustGrants. If the award is awarded, this position will ultimately be responsible for the programmatic management of the award. Please note that information for non-executive positions (e.g., clerks, trustees) is not acceptable.

Title: _____

First name: _____

Last name: _____

Phone: _____

Email address: _____

Instructions for Government Agencies

This is the highest ranking government official within your jurisdiction (e.g., Superintendent, Mayor, City Administrator, or equivalent) and must be assigned the role: “Authorized Representative 2” in JustGrants.

Instructions for Non-Government Agencies

This is the financial official who has the authority to apply for this award on behalf of the applicant agency (Chief Financial Officer, Treasurer, or equivalent) and must be assigned the role: “Authorized Representative 2” in JustGrants. If the award is awarded, this position will ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks, trustees) is not acceptable.

Title: _____

First name: _____

Last name: _____

Phone: _____

Email address: _____

Instructions for Application Contact

Enter the application contact's name and contact information.

Title: _____

First name: _____

Last name: _____

Phone: _____

Email address: _____

Demographic Form

The Demographic Form collects important demographic information that pertains to Purpose Area 1 and **only** applicants applying for Purpose Area 1 should complete the demographic form.

The name of each federally recognized Indian tribe that will be served by the proposed project(s):

Please enter the approximate square mileage of the reservation or jurisdiction to be served (in square miles): _____

What is the actual population your department serves as the primary law enforcement agency entity?

This may or may not be the same as the population reported in the U.S. Census, the tribe's current enrollment, or the local population base. A tribe with primary law enforcement authority is defined as having first responder responsibility to calls for service for all types of criminal incidents within its jurisdiction.

Enter the Fiscal Year Budgeted Sworn Force Strength for the current fiscal year below.

The budgeted number of sworn officer positions is the number of sworn positions funded in your agency's budget, including funded but frozen positions, as well as state, Bureau of Indian Affairs, and locally funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers. NOTE: For tribes with multiple component law enforcement departments (e.g., Department of Public Safety and Fish and Wildlife Department), please report the cumulative, full- and part-time sworn-force strength number for all law enforcement departments in your tribe that would receive funding through this request if awarded.

Full-time: _____

Part-time: _____

Enter the current Fiscal Year Actual Sworn Force Strength as of the date of this application.

The actual number of sworn officer positions is the actual number of sworn position employed by your tribe as of the date of this application. Do not include funded but currently vacant positions or unpaid positions. NOTE: For tribes with multiple component law enforcement departments (e.g., Department of Public Safety and Fish and Wildlife Department), please report the cumulative, full- and part-time sworn-force strength number for all law enforcement departments in your tribe which would receive funding through this request if awarded.

Full-time: _____

Part-time: _____

Using the most recent available data enter the total number of *annual* calls for service (e.g., 911 calls, non-emergency calls, alarms, other sources, self-dispatched, or self-initiated) received and dispatched by your tribal law enforcement agency(s). _____

Property/Violent Crime

Using the most recent available data and to the best of your ability using the UCR crime definitions, enter the actual number of incidents reported to your tribe for the following crime types. Note that only those incidents for which your tribe had primary response authority should be provided.

Criminal homicide: _____

Forcible rape: _____

Robbery: _____

Aggravated assault: _____

Burglary: _____

Larceny (except motor vehicle theft): _____

Motor vehicle theft: _____

Note: If your tribe is not using UCR data or does not report to NIBRS, please explain the source or methods used to report your crime data. If you do not report crime incidents at all, please explain why you are unable to provide such data. If instruction is needed on converting your data to UCR Summary Data style please view the FBI's UCR Handbook (https://ucr.fbi.gov/additional-ucr-publications/ucr_handbook.pdf) for more information.

On average how many hours of IN-SERVICE (nonrecruit) training (e.g., FTO, continuing professional education, roll call, standard) are required annually for each of your agency's officers/deputies in the following categories (if none, please indicate 0 hours)?

Use of force: _____

De-escalation of conflict: _____

Racial and ethnic bias that includes elements of implicit or unconscious bias: _____

Gender bias in response to domestic violence and sexual assault: _____

Bias toward lesbian, gay, bisexual, and transgender (LGBT) individuals: _____

Community engagement (e.g., community policing and problem solving): _____

Does your agency administer a police training academy?

Yes

No

How many total hours of basic or recruit ACADEMY training are required for each of your agency's officer or deputy recruits in the following categories (if none, please indicate 0 hours)?

Use of force:

De-escalation of conflict:

Racial and ethnic bias that includes elements of implicit or unconscious bias:

Gender bias in response to domestic violence and sexual assault:

Bias toward lesbian, gay, bisexual, and transgender (LGBT) individuals:

Community engagement (e.g., community policing and problem solving):

Officers Requested (complete only if requesting officers)

Instructions

If you are applying for career law enforcement officer positions please answer the below questions.

The COPS Office’s statute defines a “career law enforcement officer” as “a person hired on a permanent basis who is authorized by law or by a State or local public agency to engage in or supervise the prevention, detection, or investigation of violations of criminal laws.” 34 U.S.C. §10389(1). Successful applicants may use officer hiring funds to pay the salary and benefits of recruits while in academy training to become “career law enforcement officers” if it is the standard practice of the agency to do so with locally funded recruits. The State of Alaska, and any Indian tribe or tribal organization in that state, may also use officer hiring funds for a “village public safety officer” defined as “an individual employed as a village public safety officer under the program established by the State pursuant to Alaska Statute 18.65.670.” Tribal Law and Order Act of 2010, Pub. L. 111–211, title II, § 247 (a)(2).

How many entry-level, full-time career law enforcement officer positions is your agency requesting in this application?

Of the career law enforcement officer positions requested, please enter the type of positions being requested:

Entry Level Career Law Enforcement Officer _____

Entry Level Career Law Enforcement Ranger _____

Entry Level Career Law Enforcement Conservation and Wildlife Officer _____

Entry Level Village Public Safety Officer (AK) _____

Entry Level Career Law Enforcement Village Police Officer (AK) _____

Entry Level Career Law Enforcement Tribal Police Officer (AK) _____

Instructions

IMPORTANT: Next, your agency must allocate the number of positions requested under each of the three hiring categories described below based on your agency’s current needs at the time of this application. Be mindful of your agency’s ability to fill and retain the officer positions awarded, while following your agency’s established hiring policies and procedures. Awards will be made for officer positions requested in each of the three hiring categories, and recipients are required to use awarded funds for the specific categories awarded.

It is imperative that your agency understand that the COPS Office statutory nonsupplanting requirement mandates that award funds may only be used to supplement (increase) a recipient's law enforcement budget for sworn officer positions and may not supplant (replace) state, local, or tribal funds that a recipient otherwise would have spent on officer positions if it had not received an award. This means that if your agency plans to:

(a) Hire new officer positions (including filling existing vacancies that are no longer funded in your agency's budget): It must hire these new additional positions on or after the official award start date, above its current budgeted (funded) level of sworn officer positions, and otherwise comply with the nonsupplanting requirement as described in detail in the award owner's manual.

(b) Rehire officers who have been laid off by any jurisdiction as a result of state, local, or tribal budget reductions: It must rehire the officers on or after the official award start date, maintain documentation showing the date(s) that the positions were laid off and rehired, and otherwise comply with the nonsupplanting requirement as described in detail in the award owner's manual.

(c) Rehire officers who are (at the time of application) currently scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or tribal budget reductions: It must continue to fund the officers with its own funds from the award start date until the date of the scheduled layoff (for example, if the award start date is September 1 and the layoffs are scheduled for November 1, then the funds may not be used to fund the officers until November 1, the date of the scheduled layoff); identify the number and date(s) of the scheduled layoff(s) in this application (see below); maintain documentation showing the date(s) and reason(s) for the layoff; and otherwise comply with the nonsupplanting requirement as described in detail in the award owner's manual. [Please note that as long as your agency can document the date that the layoff(s) would occur if award funds were not available, it may transfer the officers to the grant funding on or immediately after the date of the layoff without formally completing the administrative steps associated with a layoff for each individual officer.]

Documentation that may be used to prove that scheduled layoffs are occurring for local economic reasons that are unrelated to the availability of award funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the layoffs; notices provided to the individual officers regarding the date(s) of the layoffs; or budget documents ordering departmental or jurisdiction-wide budget reductions. These records must be maintained with your agency's award records during the award period and for three years following the date of the submission of the final expenditure report in the event of an audit, monitoring, or other evaluation of your award compliance.

If your agency's request is funded, your agency will have the opportunity after the award announcement to request an award modification to move awarded funding into the category or categories that meet your agency's law enforcement needs at that time (including updating the dates of future scheduled layoffs).

Category A: *New, additional officer positions (including filling existing vacancies no longer funded in your agency's budget).*

Category A Request: _____

Category B: *Rehire officers laid off (from any jurisdiction) as a result of state or local budget reductions.*

Category B Request: _____

Category C: *Rehire officers scheduled to be laid off (at the time of the application) on a specific future date as a result of state or local budget reductions.*

Category C Request: _____

Instructions

We also need some information about when the layoff of officers in this category is scheduled to occur. In the space below, please indicate when the officer(s) specified in this category are scheduled to be laid off.

Number of Officers: _____

Date these officers are scheduled to be laid off: _____

Number of Officers: _____

Date these officers are scheduled to be laid off: _____

Number of Officers: _____

Date these officers are scheduled to be laid off: _____

Number of Officers: _____

Date these officers are scheduled to be laid off: _____

Because your agency plans to use funds to rehire officers who are currently scheduled to be laid off on a future date (under category C above), please certify (by checking the appropriate boxes) to the following Certification:

Select All

My agency has and will maintain documentation showing the date(s) of the scheduled layoff(s) and demonstrating that the scheduled layoff(s) is/are occurring for fiscal reasons that are unrelated to the availability or receipt of award funds

My agency will use its own funds to continue funding these officers until the scheduled date(s) of the layoff(s) and will use funds to rehire these officers only on or after the scheduled date of the layoff(s).

My agency recognizes that the program provides funding based on our entry-level salary and benefits package and that any additional costs for rehired officers beyond entry level are our responsibility to pay with other sources of funding.

School Resource Officer Request Instructions

If your agency requests officers to be deployed as school resource officers (SRO), you must answer the following questions. A “school resource officer” is a career law enforcement officer, with sworn authority, who is engaged in community policing activities and is assigned by the employing agency to work in collaboration with schools. If awarded an award for SRO position(s), please note that the COPS Office requires that the officer(s) deployed into the SRO position(s) spend a minimum of 75 percent of their time in and around primary and secondary schools working on school and youth-related activities. The placement of law enforcement officers in school carries a risk of contributing to a “school-to-prison pipeline” process where students are arrested or cited for minor, nonviolent behavioral violations and then diverted to the juvenile court system. This pipeline wastes community resources and can lead to academic failure and greater recidivism rates for these students. If awarded, the recipient will agree that any officers deployed while implementing the award may not be involved in the administrative discipline of the students.

There must be an increase in the level of community policing activities performed in and around primary or secondary schools in the agency’s jurisdiction as a result of the award. The time commitment of the funded officers must be above and beyond the amount of time that the agency devoted to the schools before receiving the award. Recipients using funding to hire or deploy school resource officers into schools must submit to the COPS Office a signed memorandum of understanding (MOU) between the law enforcement agency and the school partner(s) before obligating or drawing down funds under this award. An MOU is not required at time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be uploaded as an attachment in the section of the application titled “MOUs and other Supporting Documents”. The MOU must contain the following: the purpose of the MOU, clearly defined roles and responsibilities of the school district and the law enforcement agency focusing officers’ roles on safety, information sharing, supervision responsibility, and chain of command for the SRO and signatures. If awarded, a recipient must submit an MOU to the COPS Office within 90 days from the date shown on the award congratulatory letter. Implementation of the award without submission and acceptance of the required MOU may result in expenditures not being reimbursed by the COPS Office or award deobligation.

Is your agency requesting that all or some of these officer positions will be deployed as school resource officers (SRO)? Yes No

If Yes, how many of your requested positions in this application will be deployed as school resource officers (SRO)? _____

28 C.F.R. Part 23 Reviews and Certifications

Reviews and Certifications

Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems: Please review the Application Resource Guide for additional information.

Please check one of the following, as applicable to your agency's intended use of this award:

- No, my agency will not use these COPS Office funds (if awarded) to operate an interjurisdictional criminal intelligence system.
- Yes, my agency will use these COPS Office funds (if awarded) to operate an interjurisdictional criminal intelligence system and will comply with the requirements of 28 C.F.R. Part 23.

U.S. Department of Justice and Other Federal Funding

Please complete the following question (if applicable).

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

Be advised that as a general rule, COPS Office funding may not be used for the same item or service funded through another funding source. However, leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate. To aid the COPS Office in the prevention of awarding potentially duplicative funding, please indicate whether your agency has a pending application or an active award with any other federal funding source (e.g., direct federal funding or indirect federal funding through state sub-awarded federal funds) which supports the same or similar activities or services as being proposed in this COPS Office application.

Please list any current, active non-COPS Office awards that support the same or similar activities or services as being proposed in this application.

- Federal awarding agency or state agency for sub-awarded federal funding
- Award number
- Program name
- Award start date (mm/dd/yyyy)
- Award end date (mm/dd/yyyy)
- Award amount
- Describe how this project differs from the application for COPS Office funding

Federal awarding agency or state agency for sub-awarded federal funding

Award number _____

Program name _____

Award start date (mm/dd/yyyy) _____

Award end date (mm/dd/yyyy) _____

Award amount _____

Describe how this project differs from the application for COPS Office funding

Please list any pending non-COPS Office grant applications that support the same or similar activities or services as being proposed in this application.

- Federal awarding agency or state agency for sub-awarded federal funding
- Application number (if known)
- Program name
- Project length
- Total requested amount
- Items requested
- Describe how this project differs from the application for COPS Office funding

Federal awarding agency or state agency for sub-awarded federal funding

Application number (if known) _____

Program name _____

Program length _____

Total requested amount _____

Items requested _____

Describe how this project differs from the application for COPS Office funding
