



## **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 package. Other important information about your award can be found online at [www.cops.usdoj.gov](http://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 in your jurisdiction, 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](http://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 that have ultimate financial and programmatic authority for the grant must sign the award document. Moreover, these 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).

#### **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 included in your award package to return the 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within the 90-day time frame will result in your inability to access grant funds, and may result in your agency being withdrawn from your COPS grant program.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:

U.S. Department of Justice, COPS Office  
ATTN: CHRP Control Desk, 8<sup>th</sup> 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](http://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 a total of three pages of CHRP Grant Terms and Conditions. You should read and familiarize yourself with all 16 terms and conditions that apply to your CHRP award. The same conditions can also be found in the Grant Owner's Manual, which is available online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

**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:

<b>Reporting Quarter</b>	<b>Date Due</b>
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](http://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](http://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 <b>08/31/00</b>

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”.

<b>TABLE 1</b>		<b>COLUMN I: Previously Reported</b>	<b>COLUMN II: This Period</b>	<b>COLUMN III: Cumulative</b>
a. Total outlays (CASH PAID OUT)	<b>ROW a</b>	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	<b>ROW b</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	<b>ROW c</b>	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)	<b>ROW d</b>	N/A	N/A	Row d Col. III = Row e Col. III + Row f. Col. III (Step 8)
e. Recipient share of unliquidated obligations	<b>ROW e</b>	N/A	N/A	Row e Col. III (Step 7)
f. Federal share	<b>ROW f</b>	N/A	N/A	Row f Col. III (Step 7)
g. Total federal share (sum of Rows c and f)	<b>ROW g</b>	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)	<b>ROW h</b>	N/A	N/A	Row h. Col. III (Step 10)
i. Unobligated balance of federal funds (Row h minus Row g)	<b>ROW i</b>	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	<b>\$77,000</b>
Row b:	\$12,500	\$6,250	<b>\$18,750</b>
Row c:	\$37,500	\$20,750	<b>\$58,250</b>

03/31/07 Submission

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

Adjustment  
from 12/31/06

06/30/07 Submission

	Column I	Column II	Column III
Row a:	<b>102,000</b>	\$23,000	\$125,000
Row b:	<b>\$25,000</b>	\$6,250	\$31,250
Row c:	<b>\$77,000</b>	\$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
		<b>Total \$275,000</b>	

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.



COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

# Fact Sheet

[www.cops.usdoj.gov](http://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](http://www.cops.usdoj.gov/ric/ResourceDetail.aspx?RID=106) or contact the COPS Office Response Center at 800.421.6770 or [AskCopsRC@usdoj.gov](mailto: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 7<sup>th</sup> 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](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



## COPS Publications


Please check the number of publications you are ordering:	1	2	3	4	5
Advancing Community Policing Through Community Governance: A Framework Document					
Because Things Happen Every Day: Responding to Teenage Victims of Crime (with CD)					
Bridging the Language Divide: Promising Practices for Law Enforcement					
Campus Safety Toolkit					
Community Policing Defined					
Community Policing in Action! A Practitioner's Eye View of Organizational Change					
COPS Evaluation Brief No. 1: Promoting Cooperative Strategies to Reduce Racial Profiling					
COPS Evaluation Brief No. 2: Evaluation of a Pilot Community Policing Program: The Pasadena Police-Community Mediation and Dialog Program					
COPS Evaluation Brief No. 3: Creating a Culture of Integrity					
Conducted Energy Devices					
Crime Analysis for Problem Solvers in 60 Small Steps					
Crime Prevention Research Review No. 1: Disrupting Street Level Drug Markets					
Crime Prevention Research Review No. 2: Police Enforcement Strategies to Prevent Crime in Hot Spot Areas					
Crime Prevention Research Review No. 3: Does Neighborhood Watch Reduce Crime?					
Early Intervention Systems for Law Enforcement Agencies					
Federal Intervention in Local Policing: Pittsburgh's Experience with a Consent Decree					
Gangs Toolkit					
"Good To Great" Policing: Application of Business Management Principles in the Public Sector					
Guide to Using School COP to Address Student Discipline and Crime Problems					
A Guide to Developing, Maintaining, and Succeeding with your School Resource Officer Program					
Guidelines for Starting and Operating a New Police Department					
How to Correctly Collect and Analyze Racial Profiling Data					
Identifying and Measuring the Effects of Information Technologies on Law Enforcement Agencies					
Innovations in Police Recruitment and Hiring—Hiring in the Spirit of Service					
Integrated Intelligence and Crime Analysis: Enhanced Information Management for LE Leaders					
Law Enforcement Intelligence Guide					
Law Enforcement Tech Guide for Communications Interoperability: A Guide for Interagency Communications Projects					
Law Enforcement Tech Guide for Small and Rural Police Agencies					
Law Enforcement Tech Guide: How to Plan, Purchase and Manage Technology (Successfully!)					

Please check the number of publications you are ordering:	1	2	3	4	5
Law Enforcement Tech Guide for Information Technology Security: How to Assess Risk and Establish Effective Policies					
Law Enforcement Tech Guide for Creating Performance Measures That Work: A Guide for Executives and Managers					
Links in the Chain: Two Communities Respond to Stalking (with CD)					
Measuring Excellence: Planning and Managing Evaluations of Law Enforcement Initiatives					
Mediating Citizen Complaints Against Police Officers					
Mutual Respect in Policing (Video and Curriculum)					
A National Strategy to Combat Identity Theft					
National Summit on Campus Public Safety					
Overcoming Language Barriers					
Planning and Assessing a Law Enforcement Reentry Strategy					
Planning and Managing Security for Major Special Events: Guidelines for Law Enforcement					
Police-Community Partnerships to Reduce Domestic Violence					
Police Labor-Management Relations (Vol. I): Perspectives and Practical Solutions for Implementing Change, Making reforms, and Handling Crises for Managers and Union Leaders					
Police Labor-Management Relations (Vol. II): A Guide for Implementing Change, Making Reforms and Handling Crises for Managers and Union Leaders					
Policing Terrorism: An Executive's Guide					
Problem-Oriented Policing: Reflections on the First 20 years					
Problem-Solving Tips: A Guide to Reducing Crime and Disorder Through Problem-Solving Partnership					
Promoting Effective Homicide Investigations					
Protecting Civil Rights: A Leadership Guide for State, Local, and Tribal Law Enforcement					
Prisoner Reentry and Community Policing: Strategies for Enhancing Public Safety					
The Stop Snitching Phenomenon: Breaking the Code of Silence					
Strategies to Address Gang Crime: A Guidebook for Local Law Enforcement					
Strategies for Intervening with Officers through Early Intervention Systems: A Guide for Front-Line Supervisors					
Supervision and Intervention within Early Intervention Systems: A Guide for Law Enforcement Chief Executives					
Teen Action Toolkit: Building a Youth-led Response to Teen Victimization					
Using Analysis for Problem-Solving: A Guidebook for Law Enforcement					
Vital Partners: Mayors and Police Chiefs Working Together for America: Children and Youth					

## Problem-Oriented Guides for Police Series (POP) Guides

Order the entire series:	1	2	3	4	5
Entire POP Guide Series Set					
Or Select from the list below:	1	2	3	4	5
Abandoned Vehicles					
Acquaintance Rape of College Students					
Analyzing Repeat Victimization					
Assaults In and Around Bars, 2nd Edition					
Assessing Responses to Problems: An Introductory Guide for Police Problem-Solvers					
Asset Forfeiture					
Bank Robbery					
Benefits and Consequences of Police Crackdowns					
Bomb Threats in School					
Bullying in Schools					
Burglary at Single-Family House Construction Sites					
Burglary of Retail Establishments					
Burglary of Single Family Houses					
Bicycle Theft					
Check and Card Fraud					
Child Pornography on the Internet					
Clandestine Methamphetamine Labs, 2 <sup>nd</sup> Edition					
Closing Streets and Alleys to Reduce Crime					
Crime Prevention Publicity Campaigns					
Crimes Against Tourists					
Cruising					
Disorder at Budget Motels					
Disorder at Day Laborer Sites					
Disorderly Youth in Public Places					
Domestic Violence					
Drive-By Shootings					
Drug Dealing in Open-Air Markets					
Drug Dealing in Privately Owned Apartment Complexes					
Drunk Driving					
Enhancing the Problem-Solving Capacity of Crime Analysis Units					
Exploitation of Trafficked Women					
False Burglar Alarms, 2nd Edition					
Financial Crimes Against the Elderly					
Graffiti					
Gun Violence Among Serious Young Offenders					
Identity Theft					
Illicit Sexual Activity in Public Places					
Implementing Responses to Problems					
Improving Street Lighting to Reduce Crime in Residential Areas					
Juvenile Runaways					
Loud Car Stereos					
Misuse and Abuse of 911					
Panhandling					

Or Select from the list below:	1	2	3	4	5
Partnering with Businesses to Address Public Safety Problems					
Pedestrian Injuries and Fatalities					
People with Mental Illness					
Prescription Fraud					
Rave Parties					
Researching a Problem					
Robbery at Automated Teller Machines					
Robbery of Convenience Stores					
Robbery of Taxi Drivers					
School Vandalism and Break-Ins					
Shifting and Sharing Responsibility for Public Safety Problems					
Shoplifting					
Spectator Violence in Stadiums					
Speeding in Residential Areas					
Stalking					
Sting Operations					
Street Prostitution, 2nd Edition					
Street Racing					
Student Party Riots					
Theft of and from Cars in Parking Facilities					
Thefts of and from Cars in Residential Streets and Driveways					
Traffic Congestion Around Schools					
Underage Drinking					
Understanding Risky Facilities					
Using Crime Prevention Through Environmental Design in Problem-Solving					
Using Offender Interviews to Inform Police Problem Solvers					
Video Surveillance of Public Places					
Witness Intimidation					
Problem-Oriented Policing Series box-container to hold your POP Guides!					

Please check the number of publications you are ordering:	1	2	3	4	5
<b>Parents Quick Reference Card on Gang Prevention:</b>					
English					
Hmong					
Spanish					
Vietnamese					
Ethics Toolkit (available only via IACP at 703.836.6767)					

## COPS Innovations Series

Please check the number of publications you are ordering:	1	2	3	4	5
Addressing School Related Crime & Disorder					
Combat Deployment and the Returning Police Officer					
Combating Methamphetamine Laboratories and Abuse: Strategies for Success					
Jail Information Model					
Problem-Solving Partnerships: Including the Community for a Change					
Street Gangs and Interventions: Innovative Problem Solving with Network Analysis					
Suggested Approach to Analyzing Racial Profiling					
Violent Crime Impact Teams (VCIT)					

## COPS Resources on CD

Please check the number of CDs you are ordering:	1	2	3	4	5
Campus Safety					
Collaboration Toolkit					
Community Partnerships					
Community Policing for America's Future (2004 National Community Policing Conference)					
Drugs and Crime					
Grant Monitoring Standard and Guidelines					
Hiring in the Spirit of Service					
Law Enforcement Intelligence Resources					
Planning and Managing Security for Major Special Events: Guidelines for Law Enforcement					
Police Training Officer (PTO) Program					
POP Guide Series (1-62)					
Recruitment, Hiring, and Retention Resources for Law Enforcement					
School Safety					
Solutions to Address Gang Crime					
SRO Performance Evaluation					
Tech Docs: Technology Resources for Law Enforcement					
Tribal Law Enforcement Resources					

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](http://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](http://www.cops.usdoj.gov).

Name				
Title/Rank				
Agency				
Street Address*				
City	State	Zip Code		
Phone				
Fax				
Email				



## Recruitment, Hiring, & Retention Resources Checklist

**You want to hire the best officers for your community.**

**We can show you how.**

[www.cops.usdoj.gov/Default.asp?Item=2132](http://www.cops.usdoj.gov/Default.asp?Item=2132)

**COPS**★

COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE