City of Cody City Council

AGENDA - REVISED

Tuesday, February 4, 2020 – 7:00 p.m. (Pre-Meeting to begin at 6:45 p.m.)
Meeting Place: City of Cody Council Chambers – 1338 Rumsey Avenue, Cody, WY

Meeting Called to Order
Pledge of Allegiance
Moment of Silence
Roll Call
Mayor's Recognitions and Announcements

1. Consent Calendar

   All items under the consent calendar will be acted upon in one motion unless a Councilmember or member of the public requests that an individual item be taken up under Conduct of Business.

   a. Approval of Minutes: Regular Minutes from January 21, 2020
   b. Approve Vouchers and payroll in the amount of $440,960.76.
   c. Designate First Bank, Division of Glacier Bank as an official depository for the City of Cody for the calendar year 2020 pursuant to Wyoming State Statute 9-4-817.
   d. Approve the request to apply for the US Department of Justice, Office of Community Oriented Policy Services (COPS) FY2020 COPS Hiring Program (CHP) Grant to Fund an additional School Resource Officer Position, contingent upon review and concurrence by the City Attorney and formal approval by the Park County School District 6 Board of Education as partners in the cost sharing during the grant award period.
   e. Authorize the Mayor or Council President to sign the Master services agreement and Statement of Work between the City of Cody and CivicPlus, contingent upon City Attorney review and approval.

2. Public Comments: The City Council welcomes input from the public. In order for everyone to be heard, please limit your comments to five (5) minutes per person. The Guidelines for the Conduct of City Council Meetings do not allow action to be taken on public comments.

3. Public Hearing

   a. A public hearing to determine if it is in the public interest to transfer ownership of the retail liquor license to Wyoming Restaurants Inc dba Proud Cut Saloon located at 1227 Sheridan Avenue currently held by The Proud Cut Saloon Inc.

4. Conduct of Business

a. Consider a request to approve the City Council sponsoring the 2020 Cody High School Graduation Party for the amount not to exceed $830.00
   Staff Reference: Rick Manchester, Parks & Rec Director
   Spokesperson: Elizabeth Radokovich, CHS Parent Advisor Committee

b. Resolution 2020-03
   A Resolution Amending the City of Cody Budget for Fiscal Year 2019-2020.
   Staff Reference: Leslie Brumage, Finance Officer

c. Resolution 2020-02
   A Resolution Authorizing Submission of a Federal Mineral Royalty Capital Construction Account Grant Application to the State Loan and Investment Board on the Behalf of the Governing Body for Park County Wyoming for the Purpose of Building a Coroners' Building using Countywide Consensus Funding.
   Spokesperson: Colleen Renner, Park County Clerk

d. Consider approving the request for transfer of ownership of a Retail liquor License from The Proud Cut Saloon Inc located at 1227 Sheridan to Wyoming Restaurants Inc dba Proud Cut Saloon located at the same address, contingent upon confirmation of sale of aid property and to be issued on actual date of sale.
   Staff Reference: Cindy Baker, Administrative Services Officer

5. Tabled Items

6. Matters from Staff Members

7. Matters from Council Members

8. Adjournment

Upcoming Meetings:

February 11, 2020 – Tuesday – Council Work Session – 5:00 p.m.
February 18, 2020 – Tuesday - Regular Council Meeting 7:00 p.m.

City of Cody
Council Proceedings
Tuesday, January 21, 2020

A regular meeting of the Cody City Council was held in the Council Chambers at City Hall in Cody, Wyoming on Tuesday, January 21, 2020 at 7:00 p.m.

Present: Mayor Matt Hall, Council Members, Landon Greer, Diane Ballard, Justin Baily, Glenn Nielson and Heidi Rasmussen, City Administrator Barry Cook, City Attorney Scott Kolpitcke, and Administrative Services Officer, Cindy Baker.

Absent: Council Member Jerry Fritz

Mayor Hall called the meeting to order at 7:00 p.m.

Council Member Greer made a motion seconded by Council Member Baily to approve the Consent Calendar as presented which included the approval of Minutes: Regular Minutes from January 7, 2020 and Special Work Session January 14, 2020.; approve Vouchers and payroll in the amount of $2,027,385.09; approve Vouchers in the amount of $11,418.03, noting invoices associated with One Cent Special Purpose Tax Funds; appoint Council Member Greer as Council President and Council Member Fritz as Council Vice President for the calendar year 2020; and approve the preliminary plat of the Quick Minor Subdivision, a 4-lot subdivision Vote was unanimous.

Resolution 2020-01
A Resolution of the City of Cody, Wyoming Updating a Fees and Charges Schedule for Various Municipal Services and Products and Establishing an Effective Date of February 1, 2020. Council Member Rasmussen made a motion seconded by Council Member Nielson to approve resolution 2020-01. Vote was unanimous.

Council Member Ballard made a motion seconded by Council Member Rasmussen to authorize the Mayor to sign Amendment No.1 to the Owner-Engineer Agreement for Phase 2 WWTF Treatment Process Upgrade Project. Vote was unanimous.

Council Member Greer recused himself from the vote and left the Council Chambers Council Member made a motion seconded by Council Member to authorize an encroachment license with 19 Pioneers, LLC, for proposed improvements within the public right-of-way at 620 19th Street to allow paving to 19th Street, increase fee to $199, contingent up on review and approval by City Attorney of the agreement and contingent upon approval/agreement by Cody Canal. Vote was unanimous from remaining Council Members, Council Member Greer returned.

Ordinance 2019-08 3rd and Final Reading
An Ordinance Amending Title 3, Chapter 3, Section 3-3-3, of the City of Cody code: Taxicab Fees Council Member Nielson made a motion seconded by Council Member Baily to pass Ordinance 2019-08 on 3rd and Final Reading. Vote was unanimous.

Ordinance 2019-10 – 3rd and Final Reading
An Ordinance Amending Title 5, Chapter 5, Section 5-5-1 B, of the City of Cody Code: Fireworks – Sales, License and Use. Council Member Ballard made a motion seconded by Council Member Greer to pass Ordinance 2019-10 on 3rd and Final Reading. Vote was unanimous.

Ordinance 2019-11 -3rd and Final Reading

An Ordinance Amending Title 3, Chapter 2, Article II, Section 3-2-14 G, of the City of Cody Code: License Fees. Council Member Greer made a motion seconded by Council Member Rasmussen to pass Ordinance 2019-11 on 3rd and Final Reading. Vote was unanimous.

Ordinance 2019-12– 3rd and Final Reading
An Ordinance Adding Title 3, Chapter 2, Article II, Section 3-2-10 E, of the City of Cody Code: Licenses: Numbers, Application, Issuance and Regulation of Licenses and Licensees. Council Member Rasmussen made a motion seconded by Council Member Baily to pass Ordinance 2019-12 on 3rd and Final Reading. Vote was unanimous.

Council Member Greer recused himself from discussion and the vote and left the Council Chambers/meeting. Council Member Rasmussen made a motion seconded by Council Member Nielson to remove the Tabled Item. Vote was unanimous from remaining Council Members.

Council Member Nielson made a motion seconded by Council Member Baily to Authorize the Mayor to sign and execute the modified FY2020 Transportation Alternatives Program (TAP) Subrecipient Agreement and all other agreement related documents subject to review and approval of the final document by the City Attorney.. Vote was unanimous from remaining Council Members

There being no further action Council President adjourned the meeting at 8:11 p.m.

_____ _____

Matt Hall, Mayor Cindy Baker, Administrative Services Officer

Report Criteria:
Invoice Detail.Input date = 01/28/2020
Invoice.Batch = {NOT LIKE} "1"

Secondary Name	Invoice	Description	Invoice Date	Total Cost
ANIXTER INC (130622)				
	4486030-00	METER RINGS	01/17/2020	791.34
	4486030-00	H-TAP COVERS	01/17/2020	74.00
Total :				865.34
Total ANIXTER INC (130622):				865.34
CASELLE, INC (1930)				
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	926.54
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	400.63
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	104.86
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	42.60
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	179.30
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	89.55
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	10.36
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	86.28
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	347.72
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	289.88
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	623.20
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	418.37
	96945	CASELLE DOCUMENT MANAGEMENT PROGRAM	08/16/2019	1,480.71
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	741.23
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	320.50
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	83.88
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	34.08
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	143.44
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	71.64
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	8.29
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	69.02
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	278.17
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	231.90
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	498.56
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	334.69
	99323	CASELLE ADVANTAGE PUBLISHER	12/16/2019	1,184.60
Total :				9,000.00
Total CASELLE, INC (1930):				9,000.00
CENTURY LINK (10091)				
	11920	UTILITIES - CENTURY LINK	01/19/2020	39.17
Total :				39.17
Total CENTURY LINK (10091):				39.17
CITY OF CODY (2260)				
	013120	UTILITIES - CITY OF CODY	01/31/2020	2,800.62
	013120	UTILITIES - CITY OF CODY	01/31/2020	5,598.40
	013120	UTILITIES - CITY OF CODY	01/31/2020	182.24
	013120	UTILITIES - CITY OF CODY	01/31/2020	540.75
	013120	UTILITIES - CITY OF CODY	01/31/2020	661.27
	013120	UTILITIES - CITY OF CODY	01/31/2020	813.50

Secondary Name	Invoice	Description	Invoice Date	Total Cost
	013120	UTILITIES - CITY OF CODY	01/31/2020	3,643.22
	013120	UTILITIES - CITY OF CODY	01/31/2020	10,300.61
	013120	UTILITIES - CITY OF CODY	01/31/2020	32.65
	013120	UTILITIES - CITY OF CODY	01/31/2020	5,562.45
	013120	UTILITIES - CITY OF CODY	01/31/2020	5,479.58
	013120	UTILITIES - CITY OF CODY	01/31/2020	47.84
	013120	UTILITIES - CITY OF CODY	01/31/2020	1,413.56
	013120	UTILITIES - CITY OF CODY	01/31/2020	1,113.61
	013120	UTILITIES - CITY OF CODY	01/31/2020	1,113.61
	013120	UTILITIES - CITY OF CODY	01/31/2020	520.57
	013120	UTILITIES - CITY OF CODY	01/31/2020	1,020.69
	013120	UTILITIES - CITY OF CODY	01/31/2020	39.00
	013120	UTILITIES - CITY OF CODY	01/31/2020	24.00
Total :				40,908.17
Total CITY OF CODY (2260):				40,908.17
CODY OVERHEAD DOOR CORPORATION LLC (2710)				
	3222	REPAIR SHOP OH DOOR	01/15/2020	921.65
Total :				921.65
Total CODY OVERHEAD DOOR CORPORATION LLC (2710):				921.65
CUSTOM GARAGE DOOR LLC (127015)				
	4688	REPLACE ROLLER & ADJUST DOOR	12/30/2019	78.00
Total :				78.00
Total CUSTOM GARAGE DOOR LLC (127015):				78.00
DEAN, MARC (131986)				
	9.1650.18	REFUND UTILITY DEPOSIT	01/15/2020	282.17
Total :				282.17
Total DEAN, MARC (131986):				282.17
DELL MARKETING (3520)				
	10368049256	OPTIPLEX MONITER	01/08/2020	1,558.40
Total :				1,558.40
Total DELL MARKETING (3520):				1,558.40
DEPT OF FAMILY SERVICES (125899)				
ATTN: CENTRAL REGISTRY	0233-DEC19	BACKGROUND CHECK - AQUATICS	01/14/2020	30.00
Total :				30.00
Total DEPT OF FAMILY SERVICES (125899):				30.00
EASTMAN, RINDA (129952)				
	012020	PERSONAL TRAINER - REC CENTER	01/22/2020	464.59
Total :				464.59

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total EASTMAN, RINDA (129952):				464.59
FARLOW, IRENE (131831)				
DBA: CODY CAB LLC	020420	TIPSY TAXI PROGRAM	02/04/2020	1,204.00
Total :				1,204.00
Total FARLOW, IRENE (131831):				1,204.00
HARRIS TRUCKING AND CONSTRUCTION (129345)				
WYOMING STEEL SERVICES LLC	005647	RECYCLING HAULING	01/10/2020	565.00
Total :				565.00
Total HARRIS TRUCKING AND CONSTRUCTION (129345):				565.00
HEBRLEE, TRENT STEVEN (131832)				
HOTLINE ELECTRICAL SALES & SERV	28403	Meter F2s Bidirectional 1 ph	01/22/2020	340.00
Total :				340.00
Total HEBRLEE, TRENT STEVEN (131832):				340.00
ITRON, INC (128401)				
	543892	ITRON MAINTENANCE AGREEMENT	01/12/2020	1,976.71
	543892	ITRON MAINTENANCE AGREEMENT	01/12/2020	2,415.98
Total :				4,392.69
Total ITRON, INC (128401):				4,392.69
JACKMAN, TERYN (132041)				
	15.6660.36	REFUND UTILITY DEPOSIT	01/10/2020	142.96
Total :				142.96
Total JACKMAN, TERYN (132041):				142.96
JBOW TAG (131428)				
	000026	YOUTH LEAGUES FOR DECEMBER	12/30/2019	798.00
Total :				798.00
Total JBOW TAG (131428):				798.00
JONES, AMY (129954)				
	012220	PERSONAL TRAINER - REC CENTER	01/22/2020	633.34
Total :				633.34
Total JONES, AMY (129954):				633.34
KACMAR, GENNIFER (132040)				
	010720	WITNESS FEES - MC-1908-012 CALLISON, JAMES	01/07/2020	15.00
Total :				15.00

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total KACMAR, GENNIFER (132040):				15.00
KOONTZ, ROBERT (132039)				
	010720	WITNESS FEES - MC-1908-012 CALLISON, JAMES	01/07/2020	15.00
Total :				15.00
Total KOONTZ, ROBERT (132039):				15.00
LOCAL GOVERNMENT LIABILITY POOL (6176)				
	12396	CLAIM AGAINST CITY	01/21/2020	5,000.00
Total :				5,000.00
Total LOCAL GOVERNMENT LIABILITY POOL (6176):				5,000.00
MARC F COMARATTA MD (132042)				
	012520	PROCESSING FEE COST	01/25/2020	25.00
Total :				25.00
Total MARC F COMARATTA MD (132042):				25.00
MSPS (127866)				
MOUNTAIN STATES PIPE & SUPPLY	INV13913	Kamstrup 5/8" x 3/4" meter	01/14/2020	6,100.00
MOUNTAIN STATES PIPE & SUPPLY	INV13913	Itron 100W ERT, W/PLUG	01/14/2020	4,050.00
MOUNTAIN STATES PIPE & SUPPLY	INV13913	SHIPPING	01/14/2020	140.79
Total :				10,290.79
Total MSPS (127866):				10,290.79
OSGOOD, JOHN (132044)				
	072619	IRRIGATION CULVERT REPAIR - SHERIDAN AVE	07/26/2019	1,200.00
Total :				1,200.00
Total OSGOOD, JOHN (132044):				1,200.00
PEAK, BECKY (132043)				
	2.1240.33	REFUND UTILITY DEPOSIT	01/20/2020	148.44
Total :				148.44
Total PEAK, BECKY (132043):				148.44
PERKINS, RICHARD (132038)				
	010720	WITNESS FEES - MC-1908-012 CALLISON, JAMES	01/07/2020	15.00
Total :				15.00
Total PERKINS, RICHARD (132038):				15.00
PERKINS, SHERRIE (132037)				
	010720	WITNESS FEES - MC-1908-012 CALLISON, JAMES	01/07/2020	15.00
Total :				15.00

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total PERKINS, SHERRIE (132037):				15.00
PITNEY BOWES INC (126886)				
	3310463213	LEASE POSTAGE MACHINE	01/12/2020	724.62
Total :				724.62
Total PITNEY BOWES INC (126886):				724.62
PURCHASE POWER (8240)				
	1242020	POSTAGE - AP	01/22/2020	265.57
	1242020	POSTAGE - ADMIN	01/22/2020	348.70
	1242020	POSTAGE - GRANTS	01/22/2020	13.15
	1242020	POSTAGE - INSPECTIONS	01/22/2020	332.30
	1242020	POSTAGE - P&Z	01/22/2020	58.65
	1242020	POSTAGE - PD	01/22/2020	61.15
	1242020	POSTAGE - REC CENTER	01/22/2020	383.30
	1242020	POSTAGE - UTILITIES	01/22/2020	553.70
	1242020	POSTAGE - WATER	01/22/2020	4.47
Total :				2,020.99
Total PURCHASE POWER (8240):				2,020.99
ROCKEY, RANDY (132046)				
	15.2990.34	REFUND UTILITY DEPOSIT	01/23/2020	88.37
Total :				88.37
Total ROCKEY, RANDY (132046):				88.37
ROCKY MOUNTAIN POWER (7570)				
	012120	UTILITIES - ROCKY MOUNTAIN POWER	01/21/2020	30.58
	012120	UTILITIES - ROCKY MOUNTAIN POWER	01/21/2020	334.68
Total :				365.26
Total ROCKY MOUNTAIN POWER (7570):				365.26
SABER PEST CONTROLL LLC (131183)				
	AUD135	PEST CONTROL - AUDITORIUM	01/09/2020	80.00
	CH135	PEST CONTROL - CITY HALL	01/09/2020	60.00
	R133	PEST CONTROL - RECYCLING/SANITATION	01/08/2020	60.00
	REC135	PEST CONTROL - REC CENTER	01/09/2020	90.00
	REC135	PEST CONTROL - REC CENTER	01/09/2020	90.00
	W133	PEST CONTROL - WASTEWATER DEPT	01/08/2020	50.00
Total :				430.00
Total SABER PEST CONTROLL LLC (131183):				430.00
SAGE RECYCLING & WASTE SOLUTIONS LLC (131915)				
	111119C	CARDBOARD RECYCLING HAULING	01/14/2020	466.05
	112019A	CARDBOARD RECYCLING HAULING	01/14/2020	447.90
Total :				913.95

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total SAGE RECYCLING & WASTE SOLUTIONS LLC (131915):				913.95
SECRETARY OF STATE (123386)				
	011320	NOTARY APPLICATION - HORN	01/13/2020	30.00
Total :				30.00
Total SECRETARY OF STATE (123386):				30.00
SYSTEMS GRAPHICS INC (129162)				
ADVANCED INFO SYSTEMS	15018	OUTSOURCE BILLS	01/15/2020	15.87
ADVANCED INFO SYSTEMS	15018	OUTSOURCE BILLS	01/15/2020	98.10
ADVANCED INFO SYSTEMS	15018	OUTSOURCE BILLS	01/15/2020	89.82
ADVANCED INFO SYSTEMS	15018	OUTSOURCE BILLS	01/15/2020	89.21
ADVANCED INFO SYSTEMS	15018	OUTSOURCE BILLS	01/15/2020	110.86
ADVANCED INFO SYSTEMS	15021	OUTSOURCE BILLS	01/22/2020	6.70
ADVANCED INFO SYSTEMS	15021	OUTSOURCE BILLS	01/22/2020	41.42
ADVANCED INFO SYSTEMS	15021	OUTSOURCE BILLS	01/22/2020	37.92
ADVANCED INFO SYSTEMS	15021	OUTSOURCE BILLS	01/22/2020	37.67
ADVANCED INFO SYSTEMS	15021	OUTSOURCE BILLS	01/22/2020	46.81
Total :				574.38
Total SYSTEMS GRAPHICS INC (129162):				574.38
TUNDRA GENERAL CONTRACTORS, LLC (130416)				
	BLD-0918-0031	REFUND RAW WATER HOOK UP FEE	01/23/2020	500.00
Total :				500.00
Total TUNDRA GENERAL CONTRACTORS, LLC (130416):				500.00
US POSTMASTER (129112)				
	01162020	2 MONTHS POSTAGE FOR UTILITY BILLING	01/16/2020	3,700.00
Total :				3,700.00
Total US POSTMASTER (129112):				3,700.00
VAN AUKEN, TRUTH (131597)				
	012220	PERSONAL TRAINER	01/22/2020	842.40
Total :				842.40
Total VAN AUKEN, TRUTH (131597):				842.40
WESCO RECEIVABLES CORP (131137)				
WESCO DBA:WESCO/KVA/MODERN	422378	Wire, 2 ACSR	01/09/2020	600.00
WESCO DBA:WESCO/KVA/MODERN	422378	Wire, 2 ACSR	01/09/2020	1,000.00
Total :				1,600.00
Total WESCO RECEIVABLES CORP (131137):				1,600.00
WESTERN UNITED ELECTRIC SUPPLY (10605)				
	6002148	CONQUIT REPAIR - STREET LIGHTS	01/15/2020	372.87
	6002503	STREET LIGHTS	01/22/2020	1,044.40

Secondary Name	Invoice	Description	Invoice Date	Total Cost
Total :				1,417.27
Total WESTERN UNITED ELECTRIC SUPPLY (10605):				1,417.27
WYOMING CHILD SUPPORT (132047)				
	12420	Garnishment	01/24/2020	207.69
Total :				207.69
Total WYOMING CHILD SUPPORT (132047):				207.69
WYOMING DEPARTMENT OF HEALTH (10930)				
PREVENTATIVE HEALTH & SAFETY DI	I0011205	WATER SAMPLE TESTING	01/02/2020	264.00
Total :				264.00
Total WYOMING DEPARTMENT OF HEALTH (10930):				264.00
YELLOWSTONE REGIONAL AIRPORT (11150)				
	12320	PROCEEDS FROM ANIMAL SHELTER LAND SALE	01/23/2020	81,510.00
Total :				81,510.00
Total YELLOWSTONE REGIONAL AIRPORT (11150):				81,510.00
Grand Totals:				174,136.64

Report GL Period Summary

GL Period	Amount
01/20	174,136.64
Grand Totals:	174,136.64

Vendor number hash:	4914868
Vendor number hash - split:	6885729
Total number of invoices:	50
Total number of transactions:	115

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	174,136.64	.00	174,136.64
Grand Totals:	174,136.64	.00	174,136.64
		Payroll 01/22/20	250,747.86
			424,884.50

Civic Plus Implementation costs $16,076.26

GRAND TOTAL **$440,960.76**

MEETING DATE: FEBRUARY 4, 2020
DEPARTMENT: FINANCE
PRESENTED BY: LESLIE BRUMAGE
FINANCE OFFICER

AGENDA ITEM SUMMARY REPORT

Official Bank Depository Application

ACTION TO BE TAKEN:

Designate First Bank, Division of Glacier Bank as an official depository for the City of Cody for the calendar year 2020 pursuant to Wyoming State Statute 9-4-817.

SUMMARY OF INFORMATION:

The City may only deposit funds into banks that have been approved as depositories by the City Council. This requirement does not apply to investments. By being declared an official depository, banks have the opportunity to provide banking services and products the City may solicit during the year.

Per Wyoming State Statute 9-4-806, every bank designated as a depository for funds of the state of Wyoming or any political subdivision thereof, within thirty (30) days following the designation by the state board of deposits or proper governing board, shall furnish to the treasurer of the state of Wyoming or treasurer of the appropriate political subdivision, a certified copy of the resolution adopted by its board of directors.

FISCAL IMPACT
None

ALTERNATIVES

At its discretion, the City Council may approve or deny any or all of the depository applications.

ATTACHMENTS

1. Depository Application

AGENDA & SUMMARY REPORT TO:

1. None

AGENDA ITEM NO. _____

FIRSTBANK™
Division of Glacier Bank

APPLICATION FOR DEPOSIT OF PUBLIC FUNDS

January 22, 2020

CITY OF CODY
1338 RUMSEY AVE
CODY WY 82414

ATTN: PUBLIC FUNDS ADMINISTRATOR

Pursuant to the requirements of W.S 1977, 9-4-801 through 9-4-831 (1983 Supplement) formal application is hereby made by ***First Bank, Division of Glacier Bank,*** a corporation organized and existing under the *laws of* the State of Montana and having it's office and principal place of business in the *City of Powell, in the* County of Park, in the *State of Wyoming,* to be designated as Depository. (Indicated amount of deposit desired unlimited.)

The bank offers the following described securities:

United States Government and Agency Obligations
FHLB Certificates of Deposit
FHLB Letters of Credit
Wyoming Municipal Securities

to be assigned to and held by the **Federal Home Loan Bank of Des Moines**, as security for the safekeeping and prompt payment of all public moneys that may be deposited with it by the **CITY OF CODY** and for the faithful performance of its duties the aforesaid law as such depository.

Kelli Furniss, Chief Deposit Officer
First Bank, Division of Glacier Bank

Benjamin Bell, Regional Market Manager
First Bank, Division of Glacier Bank

First Bank, Division of Glacier Bank
Certified Copy of Corporate Resolution
For the Year of 2020

PLEDGING OF COLLATERAL SECURITY FOR DEPOSIT OF PUBLIC FUNDS

WHEREAS, it is necessary for ***First Bank, a Division of Glacier Bank*** to properly secure for all monies deposited in the bank by the Treasurer of the State of Wyoming or the Treasurer of any state or political subdivision , hereinafter called the Treasurer; and

WHEREAS, no deposit will be made in the bank by the Treasurer unless the deposit is properly secured, and the giving of proper security is one of the considerations for receiving the deposits; and

WHEREAS, the Treasurer is willing to receive securities designated by the laws of Wyoming as legal collateral security, as security for the deposit;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of First Bank, Division of Glacier Bank, that any two of the following named persons, officers of the bank, are authorized and empowered to pledge to the Treasurer of the state or political subdivision securities of this bank which are legal for collateral security for deposit of public funds, and which the Treasurer is willing to accept as collateral security, and in amounts and at the time as the Treasurer and bank officers may agree upon:

Richard T. Nelson, President
Benjamin Bell, Regional Market Manager
Kelli J. Furniss, Chief Deposit Officer
Troy Brown, Accounting Supervisor

BE IT FURTHER RESOLVED that this authority given to the officers of the bank named herein to furnish collateral security to the Treasurer shall be continuing and shall be binding upon the bank until the authority given to the bank officers named herein is revoked or superseded by another resolution of this Board of Directors, verified copy of which shall be delivered by a representative of the bank to the Treasurer or mailed to the Treasurer by registered mail. The right given the officers named herein to pledge security as collateral also includes the right to give additional collateral security and to withdraw such collateral as the Treasurer is willing to surrender and the right to substitute one piece or lot of collateral for another, provided the Treasurer is willing to make such exchange or substitution.

BE IT FURTHER RESOLVED that the bank officers named herein are fully authorized and empowered to execute in the name of the bank such collateral pledge agreement in favor of the Treasurer as the Treasurer may require, and any collateral pledge agreement executed or any act done by the bank officers named herein under the authority of this Resolution shall be as binding and effective upon this bank as though authorized by specific Resolution of the Board of Directors of the Bank.

CERTIFICATE

I, **Kelli J. Furniss, Chief Deposit Officer** of **First Bank, Division of Glacier Bank**, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Directors of the bank at a valid meeting, held this 21st **day of January, 2020,** that the Resolution has been spread upon the minutes of said meeting in the minute book which constitutes a part of said bank's permanent records.

Dated at Cody, WY via conference call, **this** 21st **day of** ***January, 2020***

BY: Richard T Nelson
Richard T. Nelson, President

BY: Kelli J Furniss
Kelli J Furniss, Chief Deposit Officer

Glacier Bancorp, Inc.
Unaudited Condensed Consolidated Statements of Financial Condition

(Dollars in thousands, except per share data)	Dec 31, 2019	Sep 30, 2019	Dec 31, 2018
Assets			
Cash on hand and in banks	$ 198,639	233,623	161,782
Interest bearing cash deposits	132,322	172,761	42,008
Cash and cash equivalents	330,961	406,384	203,790
Debt securities, available-for-sale	2,575,252	2,459,036	2,571,663
Debt securities, held-to-maturity	224,611	234,992	297,915
Total debt securities	2,799,863	2,694,028	2,869,578
Loans held for sale, at fair value	69,194	100,441	33,156
Loans receivable	9,512,810	9,541,088	8,287,549
Allowance for loan and lease losses	(124,490)	(125,535)	(131,239)
Loans receivable, net	9,388,320	9,415,553	8,156,310
Premises and equipment, net	310,309	307,590	241,528
Other real estate owned	5,142	7,148	7,480
Accrued interest receivable	56,047	63,294	54,408
Deferred tax asset	2,037	—	23,564
Core deposit intangible, net	63,286	65,852	49,242
Goodwill	456,418	456,422	289,586
Non-marketable equity securities	11,623	10,427	27,871
Bank-owned life insurance	109,428	108,814	82,320
Other assets	81,371	82,839	76,651
Total assets	$ 13,683,999	13,718,792	12,115,484
Liabilities			
Non-interest bearing deposits	$ 3,696,627	3,772,766	3,001,178
Interest bearing deposits	7,079,830	7,095,859	6,492,589
Securities sold under agreements to repurchase	569,824	558,752	396,151
FHLB advances	38,611	8,707	440,175
Other borrowed funds	28,820	14,808	14,708
Subordinated debentures	139,914	139,913	134,051
Accrued interest payable	4,686	4,435	4,252
Other liabilities	164,954	170,151	116,526
Total liabilities	11,723,266	11,765,391	10,599,630
Stockholders' Equity			
Preferred shares, $0.01 par value per share, 1,000,000 shares authorized, none issued or outstanding	—	—	—
Common stock, $0.01 par value per share, 117,187,500 shares authorized	923	922	845
Paid-in capital	1,378,534	1,375,785	1,051,253
Retained earnings - substantially restricted	541,050	528,599	473,183
Accumulated other comprehensive income (loss)	40,226	48,095	(9,427)
Total stockholders' equity	1,960,733	1,953,401	1,515,854
Total liabilities and stockholders' equity	$ 13,683,999	13,718,792	12,115,484

MEETING DATE:	FEBRUARY 4, 2020
DEPARTMENT:	CODY POLICE DEPT.
PREPARED BY:	CHUCK BAKER, CHIEF OF POLICE
DEPT. DIR. APPROVAL:	01/31/2020
CITY ADM. APPROVAL:	_____

AGENDA ITEM SUMMARY REPORT

2020 US Department of Justice, Office of Community Oriented Policing Services (COPS) FY 2020 COPS Hiring Program (CHP) Grant Funding One (1) School Resource Officer Position

BACKGROUND

The FY 2020 COPS Hiring Program (CHP) is now open and will close with an application deadline of March 11, 2020 at 5:59 PM. The CHP is a completive solicitation open to all states, local, and tribal law enforcement agencies with primary law enforcement authority.

Approximately $400 million in funding is available and is intended to hire and re-hire entry level career law enforcement officers in order to preserve jobs, increase community policing capacities and support crime prevention efforts. Additional consideration is given to applicants who select the following focus areas;

- Violent Crimes
- Homeland & Border Security Programs
- **School Based Policing (SRO Positions)**

SUMMARY

The COPS Hiring Program grant request will be for one (1) entry level police officer hire to allow for the assignment of a full time School Resource Officer (SRO) at the Cody Middle School. If awarded, the current SRO would continue as the primary SRO for Cody High School and utilize the existing and designated office space at CHS. This SRO will also provide SRO services to the Heart Mountain Academy as a collateral assignment.

The CHP awarded SRO position will be a second SRO in the Park 6 School District and will be the primary SRO for Cody Middle School and utilize office space at CMS (TBD). This SRO will also provide SRO services to Eastside, Livingston, and Sunset Elementary Schools as a collateral assignment. Both SROs will work collaboratively and cooperatively to ensure Park County School District 6 is providing a quality education in a positive and safe environment.

AGENDA ITEM NO. _____

GRANT FUNDING PROVISIONS and FISCAL IMPACT

CHP provides 75 percent of approved entry-level salaries and fringe benefits of each newly hired officer up to $125,000 per officer position over the three-year (36 month) grant period. At the conclusion of the 36 months of federal funding, recipients must retain all sworn officers' positions awarded under the CHP grant for a minimum of 12 months. (See attached grant funding calculations).

Additional associated costs not covered by CHP:

City of Cody

- Vehicle and related Equipment $59,529
- Uniforms and assigned equipment $ 6,500
- Training Costs - WY POST Academy $ 3,600

TOTAL $69,629.00

ALTERNATIVES

Deny the request to apply and continue with only one (1) SRO for all Park County School District 6 Schools located in Cody, (6 schools).

RECOMMENDATION

Staff is seeking approval to work with the City of Cody Finance Department, and Park 6 School District to begin the CHP application writing process with the understanding that the CHP grant submission on March 11, 2020 is dependent on legal review and approval by the City Attorney, and formal approval of the Park County School District 6 Board of Education to participate as a cost sharing partner during the grant award period.

ATTACHMENTS

FY 2020 COPS Hiring Program (CHP) Grant Funding Calculations.

AGENDA & SUMMARY REPORT TO:

Park County School District 6 Board of Education.

AGENDA ITEM NO. _____

FY 2020 COPS Hiring Program (CHP) Grant Funding Calculations

COPS GRANT FUNDING PERIOD	Entry Level Ofc. Salary & Benefits	COPS 75% S & B Award	CITY 25% S & B Match
1st Year Cody	$78,399	$58,799	$19,600
2nd year Cody	$80,359	$60,269	$20,090
3rd Year Cody	$82,368	$61,776	$20,602
4th Year Cody*	$84,427	0	$84,427

Salary & Benefit Increase Assumption of 2.5% Annual Increase
* Dept must retain the position for 12 months after the 36-month award period

COPS GRANT FUNDING PERIOD	Current SRO S & B	CHP 2nd SRO S & B	Current SRO Training & Education	CHP 2nd SRO Training & Education	Cost Share to Maintain 1 SRO	**Cost Share to Add 2nd SRO**	Total Cost Share for 2 SROs
1st yr. Cody	$90,078	$9,706	$750.00	$750.00	$45,355	$10,456	$55,811
1st yr. PCSD6		$9,894	$750.00	$750.00	$46,223	$10,644	$56,867
2nd yr. Cody	$92,330	$9,948	$750.00	$750.00	$46,471	$10,698	$57,169
2nd yr. PCSD6		$10,142	$750.00	$750.00	$47,359	$10,892	$58,251
3rd yr. Cody	$94,638	$10,202	$750.00	$750.00	$47,614	$10,952	$58,566
3rd yr. PCSD6		$10,400	$750.00	$750.00	$48,524	$11,150	$59,674
4th yr. Cody*	$97,003	$97,003	$750.00	$750.00	$48,785	$48,785	$97,570
4th yr. PCSD6*		$48,968	$750.00	$750.00	$49,718	$49,718	$99,436

$90,079 / 260 Working Days = $346.46 per day
$346.46 x 175 School Days = $60,630.50 x 75% = $45,472.88
Overtime Rate with Benefits would be $62.55 an hour

AGENDA ITEM NO. _____

The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, **www.cops.usdoj.gov**) is pleased to announce that it is seeking applications for funding for the COPS Office FY 2020 COPS Hiring Program (CHP). This program furthers the department's mission of advancing public safety through community policing by addressing the department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

2020 COPS Hiring Program (CHP) Application Guide

CFDA 16.710
Funding Opportunity Number: COPS-HIRING-PROGRAM-APPLICATION-2020

Eligibility

The FY 2020 CHP program is an open solicitation. All state, local, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Deadline/application period

The application period for the 2020 CHP program begins **January 9, 2020**. All applications must be submitted by **March 11, 2020, at 7:59 p.m. EDT**. Applications submitted after March 11, 2020 will not be considered for funding.

Completing an application under the CHP program is a two-step process. Applicants are first required to register via **www.grants.gov** and complete an SF-424, submitting it through the Grants.gov website. Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation email to the applicant with instructions on completing the second part of the COPS Hiring Program through the COPS Office Online Application System (see "Registration" on page 3 and "How to Apply" on page 13). If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at **AskCopsRC@usdoj.gov** or 800-421-6770. An application is not considered submitted until both of these steps are completed.

Contact information

For technical assistance with submitting the SF-424, call the Grants.gov customer service hotline at 800-518-4726, send questions via email to **support@Grants.gov,** or consult the Grants.gov Organization Applicant User Guide at **http://www.grants.gov/help/html/help/index.htm**. For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421-6770 or send questions via email to **AskCopsRC@usdoj.gov**.

U.S. Department of Justice
Office of Community Oriented Policing Services
Phil Keith, Director
www.cops.usdoj.gov

2020 COPS Hiring Program (CHP) Application Guide

The COPS Office Application Guide is designed to assist applicants in applying for COPS Office award programs. This guide includes general information on the administrative and legal requirements governing the COPS Hiring Program as well as detailed program-specific information.

For more information about COPS Office awards, please visit the COPS Office website at **www.cops.usdoj.gov** or call the COPS Office Response Center at 800-421-6770.

U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street NE
Washington, DC 20530

Visit the COPS Office online: **www.cops.usdoj.gov**

January 2020

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COPS Hiring Program (CHP) (CFDA 16.710) Overview

COPS Hiring Program (CHP) description and federal award information

This program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968 as amended and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322, 34 U.S.C. § 10381 et seq.

The COPS Hiring Program (CHP) provides funding directly to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts. **The COPS Office anticipates making an estimated 500 CHP awards for a total of approximately $400 million. All awards are subject to the availability of funds.** The COPS Office may elect to fund applications submitted under the FY 2020 CHP solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

2020 CHP awards will cover up to 75 percent of the approved entry-level salary and fringe benefits of each newly hired and/or rehired full-time sworn career law enforcement officer over the three-year (36-month) award period, with a minimum 25 percent local cash match requirement and maximum federal share of $125,000 per officer position. CHP award funding will be based on your agency's current entry-level salary and fringe benefits for full-time sworn officers. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the recipient agency. In FY 2020, agencies may request the number of officer positions necessary to support their proposed community policing strategy. Please keep in mind that there is a minimum 25 percent local cash match and a 12-month retention requirement for each officer position funded. The COPS Office will fund as many positions as possible for successful applicants; however, the number of officer positions requested by an agency may be reduced based on the availability of funding and other programmatic considerations.

Funding under this program may be used to do the following:

- Hire new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to your current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official award start date as it is listed on your agency's award document.
- Rehire officers laid off by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions. The rehired officers must be rehired on or after the official award start date as it appears on your agency's award document. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.
- 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 BIA budget reductions. Recipients will be required to continue funding the positions with local funding until the date(s) of the scheduled layoffs. The dates of the scheduled layoffs and the number of positions affected must be identified in the CHP application. In addition, documentation must be maintained detailing the dates and reason(s) for the layoffs. Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled layoffs are occurring for local economic reasons unrelated to the availability of CHP award funds; such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the layoffs, budget documents ordering jurisdiction-wide budget reductions, and/or notices provided to the individual officers regarding the layoffs.

An applicant may request funding in one or more of the above-referenced hiring categories under CHP. CHP award will be made for officer positions requested in each of these three categories, and recipients of CHP awards are required to use awarded funds for the specific categories awarded. If your agency receives a CHP award and after receiving the award your agency needs to change one or more of the funded hiring categories it received funding under, your agency must request a post-award modification and must receive prior approval before spending CHP funding. To obtain information on modifying a CHP award, please contact the COPS Office Response Center at 800-421-6770.

An applicant may not reduce its existing current fiscal year budget for sworn officers just to take advantage of the CHP award. Any budget cut must be unrelated to the receipt of CHP award funds to avoid a violation of the COPS Office statutory nonsupplanting requirement.

Registration

All FY 2020 CHP applicants are required to have a valid ORI number. The ORI number is assigned by the Federal Bureau of Investigation (FBI) and is your agency's unique identifier. Please contact the COPS Office Response Center at 800-421-6770 to verify your agency's ORI number. If you do not have an ORI number, a COPS Office Response Center Specialist will assign one to you for the purpose of tracking your award application. This is required before you begin your application on Grants.gov.

In addition, the Federal Government requires that all applicants for federal awards—with the exception of individuals other than sole proprietors—have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to submitting an application. See "section 3: General agency information" on page 38 of this guide for more information regarding DUNS and SAM.

Completing an application under the CHP program is a two-step process. Applicants are first required to register via **www.grants.gov** and complete an SF-424, the government-wide standard application form for federal assistance. Once you have registered and submitted your SF-424 through Grants.gov, you will receive an email from the COPS Office within one business day with instructions on completing the second part of the COPS Hiring Program application process, which is the COPS Office Application Attachment to the SF-424 through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at **AskCopsRC@usdoj.gov** or 800-421-6770.

It is strongly recommended that applicants register immediately on **www.grants.gov**. In addition, applicants are strongly encouraged to complete the SF-424 and section 1 on Grants.gov as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System.

For technical assistance with submitting the SF-424, call Grants.gov Customer Service Hotline at 800-518-4726, email **support@grants.gov**, or consult the Grants.gov Applicant User Guide at **https://www.grants.gov/help/html/help/Get_Started/Get_Started.htm**. See "How to Apply/Application Submission" on page 13 of this guide for more information.

For technical assistance with submitting the online application via the COPS Office website, please call 800-421-6770 or send questions via email to **AskCopsRC@usdoj.gov**. See "How to Apply/Application Submission" on page 13 of this guide for more information.

Deadline: Application

All completed applications must be submitted by **March 11, 2020 at 7:59 p.m. EDT**. Please see "How to Apply/Application Submission" for more information.

Applications for this program must be submitted in two parts. First, applicants must apply online via **www.grants.gov** to complete the SF-424. Applicants will then be directed to the COPS Office website (**www.cops.usdoj.gov**) to complete the second part of the application by **March 11, 2020 at 7:59 p.m. EDT**.

Late submissions

The COPS Office offers a process for CHP applicants to provide advance notice to the COPS Office if receipt of their application will be delayed due to unforeseen COPS Office Online Application System technical issues. Applicants must provide notice prior to the close of the solicitation. If applicants do not provide advance notice to the COPS Office about an issue that may cause a delay in the submission of the application, then the application will not be considered for funding. If applicants follow the steps outlined below, submission may be considered. Extension of deadlines is not guaranteed.

Experiencing unforeseen COPS Office Online Application System technical issues

If you experience unforeseen COPS Office Online Application System technical issues beyond your control, which prevent you from submitting your application by the deadline, **please immediately contact the COPS Office Response Center at 800-421-6770 to create a record of the issue. You will need to provide the following information to the COPS Office Response Center:**

- ORI
- Agency name
- Point of contact name and contact information
- Application ID
- Nature of technical issues

The COPS Office will respond to each applicant email as soon as possible with an approval and instructions for submission, or a rejection. If the technical issues you reported cannot be validated, your application will be rejected. Any requests to submit applications due to technical issues after the deadline will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are *not* valid reasons: (1) failure to begin the registration process in sufficient time; (2) failure to follow the COPS Office Online Application System instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the CHP solicitation, including the CHP Application Guide; (4) failure to register or update information on the SAM website; and (5) failure to register or complete SF-424 in grants.gov.

Notifications regarding known technical problems with COPS Office Online Application System will be posted on **https://portal.cops.usdoj.gov/**.

No late submission requests will be considered once the CHP application closes.

Extraordinary natural or manmade disasters

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or mass casualty events, applicants may request to submit applications late by sending an email to **AskCopsRC@usdoj.gov**. Applicants will need to follow these directions:

- Send email directly to **AskCopsRC@usdoj.gov**
- The subject line should read "FY20 CHP Extraordinary Circumstances: ORI, Agency Name, Application ID"—with your specific ORI, organization name, and application ID included in the subject line
- Message: The message should include the following information:
- ORI
- Agency name
- Application ID
- Nature of the disaster and how it affected the applicant's ability to submit an application on time

The email message must be sent by the deadline or as soon as possible given the specific emergency. The COPS Office will respond to each applicant email as soon as possible with an approval and instructions for submission, or a rejection.

Eligibility Requirements

The CHP program is an open solicitation. All local, state, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within the jurisdiction served. Please note that CHP applicants must have a police department that is operational by the close of this application or receive services through a new or existing contract for law enforcement services. If funds under this program are to be used as part of a written contracting agreement for law enforcement services (e.g., a town that contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider in section 7 of this application).

For additional information, please visit the COPS Office website at **www.cops.usdoj.gov**.

Program-Specific Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Program goal

CHP is designed to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers.

Length of award term, maximum federal share, local share requirements, and hiring categories

CHP awards provide funding for three years (36 months) for each position awarded. No-cost extensions of time (not additional funding) may be provided on a case-by-case basis to provide additional time beyond the three years to complete the expenditure of award funds. CHP recipients are required to retain each officer position awarded for at least 12 months following the conclusion of 36 months of award funding for that position. The additional officer positions should be added to your agency's law enforcement budget with state and/or local funds over and above the number of locally-funded officer positions that would have existed in the absence of the award. Absorbing CHP-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

2020 CHP awards provide up to 75 percent funding of the approved entry level salaries and fringe benefit of each newly hired and/or rehired full-time sworn career law enforcement officer over the three-year (36-month) award period with a minimum 25 percent local cash match requirement and a maximum federal share of $125,000 per officer position. All budget calculations must be based on the current authorized salary and fringe benefits of an entry-level officer in your department. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the recipient agency.

CHP awards may be used on or after the official award start date as it appears on your agency's award document to (1) hire new officer positions (including filling existing officer vacancies that are no longer funded in your agency's budget); (2) rehire officers who have been laid off by any jurisdiction (at the time of application) as result of state, local, or Bureau of Indian Affairs (BIA) budget reductions; and/or (3) rehire officers who are (at the time of application) scheduled to be laid off by your jurisdiction on a specific future date as a result of state, local, or BIA budget reductions.

CHP funds will be awarded for officer positions in the above three specific hiring categories and recipients are required to use CHP funds for the specific categories awarded. An applicant may request funding in one or more of the hiring categories. However, funding requests must be based upon the applicant's current need for funding in these three hiring categories. If an applicant receives an award for a specific hiring category and then needs to make changes to the hiring categories following the receipt of the CHP award, the recipient must request a post-award modification and receive prior approval from the COPS Office before expending CHP funding under the new category. To request a post-award modification, please contact the COPS Office Response Center at 800-421-6770.

The COPS Office statutory nonsupplanting requirement mandates that CHP funds be used to supplement (increase) the recipient's law enforcement budget for sworn officer positions and may not supplant (replace) state, local, or BIA funds that a recipient would otherwise have spent on sworn officer positions in the absence of the CHP award.

Awarded agencies are required to draw down award funds based upon immediate cash disbursement needs throughout the 36-month funding period and not as a lump sum payment.

Federal funding: Allowable and unallowable costs

Allowable costs: Fundable requests

Allowable costs are costs that will be paid for by this award program. The only allowable costs under CHP are the approved full-time, entry-level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers hired or rehired on or after the award start date. A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law or by a state, local, or tribal agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. 34 U.S.C. §10389(1). The State of Alaska, and any Indian tribe or tribal organization in that State, may also use hiring funds for village public safety officers 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).

An agency seeking to rehire officers scheduled to be laid off on a specific future date with CHP funds must continue to fund them with local funds through the award date until the date of the scheduled layoff. Officers previously employed by your agency who have been (or are currently scheduled to be) laid off as a result of budget reductions may be rehired using CHP award funds, but funding requests must be limited to your agency's entry-level salaries and fringe benefits for full-time officers. Please be aware that your agency will be responsible for paying any costs that exceed entry-level salaries and fringe benefits with local funds.

CHP awards provide 36 months of funding for sworn officer positions. Funding requests must be based upon the applicant's current (at the time of application) need for funding in the three hiring categories (new hires, rehiring of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date). When evaluating how many CHP positions to request, please be mindful of the initial 36-month award period and your agency's ability to fill and retain the officer positions awarded while following your agency's established hiring policies and procedures.

Requests may be made only for positions that are not otherwise budgeted with state, local, or BIA funds and that would not be funded in the absence of the CHP award.

All requests will be considered on a case-by-case basis during the budget review process. Requested items under the program must comply with the appropriations language enacted for FY 2020. In addition, each request must programmatically link to the CHP activities described in your application.

Unallowable costs: Requests will NOT be funded

All items other than entry-level personnel costs (salaries and fringe benefits) as described in the preceding section are considered unallowable under CHP. Therefore, requests for equipment, training, uniforms, vehicles, and indirect costs are not permitted under CHP. In addition, the following personnel costs are unallowable:

- Salaries and fringe benefits of existing locally-funded officers, unless those officers are currently scheduled to be laid off on a specific future date
- Salaries and fringe benefits over and above an agency's entry-level salary and fringe benefits for officers
- Salaries and fringe benefits for civilian or nonsworn personnel
- Salaries and fringe benefits for part-time officer positions
- Salaries and fringe benefits for furloughed officers
- Overtime costs

This is not an inclusive list, and items not listed above will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's CHP project. All requests must contribute directly to the specific purpose of the award project and relate to the appropriations language enacted for FY 2020.

Nonsupplanting requirement

The nonsupplanting requirement means that COPS Office award funds must be used to supplement (increase) state, local, or BIA funds that would have been dedicated toward the award purpose if federal funding had not been awarded. CHP award funds must not be used to replace (supplant) local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring or rehiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired or rehired with local funds. For additional information on the COPS nonsupplanting requirement as it applies to CHP, please refer to the nonsupplanting FAQs at **https://cops.usdoj.gov/chp**.

Furthermore, all award recipients must retain any CHP-funded officer positions awarded for at least 12 months immediately after the 36 months of federal funding has ended for each position. Applicants are required to affirm in their CHP award application that their agency plans to retain any additional officer positions awarded following the expiration of the award and identify their planned source(s) of retention funding.

Financial management and system of internal controls

Award recipients must, as set out in the Uniform Guidance at 2 C.F.R. 200.303:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor the recipient's compliance with statutes, regulations, and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency designates as sensitive or the recipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

Administrative actions and legal remedies related to Federal awards

Please be advised that a hold may be placed on any application if it is deemed that the applicant agency is not in good standing on other U.S. Department of Justice awards, has other award compliance issues that would make the applicant agency ineligible to receive COPS Office funding, and/or is not cooperating with an ongoing U.S. Department of Justice award review or audit. A hold may also be placed on any application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

Misuse of COPS Office funds and/or failure to comply with all COPS Office award requirements may result in suspension or termination of award funds, the repayment of award funds, and/or other remedies available by law.

Under the False Claim Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving COPS Office funds may be referred to the Office of Inspector General (OIG). The OIG may be contacted at **oig.hotline@usdoj.gov**, or 800-869-4499.

Monitoring, reporting, and evaluation requirements

Monitoring

Federal law requires that law enforcement agencies receiving federal funding from the COPS Office be monitored to ensure compliance with their award conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office include site visits, enhanced office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. Through these monitoring efforts, the COPS Office may seek information including, but not limited to, your agency's compliance with nonsupplanting and both programmatic and financial requirements of the award and your agency's progress toward achieving your community policing strategy. Program and Monitoring Specialists as well as Auditors are particularly interested in confirming that the purchase of items and services is consistent with the applicant's approved award budget as reflected on the Financial Clearance Memo and Final Funding Memorandum. All COPS Office recipients will be required to participate in award monitoring activities of the U.S. Department of Justice including, but not limited to, reviews conducted by the COPS Office, the Office of the Inspector General, or any entity designated by the COPS Office.

Reporting

If awarded, all recipients will be required to electronically submit their financial reports using the SF-425 form by the 30th day following the end of each calendar quarter, and a final report is due 90 days following the award end date. Recipients who do not submit SF-425 reports by the due date will be unable to drawdown funds. More information will be provided in the award package upon receipt of a COPS Office award.

In addition, if awarded, all recipients will be required to electronically submit quarterly progress reports and a final progress report. In addition, awarded agencies will be responsible for the timely submission of a final closeout report and any other required final reports. The COPS Office will notify the recipient when the progress report is due and provide instructions for submission. By accepting a COPS Office award, COPS Office recipients agree to cooperate with and respond to any requests for information pertaining to their COPS Office award.

Evaluations

Though a formal assessment is not a requirement, awarded agencies are strongly encouraged to conduct an independent assessment of their respective award-funded projects. Project evaluations have proven to be valuable tools in helping departments identify areas in need of improvement, providing data regarding successful processes, and reducing vulnerabilities.

Please feel free to contact the COPS Office Response Center at 800-421-6770 to discuss any questions or concerns you may have regarding the monitoring, reporting, and evaluation requirements.

Performance Measures

To assist in fulfilling the U.S. Department of Justice's (DOJ) responsibilities under the Government Performance and Results Modernization Act (GPRAMA) of 2010, P.L. 111-352, recipients who receive funding from the Federal Government must measure the results of work that funding supports. GPRAMA specifically requires the COPS Office and other federal agencies to set program goals, measure performance against those goals, and publicly report progress in the form of funding spent, resources used, activities performed, services delivered, and results achieved.

Performance measures for CHP are as shown in table 1.

Table 1. CHP Performance measures

Objective	Performance measures	Data recipient provides
Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.	Extent to which COPS Office award funding (e.g., officers, equipment, training, technical assistance, etc.) has increased your agency's community policing capacity?	
Extent to which COPS Office knowledge resources (e.g., publications, podcasts, training, etc.) have increased your agency's community policing capacity?	Recipients will rate the effectiveness of the COPS Office funding in increasing community policing capacity. Data will be collected on a periodic basis through recipient progress reports.	

COPS Office awards target increasing recipient capacity to implement community policing strategies within the three primary elements of community policing: (1) problem solving; (2) partnerships; and (3) organizational transformation. The COPS Office requires all CHP applicants to describe how the personnel requested will assist the applicant in implementing community policing strategies. For more information on community policing, please go to the COPS Office website at **https://cops.usdoj.gov/resources#cptopics**.

As part of the programmatic progress report, CHP recipients will be required to report on their progress toward implementing community policing strategies. Based on the data collected from recipients, the COPS Office may make improvements to CHP to better meet the program's objective and law enforcement agency needs.

How to Apply/Application Submission

Primary Steps Required to Complete Application	Complete?
Obtain a DUNS number/Confirm DUNS number.	☐
Register with SAM database/Confirm SAM number.	☐
If necessary, request an ORI through the COPS Office Response Center at **AskCopsRC@usdoj.gov** or 800-421-6770.	☐
Register with Grants.gov/Confirm registration.	☐
If you have not renewed your COPS Office Account Access information since November 15, 2014, contact the COPS Office Response Center at **AskCopsRC@usdoj.gov** or 800-421-6770.	☐
Complete SF-424 on Grants.gov (funding number: COPS-CHP-Application-2020).	☐
Upon receipt of an email from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete the second part of the application on the COPS Office Online Application System.	☐

Electronic submission of the SF-424 in two parts via Grants.gov and the COPS Office website

Please read the following important information before attempting to submit your application via the COPS Office website:

- Completing a CHP application is a two-step process. Applicants are first required to register via **www.grants.gov** and complete an SF-424. The Grants.gov funding code for this solicitation is COPS-CHP-Application-2020. Once the SF-424 has been submitted, applicants will receive an email from the COPS Office with instructions on completing the second part of the CHP application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at **AskCopsRC@usdoj.gov** or 800-421-6770.
- It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System. An application is not considered submitted until you have submitted your SF-424 on Grants.gov and the second part of the application on the COPS Office website.
- Confirmation of submission: After completing the second part of the application and clicking "Submit," applicants will receive a message stating "Your application has been successfully recorded." The confirmation page will also provide the submission date, ORI, confirmation number, and program type.
- For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 800-518- 4726 or email **support@Grants.gov**. For assistance with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421- 6770 or send questions via email to **AskCopsRC@usdoj.gov**.
- To apply for funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the System for Award Management (SAM) database. Applicants must also provide their registered DUNS name if it is different from their COPS Office legal name.
- Applicants must comply with any word and/or field limit requirements described in the COPS Office Application Guide.

- Applicants will have the opportunity to print a copy of the application prior to submission and another copy of the application after it has been submitted. Please note that the application package cannot be submitted until all required fields have been completed. Note: If Internet access is not available to print a copy of the application package, contact the Response Center at 800-421-6770 to request that a printed copy be sent to you.
- Applicants will be able to print a copy of the application package only for reference while completing the application online via the COPS Office website. The COPS Office will not accept applications submitted via mail or email.
- Do not wait until the application deadline date to begin the application process through the COPS Office website. The registration steps may take several days to complete, and if you wait until the application deadline date you may be unable to submit your application online.

In addition, all applicants are required to maintain current registrations in the System for Award Management (SAM) database. SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Department of Justice requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status.

Applicants that were previously registered in the CCR database must at a minimum

- create a SAM account;
- log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at **www.sam.gov**.

Register or update an account in the COPS Office Account Access

Estimated timeframe: up to one business day

All COPS Office applicants must have an account through the COPS Office Online Application System. The information in the Online Application System will prepopulate section 4 of the application, so please ensure it is accurate. The following individuals are deemed critical for the submission of the application and will need to have current contact information and e-Signatures in the system:

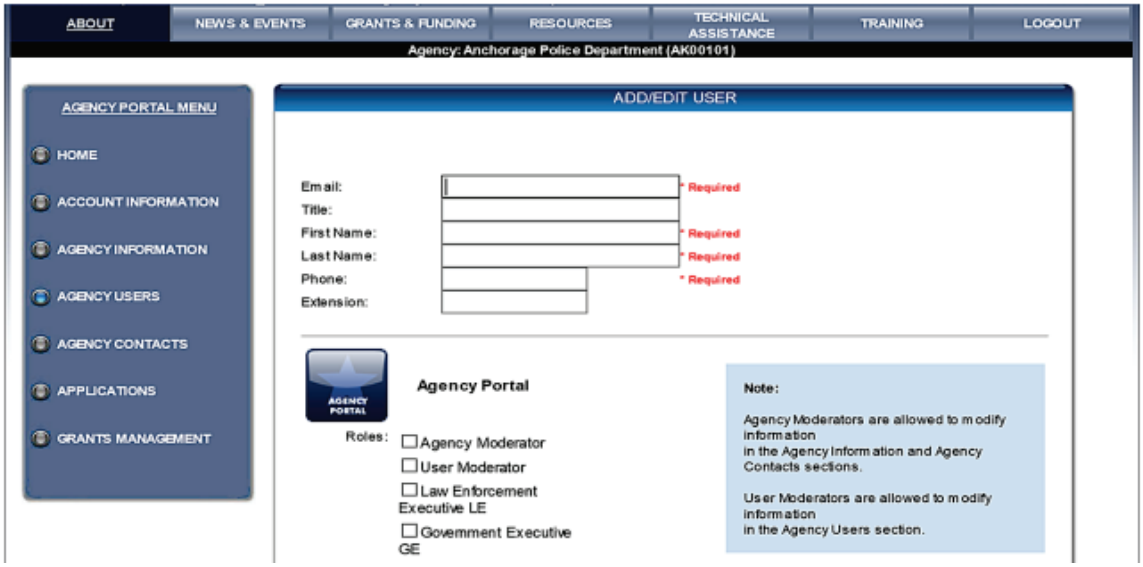
- Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies
- Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies
- See the following instructions about designating and setting up the e-signature for the Law Enforcement Executive (LE) and Government Executive (GE)

Designating your Law Enforcement Executive (LE) and Government Executive (GE) in Agency Portal:

1. The Law Enforcement Executive (LE) must sign into Agency Portal (IE11 is recommended): **https://portal.cops.usdoj.gov/**.
   (If you do not know your Agency's LE, or if they need assistance setting up their account, please contact the COPS Office Response Center at 800-421-6770.)
2. On the left-hand menu, click "Add" to add a new user.

3. Enter the LE or GE information and check "Law Enforcement Executive" or "Government Executive." See figure 1.

   Figure 1. Add or edit user and designate law enforcement (LE) executive or government executive (GE)



4. Scroll to the bottom of the page and click "Update."
5. Once their account has been set-up, the LE/GE can log in by using their email address as their username and clicking "Forgot Password." They will receive an email prompting them to set up a password for their account.

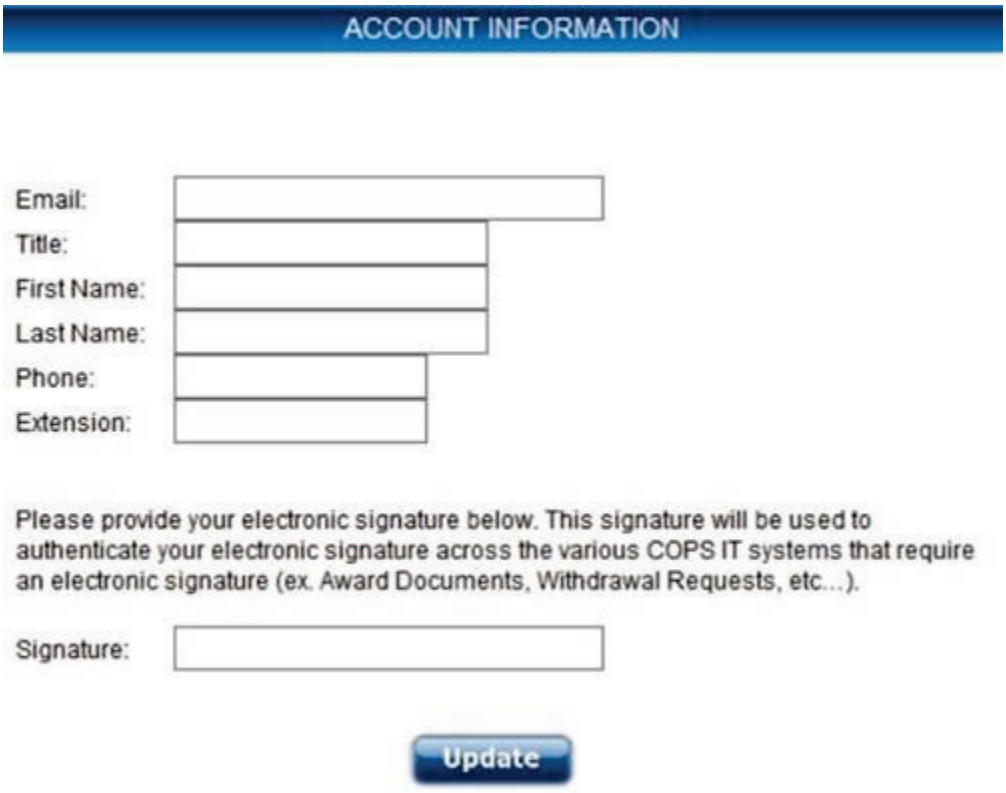
Setting Up the Law Enforcement and Government Executive E-signature in Agency Portal:

1. The LE/GE must sign in to Agency Portal (IE11 is recommended): **https://portal.cops.usdoj.gov/**
2. On the left-hand menu, click "Account Information."
3. Confirm name and contact information, then enter e-signature (see figure 2 on page 16).

   Note: When signing the application, the signature will be validated against the information entered in this field of Agency Portal. The two signatures must precisely match.

4. Click "Update."

Figure 2. Setting up the LE and GE e-signature in Agency Portal



Please contact the COPS Office Response Center at **AskCopsRC@usdoj.gov** or 800-421-6770 for assistance in creating an application or renewing your information.

Obtaining a Data Universal Numbering System (DUNS) number

The Federal Government requires that all applicants for awards with the exception of individuals, other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. The DUNS number is used to identify related organizations that are receiving funding under awards and to provide consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866-705-7511 or via the Internet at **fedgov.dnb.com/webform**.

Data Universal Numbering System (DUNS) number

- The DUNS number is a unique nine- or thirteen-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for an award may be sufficient.
- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal awards. There is no need to wait until you are submitting a particular application.
- **If you already have a DUNS number**. If you, as the entity applying for a federal award or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update or validate the information associated with the number.
- **If you are not sure whether you have a DUNS number**, call D&B using the toll-free number 866- 705-5711 and indicate that you are a federal award applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

To obtain your DUNS number

- The requestor may obtain a DUNS number via the Internet at **fedgov.dnb.com/webform**.
- The requestor may also obtain a DUNS number via telephone at 866-705-5711. The phone is staffed from 8:00 a.m.to 6:00 p.m. (local time of the caller when calling from within the contiguous United States). Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between the operating hours. The process to request a number takes about 5–10 minutes. A DUNS number will be assigned at the conclusion of the call. You will need to provide the following information:
- Legal name
- Headquarters name and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized
- Physical address, city, state, and ZIP code
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location

Managing your DUNS number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches or divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at 866-705-5711 to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches or divisions have DUNS numbers for federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name or organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

> Obtaining a DUNS number is absolutely free for all entities doing business with the Federal Government. This includes grant and cooperative agreement applicants or prospective applicants and federal contractors. Be certain to identify yourself as a federal award applicant or prospective applicant.

Registering with the System for Award Management (SAM)

Applicants for all federal awards are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then you should allow two to five weeks for obtaining the information from the IRS when requesting the EIN via phone, fax, mail, or Internet. Follow the steps listed below to register in the SAM:

To register in SAM, follow the next steps:

Step 1.

Obtain a DUNS number at **www.dnb.com/us** or call 866-705-5711.

Step 2.

Access the SAM online registration through the SAM home page at **www.sam.gov** and follow the online instructions for new SAM users.

Step 3.

Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your business or organization. Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.

To migrate your legacy system user account from Central Contractor Registration (CCR), FedReg, ORCA, or EPLS, you must first create a personal account in SAM by clicking on "Create an Account" on the homepage. An individual account is required to manage entity registrations in SAM. You will not be able to manage your registration unless you create a system account in SAM. Once you validate that you have access to the email address you provided during the registration process and login, you will see a message on the user dashboard (My SAM) that will ask you, "Would you like to migrate a legacy system account?" Click "Yes" to begin the migration process. Alternatively, you may click on "Manage My User Roles," then on "Migrate Legacy Account" link to begin the migration process. The roles you had with the legacy system will be mapped to your SAM account.

To update your entity's SAM registration, follow the next steps:

Step 1.

Go to the SAM homepage (**www.sam.gov**), enter your username and password, and then click the "Log In" button.

Step 2.

Select "Complete Registrations" under Registration/Update Entity" in the left navigation pane.

Step 3.

Select the entity record that you want to update and click the "Update" button.

For more details on updating your registration, please refer to the SAM User Guide, available at **www.sam.gov**.

If awarded funds, your agency must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

To review the System for Award Management and Universal Identifier Award Term, please see the appendices of this guide.

Deadline/Application period

The application period for the 2020 COPS Hiring Program begins **January 9, 2020**. All applications must be submitted by **March 11, 2020, at 7:59 p.m. EDT**. Applications submitted after **March 11, 2020, at 7:59 p.m. EDT** will not be considered for funding.

Helpful online resources

DUNS Number Information: **fedgov.dnb.com/webform/displayHomePage.do**

System for Award Management (SAM): **www.sam.gov**

Audit requirement

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, Subpart F – Audit Requirements, available at **www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl,** establish the requirements for organizational audits that apply to COPS Office award recipients. Recipients must arrange for the required organization-wide (not award-by-award) audit in accordance with the requirements of Subpart F.

Civil rights

All recipients are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights law and/or is not cooperating with an ongoing federal civil rights investigation.

Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying using the COPS Office online system (**www.cops.usdoj.gov**), please contact:

COPS Office Response Center
U.S. Department of Justice, COPS Office
AskCopsRC@usdoj.gov

The department is committed to ensuring equal access to all applicants and will assist any applicant who may experience difficulties with assistive technology when applying for awards using the COPS Office online system.

Award terms and conditions/Funding restrictions

The following section describes all of the compliance terms and conditions that applicants should be aware of before applying to COPS Office programs. Table 2 on page 21 further defines which of the legal requirements are applicable to the program for which you are applying. Please review each section carefully. The signatures of the

applicant's Law Enforcement Executive/Agency Executive and Government Executive/ Financial Official on section 17: Reviews and Certifications assure the COPS Office that your agency will comply with all legal and administrative requirements that govern the acceptance of the COPS award and use of federal award funds.

Table 2. Compliance terms and conditions

Key: Y = Yes; N = No

FY 2020 Program	CHP
I. U.S. Department of Justice Certified Standard Assurances	Y
II. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements	Y
III. Disclosure of Lobbying Activities	Y (if applicable)
IV. Supplementing, Not Supplanting	Y
V. Procurement and Sole Source Justification	N
VI. Criminal Intelligence Systems	N
VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts (if applicable)	N
VIII. Community Policing Self Assessment Tool (CP-SAT)	N
IX. System for Award Management (SAM) and Universal Identifier Requirements	Y
X. Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation	Y
XI. Contract Provisions	Y
XII. Prior Approval Planning and Reporting of Conference/Meeting/Training Costs	N
XIII. Curriculum Development	N
XIV. Restriction on Internal Confidentiality Agreements	Y
XV. Mandatory Disclosure	Y
XVI. Debarment and Suspension	Y
XVII. Recipient Integrity and Performance Matters	Y
XVIII. False Statements	Y
XIX. Duplicative Funding	Y
XX. Additional High-Risk Recipient Requirements	Y
XXI. Modification	Y
XXII. Evaluations	Y
XXIII. Allowable Costs	Y
XXIV. Local Match	Y
XXV. Equal Employment Opportunity Plan	Y
XXVI. Employment Eligibility	Y
XXVII. Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information	Y
XXVIII. Federal Civil Rights	Y
XXIX. Conflict of Interest	Y
XXX. Reports/Performance Goals	Y
XXXI. Extensions	Y
XXXII. Computer Network Requirement	N
XXXIII. Award Monitoring Activities	Y
XXXIV. Community Policing	Y
XXXV. Retention	Y
XXXVI. Contracts and/or MOUs with Other Jurisdictions	Y
XXXVII. Travel Costs	N
XXXVIII. State Information Technology Point of Contact	Y

FY 2020 Program	CHP
XXXIX. Public Release Information	N
XL. News Media	Y
XLI. Paperwork Reduction Act	N
XLII. Copyright	N
XLIII. Human Subjects Research	N
XLIV. Citizenship and Immigration Status Communications	Y
XLV. Officer Background Investigation	Y
XLVI. Career Law Enforcement Officer	

I. & II. Assurances and Certifications (also refer to sections 15A and 15B: U.S. Department of Justice Certified Standard Assurances and U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters And Drug-Free Workplace Requirements" on page 60 of this Application Guide and Standard Application forms.)

Applicants to COPS Office programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read and understood and that you accept the award terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully, as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to make an award.

III. Disclosure of Lobbying Activities (also refer to section 16A on page 61 of this Application Guide and Standard Application forms.)

This disclosure form shall be completed by the reporting entity, whether subrecipient or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change reports. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to complete the disclosure form in section 16 of the application. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

Please be advised that all recipients and subrecipients must comply with the provisions of 2 C.F.R. § 200.450, as appropriate, regarding unallowable costs under the Federal award associated with lobbying or influencing activities. Additional restrictions in 2 C.F.R. § 200.450(c) are applicable to nonprofit organizations and institutions of higher education.

IV. Supplementing, Not Supplanting

The COPS Office nonsupplanting requirement mandates that award funds not be used to replace state or local funds (or, for tribal recipients, Bureau of Indian Affairs funds) that would, in the absence of federal aid, be made available for the purpose of the award. Instead, award funds must be used to increase the total amount of funds that would otherwise be made available for the award purposes. 34 U.S.C. § 10384(a).

Funds budgeted to pay for sworn officer positions irrespective of the award may not be reallocated to other purposes or refunded as a result of receiving a CHP award. Nonfederal funds must remain available for and devoted to that purpose, with COPS Office funds supplementing or increasing those nonfederal funds.

Awarded funding cannot be obligated or expended until on or after the award start date. This means that CHP funds cannot be applied to any agency cost prior to the award start date. In addition, all recipients will be expected to take active and timely steps pursuant to their standard procedures to fully fund law enforcement costs already budgeted as well as to fill all locally funded vacancies resulting from attrition during the life of the award.

Under CHP, the nonsupplanting requirement means that an award recipient receiving CHP award funds to hire a new officer position, including filling an existing officer vacancy that is no longer funded in the recipient's local budget, must hire the additional position on or after the official award start date, above its current budgeted (funded) level of sworn officer positions.

The nonsupplanting requirement also means that an award recipient that receives CHP award funds to rehire an officer who has already been laid off (at the time of application) as a result of state, local, or BIA budget reductions must rehire the officer on or after the official award start date. The award recipient must maintain documentation showing the date(s) that the position(s) was/were laid off and rehired in its CHP award file.

In addition, the nonsupplanting requirement means that an award recipient that receives CHP award funds to rehire an officer who is (at the time of application) currently scheduled to be laid off on a specific future date as a result of state, local, or BIA budget reductions must continue to fund the officer with its own funds through the award start date until the date of the scheduled layoff. [For example, if the award start date is September 1 and the layoff is scheduled for November 1, then the CHP funds may not be used to fund the officer until November 1, the date of the scheduled layoff.]. An agency must identify the date(s) of the scheduled layoffs and the number of officers to be laid off in its application. If a CHP award is awarded, an award recipient must maintain documentation showing the date(s) and reason(s) for the layoffs, the number of officers laid off, the number of officers rehired, and dates the officers were rehired. [Please note that as long as your agency can document that the layoffs would occur on the identified dates if the CHP award funds were not available, it may transfer the officers to the CHP 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 CHP 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; and/or budget documents ordering departmental and/or jurisdiction-wide budget reductions. These records must be maintained with your agency's CHP award records during the award period and for three years following the official closeout of the CHP award in the event of an audit, monitoring, or other evaluation of your award compliance. For additional information on the COPS nonsupplanting requirement as it applies to CHP, please refer to the Frequently Asked Questions (FAQ) information sheet at **https://www.cops.usdoj.gov/chp**.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Response Center at 800-421-6770 for further information.

V. Procurement and Sole Source Justification—Not applicable under CHP

VI. Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance—Not applicable under CHP

VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts—Not applicable to any FY19 COPS Office programs

VIII. Community Policing Self-Assessment Tool (CP-SAT)—Not applicable to any FY19 COPS Office Programs

IX. System for Award Management (SAM) and Universal Identifier Requirements

Unless exempted from this requirement under 2 C.F.R. § 25.110, the recipients must maintain the currency of their information in the SAM until submission of the final financial report required under this award or receipt of the final payment, whichever is later. This requires recipients to review and update the information at least annually after the initial registration and more frequently if required by changes in information or other award term.

To review the System for Award Management and Universal Identifier Award Term, please see appendix M.

X. Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation Information

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires, among other things, that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is **www.USASpending.gov**.

Applicants should note that all recipients of awards of $25,000 or more under this solicitation, consistent with FFATA, will be required to report award information on any first-tier subawards totaling $25,000 or more and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at **www.fsrs.gov**, is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA.

The subaward information entered in FSRS will then be displayed on **www.USASpending.gov**, associated with the prime award, furthering federal spending transparency.

Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.

To review the FFATA Reporting Subaward and Executive Compensation Award Term, please see the appendices of this guide.

XI. Contract Provision under Federal Award

All contracts made by the recipients under the Federal award must contain the provisions required under 2 C.F.R. part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

For the full text of 2 C.F.R. Appendix II to Part 200, please refer to the appendices of this guide.

XII. Prior Approval, Planning, and Reporting of Conference/Meetings/Training Costs—Not applicable under CHP

XIII. Curriculum Development—Not applicable under CHP

XIV. Restrictions on Internal Confidentiality Agreements

Recipients, subrecipients, or entities that receive a contract or subcontract with any funds under this award, may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. Consolidated Appropriations Act, 2019, Public Law 116-6, Division D, Title VII, Section 742.

XV. Mandatory Disclosure

Recipients and subrecipients are required to timely disclose in writing to the COPS Office or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients that receive an award over $500,000 agree to report certain civil, criminal, or administrative proceedings in SAM, and are required to comply with the Term and Condition for Recipient Integrity and Performance Matters as outlined in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.338.

XVI. Debarment and Suspension

Recipients agree not to award federal funds under this program to any party which is debarred or suspended from participation in federal assistance program s. 2 C.F.R. Part 180 (Government-wide Debarment and Suspension) and 2 C.F.R. Part 2867 (DOJ-specific requirements).

XVII. Recipient Integrity and Performance Matters

Recipients that received $500,000 or more in a federal award, agree to comply with the terms and conditions outlined in 2 C.F.R. Part 200, Appendix XII to part 200 - Term and Condition for Recipient Integrity and Performance Matters.

For the full text of 2 C.F.R. Part 200, Appendix XII to part 200 please refer to the appendices of this guide.

XVIII. False Statements

False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, or debarment from participating in federal awards or contracts, and/or any other remedy available by law.

XIX. Duplicative Funding

Recipients agree to notify the COPS Office if they receive, from any other source, funding for the same item(s) or service(s) also funded under this award.

XX. Additional High-Risk Funding Recipient Requirements

Recipients agree to comply with any additional requirements that may be imposed during the award performance period if the awarding agency determines that the recipient is a high-risk recipient (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.207).

XXI. Modifications

Award modifications are evaluated on a case-by-case basis in accordance with 2 C.F.R. § 200.308. For federal awards in excess of $250,000, any modification request involving the reallocation of funding between budget categories that exceed or are expected to exceed 10 percent of the total approved budget requires prior written approval by the COPS Office. Regardless of the federal award amount or budget modification percentage, any reallocation of funding is limited to approved budget categories. In addition, any budget modification that changes the scope of the project requires prior written approval by the COPS Office. The COPS Office will not approve any modification request that results in an increase of federal funds.

XXII. Evaluations

The COPS Office may conduct monitoring or sponsor national evaluations of the COPS Office award programs. Recipients agree to cooperate with the monitors and evaluator s. 34 U.S.C. § 10385(b).

XXIII. Allowable Costs

The funding under this award is for the payment of approved costs identified in the Financial Clearance Memorandum (FCM).

XXIV. Local Match

COPS Hiring Program award recipients are required to contribute a local match of at least 25 percent towards the total cost of the approved award project, unless waived in writing by the COPS Office. The local match must be a cash match from funds not previously budgeted for law enforcement purposes and must be paid during the award period. The local match contribution must be made on an increasing basis during each year of the three-year award period, with the federal share decreasing accordingly. 34 U.S.C. § 10381(g).

XXV. Equal Employment Opportunity Plan

Recipients agree to comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan. 28 C.F.R. Part 42 subpart E.

XXVI. Employment Eligibility

Recipients agree to complete and keep on file, as appropriate, the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States. See Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603.

XXVII. Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information

Recipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he/she reasonably believes is evidence of gross mismanagement of a Federal contract or award, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or award, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or award. Recipients also agree to provide to their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see appendices in this guide for a full text of the statute.

XXVIII. Federal Civil Rights

The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition—

a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality—research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

XXIX. Conflict of Interest

Recipients must disclose in writing to the COPS Office or pass-through entity, as applicable, any potential conflict of interest affecting the awarded federal funding in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.112.

XXX. Reports/Performance Goals

Recipients will be responsible for submitting quarterly programmatic progress reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425). 2 C.F.R. § 200.327; and 2 C.F.R. § 200.328. The progress report is used to track recipient's progress toward implementing community policing strategies and to collect data to gauge the effectiveness of increasing your agency's community policing capacity through COPS funding. The Federal Financial Report is used to track the expenditures of the recipient's award funds on a cumulative basis throughout the life of the award.

XXXI. Extensions

Recipients may request an extension of the award period to receive additional time to implement your award program. Such extensions do not provide additional funding. Awards may be extended a maximum of 36 months beyond the initial award expiration date. Any request for an extension beyond 36 months will be evaluated on a case-by-case basis. Only recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Reasonable justifications may include change in administration, staff turnover of key award/award-funded personnel, training delays, hiring and recruitment delays or other circumstances that interrupt the 36-month award funding period. An extension allows recipient to compensate for such delays by providing additional time to complete the full 36 months of funding. Extension requests must be received prior to the end date of the award.

XXXII. Computer Network Requirement—Not applicable under CHP

XXXIII. Award Monitoring Activities

Federal law requires that recipients receiving federal funding from the COPS Office must be monitored to ensure compliance with their award conditions and other applicable statutes and regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing.

Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office include site visits, office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. As a COPS Office award recipient, you agree to cooperate with and respond to any requests for information pertaining to your award. This includes all financial records, such as general accounting ledgers and all supporting documents. All information pertinent to the implementation of the award is subject to agency review throughout the life of the award, during the close-out process and for three-years after the submission of the final expenditure report. 34 U.S.C. § 10385(a) and 2 C.F.R. §§ 200.333 & 200.336.

XXXIV. Community Policing

Community policing activities to be initiated or enhanced by recipients were identified and described in their award application. Recipients develop a community policing plan for the award with specific reference to a crime or disorder problem and the following elements of community policing: (a) problem solving—a recipient's plan to assess and respond to the problem identified; (b) community partnerships and support, including related governmental and community initiatives that complement a recipient's proposed use of funding; and (c) organizational transformation—how a recipient will use the funds to reorient its mission to community policing or enhance its involvement in and commitment to community policing. Throughout the award period recipients are required to implement the community policing plan they set forth in the award application. 34 U.S.C. § 10382 (c)(10).

XXXV. Retention

Recipients commit to retain all sworn officer positions funded under the award with state and/or local funds for a minimum of 12 months following the conclusion of 36 months of federal funding for each position, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the award. Recipients cannot satisfy the retention requirement by using COPS Office-funded positions to fill locally-funded vacancies resulting from attrition. 34 U.S.C. § 10382 (c)(8).

XXXVI. Contracts and/or MOUs with Other Jurisdictions

Equipment, technology, training, vehicles, sworn law enforcement officer positions and civilian positions, awarded may only be used for law enforcement activities or services that exclusively benefit the recipient/taskforce and the population that it serves.

XXXVII. Travel Costs—Not applicable under CHP

XXXVIII. State Information Technology Point of Contact

Recipients agree to ensure that the appropriate State Information Technology Point of Contact receives written notification regarding any information sharing or technology project funded by a COPS Office award. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, recipients agree to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to **https://it.ojp.gov/technology-contracts**.

XXXIX Public Release Information—Not applicable under CHP

XL. News Media

Recipients agree to comply with the COPS Office policy on contact with the news media. The policy establishes the COPS Office Communications Division as the principal point of contact for the news media for issues relevant to the COPS Office and/or parameters of the award. Recipients agree to refer all media inquiries on these topics directly to the COPS Office Communications Division at 202.514.9079.

XLI. Paperwork Reduction Act—Not applicable under CHP

XLII. Copyright—Not applicable under CHP

XLIII. Human Subjects Research—Not applicable under CHP

XLIV. Citizenship and Immigration Status Communications

To obligate or expend FY 2020 award funding, all State or local government entities must require that no funded program or activity is subject to any prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information regarding citizenship or immigration status with components of the U.S. Department of Homeland Security or any other federal, state or local government entity. This includes any prohibitions or restrictions imposed or established by a State or local government entity or official. This condition applies throughout the grant award period.

The full text of this grant condition may be found in the appendices.

XLV. Background Investigations

Recipients agree to ensure that each officer(s) hired with CHP funding will be subject to a background investigation, notify the COPS Office upon completion of the background investigation for each officer hired under the CHP award, and cooperate with the COPS Office and provide updates on the status of background investigations upon request. 2 C.F.R. § 200.207

If the COPS Office determines that CHP funds are being used to pay the salary and fringe benefits of an officer who has not undergone a background investigation, the COPS Office may temporarily suspend grant funds in accordance with 2 C.F.R. §200.338 until the agency can demonstrate the background investigation has been completed.

XLVI. Career Law Enforcement Officer

Officer hiring funds may only be used to pay entry-level salaries and fringe benefits for full-time "career law enforcement officers" for 36 months. 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). A recipient agency 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).

Application review information

The COPS Office is committed to ensuring a fair and open process for making awards. The COPS Office will review applications to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

This review will also assess whether costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. This financial review will be conducted by the COPS Office staff or in collaboration with the peer review process.

For CHP, the COPS Office will focus on balancing the applicant's need for federal assistance (as measured by economic and fiscal health questions) with crime rates and the applicant's current commitment to community policing and their proposed community policing strategy. For FY 2020, an applicant's commitment to community policing and the strength of their overall community policing strategy will be the basis for initial scoring.

For CHP, fiscal need will constitute 33.3 percent, crime 33.3 percent, and community policing 33.3 percent of the overall score. Additional consideration will be given to applicants who select one of the following community policing problems or focus areas: School-Based Policing, Violent Crime, and Homeland and Border Security. CHP recipients who choose one of the community policing problems or focus areas listed here will not be allowed to change their choice post-award.

Additional consideration will be given to applicants in states with certain anti-human trafficking laws that treat minors engaged in commercial sex as victims (referred to as "safe harbor" laws) and permit individuals to vacate arrest or prosecution records for non-violent offenses as a result of being trafficked. Additional consideration may also be given for applicants that experienced an unanticipated catastrophic event, applicants that commit to hiring at least one military veteran, applicants from rural areas, applicants that have not previously received COPS Office grant funding, and applicants that partner with federal law enforcement to address illegal immigration.

Prior to award, applications for potential awards will receive a financial integrity review to evaluate the fiscal integrity and financial capability of applicants and to examine proposed costs and the extent to which the budget detail worksheet supports and explains project costs. This review will also assess whether costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. This financial review will be conducted by the COPS Office staff.

In addition, prior to making an award greater than the simplified acquisition threshold (currently set at $250,000), any information about applicants that is in the designated integrity and performance system accessible through SAM will be reviewed and considered. Applicants may review and comment on any information about them in SAM that a Federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

Past performance on previous awards may be in an indicator in this review process. Financial and programmatic performance factors may be included in the past performance review.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of the COPS Office, who may also give consideration to factors including, but not limited to, underserved populations, population served, geographic diversity, strategic priorities, past performance, risk, and available funding when making awards.

Federal award administration information

The award document

The award document is the document indicating your official award funding amount, the number of officer positions awarded, the type of positions awarded, the award number, the award conditions, and the award start and end dates.

The award document is preprinted with your agency's law enforcement and government executives' names. If this information is incorrect or has changed, please update your "Agency Contacts" online at **www.cops.usdoj.gov** through the "Account Access" link. If the law enforcement or government official has changed since the time of application, please have the current law enforcement executive or government executive for your agency create an account through the "Account Access" link, log in, and electronically sign the award document once your agency contacts have been updated online. Once you have reviewed your award document, please electronically sign it and make a copy of all pages of the document for your records, along with all award condition pages, within 90 days of the date shown on the award congratulatory letter.

As stated in 2 C.F.R. § 200.309 (Period of Performance) a COPS award recipient may charge to the federal award only allowable costs incurred during the period of performance and any costs incurred before the COPS Office made the federal award that were authorized by the COPS Office.

The duration of your CHP award is 36 months of funding for each officer position awarded.

Your award number is in the following format: 2020-ULWX-0000 or 2020-UMWX-0000 for awards given in FY 2020. The COPS Office tracks award information based upon this number. Therefore, it is important to have your agency's award number (or your agency's ORI number) readily available when corresponding with the COPS Office.

Your ORI number begins with your state abbreviation followed by five numbers or letters (e.g., VA00000). This number is assigned by the Federal Bureau of Investigation (FBI) for use in tracking information for the Uniform Crime Report (UCR). The COPS Office tracks programmatic award information based upon this ORI number. If your agency does not have an ORI number assigned by the FBI, the COPS Office assigns a nonofficial ORI code to use as an agency identifier (in such cases, the last two characters will be "ZZ"). If you have any questions regarding your award, please refer to your award number or your agency's ORI number when you contact the COPS Office.

The award conditions are listed on your agency's award document. By accepting this award, you are obtaining federal funds from the COPS Office. As part of that agreement, if awarded, your agency will acknowledge that it will comply with these conditions (and, if applicable, additional special conditions specific to your agency).

In limited circumstances, your award may be subject to special conditions that prevent your agency from drawing down or accessing award funds until the special conditions are satisfied as determined by the COPS Office. Any special conditions will be included with your award.

Administrative and national policy requirements

If selected for funding, in addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must comply with award terms and conditions and other legal requirements including OMB, DOJ, or other federal regulations that will be included in the award or incorporated into the award by reference or are otherwise applicable to the award.

Please see general terms and conditions on page 20.

Suspension or termination of funding

The COPS Office may suspend, in whole or in part, or terminate funding or impose other sanctions on a recipient for the following reasons:

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in this application
- Failure to adhere to award agreement requirements or special conditions
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding
- Failure to submit required or requested reports
- Filing a false statement or certification in this application or other report or document
- Other good cause shown

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

Awards terminated due to non-compliance with the Federal statutes, regulations, or award terms and conditions, will be reported to the integrity and performance system accessible through SAM (currently FAPIIS).

False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

Please be advised that recipients may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice Award.

COPS Office Application Attachment to SF-424

What an application must include

Detailed explanations of required documents can be found on the following pages.

Required application documents and sections for the COPS Hiring Program

Table 3 on page 34 shows the required documentation that must be completed and submitted for your application to be considered complete. Failure to submit all required documentation at the time of application may delay processing and/or result in the denial of your application. Unless otherwise noted, each section listed must be completed in its entirety. You can use this chart as an application checklist to ensure you have met all of the necessary requirements.

Table 3. Required documentation

Application documents and sections	Required?	Completed?
Standard Form 424 (to be completed on Grants.gov)	Yes	☐
COPS Office Application Attachment to SF-424 (to be completed via COPS Office Online Application System)	Yes	☐
Section 1. COPS Office Program Request	Yes	☐
Section 2. Agency Eligibility Information	Yes (section 2A only)	☐
Section 3. General Agency Information	Yes	☐
Section 4. Executive Information	Yes	☐
Section 5. COPS Office Officer Request	Yes (section 5A only)	☐
Section 6. Law Enforcement and Community Policing Strategy	Yes (section 6B only)	☐
Section 7. Need for Federal Assistance	Yes	☐
Section 8. Continuation of Project after Federal Funding Ends	Yes (section 8A only)	☐
Section 9. School Safety Assessment	No	☐
Section 10. Executive Summary	No	☐
Section 11. Project Description (narrative)	No	☐
Section 12. Official Partner(s) Contact Information	Possible	☐
Section 13. Application Attachments	Possible	☐
Section 14. Budget Detail Worksheet	Yes	☐
Section 15A. U.S. Department of Justice Certified Standard Assurances	Yes	☐
Section 15B. U.S Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements	Yes	☐
Section 16A. Disclosure of Lobbying Activities	Possible	☐
Section 16B. (does not apply to CHP)	No	
Section 16C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation	Possible	☐
Section 17. Reviews and Certifications	Yes	☐
Section 18. Application Data Verification	Not applicable at time of application	☐

Please note: When completing this application online, the system will time out after 20 minutes of inactivity. To prevent any loss of information, applicants are advised to save their information frequently. When completing sections where you are required to provide a significant amount of narrative or other information, the COPS Office suggests that you complete your response in a separate document offline and then paste it into the application.

General information

The applicant's SF-424 must be submitted online via **www.grants.gov**. Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation email to the applicant with instructions on completing the second part of the CHP application through the COPS Office online via the COPS Office website (**www.cops.usdoj.gov**).

Instructions: Application for Federal Assistance SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

The Instructions for the Application for Federal Assistance SF-424 on page 35 is a standard form (including the continuation sheet) required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency).

Required items are identified with an asterisk on the form and are specified in the instructions that follow. In addition to these instructions, applicants must consult agency instructions to determine specific requirements.

1. **Type of Submission** (required). Select one type of submission in accordance with agency instructions.
   - Pre-application
   - Application
   - Changed/corrected application—If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2. **Type of Application** (required). Select one type of application in accordance with agency instructions.
   - New—An application that is being submitted to an agency for the first time.
   - Continuation—An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.
   - Revision—Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "other" is selected, please specify in text box provided.
     - Increase award
     - Decrease award
     - Increase duration
     - Decrease duration
     - Other (specify)
3. **Date Received**. Leave this field blank. This date will be assigned by the federal agency.
4. **Applicant Identifier**. Enter the entity identifier assigned by the federal agency, if any, or the applicant's control number if applicable.

5a. **Federal Entity Identifier**. Enter the number assigned to your organization by the federal agency, if any.

5b. **Federal Award Identifier**. For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.

6. **Date Received by State**. Leave this field blank. This date will be assigned by the state, if applicable.

7. **State Application Identifier**. Leave this field blank. This identifier will be assigned by the state, if applicable.

8. **Applicant Information**. Enter the following in accordance with agency instructions:
   a. *Legal name* (required). Enter the legal name of the applicant who will undertake the assistance activity. This is what the organization has registered with the System for Award Management. Information on registering with SAM may be obtained by visiting the Grants.gov website.
   b. *Employer/Taxpayer number (EIN/TIN)* (required). Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the United States, enter 44-4444444.
   c. *Organizational DUNS* (required). Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.
   d. *Address*. Enter the complete address as follows: Street address (line 1 required), City (required), County, State (required, if country is United States), Province, Country (required), ZIP/Postal Code (required, if country is United States).
   e. *Organizational Unit*. Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.
   f. *Name and contact information of person to be contacted on matters involving this application* (required) *and organizational affiliation (if affiliated with an organization)*: Enter the name (first and last name, then the application organization), telephone number (required), fax number, and email address (required) of the person to contact on matters related to this application.

9. **Type of Applicant** (required). Select up to three applicant type(s) in accordance with agency instructions.
   a. State government
   b. County government
   c. City or township government
   d. Special District government
   e. Regional Organization
   f. U.S. Territory or possession
   g. Independent school district
   h. Public/state controlled institution of higher education
   i. Indian/Native American Tribal Government (federally recognized)
   j. Indian/Native American Tribal Government (other than federally recognized)
   k. Indian/Native American tribally designated organization
   l. Public/Indian housing
   m. Nonprofit
   n. Private institution of higher education
   o. Individual
   p. For-profit organization (other than small business)
   q. Small business
   r. Hispanic-serving institution
   s. Historically Black colleges and universities (HBCU)

t. Tribally controlled colleges and universities (TCCU)
u. Alaska Native and Native Hawaiian serving institutions
v. Nondomestic (non-U.S.) entity
w. Other (specify)

10. **Name of Federal Agency** (required). Enter the name of the federal agency from which assistance is being requested with this application.
11. **Catalog of Federal Domestic Assistance Number/Title**. Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12. **Funding Opportunity Number/Title** (required). Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13. **Competition Identification Number/Title**. Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
14. **Areas Affected by Project**. List the areas or entities using the categories (e.g., cities, counties, states) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15. **Descriptive Title of Applicant's Project** (required). Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16. **Congressional Districts Of** (required).
    16a. Enter the applicant's congressional district, and
    16b. Enter all district(s) affected by the program or project. Enter in the format:
    - Two-character state abbreviation
    - Three-character district number
      e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina 103rd district
    - If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.
    - If nationwide, i.e., all districts within all states are affected, enter U.S.-all.
    - If the program/project is outside the United States, enter 00-000.
17. **Proposed Project Start and End Dates** (required). Enter the proposed start date and end date of the project.
18. **Estimated Funding** (required). Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19. **Is Application Subject to Review by State under Executive Order 12372 Process?** Applicants should contact the state single point of contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the state intergovernmental review process. Select the appropriate box. If "a" is selected, enter the date the application was submitted to the state.
20. **Is the Applicant Delinquent on Any Federal Debt?** (required) Select the appropriate box. This question applies to the applicant organization, not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. If yes, include an explanation on the continuation sheet.

21. **Authorized Representative** (required). To be signed and dated by the authorized representative of the applicant organization. Enter the name (first and last name required), title (required), telephone number (required), fax number, and email address (required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office (certain federal agencies may require that this authorization be submitted as part of the application).

Section 1. COPS Office program request

Please ensure that the correct program box is checked. If you plan to apply for other COPS Office programs, a separate application must be completed for each COPS Office program for which you are applying. Please ensure that you read, understand, and agree to comply with the applicable terms and conditions as outlined in this application guide before finalizing your selections.

Section 2. Agency eligibility information

For this section, check the appropriate box, and choose the appropriate entity from the drop-down menu.

In section 2A, you will be asked several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) award. Please note that CHP applicants must have a police department that is operational by the close of this application or receive services through a new or existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served.

Additionally, if funds under this program are to be used as part of a written contracting agreement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider in section 7 of this application).

Before proceeding with this application, we ask that you please log onto the COPS Office Agency Portal to update the agency providing law enforcement services as your Law Enforcement Executive/Agency Executive Information. This information will be prepopulated from the COPS Office Agency Portal in section 4 of this application, so please ensure its accuracy.

Section 3. General agency information

Please provide accurate agency information, as this information is used to identify your agency and may be used along with other data collected to determine funding eligibility.

Applicant ORI number. The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your award. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

Applicant Data Universal Numeric System (DUNS) number. The Federal Government requires that all applicants for federal awards and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. A DUNS number is a unique nine- or thirteen-digit sequence recognized as the standard identifier for entities receiving federal funds, and provides consistent name and address data for electronic award application systems. A DUNS number may be obtained by telephone at 866-705-7511 or via the Internet at **fedgov.dnb.com/webform**. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of this application guide. If your registered name in DUNS is different from your legal name, please enter the registered name.

System for Award Management (SAM). The System for Award Management (SAM) database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Federal Government requires that all applicants of federal award funds and cooperative agreements—with the exception of individuals other than sole proprietors—be registered in the database prior to application submission. Please contact the SAM Service Desk at 866-606-8220 or view or update your registration information at **www.sam.gov**. If your SAM registration is set to expire prior to September 30, 2020, please renew your SAM registration prior to completing this application. All applicants are required to maintain current registrations in the SAM database. Please note that applicants must update or renew their SAM at least once per year to maintain an active status. For more information about how to register with SAM, please refer to the "How to Apply" section of this application guide.

Cognizant Federal Agency. A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the "U.S. Department of Justice" as the Cognizant Federal Agency.

Fiscal year. Enter the month, day, and year of the legal applicant's fiscal year.

Law enforcement agency sworn force information. When completing your agency's general law enforcement agency information in section 3G, please note that "budgeted sworn force strength" refers to the number of sworn officer positions your agency has funded within its budget, including state, BIA, and locally funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers. "Actual sworn force strength" refers to the actual number of sworn officer positions employed by your agency as of the date of the application.

Civilian staffing. Enter the number of civilian positions funded in your agency's fiscal year budget, both full-time and part-time.

USAO District Office. Enter applicant's U.S. Attorney's Office District.

U.S. Department of Justice and other federal funding. 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 award funding is being requested under this application.

Be advised that COPS Office award 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 list all pending applications and active awards your

agency has with any other federal funding source (e.g., direct federal funding or indirect federal funding through state subawarded federal funds) that support the same or similar activities or services as being proposed in this COPS Office application.

Section 4. Executive information

Please ensure that information listed is current. If these officials are "Interim" or "Acting" at the time of application, check the appropriate box. Please note that this information will be used for any future correspondence regarding this award application, and ultimately, if funding is awarded, this information will be used for any award notifications.

Applicant executive/agency executive information

A. For law enforcement agencies

This is the highest ranking law enforcement official within your jurisdiction (e.g., chief of police, sheriff, or equivalent). If the funding is awarded, the person in this position will ultimately be responsible for the programmatic implementation of the award. This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

B. For government agencies

This is the highest ranking government official within your jurisdiction (e.g., mayor, municipal administrator, tribal chairman, or equivalent). If funding is awarded, the person in this position will ultimately be responsible for the financial management of the award. Please note that information for nonexecutive positions (e.g., clerks or trustees) is not acceptable. This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

Note: Listing individuals without ultimate programmatic and financial authority for the award could delay the review of your application, or remove your application from consideration.

Application contact information

Enter the name and contact information for the person completing this application.

Section 5. COPS Office officer request

2020 CHP award funds cover up to 75 percent of the approved entry level salary and fringe benefits of each newly hired and/or rehired full-time sworn career law enforcement officer for the three-year (36-month) award period with a minimum 25 percent local cash match requirement up to a maximum federal share of $125,000 per officer position. CHP funding will be based on your agency's current entry-level salaries and fringe benefits for full-time sworn officers.

In FY 2020, agencies may request the number of officer positions necessary to support their proposed community policing strategy. Please keep in mind that there is a minimum 25 percent local cash match and a 12-month retention requirement for each officer position funded. The COPS Office will fund as many positions as possible for successful applicants; however, the number of officer positions requested by an agency may be reduced based on the availability of funding and other programmatic considerations.

Based on the number of positions that would be available if your agency were awarded funding, please identify how the requested positions would be allocated across the three specific hiring categories:

- Hiring new officers, which includes the filling of existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to the current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official award start date as it appears on your agency's award document.
- Rehire officers laid off by any jurisdiction as a result of state, local, or BIA budget reductions. The rehired officers must be rehired on or after the official award start date as it appears on your agency's award document. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.
- Rehire officers who are (at the time of application) currently scheduled to be laid off on a specific future date as a result of state, local, or BIA budget reductions. Recipients will be required to continue funding the position(s) with local funding until the date of the scheduled layoff(s). The date of the scheduled layoff(s) and the number of positions affected must be identified in the CHP application. In addition, documentation must be maintained detailing the date(s) and reason(s) for the layoff(s). Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled layoffs are occurring for local economic reasons unrelated to the availability of CHP award funds. Such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the layoff(s); budget documents ordering jurisdiction-wide budget reductions; and/or notices provided to the individual officers regarding the layoff(s).

CHP funds are awarded based on your agency's current entry-level full-time sworn officer salaries and fringe benefits package over a three-year period. Any additional costs higher than entry level will be the responsibility of the recipient agency.

A recipient receiving CHP funding to rehire officers that are scheduled for layoff must continue to fund the officers with local funds until the date of the scheduled layoff. The recipient may rehire the officers with CHP funding on or immediately after the date of the scheduled layoff. Unless required by a recipient jurisdiction, the agency is not required to formally complete the administrative steps associated with the layoff of the individual officers it is seeking to rehire so long as the agency can document that a final, approved budget decision was made to lay off those individual officers on the identified layoff date.

An applicant may not reduce its budget for sworn officers just to take advantage of the CHP award. Any budget cut must be unrelated to the receipt of CHP award funds (to avoid a violation of the nonsupplanting requirement).

When completing the questions about the number of CHP sworn officer positions your agency is requesting, please base your responses on your agency's current (at the time of application) needs for funding in the three hiring categories (new hires, rehiring of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date). CHP award will be made for officer positions requested in each of these three categories, and recipients of CHP awards are required to use awarded funds for the specific categories awarded. If an

applicant receives an award and after receiving the award needs to change the hiring categories, it must request a post-award modification and must receive prior approval before spending CHP funding. For additional information on modifying a CHP award, please contact the COPS Office Response Center at 800-421-6770.

Please note that although hiring military veterans as new hires is not an award requirement under 2020 CHP, the COPS Office supports the attorney general's commitment to hiring military veterans whenever possible. **To this end, applicants who commit to hiring or rehiring at least one military veteran (as defined in appendix A) under 2020 CHP will receive additional consideration for CHP funding.** (Again, these military veterans may be in any of the three hiring categories, not just new hires.) The COPS Office recommends that applicants examine their internal hiring practices to ensure that an officer funded by a CHP award would meet the veteran requirement.

If your agency is requesting officer position(s) in order to deploy school resource officers (SRO), then all of the officer position(s) requested must be used to deploy full-time SROs as defined in appendix A; do not request more officer positions than your agency can expect to deploy in this capacity. If awarded CHP funding 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/or secondary schools, working on youth-related activities. 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. 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. **In addition, you must select "School Based Policing through School Resource Officers" under "Child and Youth Safety Focus" as your focus area in section 6B, question 6, and complete the supplemental questions.**

If awarded, recipients using CHP funding to hire and/or deploy school resource officers into schools must submit a signed Memorandum of Understanding (MOU) between the law enforcement agency and the school partner(s) must be submitted to the COPS Office 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 submitted as an attachment in section 13 of the award application.

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. Please refer to the MOU fact sheet at **https://cops.usdoj.gov/chp** for a full description of the MOU requirements. If awarded, recipients must submit their MOU to the COPS Office within 90 days of the date shown on the award congratulatory letter. The implementation of the CHP award without submission and acceptance of the required MOU may result in expenditures not being reimbursed by the COPS Office and/or award de- obligation. In addition, if awarded, the recipient agrees that any officers deployed while implementing School-based Policing under the COPS Hiring Program award cannot be involved in the administrative discipline of the students.

If awarded CHP funding for SRO(s), recipients must ensure all COPS-funded SROs complete a National Association of School Resource Officers (NASRO) basic training course, paid for by the COPS Office, no later than nine months after being placed in the schools. If possible, SROs should complete training prior to beginning work in a partner school or school district. If a COPS-funded SRO leaves the recipient agency after completing the NASRO training, the recipient agrees to pay for the new SRO, who is assigned to backfill this position, to attend a NASRO basic training course. This new SRO must complete the training no later than nine months after being placed in the schools.

Section 6. Law enforcement and community policing strategy

COPS Office recipient must be used to reorient the mission and activities of law enforcement agencies toward the community or enhance their involvement in community policing. Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as nonviolent crime, violent crime, and fear of crime.

In section 6B, the COPS Office requires all CHP applicants to describe how hiring additional officers will assist the applicant in implementing and/or enhancing community policing strategies. Please complete the questions in this section to describe the types of community policing activities that will continue or result from COPS Office funding.

One of the criteria in receiving a CHP award is a minimum community policing score based on responses to this section; agencies that do not meet a minimum community policing score will not be considered for funding. Applications with a minimum community policing score reflect a basic existing commitment to community policing and a strategy to enhance or build community policing capacity.

We understand that your community policing needs may change during the life of your award. **Minor changes to this strategy may be made without prior approval of the COPS Office; however, the recipient will be required to report on progress or changes to the community policing strategy (if any) through required progress reports. If your agency's community policing strategy changes significantly, you must submit those changes to the COPS Office for approval.** Changes are significant if they deviate from the specific crime problems originally identified and approved in the community policing strategy submitted with the application. In some cases, changes to the approved community policing strategies may also be deemed significant and may require approval of a modified community policing strategy by the COPS Office, depending on the scope and nature of those changes as identified in the quarterly progress reports. Please note that applicants that choose certain problem/focus areas will not be able to change from these problem/focus areas if awarded CHP funding (see below, question 7).

6B section I. Current organization commitment to community policing

Section I aims to examine the current policies and practices within the agency as they relate to the three primary elements of community policing.

Question 1(a-e)

Please indicate which of the following activities your agency currently employs focusing on community partnerships and problem solving. The community partnerships category refers to the forging of relationships between the law enforcement agency and the individuals and organizations they serve to collaboratively develop solutions to problems and increase trust in police. The problem solving category refers to the process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

Question 2

The community policing philosophy focuses on the way that the departments are organized and managed and how the infrastructure can be changed to support the philosophical shift behind community policing. Question 2 aims to identify how your agency currently infuses community policing ideals internally within the agency. Please check which, if any, internal management practices your agency currently employs.

Question 3

Community policing calls for a broadening of police outcome measures beyond that of the typical police performance. Question 3 examines the ways in which your agency currently assesses overall performance. Please indicate which of the following assessment measures your agency annually uses to assess performance.

Question 4

Community policing is a collaborative effort between the law enforcement agency and the community it serves. The pathway of communication between the community and the law enforcement agency is paramount to the success of any community oriented policing strategy. Question 4 seeks to gain an understanding of the ways in which your agency shares information with the community it serves. Please indicate in which of the following ways your agency routinely shares information with community members.

Question 5

Community policing advocates that the public should play a role in prioritizing public safety problems.

Individuals who live, work, or otherwise have an interest in the community are a valuable resource for identifying community concerns. Please identify in which of the following ways your agency formally involves community members in influencing agency practices and operations.

6B Section II (A). Proposed community policing strategy—problem solving and partnerships

Section II (A) aims to identify the specific problem/focus area you wish to address with COPS Office funding, the ways you identified and prioritized these public safety issues, and what organizations/agencies you intend to partner with in addressing the problem/focus area. This section also aims to determine the metrics used by your agency to evaluate whether the identified public safety problem is being adequately addressed and what the goals of your agency are in responding to the identified public safety issue.

We strongly recommend agencies consult with their current and prospective partners in order to provide information about the most critical partnerships necessary to address the needs of the community. If awarded funds, your responses to sections II (A) and II (B) will constitute your agency's community policing strategy under this award.

Question 6

The community policing philosophy engages in a proactive and systematic examination of identified problems that can be countered with effective responses. Question 6 aims to identify the community problem/focus area you wish to address with COPS Office funding.

You will be allowed to select one problem/focus area that your community is facing. You should select only the problem/focus area that your agency believes it can best address with this funding and by the officers requested in this application. **At any time during your award you need to be prepared to demonstrate how the recipient funds were specifically used to enhance or initiate community policing activities according to your community policing strategy. After selecting your problem/focus area, you will answer Questions 6a through 11.**

In **question 6**, please identify your problem/focus by selecting a major problem heading (e.g., violent crime problems). Once selected, a series of subheadings will be presented that narrow down the nature of the problem/focus (e.g., assault). Once you have selected the appropriate subheading, please describe the nature of your problem/focus in the text box in precise, specific terms and in less than 50 characters. Examples have been provided to assist you with specifying the individual problems/focus areas. Since community policing aims to develop solutions to the immediate underlying conditions contributing to your public safety problems, there may be a problem your agency wishes to address that is not reflected in the subheadings. If so, please identify the major heading that best fits your problem/focus and under the "other" subheading explain your problem. The COPS Office supports the attorney general's priority goal of reducing violent crime, especially gun violence. **To this end, applicants who choose Violent Crime as their problem/focus area under 2020 CHP will receive additional consideration for CHP funding. Applicants who choose School-Based Policing or Homeland and Border Security will also receive additional consideration for CHP funding. For each of the above community policing problem/focus areas, if awarded CHP funding, agencies will not be able to change the problem/focus area of their community policing strategies post-award.**

Please note that any applicant that chooses to deploy their officer position(s) as school resource officers in section 5 of this application must choose the "school based policing through school resource officers" focus area under " school based policing focus" and answer the supplemental questions.

As a new sub-category applicants can address traffic and pedestrian safety. It is widely accepted that effective, highly visible targeted traffic enforcement (based on sound evidence-based policing principles) serves to reduce or deter crime. By utilizing traffic safety specific enforcement, jurisdictions have an increased ability to reduce social harm and improve quality of life by reducing incidents of crime and crashes. For more information on how traffic safety and data driven approaches work to reduce crime, please visit **NIJ Crime Solutions** and **Data-Driven Approaches to Crime and Traffic Safety (**DDACTS).

In **question 6a**, please describe the selected problem/focus area that you wish to address with COPS Office funding in 2,000 characters or less. This text will allow you to expand on the nature of your community's problem and breadth of your proposed project. Community policing entails collaborative efforts between law enforcement agencies and the community, so you will have an opportunity to expand on your proposed partners in another section of the application. This information is required and will be used for auditing and monitoring purposes.

Question 7

Community policing encourages agencies to use problem-solving techniques to identify and prioritize community problems. This process can consist of identifying a basic problem, determining the nature and seriousness of that problem, and establishing baseline measures to evaluate effective responses. Problem-solving techniques aid in your community's ability to recognize which issues need the most resources. Please select which sources contributed to the identification and prioritization of the problem/focus area your agency intends to address through this award program. At least one response must be selected, but you may select as many sources as necessary.

Other local non-law enforcement government agency data could include information from code enforcement, public works, schools, parks and recreation, etc.

Question 8

Analysis is a key part of the problem-solving process put forth by the community policing model. The objectives of analysis are to develop an understanding of the dynamics of the problem and the limits of current responses, as well as to establish correlation and develop an understanding of cause and effect. By analyzing your community's problem, you are better able to understand the needs of your community and thus determine the best ways to address these needs. Please identify which methods your agency will use to improve your understanding of the problem/focus area you will address. At least one response must be selected, but you may select as many responses as needed.

Question 9

This question is aimed at determining the metrics used by your agency to evaluate whether the identified problem/focus area is being adequately addressed. Please check all the criteria your agency plans to use to determine whether the implemented response achieved the targeted outcomes.

Question 10

This question is aimed at assessing what the goals of your agency are in responding to the identified problem/focus area. Although an agency may have multiple goals, we are requesting that you identify your agency's primary goals and limit it to the top three. **We also encourage your agency to create a system that documents progress toward achieving these identified goals.**

Question 11

Community policing relies heavily on partnerships and relationships between law enforcement and the community it serves. Questions 11a–d are designed to understand these partnerships in greater detail. We strongly recommend agencies consult with their current and perspective partners to in order to provide information about the most critical partnerships necessary to address the needs of the community.

In **question 11a**, please identify the number of partnerships your agency will initiate or enhance to address the identified problem/focus area.

For **question 11b**, of the partners identified in 11a, name the most important external groups/ organizations your agency partners with to develop responses to this problem/focus area. You may only list three partners by name, but you may attach letters of support from any or all project partners.

In **question 11c**, for each partner identified in 11b, please characterize the type of entity this partnership is. Choose the option that provides the closest description of the partner.

In **question 11d** (if applicable), for any tribal law enforcement agencies you indicated as a partner, identify if you have a formalized Memorandum of Understanding or Memorandum of Agreement (MOU or MOA) signed by both partners that governs partnership activities, roles, and responsibilities.

6B section II (B). Proposed community policing strategy—organizational transformation

As one of the three pillars of community policing, organizational transformation is integral to ensuring that your agency's management, structure, personnel, and information systems support and ultimately help sustain and institutionalize community partnerships and proactive problem-solving efforts. These changes focus on the way that departments are organized and managed and how the infrastructure and operations can be changed to support the philosophical shift behind community policing.

In this section, you will be asked to identify the organizational change(s) that your agency plans to focus on through your requested COPS Office funding. Identifying the specific organizational change(s) that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS Office funding under this program and to ensure that ultimately the use of these funds will initiate or enhance your agency's overall capacity to implement community policing strategies.

Questions 12–13

You may select no more than two organizational changes that will be initiated or enhanced under both internal changes to personnel management (question 12) and changes to agency management (question 13). After identifying the organizational change(s) that you will address through your COPS Office award, you will be asked to provide a brief (2,000 characters or less) description expanding on the nature of your planned organizational change activities.

Please be aware that your responses to these questions will become part of your agency's community policing strategy under this award, and your award will be monitored to ensure that the organizational change activities you identify are being initiated or enhanced as part of your community policing strategy under this COPS Office award. **Because these organizational changes can involve substantial effort and investment, we are limiting the organizational change options to no more than two under each section.**

6B section III. General community support and engagement

Identifying the specific support and engagement(s) on which your agency plans to focus is important to ensure that you satisfy the requirements for COPS Office funding under this program. Section III aims to identify the partners your agency consulted with to develop your community policing strategy and to what extent your efforts will complement other initiatives in your jurisdiction.

Section 7. Need for federal assistance

Section 7A. Explanation of need for federal assistance

All applicants are required to explain their inability to address the need for this award without federal assistance. Please note that the character limit for this response is 1,000 characters.

Section 7B. Service population

Please note that the actual population and service population may or may not be the same. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police).

When answering the set of questions under section 7C, we strongly recommend that you consult with your jurisdiction's budgeting office or official, as some items relate to layoffs.

To the extent possible, all data should come from a publicly verifiable source. Supporting source documentation may be requested by the COPS Office. This information will be used to evaluate your jurisdiction's need for federal assistance to address its public safety needs. Jurisdictions applying to receive law enforcement services through a contract should answer these questions in terms of their jurisdiction and any existing contractual arrangements.

Please note: All figures must be rounded to the nearest whole dollar or to the nearest whole percent.

Section 7C. Fiscal health

Question 1

Please provide the total annual operating budget for your law enforcement agency for the current fiscal year, as well as the two previous fiscal years. For jurisdictions receiving services through a contract, the law enforcement operating budget should be the total amount your jurisdiction budgets for law enforcement services, not the operating budget of the agency providing services.

Note: If funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application.

Question 2

Please indicate the percentage of employees in your jurisdiction (city, county, state, tribal) that have been reduced through layoffs from January 1, 2017, until the submission of this application.

For example, if your agency laid off 10 percent of its civilian law enforcement personnel on July 1, 2017, and further anticipates another 10 percent layoff to its civilian law enforcement personnel by August 15, 2019, you would only include the 10 percent that were laid off at the time of the application.

If your jurisdiction contracts for law enforcement services, please answer this question in terms of your jurisdiction and existing contract arrangements. For example, if the agency providing services has laid off officers but this has not impacted your contract, you would report 0 percent for sworn layoffs.

Question 3

To determine your jurisdiction's percentage of individuals in poverty as established by the U.S. Census Bureau, you must visit the U.S. Census Bureau's American FactFinder website at **https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml**. At the top of the main page, enter your

city/town/county, select your state, and click "Go." When the fact sheet for your jurisdiction appears, look for the links on the left-hand side and click on the link for "Poverty." The number that appears at the top of the main box is the percentage of individuals in poverty; report this number in your application.

For jurisdictions not in the census, such as colleges and universities, parks, or transit, please check "Not Applicable."

Question 4

To determine your jurisdiction's unemployment rate as established by the Bureau of Labor Statistics, you must visit the bureau's Local Area Unemployment Statistics (LAUS) program website at **www.bls.gov/lau/data.htm**. Please note that for the CHP application you must provide the January 2019 unemployment rate.

The LAUS data page includes comprehensive instructions on multiple methods of searching. One option is to click the button marked "One Screen Data Search." When the search window appears, select your state (for example, "Oregon"), and then your area type (for example, "cities and towns above 25,000 population"), and then your specific city (for example, "Salem"). Then click on the "Get Data" button.

The results screen will show the monthly unemployment rate for every month going back to January of 1998. Please scroll to the bottom of the table to find the unemployment rate (in the last column) for January 2019 and enter this number.

If your jurisdiction has less than 25,000 in population, it may not be possible to calculate the monthly unemployment rate for your jurisdiction. (A notable exception would be that LAUS includes all cities and towns in the New England region regardless of size.) If your jurisdiction does not appear in the LAUS data, please provide the next best reportable level of data. This could be the surrounding county or multi-entity small labor market area, as appropriate.

For jurisdictions not in the census, such as colleges/universities, parks, or transit, please check "Not Applicable."

Question 5

If applicable, please select the event(s) that your jurisdiction experienced on or after January 1, 2019.

Question 6

If applicable, please check the box and prepare a written narrative addressing the listed items in the application that supports and documents your unanticipated catastrophic event or incident. This narrative must be uploaded into your application in section 13 of the online application. Please create and upload your narrative in Microsoft Word format.

Question 7

If your agency has a neighborhood or other geographic area designated by the President's Promise Zone Initiative within your jurisdiction, please check the box.

Section 7D. Property/Violent crime

Please select at least one statement below:

- My agency can report crime data for all 3 years (please input in table below).
- My agency cannot report crime data for 2019.
- My agency cannot report crime data for 2018.
- My agency cannot report crime data for 2017.

Using Uniform Crime Reporting (UCR) crime definitions, enter the actual number of incidents reported by your agency in calendar years 2017, 2018, and 2019. **Only those incidents for which your agency had primary response authority should be provided.** For example, state police and county sheriffs should only count crimes that are reported directly to them as the agency with primary response authority and not necessarily all crime reported in their state or county, even if they provide assistance or backup for these incidents.

If you contract for law enforcement services with another agency, report only those UCR crimes that occurred within your jurisdiction. Do not report crimes that your contractor agency responded to while serving areas outside of your contract.

If you are a law enforcement agency affiliated with an educational institution (e.g., a university/ college police department or school district police department), report only those UCR crimes for which your agency was the primary responding law enforcement agency. Generally, this is restricted to crime committed on campus areas. Do not report UCR data for the municipality or county in which your educational institution is located, and do not report crimes for which another agency was the primary responding law enforcement agency.

If your agency is a NIBRS reporting agency, please ensure that your data is reported in UCR Summary Data style.

If your agency does not officially report to UCR or to NIBRS, please enter the actual number of incidents reported by your agency in each calendar year as reported in your agency's official end-of-year statistical report. Please ensure that these statistics are recorded according to the UCR Hierarchy rule (see page 10 of the UCR Handbook, which is available at **https://www.fbi.gov/about-us/cjis/ucr/additional-ucr-publications/ucr_handbook.pdf/view**).

Please note: For agencies that report regularly to the UCR, the expectation is that the figures reported here closely correspond to the UCR Part I crime data your agency reported to the FBI for the specified calendar years. Any major variations between official FBI data and data submitted with this application may affect your agency's eligibility and/or affect its score and ranking on this application.

The FBI is retiring the current Summary Reporting System (SRS) and will transition to an all-National Incident-Based Reporting System (NIBRS) data collection system within the next 5 years. The transition to NIBRS will provide a more complete and accurate picture of crime at the national, state, and local level. Beginning in 2021, the FBI will no longer collect summary data and will only accept data in the NIBRS format and COPS Office awards will be based on submitted NIBRS data. Transitioning all law enforcement agencies to NIBRS is the first step in gathering more comprehensive crime data. The COPS Office encourages its award recipients to submit NIBRS data to the FBI Criminal Justice Information Services Division in a timely manner, thereby ensuring sufficient and complete crime and arrest data is available for consideration.

Section 8. Continuation of project after federal funding ends

Section 8A. For COPS Office awards with a retention plan requirement

All applicants are required to affirm that their agency plans to retain all officer positions awarded following the expiration of the CHP award and to identify their planned source(s) of retention funding. Agencies applying for CHP funding are committing to retain each officer position awarded for at least 12 months following the conclusion of 36 months of federal funding for that position. Agencies that do not plan to retain all officer positions under this award program at the time of application are ineligible to apply for CHP funding.

The retention requirement cannot be satisfied through attrition. The retained CHP-funded officer positions should be added to your agency's law enforcement budget with state and/or local funds for at least 12 months over and above the number of locally funded officer positions that would have existed in the absence of the award.

At the conclusion of federal funding, agencies that fail to retain the additional officer positions awarded under the CHP award may be ineligible to receive future COPS Office awards for a period of one to three years.

Please complete section 8A to indicate any plans you may have to continue this program, project, or activity after the conclusion of federal support.

Section 8B. For COPS Office awards with no retention plan requirement—Not applicable under CHP

Section 9. School safety assessment—Not applicable under CHP

Section 10. Executive summary—Not applicable under CHP

Section 11. Project description (narrative)—Not applicable under CHP

Section 12. Official partner(s) contact information

The COPS Office asks that all applicants who choose "School Based Policing through School Resource Officers" as their focus area under CHP to provide contact information for each school partner (if known at time of application) where they intend to deploy the SROs. While this information is not required at the time of application, it will be required for any agency that is subsequently awarded CHP funding for officers to be deployed as SROs.

Section 13. Application attachments

Project narrative and budget narrative

This section should be used to submit any mandatory and/or optional application attachments that may be applicable to your agency. If applicable, CHP applicants should attach the following documents in this section:

Additional Disclosure of Lobbying Activities forms (SF-LLL) (if applicable)—The filing of a SF-LLL form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Please see Section 16A "Disclosure of Lobbying Activities" for more details and the Appendices for a copy of the SF-LLL with instructions for completing this form.

An explanation when the applicant is unable to certify to certain statements in "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" form (if applicable)—When the applicant is unable to certify to specific statements identified in this Certifications form, the applicant must attach an explanation. The applicant is still required to sign the Certifications form to certify to all the other applicable statements. Please see the Appendices for a copy of this Certifications form.

SRO Memorandum of Understanding (MOU) (if applicable)—Recipients awarded CHP funding to hire and/or deploy SRO(s) 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 submitted as an attachment in section 13 of the award application. 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. The MOU is an agreement among parties that defines the roles and responsibilities of the individuals and partners involved, including SROs, school administrators, law enforcement and education departments, students, and parents. The MOU should explicitly state the proposed programs and daily activities that the SRO will develop and/or administer. It should also address the policies and procedures and the extent to which information will be shared between the law enforcement agency and school or school district partners throughout the course of the award. The MOU should be signed by the law enforcement executive and designated representative for the school or school district who has general educational oversight within that jurisdiction.

Please refer to the MOU fact sheet at **https://cops.usdoj.gov/chp** for a full description of the MOU requirements. If awarded, the recipient must submit the MOU to the COPS Office within 90 days from the date shown on the award congratulatory letter. Implementation of the CHP award without submission and acceptance of the required MOU may result in expenditures not reimbursed by the COPS Office and/or award deobligation.

Catastrophic incident (if applicable)—If your agency checked the box in section 7C, question 6 (major disaster or catastrophic incident), you are required to submit a written narrative containing supporting information. Specifically, your narrative must contain the following information:

- Description of event (including number of casualties)
- Type of event (major disaster, mass shooting, bombing, etc.)
- Impact of the event on delivery of law enforcement services
- Duration of the event (how long will law enforcement services be impacted by the event until recovery)
- Law enforcement response and recovery efforts

[Please use appropriately descriptive file names (e.g., Program Narrative, Budget Detail Worksheet and Budget Narrative, Timelines, Memoranda of Understanding, Resumes) for all attachments.

Please do not submit executable file types as application attachments. These disallowed file types include but are not limited to the following extensions: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip. The system may reject applications with files that use these extensions.

Section 14. Budget detail worksheets

Instructions for completing the budget detail worksheets

The following budget detail worksheets are designed to allow all COPS Office award applicants to use the same budget forms to request funding. Please refer to the allowable/unallowable costs section of this application guide, since these costs vary widely among programs.

To assist you, sample budget detail worksheets are included in this application guide as figures 3–7 beginning on page 57.

Please complete each section of the budget detail worksheets as applicable. If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

All final calculations will be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

If you need assistance in completing the budget detail worksheets, please call the COPS Office Response Center at 800-421-6770.

Applicable Budget Worksheets under CHP: A, parts 1, 2, and 3 (if local match is required)

Sworn officer positions

Instructions

This worksheet will assist your agency in reporting your agency's current entry level salary and benefits and identifying the total salary and benefits request per officer position for the length of the award term. Please list the current entry level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Please list only your agency's contribution of each fringe benefit item; do not include employee contributions.

Complete the budget detail worksheet based upon your agency's current first-year full-time entry level salaries and fringe benefits for your locally funded officers. Increases for year 2 and year 3 will need to be projected to complete the total three-year full-time entry-level salary and fringe benefits per officer request.

Please note that even if your agency is applying only for funds to rehire experienced officers who have been or are scheduled to be laid off, you must complete your budget request based on your current full-time entry level salaries and fringe benefits. Any additional costs higher than entry level for rehired officers must be paid with local funds.

Special note regarding sworn officer salary and fringe benefits: For agencies that do not include fringe benefits (e.g., vacation, holiday, shift differential) as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under part 1, section B. Any fringe benefits that are already included as part of the agency's base salary (part 1, section A of the Sworn Officer budget worksheet) should not be repeated in the separate fringe listing (part 1, section B).

Shift differential pay is a premium hourly rate paid for those hours that are not considered normal day work hours as defined by your agency. Typically, shift differential pay is for the hours worked outside of normal day work hours, where the majority of hours worked are from 3:00 p.m. of one day until 8:00 a.m. of the following day. This would include the evening shift, midnight shift, overlap shift or power shift, or any other designated shift between those hours that would qualify for the shift differential pay as defined by your agency and/or a contractual or union agreement. Overtime beyond any defined shift work hours is an unallowable cost under 2020 CHP.

Aside from Social Security, Medicare, health insurance, and life insurance, the following are allowable fringe benefits:

1. Dental insurance
2. Vision insurance
3. Prescription drugs
4. Sick days (if not included in base salary—calculate using 8-hour workdays)
5. Vacation days (if not included in base salary—calculate using 8-hour workdays)
6. Holiday pay (if not included in base salary)
7. Retirement pension
8. Worker's compensation
9. Unemployment
10. Disability insurance
11. Accidental death and disability

12. 401(k) plan
13. Liability insurance
14. Shift differential pay (if not included in base salary)
15. Accident insurance
16. Bonding insurance
17. Police trust
18. State funded retirement system
19. Professional liability insurance
20. Federal Unemployment Tax Act (FUTA) tax
21. Survivor benefit

Other benefits, such as training, equipment (e.g., uniforms, weapons, or vehicles), severance pay, and hazard pay, are not allowed. The COPS Office will not pay for any fringe benefits not listed, and if your agency pays those benefits for locally funded officer positions, your agency will be required to do so for CHP-funded officer positions with local funds.

Please review your agency's current entry level salary and benefits costs and identify your agency's total three-year salary and benefits request per officer position. Be mindful that all 2020 CHP total three-year salary and benefits requests will be capped at $125,000 per officer position. Please ensure that the base salary and all fringe benefits entered into your application are accurate prior to submitting your application.

Sample budget detail worksheet

The sample budget detail worksheet that is included has been completed to assist you in submitting your budget information.

Budget worksheet part 1. Full-time sworn officer information

Section A

The agency entered $36,000.00 as the annual first-year entry-level base salary (referred to as annual base salary or "ABS") of a full-time sworn officer position in its department. The ABS cannot be higher than what the agency currently pays for this position locally. Your agency should only provide the ABS for one position in this section; the total number of positions being requested has already been indicated by the agency in section 5 of the application.

Section B

Social Security cannot exceed 6.2 percent of the ABS. In the sample, the agency entered zero and checked the "Exempt" box. Agencies that pay a fixed rate that is less than 6.2 percent should check the "Fixed Rate" box.

Medicare cannot exceed 1.45 percent of the ABS. In the sample, the agency entered the maximum allowable amount of $522.00 ($36,000.00 x 1.45% = $522.00).

For health insurance, life insurance, vacation, sick leave, retirement, worker's compensation, and unemployment insurance, agencies should indicate the dollar amount and percentage of the ABS that it pays for fringe benefits in the first year for a full-time entry level sworn officer position. Please use the health insurance rate for a "family plan" for all sworn officer positions. For worker's compensation and unemployment insurance, agencies may indicate that they are exempt by checking the appropriate box.

There are several other fringe categories that are allowable under this award program, and they are listed in the drop-down menu. Your agency can pick as many of the categories as are applicable to your agency and fill in the dollar amount and percentage of the ABS for each one.

In the sample, the agency entered $16,362.00 for the total first-year entry level fringe benefits for a full- time sworn officer position in its department.

Section C

The budget worksheet will automatically calculate the total year 1 salary and fringe benefits for one entry level full-time sworn officer position for your agency in section C, which for the sample equals $52,362.00.

For year 2 and year 3, agencies are required to provide projections for the salary and fringe benefits for an entry level full-time officer position. Agencies are also required to maintain records documenting how they calculated their projections. There are many ways that an agency may calculate and document the salary and fringe benefits projections. For example, the figures can be based on a contractual agreement that guarantees cost of living or other increases; budget projections that the agency is using to calculate other salaries and fringe benefits for future years; or the average percentage increase in salaries and benefits that the agency experienced over the last five years. The important thing is that your agency estimate the costs to the best of its ability and keep the supporting documentation in your agency's award file in case of future audit or monitoring of your CHP award.

For year 2, the agency estimated the salary at $37,080 and fringe benefits at $16,853. For year 3, the agency estimated the salary at $38,192 and fringe benefits at $17,359.

Based on the figures for year 1, 2, and 3, the budget worksheet will automatically calculate the total three-year salary and fringe benefits. In addition, the budget worksheet will automatically calculate total project costs based on the number of officer positions your agency requested in section 5 of the application.

Please note that the COPS Office uses the information provided in the budget worksheet to determine the amount of your CHP award, if awarded, so your agency must ensure that the figures are accurate.

Budget worksheet part 2. Sworn officer salary information

All agencies that have an estimated increase in salaries and/or fringe benefits over the life of the award are required to provide a reason(s) why. Agencies should check all the boxes that apply. In the sample, the agency checked that the increases were due to cost of living adjustments and step raises.

Budget worksheet part 3. Federal/Local share costs

The first chart in part 3 will indicate the total salary and benefits for the three-year award period and the required local share. The minimum local match requirement is 25 percent of the total project cost, and the cap on the amount of funding that can be requested per officer position is $125,000 over three years (36 months). Any additional cost above the local match and officer funding cap will be the responsibility of the recipient agency. Recipients are also required to pay a progressively larger share of the cost of the award with local funds over the award period. The second chart is a projection of the planned federal and local shares of the total project costs over the three-year period of the award; while your agency may deviate from these specific projections during the award period, it must still ensure that the federal share decreases and the local share increases.

Budget summary

The budget summary will automatically calculate total project costs based on the figures provided in the budget worksheet and the number of officer positions requested in the application. It will also calculate the amount of the local match requirement.

Waiver of the local match

The COPS Office may award a waiver of some or all of a recipient's local match requirement. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of **severe fiscal distress** as supported by the fiscal health data provided in section 7 of this application, and comparison of your fiscal health data with that of the overall CHP applicant pool. If your agency wishes to be considered for a waiver, you must respond to question 1 of this section. Question 1a will ask you to indicate the maximum local share (dollar amount) your agency would be able to contribute to the total project cost in order to implement the award. Therefore, you should carefully determine the maximum local share your agency would be able to contribute if awarded. Please indicate whether we should continue to consider your application if the waiver request is not granted or whether it should be removed from consideration once that determination is made. If your application is funded but for a reduced number of officer positions, the percentage of local share provided above will be applied to the total project cost of the awarded officers.

Figure 3. Sample budget detail worksheets: Instructions

SECTION 14A: BUDGET DETAIL WORKSHEETS

Instructions: This worksheet will assist your agency in reporting your agency's current entry-level salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry-level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Do not include employee contributions. (Please refer to http://www.cops.usdoj.gov/Default.asp?Item=46 for information on the length of the grant term for the program under which you are applying.)

Special note regarding sworn officer fringe benefits: For agencies that do not include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Part 1, Section B. **Any fringe benefits that are already included as part of the agency's base salary (Part 1, Section A of the Sworn Officer Budget Worksheet) should not also be included in the separate fringe listing (Part 1, Section B).** Please refer to http://www.cops.usdoj.gov/Default.asp?Item=46 for information about allowable and unallowable fringe benefits for sworn officer positions requested under the program to which your agency is applying.

A. SWORN OFFICER POSITIONS

Full-Time Entry-Level Sworn Officer Base Salary Information

Part 1: Instructions: Please complete the questions below based on your agency's entry-level salary and benefits package for one locally-funded officer position. *As applicable per the program-specific application guide, you may also be required to project Year 2 and Year 3 salaries.*

Figure 4. Sample budget detail worksheets: Sworn officer positions, base salary and fringe benefits

Sworn Officer Position

A. Base Salary Information

	Year 1 Salary	Year 2 Salary	Year 3 Salary
Enter the first year entry-level base salary for one sworn officer position.	55000.00	55000.00	55000.00
Does the base salary include Vacation costs? Please select Yes or No.	Yes	Yes	No
Does the base salary include Sick Leave costs? Please select Yes or No.	Yes	No	Yes

B. Fringe Benefit costs should be calculated for each year of the grant term.

FRINGE BENEFITS:		Year 1 Fringe Benefits COST BASE	Year 1 % OF SALARY	Year 2 Fringe Benefits COST BASE	Year 2 % OF SALARY	Year 3 Fringe Benefits COST BASE	Year 3 % OF SALARY
Social security expenses cannot exceed 6.2%	☐ Exempt ☑ 6.2% ☐ Fixed Rate	3410.00	6.2	3410.00	6.2	3410.00	6.2
Medicare expenses cannot exceed 1.45%	☐ Exempt ☑ 1.45% ☐ Fixed Rate	797.50	1.45	797.50	1.45	797.50	1.45
Health Insurance (Family Coverage)		0	0.00	0	0.00	0	0.00
Life Insurance		0	0.00	0	0.00	0	0.00
Vacation	Number of Hours Annually: 0	0	0.00	0	0.00	0	0.00
Sick Leave	Number of Hours Annually: 0	0	0.00	0	0.00	0	0.00
Retirement		0	0.00	0	0.00	0	0.00
Worker's Compensation	☐ Exempt	0	0.00	0	0.00	0	0.00
Unemployment Insurance	☐ Exempt	0	0.00	0	0.00	0	0.00
Other	Dental Insurance	1000.00	1.82	1000.00	1.82	1000.00	1.82
Other	Vision Insurance	1000.00	1.82	1000.00	1.82	1000.00	1.82
Other	Prescription Drugs	1000.00	1.82	1000.00	1.82	1000.00	1.82
Benefits Sub-Total Per Year (1 Position)		7207.50		7207.50		7207.50	
C. Total Salary + Benefits Per Year (1 Position)		62207.50		62207.50		62207.50	
D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position):		186622.50		X 8	# of Positions	1492980.00	

Figure 5. Sample budget detail worksheets: Sworn officer positions, salary details

SALARY DETAILS

Part 2 : Sworn Officer Salary Information

1. If your agency's second or third-year costs for salaries and/or fringe benefits increase after the first year, check the reasons(s) why in the space below. If these costs do not increase, please select "Not Applicable".

- [x] Cost of Living Adjustment (COLA)
- [ ] Step Raises
- [ ] Change in Benefit Costs
- [ ] Not Applicable

Part 3: Federal/Local Share Costs (for Hiring Grants)

As part of the local matching requirement for the 2017 COPS Hiring Program, grantees must assume a progressively larger share of the cost of the grant with local funds over the three-year grant period. This means that your local match must increase each year, while the federal share must decrease.

1492980.00	Total Salary and Benefits for year 1, 2, & 3 (all positions):
1000000.00	Total Federal Share:
66.98013370574	Total Federal Percentage:
492980.00	Total local share required:
33.01986629425	Total Local Percentage:

Please project in the chart below how your agency plans to assume a progressively larger share of the grant costs during each year of the program. The chart is only a projection of your plans; while your agency may deviate from these specific projections during the grant period, it must still ensure that the federal share decreases and the local share increases. For more details on local matching requirements for this program, please refer to http://www.cops.usdoj.gov/Default.asp?Item=46.

Please use the Recalculate button below after any changes to the benefit table above before moving forward.

10	Percent of the "Total Local Share Required" your agency plans to assume in Year 1
20	Percent of the "Total Local Share Required" your agency plans to assume in Year 2
70	Percent of the "Total Local Share Required" your agency plans to assume in Year 3
100	Percent Total
448362.00	Federal Share Year 1
399064.00	Federal Share Year 2
152574.00	Federal Share Year 3
1000000	Federal Total
49298.00	Local Share Year 1
98596.00	Local Share Year 2
345086.00	Local Share Year 3
492980.00	Local Total
1492980	Recalculate

Figure 6. Sample budget detail worksheets: Budget summary

S. BUDGET SUMMARY

Instructions: Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, please return to the Budget Detail Worksheet.

Section

Budget Category	Category Total	
A. Sworn Officer Positions	$1492980.00	
B. Non-Sworn Personnel	$0.00	
C. Equipment & Technology	$0.00	
D. Supplies	$0.00	
E. Travel & Training	$0.00	
F. Contracts & Consultants	$0.00	
G. Other Costs	$0.00	
H. Indirect Costs	$0.00	
Total Project Amount:	$1492980.00	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)	$1000000.00	66.980134%
Total Local Share Amount(If applicable): (Total Project Amount - Total Federal Share Amount)	$492980.00	33.019866%

If your application is funded, but for a reduced number of officer positions, the percentage of the local share provided above will be applied to the total project cost of the awarded officers.

Waiver of Local Match

The COPS Office may waive some or all of a grantee's local match requirement based on severe fiscal distress. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of **severe fiscal distress** as reflected through the fiscal health data in section 7 of this application, and a comparison of your fiscal health data with that of the overall applicant pool.

Q1: Are you requesting a waiver of the local match based on severe fiscal distress?

Yes

Q1a: If awarded, please indicate the maximum local share your agency would be able to contribute to the total project cost in order to implement the grant. Please enter a value in dollars only.

2500

Based on the waiver request above, your federal share would be $1,490,480.00 and your local share would be $2,500.00 if your application is fully funded.

We anticipate that waivers of the local match will be limited. The COPS Office will carefully review your request for a waiver when your application is submitted.

Q1b: If your agency does not qualify for a waiver, do you still wish to be considered for a CHP grant?

- (●) Yes, please continue to review my agency's application even if we are not eligible for a waiver of the local match.
- ( ) No, my agency could not implement this grant without a waiver of the local match, so please do not continue processing our application if we are not eligible for the waiver.

Figure 7. Sample budget detail worksheets: Contact information for questions

Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

First Name:
Raihan

Last Name:
Khan

Title:
QA

Telephone Number:
2024567890

Fax:
2024567891

Email Address:
Test@Testing.com

Section 15. Assurances and Certifications

Applicants to COPS Office programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read and understood and that you accept the award terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully, as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant. See appendices of this application guide for the full Assurances and Certifications.

Section 15.A. U.S. Department of Justice Certified Standard Assurances

Completing section 15.A

1. Review each provision carefully.
2. **Signature of Law Enforcement Executive/Agency Executive** (required). Enter the name of the law enforcement executive/agency executive. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
3. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
4. **Signature of Government Executive/Financial Official** (required). Enter the name of the government executive/financial official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
5. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
6. Click next to move to section 15.B. If any required fields are not answered, they will be flagged with warning messages.

NOTE: When entering the signatures, they must match exactly with the name in the COPS Office Agency Portal including capitalizations.

Section 15.B. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Completing section 15.B

1. Review each provision carefully.
    a. Please note that if the applicant is unable to certify to any of the statements in the DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS and FEDERAL TAXES sections of this certification form, it must attach an explanation in section 13 of this application. If the applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, it must disclose such felony criminal conviction in writing to the COPS Office at **AskCopsRC@usdoj.gov**, unless such disclosure has already been made. If the applicant is a corporation, it must also provide written notice of any unpaid tax liability (or liabilities) to the COPS Office at **AskCopsRC@usdoj.gov**.
2. **Signature of Law Enforcement Executive/Agency Executive** (required). Enter the name of the law enforcement executive/agency executive. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
3. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
4. **Signature of Government Executive/Financial Official** (required). Enter the name of the government executive/financial official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
5. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
6. Click next to move to Section 16.A. If any required fields are not answered, they will be flagged with warning messages.

NOTE: When entering the signatures, they must match exactly with the name in the COPS Office Agency Portal including capitalizations.

Section 16.A. Disclosure of lobbying activities

This disclosure form shall be completed by the reporting entity, whether subrecipient or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to complete the disclosure form. If you need to submit additional forms, please submit them as attachments to your application online in section 13, Application attachments.

Please see the appendices of this application guide for a blank SF-LLL, Disclosure of Lobbying Activities form.

Completing section 16.A

1. Review each provision carefully.
2. If you do not need to disclose lobbying activities pursuant to 31 U.S.C. § 1352, continue to step 3. If you do need to disclose, skip to step 4.
3. Click the "Not Applicable" box at the bottom of the page if there is no need to disclose lobbying activities. Skip to step 22 to continue.
4. **Type of Federal Action.** Select the appropriate type of federal action.
5. **Status of Federal Action.** Select the appropriate status.
6. **Report Type**. Select the appropriate report.
7. If you selected "material change" in step 6, continue to step 8. If you did not, skip to step 11.
8. **Year.** Enter the year (YYYY).
9. **Quarter.** Enter the quarter.
10. **Date of last report.** Enter the date of the last report (MM-DD-YYYY).
11. **Name and Address of Reporting Entity**. Enter the name and address for the reporting entity.
    a. *Prime or Subawardee.* Select the appropriate reporting entity.
    b. *Subawardee Tier, if known.* If *Subawardee* is selected, enter the subawardee tier, if known (no more than 10 characters).
    c. *Congressional District.* Enter the Congressional District (number) if known (no more than 10 characters).
12. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime. Enter the name and address for the subawardee.
    a. *Congressional District* Enter the Congressional District (number) if known.
    b. Federal Department/Agency. Enter the Federal Department/Agency (no more than 30 characters).
13. **Federal Program Name/Description**. Enter the federal program name/description (no more than 30 characters).
    c. *CFDA Number.* If applicable, enter the CFDA Number
14. Federal Action Number, if known. Enter the federal action number.
15. Award Amount, if known. Enter the award amount to the nearest dollar.
16. Name and Address of Lobbying Registrant. Enter the name and address of the lobbying registrant. If the registrant is an individual, include the last name, first name, and middle initial (no more than 250 characters).
17. Individuals Performing Services. Enter the individuals performing the services. If this is different from step 16, include the last name, first name, and middle initial (no more than 250 characters).
18. Signature (required). Enter the name of the certifying official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
19. Title (required). Enter the title for the signatory (no more than 40 characters).
20. Telephone Number (required). Enter the phone number (XXXXXXXXXX).
21. Date (required). Enter the date of the electronic signature.
22. Click next to move to section 16.B. If any required fields are not answered, they will be flagged with warning messages.

Section 16.B.—Not applicable under CHP

Section 16.C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation

Priority consideration may be given to state or local applicants that cooperate with federal law enforcement to address illegal immigration.

A. State or local law enforcement agency applicants may receive additional points if the agency has a 287(g) partnership, defined for this purpose as a partnership with the U.S. Department of Homeland Security ("DHS") under 8 U.S.C. § 1357(g)(1) whereby officers of the applicant entity are delegated limited immigration officer authority to identify and process for removal aliens in the custody of the entity named below under the direction and supervision of DHS, documented with the official 287(g) Memorandum of Agreement with the Department of Homeland Security Immigration and Customs Enforcement. To receive these additional points, please complete the following:

☐ By checking this box I certify that this law enforcement agency applicant has a 287(g) Partnership documented with the official 287(g) Memorandum of Agreement with the Department of Homeland Security Immigration and Customs Enforcement as of the date that this application is submitted.

B. State and local law enforcement agency applicants may be eligible to receive additional points by certifying willingness to cooperate with federal immigration officials within their detention or correctional facilities. To be eligible to receive these additional points, your agency must operate a detention or correctional facility, defined for this purpose as a prison or jail in which individuals are fingerprinted and detained for periods of 24 hours or longer. To determine whether your agency is eligible to receive these additional points, please complete the following:

☐ Yes, my agency operates its own detention or correctional facility (a prison or jail in which individuals are fingerprinted and detained for periods of 24 hours or longer).

☐ No, my agency does not operate a detention or correctional facility (a prison or jail in which individuals are fingerprinted and detained for periods of 24 hours or longer).

Section 17. Reviews and Certifications

Please be advised that an application may not be funded or, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a Department of Justice award review or audit.

Applicants must certify whether or not their agency will use COPS Office funds (if awarded) to operate an interjurisdictional criminal intelligence system. If yes, the applicant assures the COPS Office that it will comply with the requirements of 28 C.F.R. Part 23.

The signatures of the law enforcement executive/agency executive, government executive/financial official, and the person submitting this application on the reviews and certifications represent to the COPS Office that

- the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the award applicant entity;
- the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Office application guide, the COPS Office award owner's manual, Assurances, Certifications, and all other applicable program regulations, laws, orders, and circulars;
- the applicant understands that false statements or claims made in connection with COPS Office programs may result in fines; imprisonment; debarment from participating in federal awards, or contracts; and/or any other remedy available by law to the Federal Government;
- the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the U.S. Department of Justice determines to fund the covered award;
- the applicant understands that as a general rule COPS Office funding may not be used for the same item or service funded through another funding source;
- the applicant and any required or identified official partner(s) listed in section 12 are partners in this award project and mutually agreed to this partnership prior to this award application.

The signatures of the law enforcement executive/agency executive and the government executive/financial official in the application must be the same as those identified in section 4 of the application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

The use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosure of Lobbying Activities form, constitute electronic signatures and the electronic signatures are the legal equivalent of handwritten signatures.

Completing section 17

1. Review each provision carefully.
2. **Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems** (required). Check the appropriate option of the agency's intended use of this award.
3. **Signature of Law Enforcement Executive/Agency Executive** (required). Enter the name of the law enforcement executive/agency executive. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
4. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
5. **Signature of Government Executive/Financial Official** (required). Enter the name of the government executive/financial official. It must match exactly with the name in the COPS Office Online Agency Portal and the name displayed in this section.
6. **Date** (required). Enter the date of the electronic signature (MM/DD/YYYY format)
7. Click on the box at the end of the page stating that the applicant understands that the use of typed names in this application and the required forms, including the Assurances, Certifications, and Disclosures of Lobbying Activities form, constitute electronic signatures and that the electronic signatures are the legal equivalent of handwritten signatures.
8. Click "next," and submit on the next page.

If any required fields are not answered , they will be flagged with warning messages.

NOTE: When entering the signatures, they must match exactly with the name in the COPS Office Online Application System including capitalizations.

Section 18. Application Data Verification—not applicable at time of application

After submission of this application, the COPS Office may require your department to verify data provided in the application. This section is to be completed once the data has been reviewed, confirmed, and/or updated. Failure to respond to the request may eliminate the application from funding consideration. The purpose of this section is to confirm the following:

- That the person reviewing, confirming, and/or updating the data is authorized by the appropriate governing body to act on behalf of the award applicant entity
- That the information provided, including any amendments, be treated as material representations of fact upon which reliance will be placed when the U.S. Department of Justice determines to fund the covered award
- That the applicant understands that false statements or claims made in connection with COPS Office programs may result in fines; imprisonment; debarment from participating in federal awards, cooperative agreements, or contracts; and/or other remedy available to by law to the Federal Government.

Appendices

Appendix A. Helpful online resources

Data Universal Numbering System (DUNS) Number Information:
https://fedgov.dnb.com/webform/displayHomePage.do

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS): **https://www.fsrs.gov/**

Grants.gov: **www.grants.gov**

Grants.gov Organization Applicant User Guide: **https://www.grants.gov/help/html/help/index.htm**

Office of Community Oriented Policing Services (COPS Office): **www.cops.usdoj.gov**

Agency Access: **https://portal.cops.usdoj.gov/**

Agency Portal Grants Management User Manual:
https://cops.usdoj.gov/pdf/2019AwardDocs/Agency_Portal_GrantsMgt_Manual.pdf

Community Policing Defined: **https://cops.usdoj.gov/RIC/ric.php?page=detail&id=COPS-P157**

COPS Hiring Program (CHP) Page: **https://cops.usdoj.gov/chp**

Contact information (including Response Center, FOIA, etc.): **https://cops.usdoj.gov/contact**

Freedom of Information Act (FOIA): **https://cops.usdoj.gov/foia**

Training resources: **https://cops.usdoj.gov/training**

System for Award Management (SAM): **www.sam.gov**

U.S. Department of Justice (DOJ): **www.justice.gov**

DOJ Financial Guide: **https://ojp.gov/financialguide/doj/index.htm**

DOJ Office of Inspector General: **https://oig.justice.gov/hotline/index.htm**

Uniform Guidance: **https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl**

USA Spending: **https://www.usaspending.gov/Pages/Default.aspx**

Appendix B. U.S. Department of Justice Certified Standard Assurances

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

   a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;

   b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and

   c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

   a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);

   b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;

   c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and

   d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

   a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and

   b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(9) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law—including, but not limited to, the Indian Self- Determination and Education Assistance Act—seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(10) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department’s awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

_____ _____

Signature of Law Enforcement Executive/Agency Executive — Date

(For your electronic signature, please type in your name)

_____ _____

Signature of Government Executive/Financial Official — Date

(For your electronic signature, please type in your name)

Appendix C. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING
   As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:
   (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
   (b) If the Applicant's request for Federal funds is in excess of $100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and
   (c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.
2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
   A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—
      (a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
      (b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen

property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by—

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring inthe workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;
For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.
Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS
As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

_____ _____

Signature of Law Enforcement Executive/Agency Executive Date

(For your electronic signature, please type in your name)

_____ _____

Signature of Government Executive/Financial Official Date

(For your electronic signature, please type in your name)

Appendix D. Blank SF-LLL, Disclosure of Lobbying Activities Form

This appendix contains a blank copy of form SF-LLL and instructions for completing it.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
4040-0013

1. * Type of Federal Action:

- [ ] a. contract
- [x] b. grant
- [ ] c. cooperative agreement
- [ ] d. loan
- [ ] e. loan guarantee
- [ ] f. loan insurance

2. * Status of Federal Action:

- [ ] a. bid/offer/application
- [x] b. initial award
- [ ] c. post-award

3. * Report Type:

- [ ] a. initial filing
- [x] b. material change

For Material Change Only:

year _____ quarter _____

date of last report _____

4. Name and Address of Reporting Entity:

[x] Prime [ ] SubAwardee

** Name*

** Street 1* *Street 2*

** City* *State* *Zip*

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency:

7. * Federal Program Name/Description:

CFDA Number, *if applicable:*

8. Federal Action Number, *if known:*

9. Award Amount, *if known:*

$

10. a. Name and Address of Lobbying Registrant:

Prefix ** First Name* *Middle Name*

** Last Name* *Suffix*

** Street 1* *Street 2*

** City* *State* *Zip*

b. Individual Performing Services (including address if different from No. 10a)

Prefix ** First Name* *Middle Name*

** Last Name* *Suffix*

** Street 1* *Street 2*

** City* *State* *Zip*

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

*** Signature:**

***Name:** *Prefix* ** First Name* *Middle Name*

** Last Name* *Suffix*

Title: **Telephone No.:** **Date:**

Federal Use Only:

Authorized for Local Reproduction
Standard Form - LLL (Rev. 7-97)

Instructions for completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks “Subawardee,” then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., “RFP-DE-90-001.”
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 4040-0013. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and

maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (4040-0013), Washington, DC 20503.

Appendix E. Award Condition for Citizenship and Immigration Status Communications

Authority to obligate or expend contingent on compliance with this condition.

NOTE: This grant condition is established under the COPS Office's broad authority and discretion to award and administer grants. See, e.g., 34 U.S.C. § 10381, et seq. This condition applies only to state or local government entities or to non-state or local government entities that make subawards with these funds to a state or local government entity.

State or local government entity recipients of this award, and any subrecipient of this award at any tier that is an entity of a State or of a unit of local government, may not obligate or expend award funds if – at the time of the obligation or expenditure – the "program or activity" of the recipient funded in whole or in part with the award funds (which includes any such program or activity of any subrecipient at any tier) is subject to any prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information regarding citizenship or immigration status with components of the U.S. Department of Homeland Security or any federal, state or local government entity, as generally described in 8 U.S.C. 1373(a) or (b). This includes any prohibitions or restrictions imposed or established by a state or local government entity or official.

A subrecipient of this award (at any tier) that is an entity of a State or of a unit of local government may not obligate or expend award funds if – at the time of the obligation or expenditure – the "program or activity" of the subrecipient (which includes any such program or activity of any subrecipient at any further tier) funded (in whole or in part) with award funds is subject to any prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information regarding citizenship or immigration status with components of the U.S. Department of Homeland Security or any federal, state or local government entity, as generally described in 8 U.S.C. 1373(a) or (b). This includes any prohibitions or restrictions imposed by a state or local government entity or official.

Any obligations or expenditures of a recipient or subrecipient that are impermissible under this condition shall be unallowable costs for purposes of this award.

Rules of Construction. For purposes of this condition, "program or activity" means what it means under section 606 of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-4a).

References to the Immigration and Naturalization Service in 8 U.S.C. 1373 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.

Should any provision of a condition of this award be held to be invalid or unenforceable by its terms, then that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law (to any person or circumstance) under this award. Should it be held, instead, that a condition (or a provision thereof) is of utter invalidity or unenforceability, such condition (or such provision) shall be deemed severable from this award.

Any questions about the meaning or scope of this condition should be directed, prior to acceptance of this award, to the Office of Community Oriented Policing Services Legal Division at 202-514-3750.

Appendix F. Certification of Illegal Immigration Cooperation

On behalf of the applicant entity named below, I certify under penalty of perjury to the Office of Community Oriented Policing Services, U.S. Department of Justice, that all of the following is true and correct:

(1) As the Law Enforcement Executive or Government Executive for the applicant entity named below, I have the authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Community Oriented Policing Services) and its governing body (i.e., city, county, or state).

(2) The applicant entity and/or its governing body has implemented or, before drawing down grant funds if awarded, will implement rules, regulations, policies, and/or practices that ensure that U.S. Department of Homeland Security ("DHS") personnel have access to any of the governing body's correctional or detention facilities in order to meet with an alien (or an individual believed to be an alien) and inquire as to his or her right to be or to remain in the United States.

(3) The applicant entity and/or its governing body has implemented or, before drawing down grant funds if awarded, will implement rules, regulations, policies, and/or practices that ensure that any of the governing body's correctional and detention facilities provide advance notice as early as practicable (at least 48 hours, where possible) to DHS regarding the scheduled release date and time of an alien in the jurisdiction's custody when DHS requests such notice in order to take custody of the alien. This certification does not require holding an alien beyond his or her scheduled time of release.

I acknowledge that a false statement in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 42 U.S.C. § 3795), of administrative action, and/or of civil action in court. I also acknowledge that Office of Community Oriented Policing Services awards, including certifications provided in connection with such awards, are subject to review by the Office of Community Oriented Policing Services and/or by the Department of Justice's Office of the Inspector General.

_____

Name of Applicant Entity

_____	_____
Signature of Law Enforcement Executive	Signature of Government Executive
_____	_____
Printed Title and Name of Law Enforcement Executive	Printed Title and Name of Government Executive
_____	_____
Date Signed	Date Signed

Appendix G. 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

NOTE: The National Defense Authorization Act for fiscal year 2018 (NDAA), Public Law 115–91, Division A, Title VIII, Section 805, raised the simplified acquisition threshold to $250,000 for all recipients. The OMB Memorandum M-18-18 entitled *Implementing Statutory Changes to the Micro-purchase and the Simplified Acquisition Threshold for Financial Assistance* granted an exception for recipients to use the higher simplified acquisition threshold of $250,000 effective as of June 20, 2018, in advance of revisions to the Uniform Guidance.

In addition to other provisions required by the Federal agency or nonfederal entity, all contracts made by the nonfederal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at $250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) **Equal Employment Opportunity**. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)**. Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) **Rights to Inventions Made Under a Contract or Agreement**. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387)**, as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) **Debarment and Suspension (Executive Orders 12549 and 12689)**—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) **See §200.322 Procurement of recovered materials**.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

Appendix H. 2. C. F. R. Part 200, Appendix XII to Part 200—Award Term and Condition for Recipient Integrity and Performance Matters

A. Reporting of Matters Related to Recipient Integrity and Performance

1. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

b. Reached its final disposition during the most recent five year period; and

c. Is one of the following:

(1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;

(2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;

(3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

(4) Any other criminal, civil, or administrative proceeding if:

(i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

(ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. Definitions

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (*e.g.,* Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

(1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

B. [Reserved]

[80 FR 43310, July 22, 2015]

Appendix I. 41 U.S.C. § 4712 - Enhancement of contractor protection from reprisal for disclosure of certain information

(a) Prohibition of reprisals.--

(1) In general.--An employee of a contractor, subcontractor, grantee, or subgrantee or personal services contractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (2) information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

(2) Persons and bodies covered.--The persons and bodies described in this paragraph are the persons and bodies as follows:

(A) A Member of Congress or a representative of a committee of Congress.

(B) An Inspector General.

(C) The Government Accountability Office.

(D) A Federal employee responsible for contract or grant oversight or management at the relevant agency.

(E) An authorized official of the Department of Justice or other law enforcement agency.

(F) A court or grand jury.

(G) A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

(3) Rules of construction.--For the purposes of paragraph (1)--

(A) an employee who initiates or provides evidence of contractor, subcontractor, or grantee misconduct in any judicial or administrative proceeding relating to waste, fraud, or abuse on a Federal contract or grant shall be deemed to have made a disclosure covered by such paragraph; and

(B) a reprisal described in paragraph (1) is prohibited even if it is undertaken at the request of an executive branch official, unless the request takes the form of a non-discretionary directive and is within the authority of the executive branch official making the request.

(b) Investigation of complaints.--

(1) Submission of complaint.--A person who believes that the person has been subjected to a reprisal prohibited by subsection (a) may submit a complaint to the Inspector General of the executive agency involved. Unless the Inspector General determines that the complaint is frivolous, fails to allege a violation of the prohibition in subsection (a), or has previously been addressed in another Federal or State judicial or administrative proceeding

initiated by the complainant, the Inspector General shall investigate the complaint and, upon completion of such investigation, submit a report of the findings of the investigation to the person, the contractor or grantee concerned, and the head of the agency.

(2) Inspector General action.--

(A) Determination or submission of report on findings.--Except as provided under subparagraph (B), the Inspector General shall make a determination that a complaint is frivolous, fails to allege a violation of the prohibition in subsection (a), or has previously been addressed in another Federal or State judicial or administrative proceeding initiated by the complainant or submit a report under paragraph (1) within 180 days after receiving the complaint.

(B) Extension of time.--If the Inspector General is unable to complete an investigation in time to submit a report within the 180-day period specified in subparagraph (A) and the person submitting the complaint agrees to an extension of time, the Inspector General shall submit a report under paragraph (1) within such additional period of time, up to 180 days, as shall be agreed upon between the Inspector General and the person submitting the complaint.

(3) Prohibition on disclosure.--The Inspector General may not respond to any inquiry or disclose any information from or about any person alleging the reprisal, except to the extent that such response or disclosure is--

(A) made with the consent of the person alleging the reprisal;

(B) made in accordance with the provisions of **section 552a of title 5** or as required by any other applicable Federal law; or

(C) necessary to conduct an investigation of the alleged reprisal.

(4) Time limitation.--A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.

(c) Remedy and enforcement authority.--

(1) In general.--Not later than 30 days after receiving an Inspector General report pursuant to subsection (b), the head of the executive agency concerned shall determine whether there is sufficient basis to conclude that the contractor or grantee concerned has subjected the complainant to a reprisal prohibited by subsection (a) and shall either issue an order denying relief or shall take one or more of the following actions:

(A) Order the contractor or grantee to take affirmative action to abate the reprisal.

(B) Order the contractor or grantee to reinstate the person to the position that the person held before the reprisal, together with compensatory damages (including back pay), employment benefits, and other terms and conditions of employment that would apply to the person in that position if the reprisal had not been taken.

(C) Order the contractor or grantee to pay the complainant an amount equal to the aggregate amount of all costs and expenses (including attorneys' fees and expert witnesses' fees) that were reasonably incurred by the complainant for, or in connection with, bringing the complaint regarding the reprisal, as determined by the head of the executive agency.

(2) Exhaustion of remedies.--If the head of an executive agency issues an order denying relief under paragraph (1) or has not issued an order within 210 days after the submission of a complaint under subsection (b), or in the case of an extension of time under paragraph (b)(2)(B), not later than 30 days after the expiration of the extension of time, and there is no showing that such delay is due to the bad faith of the complainant, the complainant shall be deemed to have exhausted all administrative remedies with respect to the complaint, and the complainant may bring a de novo action at law or equity against the contractor or grantee to seek compensatory damages and other relief available under this section in the appropriate district court of the United States, which shall have jurisdiction over such an action without regard to the amount in controversy. Such an action shall, at the request of either party to the action, be tried by the court with a jury. An action under this paragraph may not be brought more than two years after the date on which remedies are deemed to have been exhausted.

(3) Admissibility of evidence.--An Inspector General determination and an agency head order denying relief under paragraph (2) shall be admissible in evidence in any de novo action at law or equity brought pursuant to this subsection.

(4) Enforcement of orders.--Whenever a person fails to comply with an order issued under paragraph (1), the head of the executive agency concerned shall file an action for enforcement of such order in the United States district court for a district in which the reprisal was found to have occurred. In any action brought under this paragraph, the court may grant appropriate relief, including injunctive relief, compensatory and exemplary damages, and attorney fees and costs. The person upon whose behalf an order was issued may also file such an action or join in an action filed by the head of the executive agency.

(5) Judicial review.--Any person adversely affected or aggrieved by an order issued under paragraph (1) may obtain review of the order's conformance with this subsection, and any regulations issued to carry out this section, in the United States court of appeals for a circuit in which the reprisal is alleged in the order to have occurred. No petition seeking such review may be filed more than 60 days after issuance of the order by the head of the executive agency. Review shall conform to chapter 7 of title 5. Filing such an appeal shall not act to stay the enforcement of the order of the head of an executive agency, unless a stay is specifically entered by the court.

(6) Burdens of proof.--The legal burdens of proof specified in **section 1221(e) of title 5** shall be controlling for the purposes of any investigation conducted by an Inspector General, decision by the head of an executive agency, or judicial or administrative proceeding to determine whether discrimination prohibited under this section has occurred.

(7) Rights and remedies not waivable.--The rights and remedies provided for in this section may not be waived by any agreement, policy, form, or condition of employment.

(d) Notification of employees.--The head of each executive agency shall ensure that contractors, subcontractors, and grantees of the agency inform their employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

(e) Construction.--Nothing in this section may be construed to authorize the discharge of, demotion of, or discrimination against an employee for a disclosure other than a disclosure protected by subsection (a) or to modify or derogate from a right or remedy otherwise available to the employee.

(f) Exceptions.--(1) This section shall not apply to any element of the intelligence community, as defined in section 3(4) of the National Security Act of 1947 (**50 U.S.C. 401a(4)**).

(2) This section shall not apply to any disclosure made by an employee of a contractor, subcontractor, or grantee of an element of the intelligence community if such disclosure--

(A) relates to an activity of an element of the intelligence community; or

(B) was discovered during contract, subcontract, or grantee services provided to an element of the intelligence community.

(g) Definitions.--In this section:

(1) The term "abuse of authority" means an arbitrary and capricious exercise of authority that is inconsistent with the mission of the executive agency concerned or the successful performance of a contract or grant of such agency.

(2) The term "Inspector General" means an Inspector General appointed under the Inspector General Act of 1978 and any Inspector General that receives funding from, or has oversight over contracts or grants awarded for or on behalf of, the executive agency concerned.

(h) Construction.--Nothing in this section, or the amendments made by this section, shall be construed to provide any rights to disclose classified information not otherwise provided by law.

[(i) Repealed by Pub.L. 114-261, § 1(a)(3)(A)(ii), Dec. 14, 2016, 130 Stat. 1362]

Appendix J. Intergovernmental Review Process, Points of Contact by State

Executive Order 12372 requires applicants from state and local units of government or other organizations or individuals providing service within a state to submit a copy of the application to the state single point of contact (SPOC), if one exists and if this program has been selected for review by the state. Before the application due date, you must contact your state SPOC to find out if this program has been selected for review and comply with the state's process under Executive Order 12372. The Catalog of Federal Domestic Assistance reference for this program is number 16.710, "Public Safety and Community Policing Grants."

A current list of state SPOCs is listed at **https://www.archives.gov/federal-register/codification/executive-order/12372.html**. States that are not listed have chosen not to participate in the intergovernmental review process and therefore do not have an SPOC.

Appendix K. Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation Award Term

2 C.F.R. Part 170, Appendix A to Part 170—Award term

I. Reporting Subawards and Executive Compensation.

a. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates $25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to **https://www.fsrs.gov**.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at **https://www.fsrs.gov** specify.

b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is $25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 USC 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To

determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at **https://www.sec.gov/answers/execomp.htm**.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

   i. As part of your registration profile at **https://www.sam.gov**.

   ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

   i. in the subrecipient's preceding fiscal year, the subrecipient received—

      (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

      (B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

   ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 USC 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at **https://www.sec.gov/answers/execomp.htm**.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

   i. To the recipient.

   ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

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

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR Part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. *Subaward*:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __ .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

   i. *Salary and bonus.*

   ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

   iii. *Earnings for services under non-equity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

   iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

   v. *Above-market earnings on deferred compensation which is not tax-qualified.*

   vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

[75 FR 55669, Sept. 14, 2010, as amended at 79 FR 75879, Dec. 19, 2014

Appendix L. System for Award Management (SAM) and Universal Identifier Award Term

2 C.F.R. Part 25, Appendix A to Part 25—Award Term

I. System for Award Management and Universal Identifier Requirements

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

B. *Requirement for unique entity identifier*
If you are authorized to make subawards under this award, you:
   1. *Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.*
   2. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

C. *Definitions*
For purposes of this award term:
   1. *System for Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at https://www.sam.gov).
   2. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.
   3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR Part 25, subpart C:
      a. A Governmental organization, which is a State, local government, or Indian Tribe;
      b. A foreign public entity;
      c. A domestic or foreign nonprofit organization;
      d. A domestic or foreign for-profit organization; and
      e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
   4. *Subaward*:
      a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
      b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
      c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. *Subrecipient* means an entity that:
   a. Receives a subaward from you under this award; and
   b. Is accountable to you for the use of the Federal funds provided by the subaward.

[75 FR 55673, Sept. 14, 2010, as amended at 79 FR 75879, Dec. 19, 2014; 80 FR 54407, Sept. 10, 2015]

Appendix M. Step-by-step instructions for two-part application submission process

FY 2020 COPS Office online application procedures

Note: If your agency has previously applied for awards using Grants.gov, and you already have an account set up with your username and password, please skip step 1 and proceed to step 2. For additional instructions on how to register with Grants.gov please visit **https://www.grants.gov/web/grants/applicants/organization-registration.html**.

Step 1

Please click this link for details on how to register with Grants.gov: **https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Get_Started%2FGet_Started.htm**.

Step 2. Submitting a COPS Office award application using Grants.gov

1. Log in to **www.grants.gov.**
2. Scroll to the center of the page and click the "Apply for Grants" link in the center of the page.
3. Click on the "Download a Grant Application Package" link.
4. Scroll down to the "Funding Opportunity Number" box and enter COPS-CPD-Application-2020. Then click on "Download Package."
5. Click the "Download" link at the bottom right of the page under the "Instructions & Application" heading.
6. To view the SF-424 instructions, click the "Download Application Instructions" link.
7. To start the application, click "Download Application Package," which is the second link.
8. Enter an application filing name of your choice (e.g., agency legal name and program type for which you are applying) into the "Application File Name" text box, which is highlighted yellow with a red border.
9. In the "Mandatory Documents" field, do the following:
    a. Select the "Application for Federal Assistance (SF-424)" document then click on the "Move Form to Complete" button so that the form appears under the "Mandatory Documents for Submission" field.
    b. Select "COPS Office Short Application Attachment to SF-424," then click the "Move Form to Complete" button so that the form appears under the "Mandatory Documents for Submission" field.
10. Select "Application for Federal Assistance" and click on the "Open Form" button. Be sure to fill in all required fields on the displayed documents, which are highlighted yellow with red borders. Last, select the program to which you are applying and enter or re-enter a correct ORI.
11. Click the "Save" button at the very top of the document.
12. In the "Save As" dialogue box, do the following:
    a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
    b. Select the "Save" button to save the file to your selected location on your computer.

** Note: You will be required to save this document twice. You may either save it in the same location, which will overwrite the first one, or save it in a different location for redundancy.

1. Click on the "Save & Submit" button at the top of the document.
2. In the "Save As" dialogue box, do the following:
   a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
   b. Select the "Save As" button to save the file to your selected location on your computer.
3. Enter your username and password for the authorized organizational representative (AOR). This is set up while registering with Grants.gov.
4. Wait until "Confirmation Page" appears to close the document. Take note of the grant ID number provided by Grants.gov for your file.
5. After the SF-424 has been successfully submitted, you will receive three emails from Grants.gov:
   a. One email thanking the applicant for submission
   b. A second email confirming Grants.gov validation
   c. A third email stating the application was received by the agency
6. Within one business day, you will receive one of two emails from the COPS Office:
   a. An email stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.

   Or

   b. An email stating that the COPS Office validation failed and that the issues must be corrected and resubmitted.

Correcting COPS Office validation errors

1. Open the application that was saved in step 12.
2. Edit fields that had errors.
3. Select the "Save & Submit" button.
4. In the "Save As" dialogue box, do the following:
   a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
   b. Select the "Save" button to save the file to your selected location on your computer. Overwrite the existing application or save as a different file name on your computer.
5. Enter your username and password for the AOR account.
6. Wait until "Confirmation Page" appears to close the document. Take note of the new grant ID number provided by Grants.gov for your file.
7. After the SF-424 has been successfully submitted, you will receive three emails from Grants.gov.
   a. One email thanking the applicant for submission.
   b. A second email confirming Grants.gov validation.
   c. A third email stating the application was received by the agency.
8. Within one business day, you will receive one of two emails from the COPS Office:
   a. An email stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.

   Or

   b. An email stating that the COPS Office validation failed and that the issues must be corrected and resubmitted.

Glossary of Terms

The following information is provided to assist you with the completion of your COPS Office award program application forms. The list includes some of the most common terms that are used in the application forms. For additional assistance or clarification regarding any part of the application, please contact your Grant Program Specialist at 800-421-6770.

allowable costs. Allowable costs are costs that will be paid for by this award program.

authorized officials. The authorized officials are the individuals in your organization who have final authority and responsibility for all programmatic and financial decisions regarding your application and, if awarded, your award. For law enforcement agencies, the listed law enforcement executive (usually chief of police, sheriff, etc.) and the government executive (usually mayor, board president, etc.) are your agency's authorized officials.

authorized organizational representative (AOR). A person authorized by your e-business POC to submit applications to Grants.gov. This privilege should be provided only to those individuals who currently have signature authority for submitting award applications. The name of the individual designated as an AOR will be populated by the Grants.gov system in award application package forms, which require signatures. An organization can assign as many AORs to use Grants.gov as necessary.

automated booking system. An automated booking system captures arrestee fingerprints and photographic information electronically and often has the ability to transfer that information to a departmental or state-wide database.

automated fingerprint identification system (AFIS). An AFIS is a highly specialized biometrics system that compares a single fingerprint image with a database of fingerprint images. Fingerprint images are collected from crime scenes or are taken from criminal suspects when they are arrested. Fingerprint images may be captured by placing a finger on a scanner or by electronically scanning inked impressions on paper.

Award number. If awarded, the award number identifies your agency's specific award, and can be found on your award document. This number should be used as a reference when corresponding with the COPS Office. The COPS Office tracks award information based upon this number.

award start date. This is the date on or after which your agency is authorized to purchase items or hire positions that were approved by the COPS Office. If awarded, the award start date is found on your award document. Recipients may not make any purchases or hire any positions prior to this date without written approval from the COPS Office.

career law enforcement officer. The COPS Office 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 oversee the prevention, detection, or investigation of violations of criminal laws.

Catalog of Federal Domestic Assistance (CFDA). The CFDA is an annual government-wide publication that contains a description and index of all forms of federal assistance. Each program is assigned a CFDA number, which is used by auditors to track award revenues under the Single Audit Act. It is also used in participating states by state single points of contact in conducting the required intergovernmental reviews under Executive Order 12372. The CFDA number for all COPS Office programs is 16.710.

closeout. The process in which the awarding agency, the COPS Office, determines that all applicable administrative actions and all required work and conditions of the award have been completed and met by the recipient and awarding agency.

Cognizant Federal Agency. The federal agency that generally provides the most federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB).

community-oriented policing . Community-oriented policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Computer Aided Dispatch (CAD) system. A CAD system is a computer database that can track calls for service, maintain status of units available, provide various reports, produce address histories, and support electronic mail. With the installation of integrated CAD systems, officers are able to receive calls for service on their mobile data terminals rather than over the radio. Radios can then be used only for serious emergencies.

computing devices. Computing devices are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting, and receiving, or storing electronic information.

consortium. A consortium is a group of two or more governmental entities that agree to form a partnership to provide law enforcement services to their constituent communities.

COPS Office. The Office of Community Oriented Policing Services (COPS Office) is the office within the U.S. Department of Justice that, if awarded, is your grantor or awarding agency for your COPS Office award. The COPS Office is responsible for administering your funding for the entire award period. You can reach the COPS Office at 800-421-6770.

COPS Office finance staff. Members of the COPS Office finance staff handle your agency's financial and budgetary needs related to your application. A financial analyst is assigned to your state, and is available to answer any questions that you may have concerning the financial aspects of your award, if funded. To identify your state assigned financial analyst, please call the COPS Office Response Center at 800-421-6770, or visit the COPS Office web site at **www.cops.usdoj.gov**.

DUNS number. DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine or thirteen digits. If your institution does not have one, call 866-705-5711 to receive one free of charge. You can also request your DUNS number online at **www.dnb.com/us**.

e-business point of contact (POC). Your e-business POC is the person who will designate which staff members can submit applications through Grants.gov. When you register with SAM, your institution will be asked to designate an e-Business POC.

EPIC (El Paso Intelligence Center) National Clandestine Laboratory Seizure Database. The U.S. Department of Justice maintains this database to track seizure of clandestine drug laboratories. It contains addresses of some locations where law enforcement agencies reported they found chemicals or other items that indicated the presence of either clandestine drug laboratories or dumpsites.

equipment. Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds $5,000.

federally recognized tribe. Tribal entities whom are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally acknowledged Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only federally recognized tribes are eligible to apply for COPS Office tribal award funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631-MIB, 1849 C Street NW, Washington, DC 20240, 202-208-2475.

Global Positioning System (GPS). Global Positioning Systems are a series of 24 geosynchronous satellites that continuously transmit their position. Each system is used in personal tracking, navigation, and automatic vehicle location technologies.

interoperable communications. Communications interoperability refers to the ability to talk across disciplines and jurisdictions via radio communications networks on demand, in real time. Interoperable communications equipment and technology is used to increase interoperability and data information- sharing among the law enforcement, fire service, and emergency medical service communities.

Local Area Unemployment Statistics (LAUS). The Bureau of Labor Statistics' LAUS program provides monthly estimates of unemployment for communities. For more information and detailed instructions for looking up your local area's unemployment rate, please visit **www.bls.gov/lau/data.htm**.

local budget cycle. Your agency's fiscal year. Some common examples include January 1 to December 31, October 1 to September 30, and July 1 to June 30. Some local budget cycles may extend up to 24 months.

M-PIN. Password used by your e-business point of contact to designate which staff members can submit applications to Grants.gov.

matching funds. What a locality must contribute as a cash match toward total allowable project costs over the life of the program.

military veteran. Under the 2020 CHP, a military veteran is a person who served in the active military, naval, or air service and who was discharged or released therefrom under conditions other than dishonorable.

mobile data computer/laptop. A Mobile Data Computer (MDC) is a computer terminal mounted in a vehicle that is linked via wireless communication to a network that is often integrated with a CAD system. MDCs enable officers to complete previously handwritten reports on a computer. This often eliminates the need to enter duplicate information on multiple reports.

National Incident-Based Reporting System (NIBRS). A comprehensive reporting database. Agencies provide individual records for eight index crimes and 38 other offenses.

obligation of funds. If this application is awarded, the COPS Office obligates federal funds when the award document is signed by the director or his or her designated official. For the recipient, award funds are obligated when monies are spent directly on purchasing items approved under the award guidelines. The term *encumbrance* is often used at the local and state levels to describe this type of transaction. Liquidated obligations are considered cash outlays or monies actually spent. Unliquidated obligations are obligations incurred and recorded but not yet paid (accrual basis of accounting) or not yet recorded and not yet paid (cash basis of accounting).

OJP vendor number/EIN number. This is your agency's nine-digit federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number.

If your EIN previously has been assigned to another agency within your jurisdiction, the Office of the Comptroller will assign a new OJP vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this award program, and should not be used for IRS purposes.

ORI (Originating Agency Identifier) number. This number is assigned by the FBI and is your agency's originating agency identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. When you contact the COPS Office with a question, you can use the ORI number, and we will be able to assist you. If you are a previous COPS Office award recipient, you may have been assigned an ORI number through the COPS Office if the FBI had not previously assigned your agency this identifier number.

primary law enforcement authority. An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only respond to or investigate specific type(s) of crime(s); respond to or investigate crimes within a correctional institution; serve warrants; provide courthouse security; transport prisoners; and/or have cases referred to them for investigation or investigational support.

Public Safety Partnership and Community Policing Act of 1994. The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to

- increase the number of community policing officers on the beat;
- provide additional and more effective training to law enforcement officers to enhance their problem solving, service, and other skills needed in interacting with members of the community;
- encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime;
- encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

recipient. A non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See also §200.69 Non-Federal entity." 2 CFR 200.86.

school resource officer (SRO). A career law enforcement officer, with sworn authority, deployed in community-oriented policing, and assigned by the employing police department or agency to work in collaboration with schools and community-based organizations to (a) address crime and disorder problems, gangs, and drug activities affecting or occurring in our around and elementary or secondary school; (b) deploy or expand crime prevention efforts for students; (C) educate likely school-age victims in crime prevention and safety; (d) develop or expand community justice initiatives for students; (e) train students in conflict resolution, restorative justice, and crime awareness; (f) assist in the identification of physical changes in the environment that may reduce crime in or around the school; and (g) assist in developing school policy that addresses crime and to recommend procedural changes.

supplanting. COPS Office award funds may not be used to supplant (replace) state, local, or Bureau of Indian Affairs (BIA) funds that would be made available in the absence of federal COPS Office award funding. Program funds must be used to increase the amount of state, local, or BIA funds otherwise budgeted for the award

purposes, plus any additional state, local, or BIA funds budgeted for these purposes. As it applies to CHP funding, recipients must not reduce the level of state, local, or BIA funding that would have been dedicated toward sworn officer positions as a result of receiving federal funding.

System for Award Management (SAM). Institutions applying for any type of award from the Federal Government must register with SAM. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their SAM at least once per year to maintain an active status. Information about registration procedures can be accessed at **www.sam.gov**.

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS Office program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098, and the expiration date is 05/31/2020.

About the COPS Office

The **Office of Community Oriented Policing Services (COPS Office)** is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territorial, and tribal law enforcement agencies through information and grant resources.

Community policing begins with a commitment to building trust and mutual respect between police and communities. It supports public safety by encouraging all stakeholders to work together to address our nation's crime challenges. When police and communities collaborate, they more effectively address underlying issues, change negative behavioral patterns, and allocate resources.

Rather than simply responding to crime, community policing focuses on preventing it through strategic problem-solving approaches based on collaboration. The COPS Office awards grants to hire community policing officers and support the development and testing of innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders, as well as all levels of law enforcement.

Since 1994, the COPS Office has invested more than $14 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing. Other achievements include the following:

- To date, the COPS Office has funded the hiring of approximately 130,000 additional officers by more than 13,000 of the nation's 18,000 law enforcement agencies in both small and large jurisdictions.
- Nearly 700,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office–funded training organizations.
- To date, the COPS Office has distributed more than eight million topic-specific publications, training curricula, white papers, and resource CDs and flash drives.
- The COPS Office also sponsors conferences, roundtables, and other forums focused on issues critical to law enforcement.

COPS Office information resources, covering a wide range of community policing topics such as school and campus safety, violent crime, and officer safety and wellness, can be downloaded via the COPS Office's home page, **www.cops.usdoj.gov**. This website is also the grant application portal, providing access to online application forms.

U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street NE
Washington, DC 20530
To obtain details about COPS Office programs,
call the COPS Office Response Center at 800-421-6770.

Visit the COPS Office online: **www.cops.usdoj.gov**

January 2020

MEETING DATE: FEBRUARY 4, 2020
DEPARTMENT: FINANCE
PREPARED BY: LESLIE BRUMAGE
PRESENTED BY: LESLIE BRUMAGE

AGENDA ITEM SUMMARY REPORT

Approve the CivicPlus Agreements for the Recreation Software Repalcement

ACTION TO BE TAKEN:
Authorize the Mayor or Council President to sign the Master Services agreement and Statement of Work between the City of Cody and CivicPlus, contingent upon City Attorney review and approval.

SUMMARY OF INFORMATION:
The City of Cody has been using Vermont Systems Rec Trac software for nearly twenty years. This software was adequate for many years however this program has become obsolete and does not allow for the online accessibility that our customers have asked for. Consumers have grown to expect immediate access to data and services at all times, available from anywhere. The City is currently not able to provide that service to our customers with the existing software.

Replacing Rec Trac with a more functional and diverse program that grows with the City will provide many benefits including greater work efficiency for staff, more options and greater flexibility for our customers, and more functionality for providing services to our customers.

CivicRec, a product of the City's website host, offers a comprehensive parks, recreation, and facilities management program that would allow the City to provide additional services to citizens and visitors. Not only does this program enhance and streamline the internal processes staff utilize it also includes online connectivity through a customer portal.

A few of the many benefits for our customers include:

- Online connectivity to register for programs, sign up for or renew memberships, or reserve a facility.
- Citizen dashboard where customers can receive notifications of upcoming events and recent registrations and an activity calendar that will interface with their mobile devices.
- Customers can log in via Facebook, Google account, or email address.
- Online access is available through PC or mobile devices.
- Social media tool that allows users to share via their social media with friends and family.

A few of the many benefits to the City include:

- Unlimited user licenses.
- Easy to use screens making back office activities, such as setting up programs, more streamlined and less time consuming.
- Built in tools to electronically communicate with customers via email and text.
- Advanced financial and program-level reporting capabilities.
- Incorporates an electronic brochure eliminating the need for printed program and activity brochures.
- Provider hosted solution – no servers to purchase and maintain.
- Surveys can be automatically generated and sent to program participated and returned electronically to staff.

AGENDA ITEM NO. _____

FISCAL IMPACT

The program cost is a one-time purchase of $18,400 for implementation and an annual software hosting and maintenance fee of $23,700. CivicPlus is offering a three-year, no interest, payment plan for the implementation fee and a pro-rated first year hosting and maintenance fee based on our fiscal year. The start-up cost for this fiscal year would be $16,073. The City would not need to use any unappropriated reserves for this upgrade. The start-up cost can be paid for within the City's existing budget due to savings from the health insurance premium holiday in the amount of $25,000 within the Parks, Facilities, and Recreation Center budgets. We also plan to ask Shoshone Recreation District to pay for half of the start-up costs at their February 6th board meeting. If they agree, that would reduce the City's initial cost to $8,036.

ATTACHMENTS

1. Master Services Agreement
2. Statement of Work

AGENDA ITEM NO. _____

CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Master Services Agreement:
Cody WY

THIS Master Services Agreement ("Agreement") is agreed to by and between CivicPlus, LLC., d/b/a CivicPlus ("CivicPlus") and Cody WY;("Client") (referred to individually as "Party" and jointly as "Parties") and shall be effective as of the later date of signing indicated at the end of this Agreement ("Effective Date").

RECITALS

I. WHEREAS, CivicPlus is engaged in the business of developing, marketing and selling custom community engagement and government management platforms and services that include but are not limited to web sites, web interfaces and portals and proprietary software systems and associated modules; in addition to project development, design, implementation, support and hosting services for same;

II. WHEREAS, Client wishes to engage in a relationship with CivicPlus for such services and/or license for the development and use of proprietary software developed and owned by CivicPlus;

III. WHEREAS, Client and CivicPlus have agreed to certain terms as set forth in this Agreement by this written instrument duly executed by the Parties;

NOW, THEREFORE, Client and CivicPlus agree as follows:

Term & Termination

1. This Agreement shall commence on the date set forth below and shall remain in full force and effect during the term of any associated or attached Statement of Work ("SOW") between CivicPlus and Client. This Agreement and any associated or attached SOW will continue under the conditions set forth herein until terminated by either Party as specifically authorized herein.

2. Either Party may terminate this Agreement or any associated SOW at the end of the SOW term by providing the other Party with 60 days' written notice prior to the SOW renewal date.

3. Upon termination of this Agreement or any associated or attached SOW, the licenses granted for such relevant SOW by Section 15, below, will terminate; Client shall cease all use of the CivicPlus Property (as defined herein) associated with the terminated SOW.

4. Notwithstanding the above, in the event this Agreement or any SOW is terminated, for any reason, prior to payment in full being made by Client for work completed by CivicPlus, any outstanding invoices or future planned billing for the development of Client's chosen government management platform and/or services, as defined in the SOW ("Project Development"), shall immediately become due in full.

Statements of Work

5. CivicPlus agrees to perform services and/or produce deliverables in accordance with the SOW in consideration of the fees owed by Client in described in the same SOW. Multiple and successive SOW may be entered into and shall be attached hereto. Such SOWs are incorporated into this Agreement by reference and subject to the terms & conditions contained herein pursuant to Section 27.

Invoicing & Payment Terms

6. Invoices shall be sent electronically to the individual/entity designated in the SOW's contact sheet, to be filled out and submitted by Client. Client shall provide accurate, current and complete information of Client's legal business name, address, email address, and phone number, and maintain and promptly update this information if it should change. Upon request CivicPlus will mail invoices, and the Client will be charged a $5.00 convenience fee.

7. Payment is due 30 days from date of invoice. Unless otherwise limited by law, a finance charge of 1.5 percent (%) per month or $5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).

8. If the Client's account exceeds 60 days past due, support will be discontinued until the Client's account is made current. If the Client's account exceeds 90 days past due, Annual Services will be discontinued, and the Client website, modules, interfaces or portals will no longer be active until the Client's account is made current. Client will be given 30 days' notice prior to discontinuation of services for non-payment.

9. If the Client requests a change in the timeline set forth and agreed upon at the beginning of the services, and such change causes CivicPlus to incur additional expenses (i.e. airline change fees, consultant fees), Client agrees to reimburse CivicPlus for those fees. Not to exceed $1,000 per CivicPlus resource per trip. CivicPlus shall notify Client prior to incurring such expenses and shall only incur those expenses which are approved by Client.

Ownership & Content Responsibility

10. Upon full and complete payment of submitted invoices for any SOW Project Development Fees, Client will own the website graphic designs, webpage or software content, module content, importable/exportable data, and archived information as created by CivicPlus on behalf of Client pursuant to this Agreement ("Customer Content").

11. Upon completion of any SOW Project Development, Client will assume full responsibility for website, software or module content maintenance and administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.

12. Client agrees that CivicPlus shall not migrate, convert, or port content or information that could reasonably be construed to be time-sensitive, such as calendar or blog content, in any Project Development.

13. Client will make a reasonable attempt to work with CivicPlus, if requested, to create a news item to be released in conjunction with their project Go-Live date. Client will provide CivicPlus with contact information for local and regional media outlets. CivicPlus may use the press release in any marketing materials as desired throughout the term of this Agreement.

Intellectual Property & Ownership

14. Intellectual Property of any software or other original works created by or licensed to CivicPlus prior to the execution of this Agreement ("CivicPlus Property") will remain the property of CivicPlus. Client shall not (i) license, sublicense, sell, resell, reproduce, transfer, assign, distribute or otherwise commercially exploit or make available to any third party any CivicPlus Property in any way; (ii) modify or make derivative works based upon any CivicPlus Property; (iii) create Internet "links" to the CivicPlus Property software or "frame" or "mirror" any CivicPlus Property administrative access on any other server or wireless or Internet-based device; or (iv) reverse engineer or access any CivicPlus Property in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of any CivicPlus Property, or (c) copy any ideas, features, functions or graphics of

any CivicPlus Property. The CivicPlus name, the CivicPlus logo, and the product and module names associated with any CivicPlus Property are trademarks of CivicPlus, and no right or license is granted to use them.

15. Provided Client complies with the terms and conditions herein, the relevant SOW, and license restrictions set forth in Section 14, CivicPlus hereby grants Client a limited, nontransferable, nonexclusive, license to access and use the CivicPlus Property associated with any valid and effective SOW associated with this Agreement, for the term of the respective SOW.

Indemnification

16. To the extent permitted by the law of Client's state, Client and CivicPlus shall defend, indemnify and hold the other Party, its partners, employees, and agents harmless from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, arising out of the negligent actions and omissions, or intentionally malicious actions or omissions of the indemnifying Party or its partners, employees, and agents, directly associated with this Agreement and the operations and installation of software contemplated by this Agreement. This section shall not apply to the extent that any lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses is caused by the negligence or willful misconduct on the part of the other Party.

Client Responsibilities

17. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier, licensor or other third-party service provider whose facilities or services are used in furnishing any portion of the service received by the Client.

18. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity employed/contracted on the Client's behalf.

19. Client agrees that it is solely responsible for any solicitation, collection, storage, or other use of end-users' personal data on any website or online service provided by CivicPlus. Client further agrees that CivicPlus has no responsibility for the use or storage of end-users' personal data in connection with the website or the consequences of the solicitation, collection, storage, or other use by Client or by any third party of personal data.

20. To the extent it may apply to any service or deliverable of any SOW, user logins are for designated individuals chosen by Client ("Users") and cannot be shared or used by more than one User. Client will be responsible for the confidentiality and use of User's passwords and User names. Client will also be responsible for all electronic communications, including those containing business information, account registration, account holder information, financial information, Client data, and all other data of any kind contained within emails or otherwise entered electronically through any CivicPlus Property or under Client's account. CivicPlus will act as though Client will have sent any electronic communications it receives under Client's passwords, user name, and/or account number. Client shall use commercially reasonable efforts to prevent unauthorized access to or use of any CivicPlus Property and shall promptly notify CivicPlus of any unauthorized access or use of any CivicPlus Property and any loss or theft or unauthorized use of any User's password or name and/or user personal information.

21. Client shall comply with all applicable local, state, and federal laws, treaties, regulations, and conventions in connection with its use of any of the services or CivicPlus Property.

Limitation of Liability

22. CivicPlus' liability arising out of or related to this Agreement, or any associated SOW, will not exceed the Annual Services Fee paid by Client in the year prior to such claim of liability.

23. In no event will CivicPlus be liable to Client for any consequential, indirect, special, incidental, or punitive damages arising out of or related to this Agreement.

24. The liabilities limited by Section 22 and 23 apply: (a) to liability for negligence; (b) regardless of the form of action, whether in contract, tort, strict product liability, or otherwise; (c) even if Client is advised in advance of the possibility of the damages in question and even if such damages were foreseeable; and (d) even if Client's remedies fail of their essential purposes. If applicable law limits the application of the provisions of this Limitation of Liability section, CivicPlus' liability will be limited to the maximum extent permissible.

Force Majeure

25. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civic disturbance, riot, war, national emergency, act of public enemy, or other cause of similar or dissimilar nature beyond its control.

Taxes

26. It is CivicPlus' policy to pass through sales tax in those jurisdictions where such tax is required. If the Client is tax-exempt, the Client must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and the fees owed by Client under this Agreement will not be taxed. If the Client's state taxation laws change, the Client will begin to be charged sales tax in accordance with their jurisdiction's tax requirements and CivicPlus has the right to collect payment from the Client for past due taxes.

Other Documents

27. The following, if applicable, are to be attached to and made part of this Agreement:

a. Any Addendum and/or Amendments to this Agreement signed by both Parties;

b. Exhibit A - Statement(s) of Work;

b. Service Agreement Sales Forms;

c. Service Agreements previously executed between the Parties; and

d. Custom Development / Retainer Agreement

28. In the event of conflict with an attachment to this Agreement, this main body of this Agreement will govern. Notwithstanding the foregoing, no SOW or other attachment incorporated into this Agreement after execution of this main body of this Agreement will be construed to amend this main body unless it specifically states its intent to do so and cites the section or sections amended.

29. This Agreement and all attachments hereto sets forth the entire agreement of the Parties and supersedes all prior or contemporaneous writings, negotiations, and discussions with respect to its subject matter.

Interlocal Purchasing Consent

30. With the prior approval of CivicPlus, which may be withheld for any or no reason within CivicPlus' sole discretion, this Agreement and any attached SOWs may be extended to any public entity in Client's home-state to purchase at the SOW prices and specifications in accordance with the terms stated herein.

Miscellaneous Provisions

31. The invalidity, in whole or in part, of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

32. No amendment, assignment or change to this Agreement or any included SOW shall be effective unless by a written instrument executed by each of the Parties.

33. This Agreement may be executed in one or more counterparts. Each counterpart will be an original, but all such counterparts will constitute a single instrument.

34. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and consent to the terms & conditions of this Agreement.

Client	CivicPlus
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

Please sign and email to Dustin Flentie at flentie@civicplus.com or fax to

Sign and E-mail the
entire
contract with exhibits to:

mailto:contracts@civicplus.com

Signature pages sent without the entire contract attached will not be accepted. We will e-mail a counter-signed copy of the contract back to you once we begin your project.

CivicPlus does not require a physical copy of the contract, however, if you would like a physical copy of the contract, mail one (1) copy of the contract with original signature to:

CivicPlus Contract Manager

302 S. 4th Street, Suite 500
Manhattan, KS 66502

Upon receipt of signed original, we will counter-sign and return the copy for your files.

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #: Q-06489-1
Date: 12/18/2019 2:10 PM
Expires On: 3/17/2020
Product: CivicRec

Ship To
Rick Manchester
Cody WY - CivicRec

Bill To
Cody WY - CivicRec

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Dustin Flentie	x	flentie@civicplus.com		Net 30

Exhibit A.1 - Statement of Work

QTY	Product Name	DESCRIPTION	TOTAL
1.00	CP Pay Annual Fee	CP Pay Annual Fee	$0.00
1.00	CP Pay Implementation	CP Pay Implementation Fee	$0.00
1.00	Activities Import	Activities Import	$2,000.00
1.00	User Import	User Import - Imports current public users into the new system.	$3,000.00
1.00	CivicRec Annual Fee	CivicRec Annual Fee	$9,939.93
1.00	CivicRec Ultimate	Ultimate Package -Project Coordination -Branded Public Portal -Help Center Access -Access to Live Project Support -Named Implementation Consultant	$4,650.00
2.00	System Training (1d, virtual)	Training (Virtual) - half day, up to 4 hours	$1,250.00
2.00	Virtual Consulting (Half Day Block)	Consulting (Virtual) - half day, up to 4 hours	$1,250.00
1.00	2 Day On-Site Training	2 Day On-Site Training Package	$0.00
2.00	On-Site Training Fee	On-Site Training Fee	$4,000.00
3.00	Travel Days	On-Site Days	$2,250.00
		TOTAL:	$28,339.93

One Time Costs	$18,400.00
Annual Recurring Costs	$23,700

1. Performance and payment under this SOW shall be subject to the terms & conditions of the Agreement by and between Client and CivicPlus, to which this Statement of Work (SOW) is hereby attached.

2. This SOW shall remain in effect for an initial term beginning January 30, 2020 and ending June 30, 2021. In the event that neither party gives 60 days' notice to terminate prior to the end of the initial or any subsequent renewal term, this Agreement will automatically renew for an additional 1-year Renewal Term.

3. The Initial Term Fees shall be invoiced as follows:

Chart of Payments

Period of Service	Invoice Date	CPA Yearly Charge
01/30/2020-06/30/2020	On or about January 30, 2020	$16,073.26
07/01/2020 - 06/30/2021	On or about July 1, 2020	$29,833.33
07/01/2021 - 06/30/2022	On or about July 1, 2021	$29,833.33
07/01/2022 - 06/30/2023 (if renewed)	On or about July 1, 2022	$24,885.00

5. Renewal Term Annual Services Fees (Annual Recurring Costs) shall be invoiced on the date of signature of relevant calendar years beginning with the second year of service. Annual services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in Year 4 of service.

6. The Client's Annual Services Fees agreed upon herein are based on Client processing up to $1,567,000.00 of revenue per year ("Predicted Processing Volume"). Starting with the first renewal year of this SOW, CivicPlus reserves the right (but not the obligation) to audit Client once every 12 months to determine Client's actual processing volume ("Actual Processing Volume"). In the event Client's Actual Processing Volume exceeds the Predicted Processing Volume, CivicPlus will notify client within 30 days of the audit of the Actual Processing Volume and the applicable increase in the Annual Fees resulting from such Actual Processing Volume. The increase in the Annual Fees shall be implemented the first of the month following the notice. CivicPlus shall provide Client with 90 days' written notice of any planned increase in fees.

7. All amounts owed to CivicPlus hereunder are fully-earned upon provision of the Services Provided, as described in Addendum 1, and are not subject to withholding or off-set in any manner whatsoever, such amounts are non-refundable upon payment subject only to a clear demonstration of an accounting error. Client expressly acknowledges and agrees that Client is familiar with the proposed Services Provided and CivicPlus' billing process.

8. For the purposes of obtaining merchant account services through CP Pay, Client may utilize the designated merchant account for CivicRec through an integrated partnership with OpenEdge ("CP Pay Merchant"). In the event Client chooses CP Pay Merchant, Client will enter into a merchant account agreement with OpenEdge. Such agreement's terms and conditions will solely enure to the benefit and obligation of Client; CivicPlus shall not be a party to such agreement. In the event Client chooses CP Pay Merchant, CivicPlus will facilitate Client and CP Pay Merchant communication for contracting purposes and shall integrate the CP Pay Merchant account processor at no charge to Client. Client agrees to comply with all terms and conditions of the resulting merchant account agreement and pay all fees required to maintain the services. If Client desires to use an integrated merchant account processor gateway besides the designated CP Pay Merchant, an integration fee will be included in Client's implementation fees. Client agrees to comply with all terms and conditions of the resulting merchant account agreement and pay all fees required to maintain the services. Client acknowledges that the fees set forth in this SOW do not include any transaction, processing or other fees imposed by Client's merchant account processor. Client is fully responsible for their relationship with their selected processor. In no event will CivicPlus: (i) take part in negotiations, (ii) pay any fees incumbent on the Client or merchant account, or

(iii) acquire any liability for the performance of services of any chosen merchant account processor, including CP Pay Merchant.

8. When Client uses CP Pay, then Client may take online credit card payments for certain services or products they provide via the Client websites supported by CivicPlus. As such, through CP Pay, CivicPlus facilitates an automated process for redirecting credit card payments to Client's chosen payment gateways / merchant account processors. For card payments, CivicPlus will redirect any payments processing to the Client's merchant account processor gateway, and the merchant account processor gateway presents the payment form page and processes the card payment. CivicPlus does not transmit, process or store cardholder data and does not present the payment form. CivicPlus implements and maintains PCI compliant controls for the system components and applications that provide the redirection services only.

Acceptance
We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

Client	CivicPlus
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Addendum 1 to Exhibit A.1 – Services Provided

Services provided by CivicPlus to the Client under this agreement include the following:

Access: CivicPlus hereby grants a nonexclusive license during the term of the Agreement for the Client to access, use and display the CivicPlus item(s) listed in the SOW in accordance with the terms of the Agreement. Excluding occasional maintenance, the Software shall be available 24 hours per day, seven days per week with a guaranteed uptime of 99%. The Portal is accessible via the public Internet from any device with an Internet connection and browser. .

Documentation: All CivicPlus startup and user's guides are maintained electronically in the system and can be accessed through the "Help Center" from within CivicPlus. CivicPlus does not provide paper copies of its guides and help files.

Data Backups: CivicPlus currently performs backups daily of all of its data (6:00 AM). In case of emergency, CivicPlus may restore data to the point of the previous backup.

Enhancements: New features will be added throughout the term of this Agreement. Client will have full access to all of these new features without additional charge. Client is also encouraged to submit change requests as they see opportunities for improvement. CivicPlus will attempt to implement any and all changes that improve the value of CivicPlus to all of our Clients at no charge. Notwithstanding the foregoing, all custom work will be estimated and agreed upon in writing by the parties hereto prior to work start.

Client Support: CivicPlus shall provide an online utility for problem reports and change requests. Client may also reach CivicPlus by phone at 1-800-335-1863 between the hours of 7:00 AM and 7:00 PM Central Standard Time, Monday through Friday and excluding national holidays. E-mail support is also available at support@CivicPlus.com. Non-emergency after-hours support may be subject to additional fees. Emergencies will be handled as soon as possible. Enhancement requests will be queued based on priority and implemented on a schedule. CivicPlus shall have sole and absolute discretion as to whether support requests exceed reasonable use or exceed the scope of services outlined in this Agreement.

Data: In the event Client no longer wishes to use CivicPlus, CivicPlus will export Client data based on a requested format (in most cases). If the data exporting request is initiated by Client, additional fees may apply. All work will be estimated and agreed upon in writing by the parties hereto prior to work start.

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Contract Contact Email

Phone Ext. Fax

Project Contact Email

Phone Ext. Fax

NOTICE OF APPLICATION TO TRANSFER THE OWNERSHIP
OF A RETAIL LIQUOR LICENSE

Notice is hereby given that on the 10th day of January, 2020, Wyo Restaurants Inc dba Proud Cut Saloon filed an application to transfer the ownership of a retail liquor license in the office of the Clerk of the City of Cody currently located at 1227 Sheridan held by The Proud Cut Saloon Inc and protests, if any there be, against the transfer of such license will be heard at the hour of 7:00 p.m., or as soon thereafter as practical, on the 4th day of February, 2020, in the Council Chambers of City Hall, 1338 Rumsey Avenue, Cody, Wyoming.

MEETING DATE: JANUARY 21, 2020
DEPARTMENT: PARKS, RECREATION AND PUBLIC FACILITIES
PREPARED BY: MIKE FINK
PRESENTED BY: RICK MANCHESTER

AGENDA ITEM SUMMARY REPORT

Annual Request for CHS Graduation Party 2020

ACTION TO BE TAKEN:

Request motion to approve the City Council sponsoring the 2020 Cody High School Graduation Party for the amount not to exceed $830.00.

SUMMARY OF INFORMATION:

In recent years, the City Council has elected not to waive facility fees for local groups. However City Council has sponsored the annual Cody High School graduation party and paid a portion or all of the related fees out of the City Council contingency fund.

A group of local parents and students are organizing an all-night graduation celebration for the CHS Senior Class of 2020. This overnight activity is scheduled to be held at the Recreation Center and has been scheduled for May 28, 2020. The celebration will run from 9:00 pm on Thursday May 28, to 2:00 am on Friday May 29th.

The normal closure time of the Recreation Center on Thursday is 10:00 pm. The committee is planning a wide variety of activities for the “lock-in” style of party. Students will not be allowed to leave and re-enter the celebration. In addition to the chaperones from the graduation committee, a City Rec Center staff member will also be on site.

FISCAL IMPACT

A minimum of one staff member will be scheduled to work this event. It is estimated that the direct salary cost to the City will be approximately $130.00.

The standard non-commercial rental fee for the Rec Center is as follows:

Gymnasiums	$450.00
Multipurpose room	$100.00
Hallway	$50.00
Racquetball Court	$100.00
Front desk staff	$130.00
Total	**$830.00**

ALTERNATIVES

1. Approve sponsoring the CHS graduation party in the amount not to exceed $830.00
2. Do not sponsor the event, but instead waive the fee.
3. Deny the request.
4. Funding not to exceed a different amount approved by City Council.

ATTACHMENTS

None

AGENDA & SUMMARY REPORT TO:

Rick Manchester, Parks, Recreation & Public Facilities Director
Mike Fink, Recreation and Public Facilities Superintendent
Elizabeth Radokovich, CHS Parent Advisor Committee

MEETING DATE: FEBRUARY 4, 2020
DEPARTMENT: FINANCE
PRESENTED BY: LESLIE BRUMAGE, FINANCE OFFICER

AGENDA ITEM SUMMARY REPORT
Resolution 2020-03 Budget Amendment

ACTION TO BE TAKEN:
Approve the resolution amending the FY19-20 budget.

SUMMARY OF INFORMATION:
The City of Cody adopted the budget for FY19-20 on June 18, 2019. Per State Statute, budgets may be amended through Resolution by the City Council. Included in this request are amendments and transfers for:

- New IT Help Desk position
- Transfer of dumpster replacement budget to other Sanitation equipment costs for the Large Item Pickup program restructuring
- Maintenance cost-share for the boiler replacement at the Law Enforcement Center
- Replacement of the water crane card reader, SCADA system, and pH meter
- Transfer of budgeted amounts between Parks, City Facilities, and Recreation Center personnel accounts for the replacement of the recreation management software program
- Increase in cost for the school district subdivision electric line project
- Award of the America Walks grant
- Increase in interest revenue and banking fees
- Transfer of budgeted amounts from the ADA ramp projects for the TAP grant match
- Leave payout for retired employee
- Increase in animal shelter costs due to an animal cruelty case

A detailed listing of all amendments and transfers is attached.

FISCAL IMPACT
The overall impact of this request is an increase in revenue of $524,870 and an increase in expenses of $506,779, for a net increase to cash reserves of $18,091. The impact by fund is as follows:

Fund	Expense	Revenue	Revenue Over (Under) Expenses
Electric Fund	$ 14,668	$ 21,530	$ 6,862
General Fund	$ 127,458	$ 117,900	$ (9,558)
Lodging Tax Fund	$ 6	$ 195	$ 189
Solid Waste Fund	$ 15,232	$ 12,075	$ (3,157)
Specific Purpose Tax Fund	$ 320,608	$ 341,760	$ 21,152
Vehicle Replacement Fund	$ 230	$ 8,480	$ 8,250
Wastewater Fund	$ 1,253	$ 18,530	$ 17,277
Water Fund	$ 27,324	$ 4,400	$ (22,924)
Grand Total	**$ 506,779**	**$ 524,870**	**$ 18,091**

ATTACHMENTS
1. Resolution 2020-03
2. Detailed listing of amendments and transfers

AGENDA ITEM NO. _____

Fund	Dept	Category	Amount	Type	Comments
General Fund	Aquatics	Expense	$ (3,097)	Transfer	Transfer budget from Health Insurance expense to Computer, Software & Tech Support line items for CivicRec software upgrade
General Fund	Aquatics	Expense	$ 3,097	Transfer	Transfer budget from Health Insurance expense to Computer, Software & Tech Support line items for CivicRec software upgrade
General Fund	Athletics	Expense	$ (3,097)	Transfer	Transfer budget from Health Insurance expense to Computer, Software & Tech Support line items for CivicRec software upgrade
General Fund	Athletics	Expense	$ 3,097	Transfer	Transfer budget from Health Insurance expense to Computer, Software & Tech Support line items for CivicRec software upgrade
General Fund	City Facilities	Expense	$ (3,097)	Transfer	Transfer budget from Health Insurance expense to Computer, Software & Tech Support line items for CivicRec software upgrade
General Fund	City Facilities	Expense	$ 3,097	Transfer	Transfer budget from Health Insurance expense to Computer, Software & Tech Support line items for CivicRec software upgrade
Electric Fund	Electric	Expense	$ 733	Amendment	Addition of an IT position
Electric Fund	Electric	Expense	$ 13,335	Amendment	Increase budget for the school district subdivision electric lines. Project was budgeted for $15,500 based on a estimate, revised estimate came in at $28,835. School district will reimburse City for the full cost.
Electric Fund	Electric	Expense	$ 600	Amendment	Increase budget for additional interest earnings in the sweep account
Electric Fund	Electric	Revenue	$ 21,530	Amendment	Increase budget for additional interest earnings in the sweep account
General Fund	General Government	Expense	$ 22,245	Amendment	Addition of an IT position
General Fund	General Government	Expense	$ 1,015	Amendment	Increase budget for additional banking fees due to change in sweep account balance
Lodging Tax Fund	General Government	Expense	$ 6	Amendment	Increase budget for additional interest earnings in the sweep account
General Fund	General Government	Revenue	$ 36,400	Amendment	Increase budget for additional interest earnings in the sweep account
Lodging Tax Fund	General Government	Revenue	$ 195	Amendment	Increase budget for additional interest earnings in the sweep account
General Fund	Parks	Expense	$ (3,097)	Transfer	Transfer budget from Health Insurance expense to Computer, Software & Tech Support line items
General Fund	Parks	Expense	$ 3,097	Transfer	Transfer budget from Health Insurance expense to Computer, Software & Tech Support line items
General Fund	Parks	Expense	$ 1,500	Amendment	Add budget for America Walks Grant
General Fund	Parks	Revenue	$ 1,500	Amendment	Add budget for America Walks Grant
General Fund	Police	Expense	$ 7,238	Amendment	25% Cost share with Sheriff's office for replacement of an LEC water heater
General Fund	Police	Expense	$ 9,330	Amendment	Unanticipated animal shelter costs due to animal cruelty case
Specific Purpose Tax Fund	Public Works	Expense	$ (24,715)	Transfer	Close out ADA Ramps 2018 project and transfer remaining budget to ADA Ramps 2020 project (TAP grant match)
Specific Purpose Tax Fund	Public Works	Expense	$ 24,715	Transfer	Close out ADA Ramps 2018 project and transfer remaining budget to ADA Ramps 2020 project (TAP grant match)
Specific Purpose Tax Fund	Public Works	Expense	$ (9,000)	Transfer	Reduce ADA Ramps 2019 project budget and transfer to ADA Ramps 2020 project (TAP grant match)
Specific Purpose Tax Fund	Public Works	Expense	$ 9,000	Transfer	Reduce ADA Ramps 2019 project budget and transfer to ADA Ramps 2020 project (TAP grant match)
Specific Purpose Tax Fund	Public Works	Expense	$ (46,285)	Transfer	Reduce Chip Seal 2019 project budget and transfer to ADA Ramps 2020 project (TAP grant match)
Specific Purpose Tax Fund	Public Works	Expense	$ 46,285	Transfer	Reduce Chip Seal 2019 project budget and transfer to ADA Ramps 2020 project (TAP grant match)
General Fund	Public Works	Expense	$ (15,000)	Transfer	Reduce maintenance account budget and transfer to ADA Ramps 2020 project (TAP grant match)
General Fund	Public Works	Expense	$ 15,000	Transfer	Reduce maintenance account budget and transfer to ADA Ramps 2020 project (TAP grant match)
General Fund	Public Works	Expense	$ (5,000)	Transfer	Reduce maintenance account budget and transfer to ADA Ramps 2020 project (TAP grant match)
General Fund	Public Works	Expense	$ 5,000	Transfer	Reduce maintenance account budget and transfer to ADA Ramps 2020 project (TAP grant match)
Specific Purpose Tax Fund	Public Works	Revenue	$ 320,000	Amendment	Add budget for the TAP grant project
Specific Purpose Tax Fund	Public Works	Expense	$ 320,000	Amendment	Add budget for the TAP grant project
General Fund	Public Works	Revenue	$ 80,000	Amendment	Add budget for the TAP grant project
General Fund	Public Works	Expense	$ 80,000	Amendment	Add budget for the TAP grant project
Vehicle Replacement Fund	Public Works	Expense	$ 230	Amendment	Increase budget for additional interest earnings in the sweep account
Specific Purpose Tax Fund	Public Works	Expense	$ 608	Amendment	Increase budget for additional interest earnings in the sweep account
Vehicle Replacement Fund	Public Works	Revenue	$ 8,480	Amendment	Increase budget for additional interest earnings in the sweep account
Specific Purpose Tax Fund	Public Works	Revenue	$ 21,760	Amendment	Increase budget for additional interest earnings in the sweep account
General Fund	Recreation	Expense	$ (3,097)	Transfer	Transfer budget from Health Insurance expense to Computer, Software & Tech Support line items
General Fund	Recreation	Expense	$ 3,097	Transfer	Transfer budget from Health Insurance expense to Computer, Software & Tech Support line items
General Fund	Recreation	Expense	$ 6,130	Amendment	Leave payout for retired employee

Fund	Dept	Category	Amount	Type	Comments
Solid Waste Fund	Solid Waste	Expense	$ 489	Amendment	Addition of an IT position
Solid Waste Fund	Solid Waste	Expense	$ (35,000)	Transfer	Transfer budget from round dumpster replacement capital project to existing dumpster replacement account as part of the large item pickup program restructuring
Solid Waste Fund	Solid Waste	Expense	$ 35,000	Transfer	Transfer budget from round dumpster replacement capital project to existing dumpster replacement account as part of the large item pickup program restructuring
Solid Waste Fund	Solid Waste	Expense	$ (40,000)	Transfer	Transfer budget from round dumpster replacement capital project to existing roll out replacement budget as part of the large item pickup program restructuring
Solid Waste Fund	Solid Waste	Expense	$ 40,000	Transfer	Transfer budget from round dumpster replacement capital project to existing roll out replacement budget as part of the large item pickup program restructuring
Solid Waste Fund	Solid Waste	Expense	$ (60,000)	Transfer	Transfer budget from round dumpster replacement capital project to a Skid Steer purchase capital project as part of the large item pickup program restructuring
Solid Waste Fund	Solid Waste	Expense	$ 60,000	Transfer	Transfer budget from round dumpster replacement capital project to a Skid Steer purchase capital project as part of the large item pickup program restructuring
Solid Waste Fund	Solid Waste	Expense	$ (5,000)	Transfer	Transfer budget from round dumpster replacement capital project to a trailer upgrade as part of the large item pickup program restructuring
Solid Waste Fund	Solid Waste	Expense	$ 5,000	Transfer	Transfer budget from round dumpster replacement capital project to a trailer upgrade as part of the large item pickup program restructuring
Solid Waste Fund	Solid Waste	Expense	$ (1,000)	Transfer	Transfer budget from non-capital machinery & equipment to non-capital furniture & fixtures for office chair replacement
Solid Waste Fund	Solid Waste	Expense	$ 1,000	Transfer	Transfer budget from non-capital machinery & equipment to non-capital furniture & fixtures for office chair replacement
Solid Waste Fund	Solid Waste	Expense	$ 335	Amendment	Increase budget for additional interest earnings in the sweep account
Solid Waste Fund	Solid Waste	Revenue	$ 12,075	Amendment	Increase budget for additional interest earnings in the sweep account
Solid Waste Fund	Solid Waste	Expense	$ 14,408	Amendment	Increase salary and benefits for the reclassification of a recyling worker from part time to full time
Water Fund	Wastewater	Expense	$ 4,500	Amendment	Replace failing laboratory pH meter
Wastewater Fund	Wastewater	Expense	$ 733	Amendment	Addition of an IT position
Wastewater Fund	Wastewater	Expense	$ 520	Amendment	Increase budget for additional interest earnings in the sweep account
Wastewater Fund	Wastewater	Revenue	$ 18,530	Amendment	Increase budget for additional interest earnings in the sweep account
Water Fund	Water	Expense	$ 1,900	Amendment	Replace failing water crane card reader
Water Fund	Water	Expense	$ 244	Amendment	Addition of an IT position
Water Fund	Water	Expense	$ 20,000	Amendment	Increase budget for the replacement of failing SCADA equipment that cannot be repaired
Water Fund	Water	Expense	$ 680	Amendment	Increase budget for additional interest earnings in the sweep account
Water Fund	Water	Revenue	$ 4,400	Amendment	Increase budget for additional interest earnings in the sweep account

RESOLUTION 2020-03

A RESOLUTION AMENDING THE CITY OF CODY FINAL BUDGET FOR FISCAL YEAR 2019-2020

WITNESSETH:

WHEREAS, the final budget for Fiscal Year 2019-2020 was duly adopted by the City of Cody with Ordinance No 2019-06 on June 18, 2019 in accordance with the State of Wyoming Statutes; and

WHEREAS, the City of Cody Council has determined it is appropriate to amend the final budget, in accordance with proper governmental accounting and financial reporting practices; and

WHEREAS, funds are available to cover such amendments as designated in the requested action.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE City of Cody, Amendment Number 3 is authorized by the City of Cody Council:

	Original Budget	Amendment 1 08/2019	Amendment 2 11/2019	Amendment 3 02/2020	Amended Budget
REVENUES					
General Fund	$9,316,292	$4,986		$117,900	$9,439,178
Vehicle Replacement Fund	$570,317		$44,445	$8,480	$623,242
Lodging Tax Fund	$126,750			$195	$126,945
Cody Public Arts Fund	$5,000				$5,000
Pass Through Grants Fund	$6,319,969	($1,487,343)			$4,832,626
Specific Purpose Tax Fund	$10,000			$341,760	$351,760
Solid Waste Fund	$2,252,830			$12,075	$2,264,905
Water Fund	$4,690,821			$4,400	$4,695,221
Wastewater Fund	$3,408,307	$18,953		$18,530	$3,445,790
Electric Fund	$12,472,450			$21,530	$12,493,980
TOTAL REVENUE	$39,172,736	($1,463,404)	$44,445	$524,870	$38,278,647
EXPENSES					
General Government	$1,073,175	$11,016		$23,266	$1,107,457
Police	$3,318,701	$17,643		$16,568	$3,352,912
Parks	$892,920	$1,622		$1,500	$896,042
City Facilities	$394,993	$9,330			$404,323
Community Development	$433,521	$855			$434,376
Public Works	$1,608,519	$123,879		$400,838	$2,133,236
Recreation	$1,255,985	$11,533		$6,130	$1,273,648
Aquatics	$797,902	$13,853			$811,755
Athletics	$207,066	$4,816			$211,882
Vehicle Replacement	$765,326	$168,376	$277,000		$1,210,702
Lodging Tax	$128,144	$16			$128,160
Cody Public Arts Fund	$880				$880
Pass Through Grants Fund	$6,319,969	($1,487,343)			$4,832,626
Specific Purpose Tax Fund	$2,817,847	$40,054			$2,857,901
Solid Waste Fund	$2,540,953	$57,665	$44,445	$15,232	$2,658,295
Water Fund	$5,097,051	$29,325		$22,824	$5,149,200
Wastewater Fund	$3,607,862	$51,719		$5,753	$3,665,334
Electric Fund	$12,254,784	$19,514		$14,668	$12,288,966
TOTAL EXPENSES	$43,515,598	($926,127)	$321,445	$506,779	$43,417,695

PASSED, APPROVED AND ADOPTED THE 4th DAY OF FEBRUARY 2020.

_____
Matt Hall, Mayor

Attest:

_____
Cynthia Baker, Administrative Services Officer

County Wide Consensus

~~Mineral Royalty Grant Program~~

Check List

Required Information for All Applications

- [x] Application (At a minimum, first 4 "Tabs" of this application form plus this checklist must be completed and submitted).
- [x] Standard resolution executed by the Governing Body authorizing the filing of the application. The resolution should include the amount of the grant being requested, name of project, the other matching funding sources.
- [x] Licensed engineer's statement of feasibility of the project (not required for the purchase of emergency vehicles).
- [x] Copy of current approved and signed budget.
- [x] 3-Years of **Audited** Financial Information (Balance Sheet and Income Statement).
- [n/a] A formal maintenance plan documenting how the project will be maintained, if available.
- [n/a] Commitment letters from all funding sources, if applicable.

Additional Information Needed for Street and Roads Projects

- [ ] Completed Tab 5 - Road & Street Questions

Additional Information Needed for Water and/or Sewer Projects

- [ ] Completed Tab 6 - Water & Sewer Questions

Additional Information Needed for Fire Apparatus Projects

- [ ] Completed Tab 7 - Fire Apparatus Questionnaire

Additional Information Needed for Vehicles Purchases

- [ ] Complete Tab 8 - Vehicle Replacement Certification

Additional Information for Special District Applying for MRG Funding

- [ ] Copy of County Commissioners resolution that shows formation of special district
- [ ] Copy of certification from the County Commissioners that the special district currently exists
- [ ] Written review from the County Commissioners
- [ ] Written review from City or Town (only if special district is within five (5) miles of incorporated limits)
- [ ] Resolution for assessments
- [ ] Letter from County Assessor verifying and showing the dollar amount the District is collecting for assessment

Additional Information for Joint Powers Boards Applying for MRG Funding

- [ ] Copy of certificate of organization filed with the Secretary of State
- [ ] Copy of executed joint powers agreement approved by the Attorney General
- [ ] Written review from the County Commissioners
- [ ] Written review from City or Town (only if Joint Powers Board is within five (5) miles of incorporated limits)

Ensure you have entered something in every box this color.
All questions must be answered in order for the application to be considered complete.

Submit one (1) original Application and Resolution, signed in BLUE, and Supporting Documentation to the following address:

OFFICE OF STATE LANDS AND INVESTMENTS
ATTN: GRANTS AND LOANS DIVISION
HERSCHLER BUILDING 1st FLOOR EAST
122 WEST 25th STREET
CHEYENNE, WYOMING 82002

Resolution Number 2020-02

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE

PARK COUNTY WYOMING

FOR THE PURPOSE OF:

BUILDING A CORONERS BUILDING USING COUNTYWIDE CONSENSUS FUNDING

(State Purpose of Project)

W I T N E S S E T H

WHEREAS, the Governing Body for the
PARK COUNTY WYOMING

desires to participate in the FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT program to assist in financing this project; and

WHEREAS, the Governing Body of the
PARK COUNTY WYOMING

recognizes the need for the project; and

WHEREAS, the Federal Mineral Royalty Capital Construction Account Grant program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

WHEREAS, the Governing Body of the
PARK COUNTY WYOMING

plans to match the requested Federal Mineral Royalty Capital Construction Account Grant from the following source(s):

THE COUNTY'S GENERAL FUND

(Describe the Source and Status of All Matching Funds)

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
PARK COUNTY WYOMING
that a grant application in the amount of $209,647
(Amount being requested)
be submitted to the State Loan and Investment Board for consideration at the
March 5, 2020 deadline to assist in funding the
(Date of SLIB Meeting)

Park County Coroners Building
(Name of Project)

BE IT FURTHER RESOLVED, that

Colleen Renner, Park County Clerk
(Name and Title of Person(s))

are hereby designated as the authorized representatives of the
PARK COUNTY WYOMING
to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS
21st *(Date)* day of January *(Month)* 2020 *(Year)*

STATE OF WYOMING COUNTY CLERK

(Signature)

Joe Tilden, Chairman, Park County Commissioner
(Name and Title)

Attest:

(Signature)

Colleen Renner, Park County Clerk
(Name and Title)

COUNTYWIDE CONSENSUS--RESOLUTION 2020-02

Signature	Signature	Signature	Signature
Park Co. Com Title	Title	Title	Title
Signature	Signature	Signature	Signature
Park Co. Comm. Title	Title	Title	Title
Signature	Signature	Signature	Signature
Park County Commissioner Title	Title	Title	Title
Signature	Signature	Signature	Signature
Park Co Commissioner Title	Title	Title	Title

State of Wyoming
State Loan and Investment Board
Mineral Royalty Grant Program

APPLICANT INFORMATION

Applicant Park County

Mailing Address 1002 Sheridan Avenue

City Cody **State** WYOMING **Zip** 82414

E-Mail Address crenner@parkcounty.us **Phone #** 307-527-8600

Tax ID #: 69-0830016

Contact Person (Name and Title) Colleen Renner, Park County Clerk

Phone # 307-527-8600 **E-Mail Address** crenner@parkcounty.us

Applicant's submitting multiple applications must establish priority ranking for each application.

Priority 1 **of** 1

PROJECT FUNDING INFORMATION

Name of Project Park County Coroners Building

Amount of Funding Requesting $209,647 NOTE: This amount must match the amount on the submitted resolution

List all other funding sources for the project in the table below including the status and amount expended, if any.

Other Funding Source Description	Amount	Status*		Amount Expended	Funding Percentage
		Pending	Approved		
Park County General Fund	$232,736				52.54%
					0.00%
					0.00%
					0.00%
Total Other Funding	**$232,736**			**$0**	

***Documentation to support the status must be attached to the Application Packet.**

Estimated Total Project Cost: $443,000

Balance of Project Incomplete: 443,000
Auto Calculated
(Estimated Project Costs less Amount Expended)

Estimated Reimbursement Rate: 47% (Final Reimbursement Rate is Determined by Board Approved Amount)
% is auto calculated
(Amount Requested/Estimated Project Costs)

I certify that I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements, if approved. To the best of my knowledge and belief, the information in this application is true and correct. I understand the State may review any relevant documents or instruments relating to the analysis of this application.

Colleen Renner
Signature

1/21/2020
Date

Colleen Renner, Park County Clerk
Name and Title (typed)

Applicant: Park County

Name of Project Park County Coroners Building

Population 29,353

Percentage of population directly served by the project	Directly	Indirectly
	100%	

	Yes	No
1. Requesting funding for a Water and/or Sewer Project? If yes, complete the Water/Sewer Questionnaire.		x
2. Requesting funding for a Street and/or Road Project? If yes, complete the Street Questionnaire.		x
3. Requesting funding for a Fire Apparatus? If yes, complete Fire Apparatus Questionnaire.		x
4. Requesting funding to purchase a Vehicle? If yes, complete Vehicle Replacement Certification Form.		x
5. Do or will you own the asset for which funding is being requested?	x	
6. Do you have an asset management plan? If yes, please provide a copy.		x
7. Do you have a maintenance plan for the project asset for which funding is requested? If yes, please provide a copy of the current plan.		x
8. Do you have an Administrative Order? (If yes, provide copy of the Administrative Order)		x
9. Is project needed to meet federal or state health and/or safety requirement? If yes, provide specific health or safety requirement project will address.	x	

The County Coroner position is and elected position by State Statute. The Coroner's responsibilities to the public are: 1) Identification of the deceased; 2) Determination of the cause of death; and 3) Determination of the manner of death. The County is required by State Statute to provide these necessary and critical services to the citizenry within its jurisdiction. Proper handling of the deceased has certain privacy, health, safety, investigation, legal, and record keeping considerations that necessitate a suitable facility.

	Yes	No
10. If only partial funding is possible, would that be beneficial to your project? If yes, detail the minimum amount needed and why this amount would be beneficial.	x	

The County's budget for the project is $442,383. The County's projected budget for FY2020-2021 is in a deficit condition. Any funding that the County can receive will help in closing the deficit gap while freeing up dollars for other critical operations and maintenance needs/projects. Park County like many poltical jurisdictions are facing lean budget times. Operating budgets were cut for the current fiscal year and attiional cuts are planned for FY2020-21. Having a functional County Coroner facility is critical for the County to provide the very important services for which the Coroner is responsible. Historically, Park County has been fortunate in that the Coroner simultaneously was the owner of the local funeral service (a privately owned entity). The fact that these circumstances have changed (change in ownership of the funeral home) has been the catalyst for the County pursuing a County owned and operated facility. This is a trend that is becoming increasingly common in other counties as well. In using consensus funding for this project, the County will be able to free up dollars for other important maintenance related projects.

11. If full funding is received but there are cost overruns or unexpected expenses, how will those additional costs be covered?

Park County General Fund.

12. How was it determined this project was needed?

As stated previously, a functional County Foroner facility is critical foe the County to provide the very important services for which the Coroner is responsible. Historically, Park County has been fortunate in that the Coroner simultaneously was the owner of the local funeral service (a privately owned entity). The fact that these circumstances have changed (change in ownership of the funeral home) has been the catalyst for the County pursuing a County owned and operated facility. This is a trend that is becoming increasingly common in other counties as well. Neighboring Big Horn County, for example, recently completed the construction of a similar Coroner facility in the town of Basin.

13. Please describe any other funding sources applied for to fund this project but were denied, if applicable.

None. Due to the nature and type of facility that is proposed. The County is not aware of any other funding sources that would be applicable and appropriate for a project of this type.

Applicant: Park County

Name of Project Park County Coroners Building

1. Briefly describe the project for which you are requesting funding.

Park County is proposing to construct a new coroner building as we are no longer able to use the funeral home as a place for the deceased. The new facility will be constructed just east of the existing Park County Law Enforcement Center (LEC) on property owned jointly by Park County and the City of Cody. The building will consist of a single story wood framed structure with metal siding and will consist of a small office, exam room, garage/cooler area, storage areas, meeting room for families of the deceased and sanitary facilities for both the public and staff. The building footprint planned will involve approximately 1,350 square feet of area for the office, exam room, storage areas, meeting room, and sanitary facilities. The cooler/garage area will encompass roughly 826 square feet. Park County is in the process of initiating the design and permitting phase with the goal of starting construction during the spring/summer of 2020. Ultimately, the Park County Coroner would like to move operations to the new facility by the end of 2020.

2. Describe how the project will contribute to the health, safety and welfare of the citizens in your community.

This facility is a necessity service for the community and surrounding areas for those who pass away. The County Coroner as an elected official has specific duties by State Statutes that involve identification of the deceased and determination of the method/cause of death. With given health, safety, investigation, law enforcement, record keeping and legal considerations, it is important for the Coroner to have a modern facility that is safe, secure, sanitary, and respectful to the deceased and their families/friends. Health considerations must be incorporated into the design. For example, separate sanitary facilities and HVAC systems are necessary between the public areas and the exam/garage areas where bodies are reviewed. The building is being designed and will be constructed to consider future expansion while considering growth in the community. Although autopsies will not be conducted at the facility in the near future, the building is being designed to consider future modification if necessary to accomodate these very important services to the public and law enforcement.

3. Describe how the project will protect citizens from hazards that may result if the project is not done?

As discussed previously, the duties of the County Coroner have historically been synonomous with the local funeral home (a private entity). With changes in ownership at the local funeral home and limited space, the County is no longer able to utilize and rely on the private facility to meet public needs. Park County is currently using a bay in the Sheriffs departments garage to manage the deceased until a new facility can be constructed. The current facilities are less than ideal as the operations take up space needed by the Sheriff's operations. The current temporary location is not convenient and accomodating for the families of the deceased. The Sheriff as an elected official has offered the storage bay as a temporary solution for a period of 1 year while the County makes other arrangements for a permanent facility. As stated previously, the obvious health, safety, and privacy concerns which are inherent with managing bodies of the deceased are of utmost importance to the public. A proper facility is necessary to accomodate these needs with the respect that is deserved and expected by the public.

4. Describe your financial need in relation to the project.

The Board of County Commissioners decided this would be a good project to help defer the funds that will need to come out of the general fund.

5. Provide a detailed breakdown of the project costs

Activity Costs:	
Administration	$ 14,400
Legal	
Land Acquisition	
Engineering Costs by Service	
Basic Services	$ 18,500
Resident Project Representative Services	
Additional Services**	$ 43,800
Construction	$ 343,450
Contingency	
Total Project Costs	$ 420,150

Auto Calculates

**** Please provide a description of the "Additional Engineering Services" to be provided.**

Estimated Architectural Fees $26,000.00; Geotechnical Service Fees $2,900.00; Land Surveying Services $7,700.00; and Construction QA Services $7,200.00. Totaling $43,800.00

6. Provide estimated project schedule

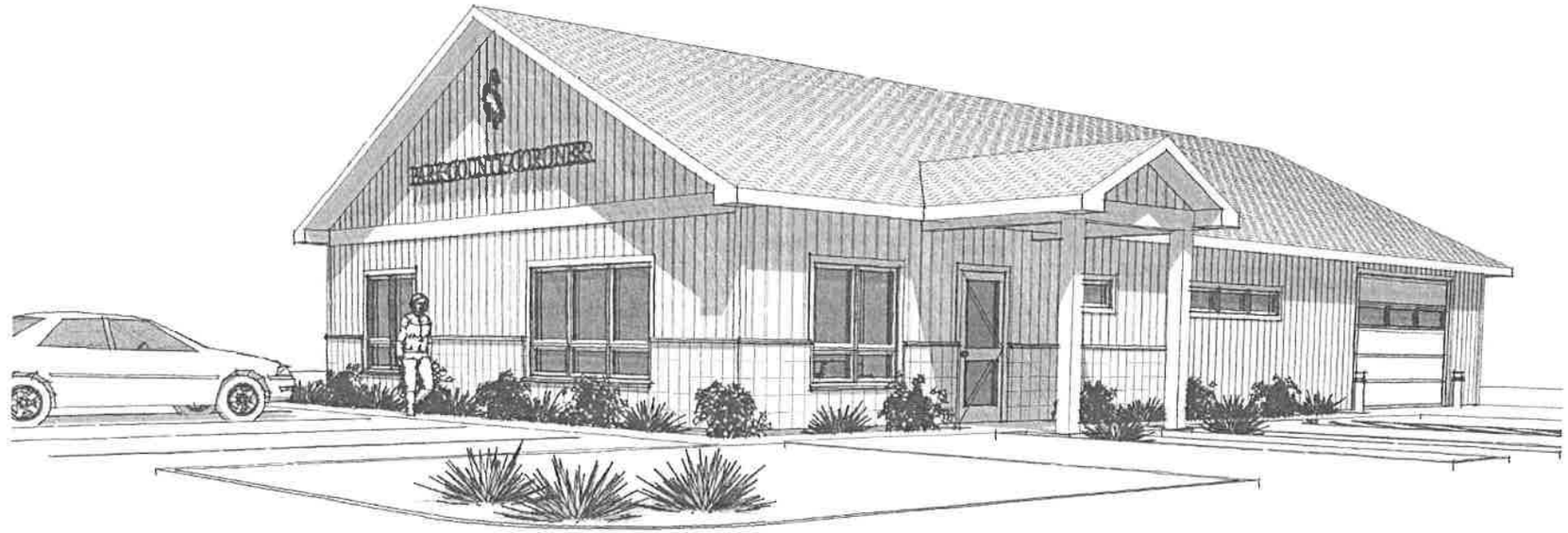
	Date
Design	attached
Bid	1/3/2020
Start Construction	5/1/2020
End Construction	12/31/2020

7. Provide estimated grant draw down schedule

Time Frame	Amount
June/July 2020	$ 209,647
Total Draws	$ 209,647

A NEW BUILDING FOR:

PARK COUNTY CORONER'S OFFICE



BY PRECISION PLAN AND DESIGN INC.

PROPERTY LOCATION

PROJECT: PARK COUNTY CORONERS BUILDING

ADDRESS: RIVER VIEW DRIVE
ADDRESS T.B.D.

OWNER INFORMATION

OWNERS: PARK COUNTY BOARD OF COMMISSIONERS
OWNERS REP: BRIAN EDWARDS, COUNTY ENGINEER

MAILING ADDRESS: 1131 11TH ST.
CODY, WYOMING 82414

PHONE: 307.527.8520

EMAIL: bedwards@parkcounty.us

EXTERIOR COLOR SCHEME

SIDING: COLOR TO TIE INTO ADJACENT PARK COUNTY LAW ENFORCEMENT BLDG.

ROOF: CHARCOAL GRAY

CMU: GRAY TO MATCH ADJACENT PARK COUNTY LAW ENFORCEMENT BLDG.

WINDOWS: BLACK

DOORS: BLACK

TRIM / FASCIA: CHARCOAL GRAY

SHEET INDEX

T1.0 TITLE SHEET
C1.0 ARCHITECTURAL SITE PLAN
A1.0 FLOOR PLAN
A2.0 EXTERIOR ELEVATIONS
A2.1 EXTERIOR ELEVATIONS
A6.0 SCHEDULES (DOORS/ WINDOWS / FINISH)

PRECISION PLAN AND DESIGN INC.
A CUSTOM PLAN SERVICE
930 12TH STREET
CODY, WYOMING 82414
307.587.8507 | 307.272.5799
precisionplananddesigninc.com
MEMBER A.I.A.S.A. No. 7215

PROJECT LOCATION
CODY, WY

CORONERS BUILDING
PARK COUNTY
OWNERS REP: BRIAN EDWARDS
1131 11TH STREET
CODY, WYOMING 82414
P: 123.456.7890
E: someone@something.com

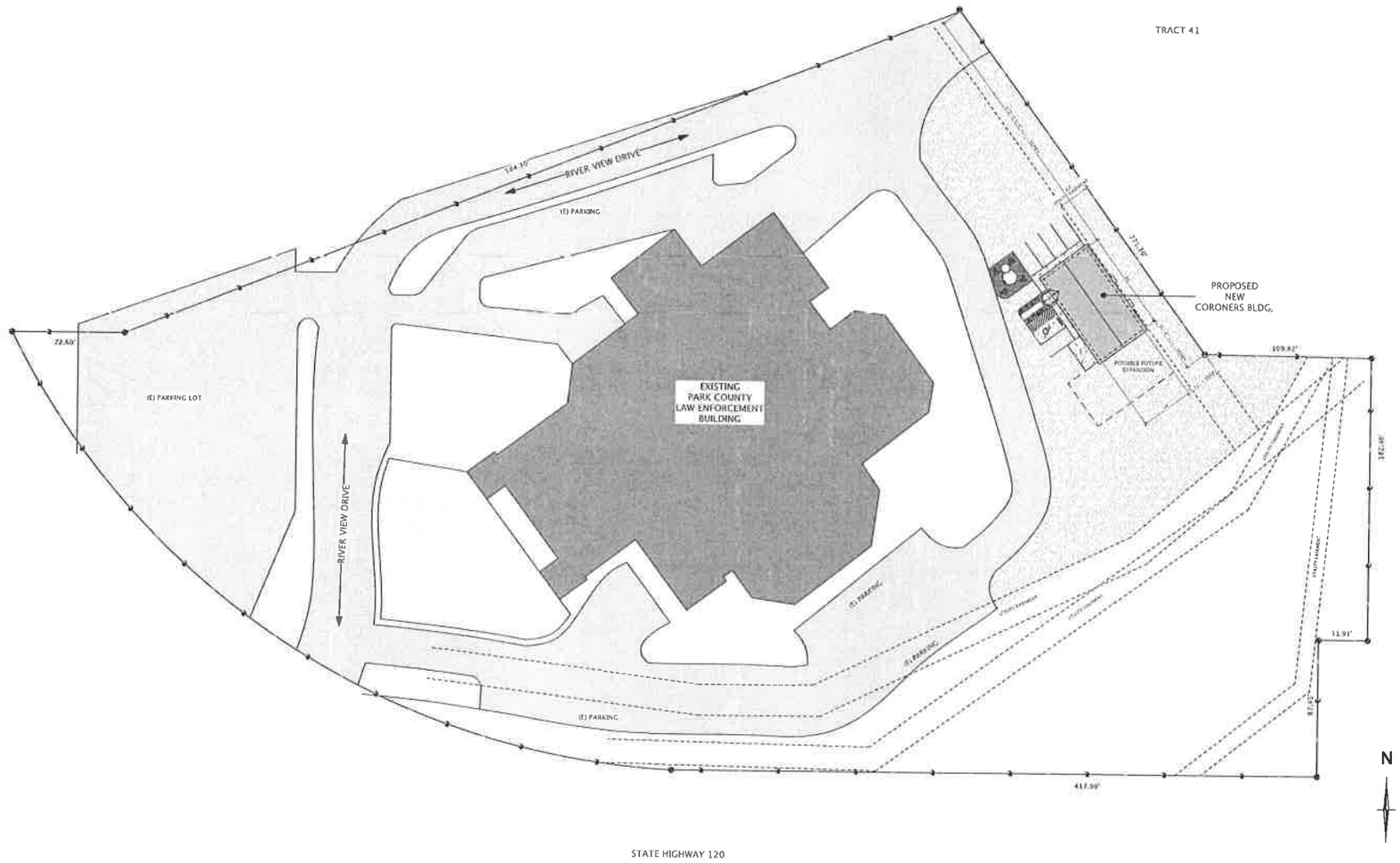
SCHEMATIC DESIGN 10.25.19
NOT FOR CONSTRUCTION

NOTE:
ALTHOUGH GREAT CARE AND EFFORT HAVE GONE INTO THIS PLAN TO CREATE A PRECISE INTERPRETATION OF THE FINISHED PROJECT, IT IS IMPOSSIBLE TO GUARANTEE THAT THIS PLAN IS WITHOUT IMPERFECTIONS. THEREFORE PRECISION PLAN AND DESIGN INC. AND/OR ASSOCIATES ASSUMES NO LIABILITY FOR ANY PROJECT CONSTRUCTED FROM THIS PLAN. THE BUILDER/OWNER MUST VERIFY ALL DIMENSIONS. THIS PLAN IS SUBJECT TO CHANGE PER ENGINEER AND/OR LOCAL CODES AND STANDARDS.

DATE: 10.25.2019
REVISION: 3

PROJECT NO.
1748

SHEET #
T1.0
TITLE SHEET



1 C1.0 ARCHITECTURAL SITE PLAN
SCALE: 1" = 30'

PRECISION PLAN AND DESIGN INC.

A CUSTOM PLAN SERVICE

830 12TH STREET
CODY, WYOMING 82414

307.587.6107 | 307.213.5798

PROJECT LOCATION
CODY, WY

CORONERS BUILDING

PARK COUNTY
OWNER REP: BRIAN EDWARDS
1002 COLEMAN AVENUE
CODY, WYOMING 82414
P: 1.123.456.7890
brianedwards@coneblog.com

SCHEMATIC DESIGN 10.25.19
NOT FOR CONSTRUCTION

NOTE:
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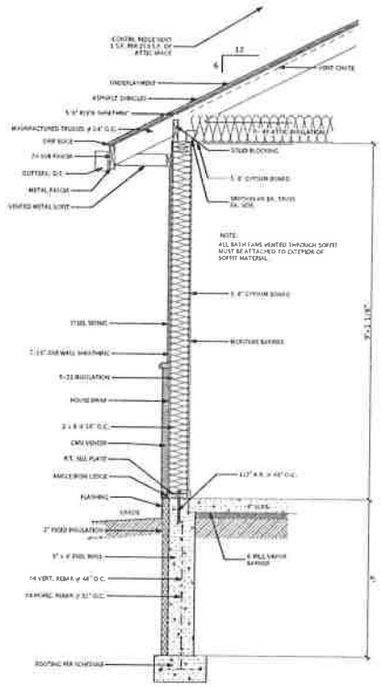
DATE: 10.25.2019
REVISION: 3

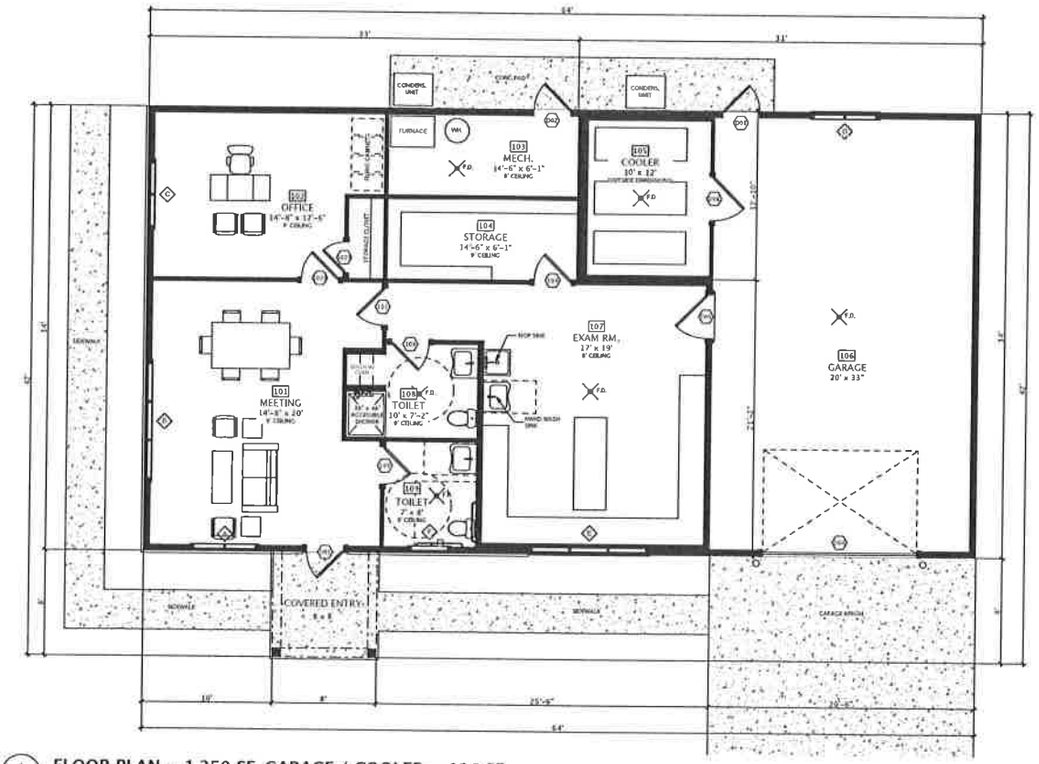
PROJECT NO.
1748

SHEET #
C1.0
SITE PLAN



2 A1.0 **TYP. WALL SECTION**

SCALE: 3/4" = 1'-0"



1 A1.0 **FLOOR PLAN = 1,350 SF. GARAGE / COOLER = 826 SF.**

SCALE: 1/4" = 1'-0"

PRECISION PLAN AND DESIGN INC.

A CUSTOM PLAN SERVICE

936 12TH STREET
CODY, WYOMING 82414

307.241.8002 | 307.272.7710

MEMBER S.B.A. No. 1371

PROJECT LOCATION
CODY, WY

CORONERS BUILDING

PARK COUNTY
OWNER'S REP.: BRIAN EDWARDS
COUNTY ENGINEER
1002 SHERMAN AVENUE
CODY, WYOMING 82414
P: 123.456.7890
E: bedwards@parkwyoming.com

SCHEMATIC DESIGN 10.25.19
NOT FOR CONSTRUCTION

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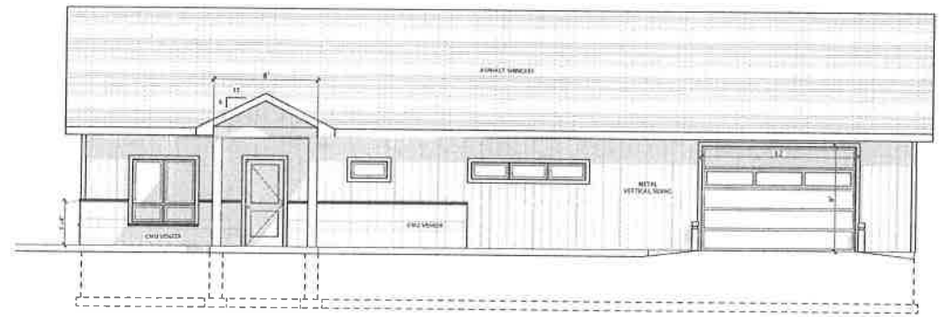
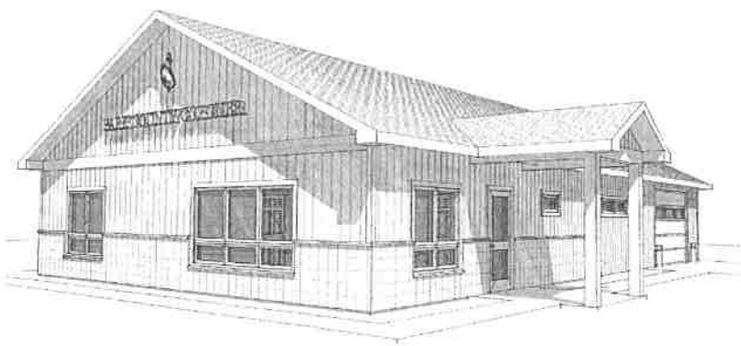
1748

SHEET #
A1.0
FLOOR PLAN

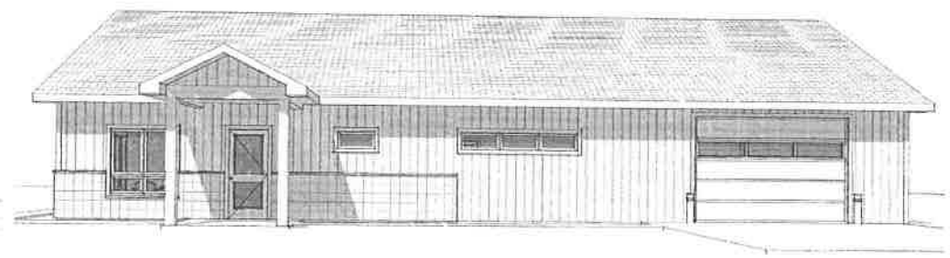
2 A2.0 **NORTH ELEVATION**
SCALE: 1/4" = 1'-0"



1 A2.0 **WEST ELEVATION**
SCALE: 1/4" = 1'-0"



PERSPECTIVE SKETCH
NOT TO SCALE



PERSPECTIVE SKETCH
NOT TO SCALE

PRECISION PLAN AND DESIGN INC.

A CUSTOM PLAN SERVICE

836 12TH STREET
CODY, WYOMING 82414

307.587.6327 | 307.272.0706

MEMBER LLBA Inc. 1271

PROJECT LOCATION
CODY, WY

CORONERS BUILDING

PARK COUNTY
OWNER REP: BRIAN EDWARDS
COUNTY ENGINEER
CODY, WYOMING 82414
P: 113.256.7930
E: bconeong@bconeofbing.com

SCHEMATIC DESIGN 10.25.19
NOT FOR CONSTRUCTION

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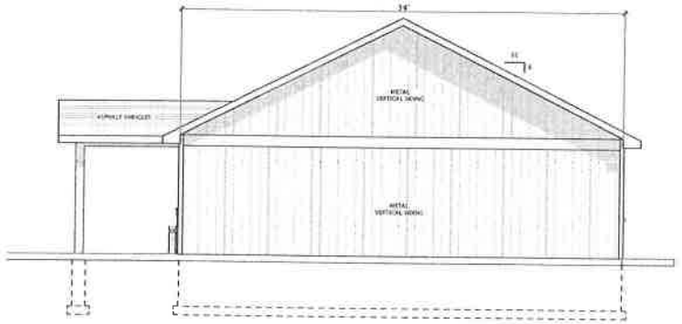
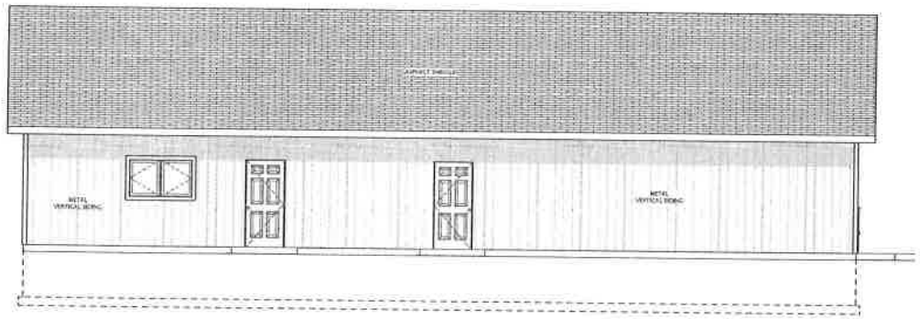
SHEET #
A2.0
EXT. ELEVS.



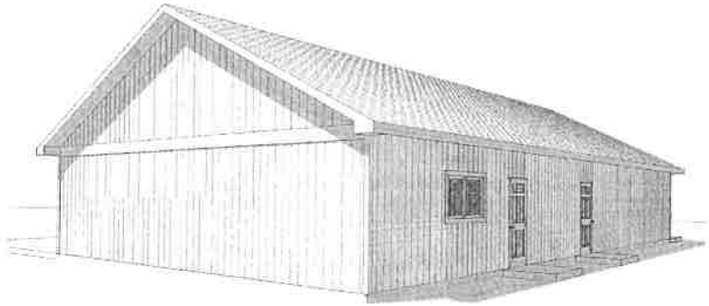
4 / A2.1 **SOUTH ELEVATION (1)**

SCALE: 1/4" = 1'-0"



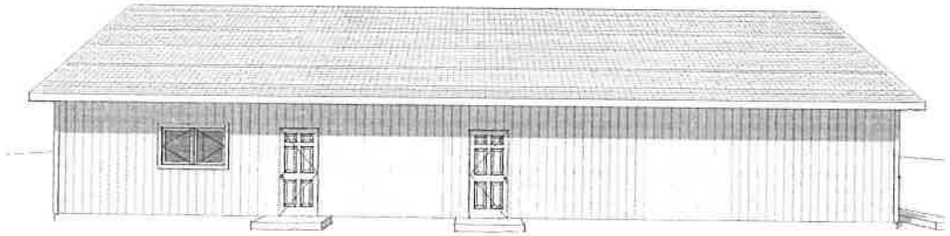
3 / A2.1 **EAST ELEVATION (1)**

SCALE: 1/4" = 1'-0"



PERSPECTIVE SKETCH

NOT TO SCALE



PERSPECTIVE SKETCH

NOT TO SCALE

PRECISION PLAN AND DESIGN INC.

A CUSTOM PLAN SERVICE

930 12TH STREET
CODY, WYOMING 82414

307.587.8322 | 307.272.5798

PRECISIONPLANANDDESIGN@gmail.com

MEMBER: A.S.D.W. 1271

PROJECT LOCATION

CODY, WY

CORONERS BUILDING

PARK COUNTY

OWNERS REP: BRIAN EDWARDS
1131 CHEYENNE BLVD.
CODY, WYOMING 82414

P: 123.456.7890

@: sunwaxing@sunwaxing.com

SCHEMATIC DESIGN 10.25.19
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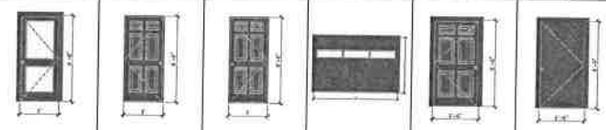
REVISION: 1

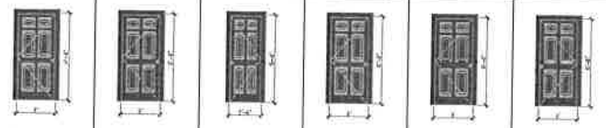
PROJECT NO.
1748

SHEET #
A2.1
EXT. ELEVS.

EXTERIOR DOOR TYPES

DOOR NUM.	001	002	003	004	005	006
VIEW						
DOOR TYPE	A	B	B	C	D	E
DOOR STYLE	ALUMINUM CLAD W/ FULL LITE	HOLLOW METAL DOOR	HOLLOW METAL DOOR	PREFINISHED OVERHEAD DOOR	20 MIN. FIRE RATED HOLLOW METAL DOOR	COOLER DOOR – BY OTHERS

INTERIOR DOOR TYPES

DOOR NUM	101	102A	102B	104	108	109
VIEW						
DOOR TYPE	F	F	F	F	F	F
DOOR STYLE	SOLID CORE WOOD	SOLID CORE WOOD	SOLID CORE WOOD	SOLID CORE WOOD	SOLID CORE WOOD	SOLID CORE WOOD

EXTERIOR DOOR SCHEDULE

ID	W x H Size	Door Type	EXTERIOR FINISH	INTERIOR FINISH	OBSCURED	TEMPERED	HARDWARE	HANDING	REMARKS
001	3'x6'-8"	A	T.B.D.	T.B.D.	☐	☒		L	
002	3'x6'-8"	B	T.B.D.	T.B.D.	☐	☐		R	
003	3'x6'-8"	B	T.B.D.	T.B.D.	☐	☐		L	
004	12'x8'	C	T.B.D.	T.B.D.	☐	☐		OVERHEAD DOOR	
005	3'-6"x6'-8"	D	T.B.D.	T.B.D.	☐	☐		R	20 MIN. FIRE RATED
006	3'-6"x6'-9"	E	T.B.D.	T.B.D.	☐	☐		L	BY OTHERS

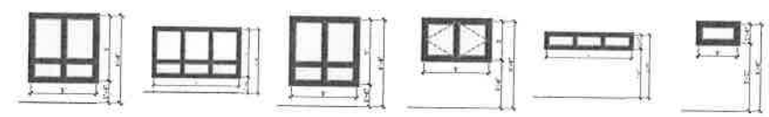
INTERIOR DOOR SCHEDULE

ID	W x H Size	Door Type	EXTERIOR FINISH	INTERIOR FINISH	OBSCURED	TEMPERED	HARDWARE	HANDING	REMARKS
101	3'x6'-8"	F	T.B.D.	T.B.D.	☐	☐		R	
102A	3'x6'-8"	F	T.B.D.	T.B.D.	☐	☐		R	
102B	2'-6"x6'-8"	F	T.B.D.	T.B.D.	☐	☐		L	
104	3'x6'-8"	F	T.B.D.	T.B.D.	☐	☐		R	
108	3'x6'-8"	F	T.B.D.	T.B.D.	☐	☐		R	
109	3'x6'-8"	F	T.B.D.	T.B.D.	☐	☐		L	

WINDOW SCHEDULE

ID	SIZE WIDTH	SIZE HEIGHT	TYPE	EXTERIOR WINDOW...	WINDOW FINISH IN...	TEMPERED	OBSCURED	HARDWARE	REMARKS
A									
1	5'	5'	Fixed Awning	T.B.D.	T.B.D.	☐	☐		
B									
1	8'	5'	Fixed Awning	T.B.D.	T.B.D.	☐	☐		
C									
1	5'	5'	Fixed Awning	T.B.D.	T.B.D.	☐	☐		
D									
1	5'	8'	Casement	T.B.D.	T.B.D.	☐	☐		
E									
1	8'	1'-5"	Fixed	T.B.D.	T.B.D.	☐	☒		
F									
1	5'	1'-6"	Fixed	T.B.D.	T.B.D.	☐	☒		
2									

A B C D E F



ROOM FINISH SCHEDULE

ROOM NUMBER	ROOM NAME	FLOOR	BASE	WALLS NORTH	WALLS EAST	WALLS SOUTH	WALLS WEST	CEILING	CASING	CEILING HEIGHT	REMARKS
101	MEETING RM.	1	1	1	1	1	1	1	1	8'-0"	
102	CORONERS OFFICE	1	1	1	1	1	1	1	1	8'-0"	
103	MECH. RM.	3	3	3	3	3	3	3	3	9'-0"	
104	STORAGE	3	2	3	3	3	3	3	3	8'-0"	
105	COOLER	4	4	-	-	-	-	-	-	9'-0"	
106	GARAGE	3	3	3 / 4	3 / 4	3 / 4	3 / 4	3	2	8'-0"	
107	EXAM RM	2	1	2	2	2	2	2	2	8'-0"	
108	EXAM RM. TOILET	2	2	2	2	2	2	2	2	8'-0"	
109	PUBLIC TOILET	2	1	2	2	2	2	2	2	8'-0"	

INTERIOR FINISH LEGEND

FLOORS

1. CONVERSEAL VINYL CARPET
2. EPOXY FLOOR
3. SEALED CONCRETE

BASE

1. 4" WOOD BASE – STAINED AND SEALED
2. 4" CONTINUOUS EPOXY BASE
3. 4" VINYL COVE BASE
4. NONE

WALLS

1. GYP. BOARD ORANGE PEEL – PAINTED LATEX
2. WATER PROOF GYP. BOARD SMOOTH FINISH, WASHABLE WATERPROOF PAINT
3. GYP. BOARD UNPAINTED
4. [illegible]

CASING

1. WOOD – STAINED AND SEALED
2. WOOD – PAINTED WITH WASHABLE WATERPROOF PAINT
3. NONE

CEILINGS

1. GYPSUM BOARD PAINTED LATEX
2. WATER PROOF GYP. BOARD SMOOTH FINISH, WASHABLE WATERPROOF PAINT
3. GYP. BOARD UNPAINTED

PRECISION PLAN AND DESIGN INC.

A CUSTOM PLAN SERVICE

830 12TH STREET
CODY, WYOMING 82414

307.587.8327 | 307.213.1798

MEMBER B.I.A.W. #272

PROJECT LOCATION
CODY, WY

CORONERS BUILDING

PARK COUNTY
OWNER REP: BRIAN EDWARDS
1002 SUTTON AVENUE
CODY, WYOMING 82414
P: 123.456.7890
E: bedwards@sdmdllp.com

SCHEMATIC DESIGN 10.25.19
NOT FOR CONSTRUCTION

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DATE: 10.25.2019
REVISION: 3

PROJECT NO.
1748

SHEET #
A6.0
SCHEDULES

WLD-31 (4/17)

NEW OR TRANSFER LIQUOR LICENSE OR PERMIT APPLICATION

FOR LIQUOR DIVISION USE ONLY		
Customer #:		
Trf from:		
Reviewer:	Initials	Date
Agent:		/ /
Chief:		/ /

To be completed by City/County Clerk

Local License #: _____

License Fees
Annual Fee: $ _____ . ____
Prorated Fee: $ _____ . ____
Transfer Fee: $ 100 . 00
Publishing Fee: $ 150. . 00

Date filed with clerk: 1 / 10 / 2020

Advertising Dates: (2 Weeks) 1/23 & 1/30

Hearing Date: 2 / 4 / 2020

Publishing Fee Direct Billed to Applicant: ☐

License Term: ~~7~~ ____ / ____ / ____ (Month Day Year) Through 8 / 31 / 2020 (Month Day Year)

LICENSING AUTHORITY: Begin publishing promptly. As W.S. 12-4-104(d) specifies: **NO LICENSING AUTHORITY SHALL APPROVE OR DENY THE APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.**

Applicant: ~~Proud Cut Saloon Inc~~ WYOMING RESTAURANTS INC *

Trade/Business Name (dba): Proud Cut ~~Saloon Inc~~

Building to be licensed/Building Address: 1227 Sheridan Ave (Number & Street)
Cody (City) WY (State) 82414 (Zip) Park (County)

Mailing Address: 1227 Sheridan Ave (Number & Street or P.O. Box)
Cody (City) WY (State) 82414 (Zip)

Business Telephone Number: (443) 768-4282 Fax Number: ( )

E-Mail Address: dpetersonjr@yahoo.com

Brief legal description and the zoning of the licensed building or site for licensed building: W.S. 12-4-102 (a) (vi)
Lot 17 Block 50, Original Town

FILING FOR
☐ NEW LICENSE
☐ TRANSFER OF LOCATION
☒ TRANSFER OWNERSHIP
☐ ASSIGNMENT LETTER ATTACHED
FORMERLY HELD BY: Proud Cut Saloon Inc

FILING IN (CHOOSE ONLY ONE)
☒ CITY OF: Cody
☐ COUNTY OF: _____

FILING AS (CHOOSE ONLY ONE)
☐ INDIVIDUAL
☐ PARTNERSHIP
☐ LP/LLP
☐ LLC
☒ CORPORATION
☐ LTD PARTNERSHIP
☐ ORGANIZATION
☐ OTHER _____

TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)

RETAIL LIQUOR LICENSE
☐ ON-PREMISE ONLY (BAR)
☐ OFF-PREMISE ONLY (PACKAGE STORE)
☒ COMBINATION ON/OFF PREMISE (BOTH BAR & PACKAGE STORE)

☐ RESTAURANT LIQUOR LICENSE
☐ RESORT LIQUOR LICENSE
☐ BAR AND GRILL

LIMITED RETAIL (CLUB)
☐ VETERANS CLUB
☐ FRATERNAL CLUB
☐ GOLF CLUB
☐ SOCIAL CLUB

☐ MICROBREWERY
☐ WINERY
☐ DISTILLERY SATELLITE
☐ WINERY SATELLITE
☐ COUNTY RETAIL or SPECIAL MALT BEVERAGE PERMIT

SPECIAL DESIGNATIONS
☐ CONVENTION FACILITY
☐ CIVIC CENTER/EVENT CENTER/ PUBLIC AUDITORIUM
☐ GOLF CLUB
☐ GUEST RANCH
☐ RESORT

To Assist the Liquor Division with scheduling inspections: **WHEN DO YOU OPERATE?**

☒ FULL TIME (e.g. Jan through Dec)
(specify months of operation)
from Jan to Dec

☐ SEASONAL/PART-TIME
DAYS OF WEEK (e.g. Mon through Sat)
from Mon to Sun

☐ NON-OPERATIONAL/PARKED
HOURS OF OPERATION (e.g. 10a - 2a)
from 10:30Am to 10:30Pm

ALL APPLICANTS MUST COMPLETE QUESTIONS 1- 6

1. BUILDING OWNERSHIP: Does the applicant? W.S. 12-4-103 (a) (iii)
   (1) **OWN** the licensed building? ~~☒ YES (own)~~
   (2) **LEASE** the licensed building? (Lease must be through the term of the liquor license) ☒ YES (lease)

   If Yes, please submit a copy of the lease and indicate:
   (A) When the lease expires, located on page 1 paragraph 2 of lease.
   (B) Where the **Sales** provision for alcoholic or malt beverages is located, on page 3 paragraph 1 of lease. (MUST contain a provision for SALE OF ALCOHOLIC or MALT BEVERAGES.)

2. To operate your liquor business, have you assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license and the licensed building? W.S. 12-4-601 (b) ☐ YES ☒ NO

3. Does any manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm: W.S. 12-5-401, 12-5-402, 12-5-403

   (a) Hold any interest in the license applied for? ☐ YES ☒ NO

   (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in your business? ☐ YES ☒ NO

   (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO

   (d) If you answered **YES** to any of the above, explain fully and submit any documents in connection there within:

   _____

4. Does the applicant have any interest or intent to acquire an interest in any other liquor license issued by **this** licensing authority? W.S. 12-4-103 (b) ☐ YES ☒ NO

   If "YES", explain: _____

5. **If applicant is filing as an Individual, Partnership or Club:** W.S. 12-4-102 (a) (ii) & (iii)

   Each individual, partner or club officer must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip *DO NOT LIST PO BOXES*	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application.)

6. **If the applicant is a Corporation, Limited Liability Company, Limited Liability Partnership or Limited Partnership:** W.S. 12-4-102 (a) (iv) & (v)

   Each stockholder holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation, limited liability company, limited liability partnership, or limited partnership, **and every officer, and every director** must complete the box below.

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip *DO NOT LIST PO BOXES*	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock Held	Have you been Convicted of a Felony Violation?	Have you been Convicted of a Violation Relating to Alcoholic Liquor or Malt Beverages?
David Peterson	[redacted]			3 mo	100	YES ☐ NO ☒	YES ☐ NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐
						YES ☐ NO ☐	YES ☐ NO ☐

(If more information is required, list on a separate piece of paper and attach to this application)

7. BAR AND GRILL LICENSE:

Have you submitted a valid food service permit or application? W.S. 12-4-413 (a) ☐ YES ☐ NO

8. RESTAURANT LICENSE:

(a) Give a description of the dispensing room(s) and state where it is located in the building. W.S. 12-4-408 (b) (e.g. 10 x 12 room in SE corner of building):_____

_____

(b) Have you submitted a valid food service permit or application? W.S. 12-4-407 (a) ☐ YES ☐ NO

(c) Have you attached a drawing of the establishment that includes the restaurant dispensing room(s)? W.S. 12-4-410 (f) ☐ YES ☐ NO

9. RESORT LICENSE:

Does the resort complex:

(a) Have an actual valuation of at least one million dollars, or have you committed or expended at least one million dollars ($1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO

(b) Include a restaurant and a convention facility which will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO

(c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO

(d) If no on question (c), have a ski resort facility open to the general public in which you have committed or expended not less than 10 million dollars ($10,000,000.00)? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO

(e) Are you contracting/leasing the food and beverage services? W.S. 12-4-403(b)

1. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

10. MICROBREWERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ WINERY

(b) Do you self distribute your products? W.S. 12-2-201(a) (Requires wholesaler license with the Liquor Division) ☐ YES ☐ NO

(c) Do you distribute your products through an existing malt beverage wholesaler? W.S. 12-2-201(g)(i) (Requires authorization to sell license with the Liquor Division) ☐ YES ☐ NO

11. WINERY LICENSE:

Will the license be held in conjunction with another liquor license? W.S. 12-4-412(b)(iii) ☐ YES ☐ NO

(a) If "YES", please specify type: ☐ RETAIL ☐ RESTAURANT ☐ RESORT ☐ BAR AND GRILL ☐ MICROBREWERY

12. LIMITED RETAIL (CLUB) LICENSE:

FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

(a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO

(b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LICENSE:

VETERANS CLUBS W.S. 12-1-101(a)(iii)(A):

(a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO

(b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

14. LIMITED RETAIL (CLUB) LICENSE:

GOLF CLUBS W.S. 12-1-101(a)(iii)(D)/W.S. 12-4-301(e):

(a) Do you have more than fifty (50) bona fide members? ☐ YES ☐ NO

(b) Do you own, maintain, or operate a bona fide golf course together with clubhouse? ☐ YES ☐ NO

(c) Are you a political subdivision of the state that owns, maintains, or operates a golf course? ☐ YES ☐ NO

1. Are you contracting/leasing the food and beverage services? W.S. 12-5-201(g) ☐ YES ☐ NO
2. If Yes, have you submitted a copy of the food and beverage contract/lease? ☐ YES ☐ NO

15. LIMITED RETAIL (CLUB) LICENSE:

SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E)/W.S. 12-4-301(b):

(a) Do you have more than one hundred (100) bona fide members who are residents of the county in which the club is located? ☐ YES ☐ NO

(b) Is the club incorporated and operating solely as a nonprofit organization under the laws of this state? ☐ YES ☐ NO

(c) Is the club qualified as a tax exempt organization under the Internal Revenue Service? ☐ YES ☐ NO

(d) Has the club been in continuous operation for a period of not less than one (1) year? ☐ YES ☐ NO

(e) Has the club received twenty-five dollars ($25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues? ☐ YES ☐ NO

(f) Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club? ☐ YES ☐ NO

(g) Have you filed a true copy of your bylaws with this application? ☐ YES ☐ NO

(h) Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition Attached) ☐ YES ☐ NO

REQUIRED ATTACHMENTS:

☒ A statement indicating the financial condition and financial stability of the applicant W.S. 12-4-102 (a) (vi).

☐ Restaurants: include a drawing of the establishment that includes the dispensing room(s) W.S. 12-4-410 (f).

☒ Attach any lease agreements (especially for resort/political subdivisions leasing out food & beverage services) W.S. 12-4-103 (a) (iii)/ W.S. 12-4-403(b)/W.S. 12-4-301(e).

☐ If transferring a license from one ownership to another, a form of assignment from the current licensee to the new applicant authorizing the transfer W.S. 12-4-601 (b).

OATH OR VERIFICATION

*(Requires signatures by **ALL** Individuals, **ALL** Partners, **ONE (1)** LLC Member, or **TWO (2)** Corporate Officers or Directors except that if all the stock of the corporation is owned by **ONE (1)** individual then that individual may sign and verify the application upon his oath, or **TWO (2)** Club Officers.) W.S. 12-4-102(b)*

Under penalty of perjury, and the possible revocation or cancellation of the license, I swear the above stated facts, are true and accurate.

STATE OF WYOMING)
) ***SS.***
COUNTY OF Park)

Signed and sworn to before me on this 10 day of January 2020 that the facts alleged in the foregoing instrument are true by the following:

	(Signature)	(Printed Name)	Title
1)	[signature]	David L Peterson Jr	President
2)			
3)			
4)			
5)			
6)			

Witness my hand and official seal:

[signature]
Signature of Notary Public

(SEAL) NOTARY PUBLIC STATE OF WYOMING MY COMMISSION EXPIRES JUNE 17, 2021

My commission expires: 6/17/21

Outdoor Serving Area Renewal/Request

Per state statute 12-5-201 (a), "Alcoholic beverages secured in the licensed room by a server may be served only in the building in which the licensed room is located an in an immediately adjacent fenced or enclosed area as approved by the local licensing authority."

If you currently have an outdoor serving area or would like to request approval of a new outdoor serving area, please complete the following:

Applicant Name: [redacted] Wyoming Restaurants Inc

X Please renew our outdoor serving area.

_____ I am requesting approval of a new outdoor serving area (not previously approved).

If requesting approval of a new area, or if you have made changes to the current area, please provide a detailed drawing:

Liquor License Application Addendum
Background Information Disclosure

Please disclose all convictions, guilty pleas and no contest pleas to any and all felonies and alcohol related offense in the past ten years. "Alcohol related offense" includes, but is not limited to the following:

-Driving While Under the Influence of Alcohol (DWUI/ DUI), and related offenses (Operating a vehicle while impaired; being in physical control of a vehicle while impaired or under the influence of alcohol, etc);
-Public Intoxication;
-Selling / Distributing / Furnishing alcohol to underage individuals;
-violations of any laws, regulations or ordinances pertaining to the sale, distribution or furnishing of alcohol.

The following individuals are required to complete this disclosure. If the applicant is a/an:
Individual: each individual on the application
Partnership: each partner
Privately held corporation: each officer, director and stockholder holding either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock of the corporation
Limited liability company: each officer, manager and member holding, either jointly or severally, ten percent (10%) or more of the outstanding ownership of the limited liability company
Publically traded corporation: the on-site manager or managers. If the application is approved, each time a new manager is hired, that manager shall provide the criminal history information to the City within forty-five (45) days of hire
Non-profit organization: the organization shall be exempt from a criminal history background check. A non-profit organization shall provide documentation of its non-profit status to the City in lieu of providing the criminal history information.

Liquor License Applicant Name: [redacted] Wyoming Restaurants Inc
Individual Name: David Peterson
Date:

Date	Offense

Signature:

Pinnacle Bank

January 9, 2020

RE: David Peterson - Statement of Financial Condition

To whom it may concern:

This letter is to certify that David Peterson has had an active checking account with Pinnacle Bank since April of 2019. David has maintained positive balances and handled all accounts/loans as agreed. It appears he is in sound financial condition.

Feel free to call me with any questions.

Thanks,

Luke Skates

Loan Officer

Pinnacle Bank - Cody

LEASE AGREEMENT

THIS AGREEMENT made and entered into this 23 day of January, 2020, by and between CODY RESTAURANTS, LLC, of Cody, Wyoming, hereinafter called LESSOR, and WYOMING RESTAURANTS, INC. of Cody, Wyoming, hereinafter called LESSEE,

W I T N E S S E T H:

1. LESSOR hereby leases to LESSEE and LESSEE hereby rents from LESSOR those certain premises situate in Cody, Park County, Wyoming, described as follows:

> Lot 17, Block 50, Original Town (now City) of Cody, according to the plat recorded in Book "E" of Plats, Page 58, Park County, Wyoming.
>
> Together with all improvements thereon and appurtenances and hereditaments there unto or in any wise appertaining.
>
> SUBJECT to property taxes and assessments for 2020 and subsequent years.

TO HAVE AND TO HOLD unto LESSEE for a term of one (1) year, commencing on the 12th day of February, 2020, which lease shall automatically renew for additional one-year terms unless notice is provided by either party thirty (30) days in advance of intended termination.

2. LESSEE agrees to pay to LESSOR as rent for said premises, the sum of $3000.00 per month, payable in advance without demand on the 12th day of each and every calendar month beginning February, 2020.

3. During the term of this lease, LESSEE does covenant and agree:

> a. to pay promptly when due any and all charges for electricity, water, gas, garbage collection, telephone and other utility services rendered to or for said premises;
>
> b. to pay promptly when due all real estate and property tax assessments or other assessments levied upon the property and to pay the cost of property insurance insuring the property at its fair market value to be agreed upon between LESSEE and LESSOR and naming LESSOR as an additional named insured;

c. LESSEE shall not use or permit said premises to be used for any purpose or purposes other than the usual and ordinary operation of a bar and restaurant, without the consent in writing of LESSOR first had and obtained;

d. that no waste shall be committed or suffered to be committed upon the premises, nor shall any public or private nuisance be allowed upon the premises and LESSEE shall not allow said premises to be used for any improper, immoral, or unlawful purpose;

e. LESSEE shall comply with all requirements of city, state and federal authorities now in force or which may hereafter be enforced pertaining to said premises and the operation of said premises and shall faithfully observe in the use of the premises all city and state and federal statutes now in force or which may hereafter be enforced;

f. LESSEE shall keep the interior in as good order and condition as when received, ordinary wear and tear excepted, shall redecorate and maintain the interior of said premises as may be reasonably required and that said premises shall not be altered or changed without the consent of LESSOR;

g. LESSEE shall repair all damage and injury done to the premises by LESSEE or by any person who may enter upon the premises as a customer or with the consent of LESSEE and shall repair all damage which may result from any fault or neglect on the part of LESSEE and shall use all reasonable precaution to prevent waste, damage or injury to the premises;

h. upon termination of this lease, LESSEE shall surrender the premises to LESSOR in as good condition and repair as reasonable and proper use thereof will permit;

i. LESSEE shall permit LESSOR, its agents and assigns to enter into and upon said premises at all reasonable times for the purpose of inspecting the same and maintaining the premises and for the purpose of making repairs, alterations or additions to the premises;

j. to hold and save LESSOR harmless from any liabilities arising out of or occasioned by the use and occupancy by LESSEE of the demised premises and any access thereto. LESSEE shall in addition promptly notify LESSOR of any claims asserted against LESSOR or LESSEE on account of any injury or claimed injury to persons or property arising out of or occasioned by the use and occupancy of the demised premises or any access thereto.

4. LESSOR shall during the term hereof:

a. maintain the exterior walls and roof of the building upon said premises in good condition and repair;

b. warrant that LESSEE may peaceably have, hold and enjoy the premises during the term of this lease, so long as LESSEE shall not be in default hereunder.

5. LESSOR does specifically grant to LESSEE the right to possess, sell, and dispense alcohol, including, but not limited to, beer, wine and malt beverages of any kind on the premises during the term of the lease or any extensions thereto.

6. Upon the expiration of this lease, LESSEE shall have the right to remove from the premises all moveable trade fixtures and shall repair and restore to good condition all areas from which such fixtures are removed and shall remove all business signs placed on the premises by LESSEE and restore that portion of the premises on which they were placed to good condition.

7. In the event of a partial destruction of the premises during the term of this lease from any cause, LESSOR shall forthwith repair the same, provided such repair can be made within sixty (60) days and such partial destruction shall not annul or void this lease. LESSEE shall be entitled, however, to a proportionate reduction of rent while such repairs are being made. In the event of the partial destruction of the building to an extent that it cannot be repaired within sixty (60) days, then either party may terminate the lease or the parties may agree to amend the lease to reflect the extent to which the premises can be used by LESSEE and adjust the rent accordingly.

8. LESSEE shall not assign or sublease the premises or any right or privilege connected therewith, or allow any other person except agents and employees of LESSEE to occupy the premises or any part thereof, without first obtaining the written consent of LESSOR. A consent by LESSOR shall not be a consent to a subsequent assignment, sublease, or occupation by other persons. An unauthorized assignment, sublease or license to occupy by LESSEE shall be void and shall terminate the lease at the option of LESSOR. The interest of LESSEE in this lease is not assignable by operation of law, without the written consent of LESSOR.

9. The appointment of a receiver to take possession of the assets of LESSEE, a general assignment for the benefit of creditors of LESSEE, any action taken or allowed to be taken by LESSEE under any bankruptcy act or the failure of LESSEE to comply with each and every term and condition of this lease shall constitute a breach of this lease.

10. The rent above mentioned shall be paid on the dates herein above provided. In the event of any breach of any of the other terms and provisions of this lease on the part of LESSEE to be kept and performed, LESSEE shall have fifteen (15) days after receipt of written notice from LESSOR to correct the conditions specified in the notice, or if corrections cannot be made within the fifteen (15) day period, LESSEE shall have a reasonable time to correct the default if action is commenced by LESSEE within fifteen (15) days after receipt of the notice.

11. The failure of LESSOR to insist on the strict performance of any of the terms and conditions hereof or to give LESSEE notice of default on account of the breach of any of the terms and conditions hereof shall not be deemed a waiver of any subsequent breach or default in any terms and conditions of this agreement, but such failure of LESSOR shall be deemed a waiver of the rights and remedies LESSOR may have regarding only that specific instance.

12. If the rent above mentioned, or any part thereof shall be unpaid on the date whereon the same ought to be paid or in the event that any breach of any other term, provision or covenant of this lease to be kept and performed by LESSEE shall not be corrected within the time herein provided, then LESSOR, besides other rights or remedies it may have, shall have the immediate right of re-entry and may remove all persons and property from the premises and such property may be removed and stored in any other place on the premises, or in any other place, for the account of and at the expense and risk of LESSEE. LESSEE waives claims for damages which may be caused by re-entry of LESSOR in taking possession of the premises or removing or storing the furniture and property

as herein provided. No such re-entry by LESSOR shall be considered or construed to be a forcible entry. After re-entry, LESSOR may re-let the premises or any part thereof for any term without terminating the lease at such rents and on such terms as it may choose and LESSEE shall, in addition to liability to LESSOR for breach of the lease, be liable for all expenses of re-letting, for alterations and repairs made and for the difference between the rent received by LESSOR under a new lease agreement and the rent installments that are due for the same period under this lease. LESSEE shall also pay to LESSOR all costs and attorney fees incurred by LESSOR in re-entry, re-letting and terminating the lease agreement.

13. In the case suit shall be brought for any unlawful detainer of the premises or for the recovery of any rent due under the provisions of this lease, or because of breach of any other covenant herein contained on the part of LESSEE to be kept and performed, then LESSEE shall pay to LESSOR a reasonable attorney fee to be fixed by the Court.

14. Time is of the essence of the terms and conditions of this lease.

15. This lease shall be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, we have hereunto set our hands as of the day and year first above written.

LESSOR:	LESSEE:
CODY RESTAURANTS, LLC	WYOMING RESTAURANTS, INC.
By: _____	_____
David Peterson, Operating Manager	David Peterson, Sole Shareholder

It is the intention upon approval of the license transfer by the City of Cody Council, after which the closing of the sale documents are finalized that Wyoming Restaurants Inc will be submitting to the Secretary of State (of Wyoming) a name change from Wyoming Restaurants Inc to Proud Cut Saloon Inc.

1/20/20

David Peterson

Date

Proud Cut

Saloon & Steak House

1.0 Executive Summary

- The Proud Cut Saloon and Steakhouse will continue to operate as Cody's premiere dinning experience. We will continue to offer the same great value, service, and consistency that has enabled us to be in business for 35+ years.

- The business will be wholly owned by David Peterson. David brings 20+ years of multimillion-dollar management and startup experience and is a certified Servsafe food manager.

- The business will continue to operate in its current 1700 sq ft location at 1227 Sheridan Ave. 2018 sales of $1,469,387.00 give the Proud Cut an average of $864 per sq foot. Sales are forecast to increase by 3% due to increased off season patronage spurred by the recent establishment of the Yeezy corp in Cody. A modest 3% increase would result in $890 per sq foot and place the Proud Cut ahead of industry giants like the Cheesecake factory in per sq ft sales.

1.1 Business Objectives

- To continue to be the premier Steakhouse in Cody, WY
- To continue to provide consistent top-quality meals at reasonable prices with exemplary service
- To achieve Prime Cost Ratios lower than 65%

1.2 Mission Statement

- Our Mission is to provide the most consistent and fun western saloon dinning experience around. We will strive to achieve this goal by: 1) by continuing to provide menu items incorporating quality ingredients at reasonable prices, and 2) we will be mindful of the well being of our customers and staff– treating each with dignity and respect while providing a fun atmosphere to dine and work.

1.3 Guiding Principles

- **Being Mindful of our Customers and our Staff**
  Coinciding with our family values, we will treat both our customers and staff in a manner in which we ourselves would want to be treated (or better!).
- **Western Hospitality**
  "An attitude of gratitude" shown to our customers, employees and vendors – because without their input, service, labor and time, our business would not be here without them!
- **Our Service**
  Provide the inviting, warm, and friendly service expected from a western saloon creating an informal, comfortable environment which will make the customers satisfied and want to return again and again.

1.4 Keys to Success

- Repeat business. Every customer who comes in once should want to return and recommend us. Word–of–mouth marketing is a powerful ally.
- Retain our top-notch chefs, offer training to keep our chefs on top of his/her game, and continue to pay top wages to ensure they stay with us.
- Location. Convenience is essential to us; we need to be close to our market because we are not trying to require people to travel to reach us.
- Continue to offer the best steaks in town at the most reasonable prices possible. Value for money.

2.0 Company Description

- The western style steakhouse and saloon will be located at 1227 Sheridan Ave. Cody, Wyoming . The restaurant will be wholly owned and operated by David Peterson. The restaurant will serve the best steaks and desert in town.
- The restaurant will be open 7 days a week with hours as follows:
- Monday 11:00 am – 10:30 pm
  Tuesday 11:00 am – 10:30 pm
  Wednesday 11:00 am – 10:30 pm
  Thursday 11:00 am – 10:30 pm
  Friday 11:00 am – 10:30 pm
  Saturday 11:00 am – 10:30 pm
  Sunday 11:00 am – 9:00 pm

2.1 Ownership

- The restaurant will be owned by David Peterson. In high school David worked for several large restaurant chains as a waiter before bartending during his time in college. Upon finishing college David began a career in technology where he went on to become part of a group who started the 3rd largest internet poker company by revenue, and an early member of a startup acquired for approximately $1 billion. Throughout his career David has managed budgets ranging from $500k to well over $15 million annually with staff counts in excess 50.
- David is also a SERVsafe food manager certificate holder from the National Restaurant Association.

2.2 Legal Form

- The Proud Cut will be an S corp with 100% owned by David Peterson. The corporation will operate under the name Proud Cut Saloon Inc.

2.3 Location and Facilities

- The 1700 sq ft restaurant is located in the heart of downtown Cody on the busiest street in town. Securing real estate in this area is extremely desirable and limited thus providing an increased barrier to competition and a tangible value in visual marketing.

3.1 Daily Operations and Production

- PC will be open 7 days a week for lunch and dinner requiring multiple shifts. David will write the schedules. The schedules will be written in a manner that will allow the ability to increase or decrease hourly labor according to sales volume in order to maintain consistent labor cost control.
- Proper labeling and rotation techniques, accompanied by storage facilities will ensure that high quality prepared product will be sufficiently available to meet the demands during peak business hours. Replenishment and ongoing preparation will continue during off peak business hours.
- David will be responsible for ordering, receiving and maintaining sufficient inventory to meet production demands. Ordering schedules will be staggered with perishable products being ordered multiple times per week to preserve freshness. Standard grocery and supply orders will be ordered less often, according to a predetermined schedule and storage capacity.
- David will rely on operational checklists to verify that each work shift has been properly prepared for and to ensure the operational standards are followed before, during and after work shifts.
- The restaurant layout, including the dining room, kitchen and serving line, has been designed for efficiency and flexibility to accommodate the fluctuation in customer traffic and peak meal periods.

3.3 Suppliers

- Becky Nose former owner of the Proud Cut has developed extensive relationships with numerous suppliers over 35 years owning the Proud Cut. Becky will spend nearly 5 months (2 pre-sale/3 post) training David on the intricacies of running the business including building relationships with key suppliers and when/how to rotate ordering from said suppliers to maintain quality.

3.4 Management Controls

- David will practice sound management procedures in order to control costs, ensure quality of product and provide friendly customer service. The following systems will be used by management:
- Order Guide: The restaurant will use an item specific order guide to track order history and maintain designated levels of product in inventory.
- Weekly Inventory: Management will conduct a weekly inventory to determine valuation for use in the preparation of weekly profit and loss reports.
- Daily Inventory Tracking: Daily inventory will be taken on specific items. Movement will be compared to sales data to ensure designated products have been properly accounted for.

3.5 Administrative Systems

- With a limited staff, it is crucial that David remain current with daily cash outlay. The purchase of a POS system will immensely help them with these daily administrative reports:
- **Daily Cash Control.** Sales and receipts recorded by the POS system will be compared to actual cash and credit card deposits on a daily basis. Acceptable over/short amounts will be limited to $5.00 per day. Discrepancies greater than $5.00 will prompt management to conduct an immediate audit to account for the difference. Monthly totals will be compared to actual P&L statements for accuracy. Cash, debit card and credit card receipts will be deposited daily.
- **Weekly Prime Cost Report.** David will prepare a weekly report that shows the gross profit margin after cost of goods sold and labor cost has been deducted from the sales revenue. The prime cost for this type of restaurant is expected to range from 60% to 65%. Proper control of the prime cost is the single most effective measure of management's ability to operate the restaurant.
- **Purchasing Records/Payables.** A part time bookkeeper will process and record invoices and credits daily. Reports detailing cash expenditures, payments by check, and accounts payable transactions will be readily available. Check disbursements will be prepared by the bookkeeper. Check signing authority for the general operating account will be handled by David.
- **Payroll Processing.** Payroll checks will be issued bi-monthly. David will run reports from the time & attendance system, make necessary adjustments, and prepare for transfer to the payroll system. Payroll will be processed by a payroll processing service.

4.0 Marketing Strategy and Implementation

- PC will continue to position itself as the premier Steakhouse in Cody, WY. We will do this by continuing to provide quality western style meals, prepared with quality ingredients at reasonable prices. Customers will enjoy the quaint surroundings inside with the wood tables, assorted animal mounts, and extensive rodeo memorabilia . Our restaurant will provide a relaxed atmosphere and when customers walk in they will be greeted by warm smiles and feel just as if they were arriving home.
- Our customers will enjoy our standard menu fare, along with seasonal menu items so that we can better take advantage of cost savings and stay current with some of the food industry trends.
- At PC we plan to be the premier restaurant to work for as well. We believe that the restaurant industry is a great place to begin one's career or pursue full-time. In fact, according to the Restaurant Association, nearly half of all adults have worked in the restaurant industry at some point during their lives, and more than one out of four adults got their first job experience in a restaurant. At PC we believe that our restaurant provides job opportunities both for the entry level applicant as well as for the part-time worker searching for flexibly in job hours. We pay our employees a competitive salary and believe we can continue to do so by meticulously keeping our records, including daily review of the Prime Cost Report, and utilize Cost Accounting Systems to prevent inventory shortfalls. We will be proactive with our employees by scheduling regular performance reviews and provide bonuses and other incentives to motivate our staff. We will also provide our employees with the most current training programs regarding safe food handling and worker protection.
- PC will also remain current with current industry marketing tends. In addition to a website with our menu, map and driving directions, we will also have a Facebook page and utilize other social media such as Instagram, Snapchat, and TikTok.

4.1 Strengths

- Prime location centrally located downtown
- Exceptional staff with a can-do attitude
- Due to our small size, we believe we can provide exceptional quality by hand selecting our market specials
- The same concept holds true in our staffing requirements, by hand selecting our employees we will strive to offer unsurpassed service when compared to our competitors

4.2 Weaknesses

- Cody's limited labor pool
- Tight margins will allow little wiggle room for error

4.3 Threats

- Government mandates (restaurant operation, food safety, and worker protection at the federal level and health, sanitation, safety, fire at the local level)
- Rising operating costs
- Building/maintaining sales volume
- Consumers that believe that meals at home are healthier than those prepared in restaurants.

4.4 Competitive Edge

- PC's competitive edge is in its consistency and longevity. Everyone knows that a meal at PC will always be great, provide excellent value for money, and be an enjoyable time. There is a reason it's been around for 35 years and we want to continue that tradition for another 35 years without changing the experience.

5.0 Organization and Management

- PC will prioritize retaining all 30+ staff members and continue to partner with Northwest College's Rodeo team to recruit and hire dedicated staff.

5.1 Management Team

- The restaurant will be owned by David Peterson. David began his career path at the age of 15 working for several national food chains and earned his way through college waiting tables and bartending. After earning his degree David began a career in technology where he went on to become part of a group that formed the third largest internet poker in the world by revenue and served as an early member of a start up that was ultimately acquired for approximately $1 billion.

5.2 Management Gaps

- David will fill many of the management rolls leaning on Becky Nose (former owner) and Michael Knapp (David's first cousin and industry veteran with decades of experience) for any critical decisions that arise.

- To meet the gaps associated in payroll, inventory management, and cost accounting, David has considered a POS (point of sale system) that simplifies communications between the kitchen and the wait staff. Orders go through the computer, directly to the kitchen printer. Another benefit of a restaurant POS program is that it can track everything from food usage, to the most popular menu items. Because the POS system acts as a time clock, it can also help prepare payroll – which will save money in the bookkeeping department. Along with the daily operations of running a restaurant, a POS system can organize profit and loss statements and sales tax.

The Proud Cut Saloon, Inc
3 Year Analysis

		2nd Year Projection			1st Year Projection		AVG		2018		2017		2016	
Food Sales	1	1,194,123	74%	1	1,137,260	74%	1,004,560	74%	1,083,105	74%	997,402	73%	933,172	74%
Liquor Sales	2	423,435	26%	2	403,271	26%	354,278	26%	384,068	26%	354,310	26%	324,456	26%
Other		-	0%		-	0%	3,795	0%	2,214	0%	6,645	0%	2,526	0%
Gross Income		1,617,558	100%		1,540,532	100%	1,362,633	100%	1,469,387	100%	1,358,357	100%	1,260,154	100%
Food Costs		764,659	47%		728,246	47%	644,149	47%	691,906	47%	646,947	48%	593,595	47%
Liquor Costs		44,673	3%		42,546	3%	37,633	3%	41,323	3%	38,598	3%	32,978	3%
Beer Costs		41,565	3%		39,585	3%	35,014	3%	48,590	3%	30,070	2%	26,382	2%
Other Costs		-	0%		-	0%	5,825	0%	7,434	1%	3,446	0%	6,595	1%
Cost of Goods Sold		850,897	53%		810,378	53%	722,621	53%	789,253	54%	719,061	53%	659,550	52%
Gross Profit		766,662	47%		730,154	47%	640,012	47%	680,134	46%	639,296	47%	600,605	48%
Officer Wages	3	60,000	4%	3	60,000	4%	129,102	9%	142,211	10%	120,035	9%	125,060	10%
Other Wages		348,991	22%		332,373	22%	293,991	22%	305,140	21%	295,748	22%	281,084	22%
Payroll Taxes	4	53,169	3%	4	51,008	3%	56,479	4%	62,342	4%	54,055	4%	53,041	4%
Advertising	5	7,686	0%	5	7,462	0%	7,462	1%	9,894	1%	9,834	1%	2,658	0%
Credit Card Fees	5	33,994	2%	5	33,004	2%	33,004	2%	36,006	2%	32,362	2%	30,644	2%
Insurance	5	15,100	1%	5	14,661	1%	14,661	1%	14,919	1%	15,273	1%	13,790	1%
Rent	5	3,836	0%	5	3,724	0%	3,724	0%	2,676	0%	2,184	0%	6,312	1%
Repairs and Maintenance	5	21,686	1%	5	21,055	1%	21,055	2%	24,895	2%	25,858	2%	12,411	1%
Supplies	5	23,168	1%	5	22,494	1%	22,494	2%	15,314	1%	25,763	2%	26,404	2%
Utilities	5	22,905	1%	5	22,238	1%	22,238	2%	21,740	1%	23,998	2%	20,976	2%
Other Expenses	6	31,011	2%	6	30,108	2%	30,108	2%	31,074	2%	28,528	2%	30,721	2%
		621,547	38%		598,125	39%	634,317	47%	666,211	45%	633,638	47%	603,101	48%
Operating Income (Loss)		145,114			132,029		5,695		13,923		5,658		(2,497)	

The information for 2016 - 2018 is from the tax returns of The Proud Cut Saloon, Inc provided by the current owners.

1 Increase in sales from 2016 to 2017 was 7%
Increase in sales from 2017 to 2018 was 9%
Projections are 5% increase over prior year

2 Increase in sales from 2016 to 2017 was 9%
Increase in sales from 2017 to 2018 was 8%
Projections are 5% increase over prior year

3 Dave Peterson's Salary

4 Payroll Taxes is 13% of Officer and Other Wages

5 1st Year is 3 year average
2nd Year is 3% increase over 1st Year

6 1st Year is 3 year average
2nd Year is 3% increase over 1st Year
Depreciation expense included in 2018 is 9,596
Depreciation expense included in 2017 is 8,319
Depreciation expense included in 2016 is 9,092