

U.S. Department of Justice  
Office of Community Oriented Policing Services  
Washington, D.C. 20530

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# Community Policing to Combat Domestic Violence



**A Program of  
the Office of Community Oriented  
Policing Services,  
U.S. Department of Justice**

Joseph E. Brann, Director

September 1995

## ***Application Checklist***

*Applications must contain the following items in the order listed below. This will ensure consideration of your proposal and prevent delays in processing. Submissions must be typewritten. Narratives should be single-sided and double-spaced on 8 ½" by 11" paper.*

- Application summary (preprinted sheets provided in Appendix A)*
- Project narrative*
- Signed memorandum of understanding*
- Budget narrative*
- Budget detail worksheets (preprinted sheets provided in Appendix B)*
- Signed assurances and certifications (provided in Appendices C & D)*
- Four copies and an original must be postmarked by November 17, 1995.*
- Check with your State Single Point of Contact to see if your state requires a copy of your application (Appendix E).*

*Submit applications postmarked by November 17, 1995 to:*

*Community Policing to Combat  
Domestic Violence Program  
COPS Office  
1100 Vermont Avenue, NW  
5th Floor  
Washington, DC 20530*

*If you have any questions please call the Department of Justice  
Response Center at 1-800-421-6770.*

*The COPS Office will notify applicants in writing that applications have been received.  
Applicants will be notified by mail whether their proposal will be funded.*

157021

**U.S. Department of Justice  
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# Community Policing to Combat Domestic Violence

## Introduction

The Community Policing to Combat Domestic Violence Program was created by the Justice Department's (DOJ) Office of Community Oriented Policing Services (COPS) to fund innovative community policing efforts aimed at domestic violence. This grant program for law enforcement agencies targets assault, battery, rape/sexual offense, and stalking crimes where a woman is victimized by someone with whom she has cohabited or still has an intimate relationship. Although child abuse and elder abuse unfortunately are also significant societal problems, funding for projects to address them is not available in this program. The domestic violence program is intended for police departments that have exemplary community policing practices and are interested in turning their attentions to or strengthening their already progressive focuses on domestic violence. Up to \$10 million is available for grants under this program. Applicants must apply under *one* of three categories:

- Domestic Violence Training with a Community Oriented Policing Philosophy
- Problem-Solving and Community-Based Programs: Community-Policing Partnerships and Problem-Solving Initiatives Focusing on Domestic Violence
- Changing Police Organizations to be More Responsive to Domestic Violence

On June 12, 1995, DOJ sponsored a planning meeting to explore ways in which DOJ, COPS, and the Violence Against Women Initiative (VAW) could highlight and support the application of community oriented policing to the problem of domestic violence. Estab-

lished under the *Violent Crime Control and Law Enforcement Act of 1994*, the COPS Office is responsible for implementing Title I of the law, the Public Safety Partnership and Community Policing Act, by providing law enforcement agencies with competitive grants to increase the number of community police officers on the streets and to support innovative community policing projects. Similarly under Title IV, the Violence Against Women Act, the VAW Grants Office in DOJ's Office of Justice Programs gives funding to states for law enforcement, prosecution, and victim services to reduce violence against women. It became readily apparent that a joint initiative could provide existing criminal justice agencies, Indian Tribal governments, and nonprofit, nongovernmental victim- or community-service organizations the resources and guidance necessary to become fully responsive to women in domestic violence cases.

The June 12th planning session brought together experts in community policing and domestic violence who provided COPS and VAW valuable knowledge and insights. The advice of these experts further assisted in the development of an overall DOJ initiative on domestic violence.

*By committing significant Federal resources and attention to restructuring and strengthening the criminal justice response to battered women, the Community Policing to Combat Domestic Violence Program enables communities to put into action comprehensive and innovative approaches to ending domestic violence.*

Advocates for both community policing and battered women agree that a community

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policing approach to domestic violence must be taken jointly by law enforcement and community service organizations. *For this reason, departments requesting funding under this program must submit with their application a memorandum of understanding between the department and a nonprofit, nongovernmental victim- or community-service agency as outlined in the Application Requirements section of this solicitation.* The memorandum must identify the roles of all parties involved in the proposed effort and clearly describe the parameters of the partnership between participants. Departments should also seek to coordinate their efforts with the state agency responsible for administering VAW grants.

*In general projects will be funded for a 1-year period.* Additional resources may be obtained for up to 2 more years, contingent on appropriations and a showing of how COPS funding has facilitated and improved domestic violence prevention. Renewal requests must be submitted 90 days before the end of the initial grant.

Any award made under this program will not affect the eligibility of an agency to apply to other COPS programs. As part of DOJ's domestic-violence initiative, the Community Policing to Combat Domestic Violence Program begins a significant partnership between the Federal Government and local communities to reduce the incidence of domestic violence in the United States.

## **Background**

In the last decade, domestic violence has emerged in the public's awareness as a significant social problem. Survey research suggests that more than one in four marriages experience violence at some time (Straus and Gelles, 1990). In a study of victim-offender relationships in simple assaults, the Statistical Analysis Center reports that 28 percent of assaulters were partners of their victims (Hughes, 1993). Data from the National Crime

Survey conducted by the Bureau of Justice Statistics further reveal that once a woman is victimized by domestic violence, she faces a high probability of being victimized again (Langan and Innes, 1986).

Some victim advocates have been reluctant to endorse community policing as a way to end domestic violence. Yet, traditional policing lacks the focus on community involvement and criminal justice coordination that must be present if battered women are to receive comprehensive assistance and if batterers are to be kept from escaping meaningful consequences. Moreover, while departments have worked to provide officers with confidence-building tools for handling domestic violence cases, officers continue to view the problem as frustrating, complex, and dangerous. Community policing calls for a redefinition of the police role, greater reciprocity in police and community relations, area decentralization of police services and command, and encouragement for creative problem solving. All of these elements will enhance existing law enforcement services for battered women and enable departments to build on and complement prevailing good practices.

Implementing a community policing/ domestic violence initiative requires a change in perspective on how the crime and conditions leading to it are viewed and is not a decision to be "soft on crime." Effective community policing does not deal passively with domestic violence; rather, it demands enforcement of laws and provides resources for solving this violent crime and performing crime analysis. One hope of the COPS Office is that the Community Policing to Combat Domestic Violence Program will bridge the perceived gap between advocates for battered women and proponents of community policing. As gatekeepers to the criminal justice system, police and sheriff departments should become leaders, as well as partners, in the community's fight against domestic violence. And as a result, both law enforcement agencies and victim advocates may better understand each other's practices and goals and begin working together

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successfully to combat domestic violence. This grant program will support these efforts.

## **Goals**

This program will provide departments the opportunity to further their existing efforts and pilot new ones they believe may work in their jurisdiction. The Community Policing to Combat Domestic Violence Program will focus primarily on departments committed to:

- Integrating domestic violence strategies in their community policing plans;
- Establishing coordinated community responses to domestic violence;
- Designing early intervention strategies;
- Focusing on police responses to violent incidents; treating domestic violence as a crime;
- Eliminating victim-blaming policies; and
- Using comprehensive approaches in the system to create long-term accountability for the abuser.

The program will seek to answer the following questions:

- Whether model programs demonstrating productive unions of the police, criminal justice system, and victim services have developed;
- What types of technology will assist community policing/domestic violence efforts;
- What tools can enable effective problem solving; and

- How departments can focus effectively and proactively on domestic violence to reduce significantly the incidence of violence against women and alleviate officers' frustrations with these complex and dangerous situations.

If police agencies are to respond effectively to the challenges set forth in the Violence Against Women Act, they must evaluate current practices and adapt them to meet the constantly changing nature of domestic violence. This COPS grant program provides community-oriented police departments the unique opportunity to execute well-planned strategies that may prove highly effective in combating domestic violence.

## **Eligibility Requirements**

All state, local, Indian Tribal, and other public and private law enforcement agencies (including university police) committed to using community policing to address domestic violence are eligible to apply. Nonprofit, nongovernmental victim-service providers, shelters, and community-service groups must partner with public and private law enforcement agencies to apply for funding under this solicitation. An important goal of the solicitation is to create vehicles for the various participants in the system to begin or continue a dialogue. Therefore, applicants must demonstrate true partnerships between law enforcement and victim services.

Law enforcement agencies must be the applicants and the payees to receive and disburse funds and will be responsible for supervising and coordinating all grant activities. Their partnerships with nonprofit, nongovernmental victim- or community-service agencies must be clearly established and documented in Memoranda of Understanding (MOU).

## Other Eligibility Criteria

The domestic violence program is aimed at police departments with exemplary community policing plans. For purposes of this solicitation, applicants must also demonstrate that they meet the following criteria:

1. Community policing has been practiced on an agency wide or special unit basis for at least 2 years.
2. Officers receive community-policing training with a strong problem-solving focus.
3. The department has a strong commitment to taking an analytical approach to reducing crime problems.
4. The department has technologically advanced crime-analysis capabilities.
5. The management and organizational styles of the department are participatory, value based, result oriented, decentralized, and focused on innovation, creativity, leadership, and effectiveness.

## Areas of Consideration

Applicants must apply under *one* of the following areas:

1. Domestic Violence Training with a Community Oriented Policing Philosophy
2. Problem-Solving and Community-Based Programs: Community-Policing Partnerships and Problem-Solving Initiatives Focusing on Domestic Violence
3. Changing Police Organizations to be More Responsive to Domestic Violence

## Category 1: Domestic Violence Training with a Community Oriented Policing Philosophy

The COPS Office encourages innovative programs that incorporate domestic violence training into their community policing curricula. Therefore, this portion of the solicitation seeks proposals from departments that have collaborated with nonprofit, nongovernmental domestic-violence-victim- or community-service agencies to develop new approaches to training personnel on the issues of domestic violence.

Successful implementation of a community oriented policing philosophy requires organizationwide training of all sworn and nonsworn police personnel. Community-oriented-policing training includes conceptualization, skills development, and leadership training. Agencies successfully implementing community policing believe that officers should be taught management and decision-making skills, problem-solving techniques, and team-oriented approaches. In partnership with battered women advocates and other community-service organizations, departments are encouraged to dedicate both academy and in-service training time to the crime of domestic violence. Substantive training may raise the officer's awareness of the laws and issues relevant to domestic violence cases and may provide additional tools to assist in domestic violence problem solving.

Applicants must show there is collaboration between police and nonprofit, nongovernmental service agencies in designing domestic-violence-training curricula that are consistent with the department's community-oriented-policing training and philosophy.

In applying for training-related funding, applicants must describe generally:

- Current curricula as they relate to community policing;

- Current approaches to delivering training to recruits and the community; and
- Future plans for more effective, responsive training.

*Requests for funding under this category should not exceed \$250,000 per application.*

Within this category applicants must apply under *one* of the following training priority areas:

1. *Police-Academy Training Curricula*

The development of police academy curricula on domestic violence is encouraged and would be supported with COPS funds. Of particular interest to the COPS Office are curricula that train police officers and dispatchers about the many interrelated services that must be used to help victims of domestic violence and how police personnel should react and handle a domestic violence situation and ensure proper follow-up.

2. *In-Service Training*

For patrol officers, supervisors, command staff, and civilians, the development of training curricula and delivery systems for domestic violence and community oriented policing issues is encouraged.

3. *Department-Sponsored Multidisciplinary Training Initiatives*

The COPS Office encourages training efforts that bring together and train service providers (for both victims and offenders) in integrated approaches. Personnel might include medical and mental health professionals, victim advocates, and law enforcement agents. Specifically, the COPS Office is interested in training efforts in this category that will instruct and mobilize service providers to identify cases accurately as domestic violence and not assault. The COPS Office also requests applications to initiate

innovative educational programs that heighten awareness of domestic violence among police officers, health care and social service workers, and others.

*Category 2: Problem-Solving and Community-Based Programs: Community-Policing Partnerships and Problem-Solving Initiatives Focusing on Domestic Violence*

The COPS Office encourages innovative programs designed to promote problem-solving abilities of police personnel and shared decision-making among community groups and law enforcement agencies in addressing domestic violence. Therefore, this section of the solicitation calls for proposals from departments that emphasize building community-based partnerships for identifying domestic violence problems in communities, analyzing these problems from several perspectives, and implementing long-term, effective, appropriate, and tailored solutions. This category of funding could provide a unique opportunity for smaller or rural jurisdictions seeking to address domestic violence.

Community partnerships and problem solving are core elements of community policing and can serve as powerful forces in combating domestic violence. Partnerships involve trust, cooperation, and shared responsibility and resources. Domestic violence is not exclusively a law enforcement problem. It is a concern of health care and treatment providers, victim advocates, women's shelters, the courts, social services, employers, and other community members, each of whom has a unique view of the problem. Together they can create a strong network of knowledge, resources, and personnel that can design new approaches to domestic violence.

Problem solving is a proactive approach requiring identification of a specific problem, analysis of resolution options, and selection of action(s) that fits the problem. In applying for funding under this section, applicants must

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include the following five components:

- Identification of the problem;
- Understanding of its cause;
- Determination of its scope and effects;
- Implementation of a response; and
- Evaluation of the success of the response.

Problem solving is consistent with community policing and can provide valuable information about the occurrence of domestic violence in a particular community. When submitting an application under this category, applicants must include a discussion of how they will conduct an assessment of the proposed response to the problem and measure its success. Applicants may combine efforts with local universities to assist in the assessment and evaluation stages.

*Requests for funding under this category should not exceed \$200,000 per application.*

Within this category, applicants must apply under *one* of the following problem solving priority areas:

1. Targeting repeat offenders and repeat addresses that generate domestic violence calls.
2. Finding ways to solve and follow-up domestic violence cases when the witness or victim is unwilling to participate.
3. Developing programs to increase co-operation among government agencies in enforcing domestic violence laws (including restraining orders and stalking laws) and to coordinate the response of the criminal justice community (e.g., such as mandatory arrests).
4. Establishing a domestic violence work group that links efforts of the police, victim advocates, prosecutors, judges, health care professionals, and other professionals having contact with families.

The work group should identify a specific problem and seek an adequate response.

5. Developing programs that address the problem of drugs and alcohol and domestic violence.
6. Encouraging rural and tribal police jurisdictions to initiate and participate in communitywide service provider networks to address domestic violence.
7. Developing evaluation techniques to determine how domestic violence initiatives, such as mandatory arrests, restraining orders, and automated arrest reports, are used in problem solving.

***Category 3: Changing Police Organizations to be More Responsive to Domestic Violence***

The COPS Office encourages innovative programs that focus on the organizational systems and structural changes necessary to promote community policing. This section of the solicitation encourages proposals from departments that emphasize decentralization of the organizational system, that is, making an organization wide commitment to community policing and using the community oriented policing philosophy to address domestic violence.

The structure of an organization may dictate the processes of daily activities, which, in turn, may lead to specific results. Any discussion of changing police methodologies must address the bureaucracies that have been institutionalized in the current system. By changing the structure of the agencies the behavior of individuals within the structure may also change. Departments are encouraged to assess how they might reorganize to facilitate a more effective department response to domestic violence. Reorganization includes, but is not limited to developing a strategic plan, focusing on the recruitment, hiring, and selection process, and making changes to the department's performance, evaluation, and reward structure.

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In applying for funding under this area, applicants should demonstrate their commitment to organizational change and discuss how their efforts to combat domestic violence will be enhanced by such change. Additionally, applicants must clearly explain the roles of the police department and nonprofit, nongovernmental domestic-violence-victim- or community-service agencies in changing police organizations to be more responsive to domestic violence.

*Requests for funding under this category should not exceed \$150,000 per application.*

Within this category, applicants must apply under *one* of the following organizational structure priority areas:

1. Programs that demonstrate a move toward decentralization, including its

expected impact on the department's efforts to handle domestic violence cases.

2. Innovative programs for organizational change that include interagency coordination and cooperation.
3. Programs that attempt to change departmental attitudes, cultures, and values to confront domestic violence cases more effectively and appropriately.
4. Efforts to evaluate the effectiveness of organizational change in combating domestic violence. Evaluation criteria should include the response to crisis incidents, enforcement of protection orders, prevention of domestic violence, outreach to victims through the impact of cultural change, and building community relationships both with individuals and organizations.



## ***Application Requirements***

*Applicants must follow this format:*

- I. Application Summary Sheet
- II. Project Narrative  
(must include signed memorandum of understanding)
- III. Budget Narrative
- IV. Budget Detail Worksheets

### ***I. Application Summary Sheet***

The application summary sheet is included in Appendix A and must be completed for consideration.

### ***II. Project Narrative***

Please begin a new page for each of the following sections (A, B, and C), and limit the length of the project narrative to 18 pages.

#### **A. Innovative project description**

Applicants must include the following elements in section A of their narrative. *In your response, please indicate the number for each subsection.*

1. A statement of the problem that the project seeks to address.
2. An explanation of what your agency has done prior to this program to solve the problem.
3. The goals and objectives of the project.
4. The anticipated outcomes of the project.

5. A description of the project, including the demonstration of a clear nexus between how the project will use community oriented policing to address domestic violence.
6. An estimated time line for the project denoting specific tasks to be completed and the individuals within the department or community service organization who will be responsible for ensuring that the tasks are completed on schedule.
7. A description of how the department intends to measure the success of the project.
8. A description of how the project impacts other criminal justice agencies serving your community
9. Any other factors for consideration.

#### **B. Partnerships and the memorandum of understanding**

A memorandum of understanding is an instrument embodying the terms of the agreement between two parties. It generally needs only contain the essential terms of the agreement and can be used by both parties at any stage of a relationship to clarify roles, responsibilities, and prior commitments.

Advocates for both community policing and domestic-violence victims agree that the community policing approach to domestic violence must be made jointly with the community. Thus for this reason, departments that request funding under this initiative must submit with their application a memorandum of understanding between the department and a nonprofit, nongovernmental domestic violence victim or community service agency.

The memorandum should clearly define each party's role and responsibilities.

Applicants must include the following elements in the narrative portion of their application. *In your response, please indicate the number for each subsection.*

1. Provide background information on the nonprofit, nongovernmental agency with which your department intends to partner for this project. Include agency personnel size, budget, source of funding, location, mission statement, and objectives.
2. Describe the past relationship between your department and the nonprofit, nongovernmental agency with which your department intends to partner for this project. Please provide any success stories as a result of this partnership.
3. Clearly outline the responsibilities and obligations of both partners in this project. Provide a discussion of the respective roles of the partners throughout the project and any plans to ensure that the partners are represented equally throughout this project.
4. Attach a copy of the memorandum of understanding signed by your agency's head and the head of the agency with which your agency intends to collaborate for this project. *Applications without a signed memorandum of understanding will not be considered.*

### C. Community Policing Strategy

This program is aimed at law enforcement agencies that have exemplary community policing plans. Applicants must also demonstrate that they

meet the following criteria. *In your response, please discuss each point as it relates to your grant proposal and indicate the number for each subsection.*

1. Community policing has been practiced agencywide or on a special unit basis for at least 2 years.
2. Officers receive community policing training with a strong problem-solving focus.
3. The department has a strong commitment to taking an analytical approach to reducing crime problems.
4. The department has technologically advanced crime-analysis capabilities.
5. Two examples of successful problem-solving efforts.

### III. Budget Narrative

The budget narrative should be limited to three pages describing the project's proposed budget. *In your response, please address the following questions in order and indicate the number for each subsection.*

1. What is the proposed amount of Federal expenditures over the 1-year-grant period?
2. What will the local contribution of funds be to this project, if any?
3. If there will be any local contribution of funds, what will their source be?
4. How did your agency determine the amounts of these specific budget items?
5. What is your agency's current expenditure and budget plans as of July 1, 1995 for this project, if any?

## Budget guidelines

The following summarizes categories of allowable and unallowable costs for funding from COPS under the Community Policing to Combat Domestic Violence Program. The budget must link directly to the activities described in the grant proposal. Funding for the domestic violence training with a community oriented policing philosophy grants are limited to \$250,000 per year per grant (up to \$2,000,000 total); problem-solving and community-based programs: community-policing partnerships and problem-solving initiatives focusing on domestic violence is available for up to \$200,000 per year per grant (up to \$5,000,000 total); and changing police organizations to be more responsive to domestic violence programs can be funded for up to \$150,000 per year per grant (\$3,000,000 total). While costs may be listed as allowable, the COPS Office reserves the right to determine the appropriateness and reasonableness of the requested funds for the activities proposed within each application.

While most of the statutory application requirements for COPS grants have been waived, the prohibition against supplanting remains in force. That is, funds provided by the Community Policing to Combat Domestic Violence Program must be in addition to locally budgeted items, not in lieu of these items.

### Personnel Allowable:

- Salaries and benefits for new, *additional* officers devoted to community oriented policing/domestic violence programs
- Salaries and benefits of new officers who are hired to backfill positions of existing officers who have been redeployed to community oriented policing/ domestic violence programs
- Additional overtime for existing officers or social service agency personnel if they are redeployed to community oriented policing/ domestic violence programs

- Salaries and benefits of new civilians within the police department or social service agency who are hired to backfill positions of existing civilians who have been redeployed to community oriented policing/domestic violence programs
- Salaries and benefits of existing civilians or other support staff who directly contribute to implementation or enhancement of community oriented policing/domestic violence programs
- Personnel costs for others (translators, etc.) if they directly contribute to the implementation or enhancement of community oriented policing/domestic violence programs
- Consultant costs if they directly contribute to the implementation or enhancement of community oriented policing/domestic violence programs (Note: Consulting costs may not exceed \$250 per day without prior COPS Office approval.)

### Unallowable:

- Salaries and benefits of grant writers
- Salaries and benefits of currently employed staff, *except under the conditions noted above* (supplanting)
- Salaries and benefits of existing civilians or other employees who do not directly contribute to this program

### Training Allowable:

- Training of newly deployed officers in community oriented policing/domestic violence programs
- Supervisory training in community oriented policing/domestic violence

- Training of civilians in community oriented policing/domestic violence programs

**Unallowable:**

- Training in topics not directly linked to community oriented policing/ domestic violence programs

**Travel Allowable:**

- Reasonable out-of-town travel in accordance with applicable Federal guidelines to visit other jurisdictions engaged in model approaches to community oriented policing/domestic violence programs

**Unallowable:**

- Local travel costs

**Equipment Allowable:**

- Only equipment(s) that can be clearly linked to the implementation or enhancement of community oriented policing/domestic violence programs

**Unallowable:**

- Standard police issue equipment, which includes patrol cars, weapons, vests, accessories, emergency equipment, and uniforms
- Office furniture and equipment, such as copiers, fax machines, desks, and chairs

**Supplies Allowable:**

- Supplies, such as copying, general office items, postage, and others but only if directly related to community oriented policing/domestic violence programs

**Unallowable:**

- Standard office supplies not directly related to community oriented policing/domestic violence programs

**Miscellaneous Allowable:**

- Reasonable costs to purchase mobile offices or rent office space
- Performance evaluation development
- Publications relating to Community Oriented Policing/Domestic Violence Initiatives
- Reasonable community incentives (subcontracts, awards, etc.)
- Partnership, team building costs including travel, work group meetings and other related activities. (\*Note, however, that meals and refreshments for meetings are not allowed.)
- Video production, if directly related to Community Oriented Policing/Domestic Violence Initiative programs
- Costs of community meetings, workshops (advertising meetings, equipment)
- Costs associated with strategic planning relating to Community Oriented Policing/ Domestic Violence Initiative Programs

**Unallowable:**

- Other miscellaneous costs that do not directly lead to the implementation or enhancement of programs pertaining to Community Oriented Policing/Domestic Violence Initiative programs
- Meals or refreshment costs associated with meetings, etc.
- Construction and land acquisition
- Indirect costs

**IV. Budget Detail Worksheets**

The budget detail worksheets are included in Appendix B and must be completed for consideration.



## **Administrative Requirements for Applicants**

### **Grant Funds Must Supplement and Not Supplant**

Grant funds may not be used to replace state or local funds (or where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for law enforcement. Instead, COPS Community Policing to Combat Domestic Violence grant funds must be used to increase the total amount of such other funds used for law enforcement.

A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay. For example, if a grantee, prior to applying to participate in the COPS Community Policing to Combat Domestic Violence Program, had committed to purchase ten new computers for crime analysis, then the grantee must purchase those ten computers in addition to those requested under the COPS Community Policing to Combat Domestic Violence Program. Funds currently allocated to purchase office equipment may not be reallocated to other purposes or refunded, should a COPS Community Policing to Combat Domestic Violence Program grant be made. Non-Federal funds for such equipment must remain available for and devoted to that purpose, with COPS Community Oriented Policing to Combat Domestic Violence Program funds serving as a supplement to those non-Federal funds.

The possibility of supplanting will be the subject of careful application review, and possible pre-award review, post-award monitoring and audit. Any supplanting of non-Federal funds by COPS grant funds is a ground for potential suspension or termination of grant funding, recovery of funds already provided, and other civil or criminal sanctions.

As part of this application, an agency must sign a certification that no supplanting of non-Federal funds will take place should a grant award

be made. This certification shall be treated as a material representation of fact upon which reliance will be placed in the DOJ's determination whether to award this grant.

### **State Single Point of Contact**

Executive Order 12372 requires applicants from state and local units of government, or other organizations providing services 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. (Indian tribal governments are exempt from this review.) The SPOCs are listed in Appendix E of this application kit. Applicants must contact their State SPOC to determine if the program has been selected for State review and if so, comply with the State requirements prior to or at the same time as an application is submitted to the COPS Office. If the SPOC requires a copy of the COPS Community Policing to Combat Domestic Violence Program application, the applicant should still send the original application and four copies to the COPS Office.

### **Audit Requirement**

The Single Audit Act of 1984, issued in OMB Circular A-128, "Audits of State and Local Governments," establishes the requirements for organizational audits that apply to COPS grantees. The audits are to be on an organization wide, rather than a grant-by-grant basis, and must be arranged for by the grantee in accordance with the requirements of the circular.

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**Certifications:  
Lobbying, Debarment, Suspension, and Other Matters; Drug-Free Workplace and Coordination and Non-supplanting Requirements.**

Applicants should refer to the certification form in Appendix D to determine the certification(s) to which they are required to attest. Applicants also should review the instructions for certification included in the regulations referred to in the certification form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69 "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and with the coordination and nonsupplanting requirement of the Public Safety Partnership and Community Policing Act of 1994. The certifications will be treated as a material representation of fact upon which reliance will be placed by the DOJ in awarding grants.

**Civil Rights**

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. All applicants should consult the assurances to understand the applicable legal and administrative requirements.

**Suspension or Termination of Funding**

The COPS Office may suspend, in whole or in part, or terminate funding for,

or impose other sanction on, a grantee for the following reasons:

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

Prior to the imposition of sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in DOJ regulations in 28 CFR Part 18.

**Monitoring and Reporting Requirements**

All successful grantees will be required to cooperate in grant monitoring activities of the COPS Office, the DOJ's Office of the Inspector General or any entity designated by COPS. The monitoring process may include the submission of written reports and records, and telephone and/or site reviews concerning financial administration of the grant and the progress toward achieving the applicant's community policing plan. Program

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advisors and auditors will be particularly interested in assuring that the deployment of new officers is consistent with the applicant's proposal. Financial reporting forms will be mailed to you by the Office of the Comptroller and must be submitted within 45 days of the end of each quarter.

### **Evaluation Requirements**

A national evaluation, as well as a number of local level evaluations, may be conducted of the COPS Community Policing to Combat Domestic Violence Program. The purpose of these evaluations will be to assess the process of implementing this program, as well as examining the possible impacts of domestic violence responses. Evaluators may visit grantee sites to collect data for these evaluations. All selected applicants must be willing to cooperate in such evaluations and participate in providing the necessary information that may be requested. In addition, grantees are encouraged to collect information regarding the achievements and successes of community oriented policing in their area, as well as responses from members of the public to the grantee's plan.

### **Paperwork Reduction Act Notice**

The public reporting burden for this collection of information is estimated to be up to 8 hours per response, including the 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 of the aspects of collection of

this information, including suggestions for reducing this burden to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, NW, Washington, D.C. 20530; and to the Public Use Reports Project, 1103-0032, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

Guidance regarding financial and administrative aspects of the grant process also may be obtained by consulting the Office of Justice Programs' Financial and Administrative Guide for Grants (M7100.1), which is available at no cost from the Department of Justice Response Center.

### **References**

Bureau of Justice Statistics (1984, April). National Crime Survey. Rockville, MD.

Hughes, Mary Ann (1993). Looking at Domestic Violence: 1991 Victim to Offender Relationships for Selected Violent Crimes. Dover: Statistical Analysis Center.

Langan, Patrick, and CA Innes (1986). Preventing Domestic Violence Against Women. Washington, DC: U.S. Department of Justice, Bureau of Justice Statistics.

Straus, Murray A., and Richard J. Gelles (1990). Physical Violence in American Families. New Brunswick: Transaction Books.



## **Appendices**

**Appendix A Application Summary**

**Appendix B Budget Detail Worksheets**

**Appendix C Assurances Form**

**Appendix D Certifications and Disclosure of  
Lobbying Forms**

**Appendix E State Single Point of Contact Listing**

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**Appendix A**

**Application Summary**



**Application Summary**  
**Community Policing to**  
**Combat Domestic Violence**

Please answer all of the following questions competely. Attach the completed summary sheet to the front of your application narratives. *Please type all answers.*

**Applicant Organization's Legal Name** \_\_\_\_\_

**ORI #** \_\_\_\_\_

*(ORI # is assigned by the FBI. If you are a COPS grant recipient, the number is under your agency's name on labels and other COPS materials.)*

**Law Enforcement Executive's Name and Title** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Telephone ( )** \_\_\_\_\_ **Fax ( )** \_\_\_\_\_

**Government Executive's Name and Title** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Telephone ( )** \_\_\_\_\_ **Fax ( )** \_\_\_\_\_

**Information about Service Agency/Organization(s) (as it appears in the memorandum of understanding)**

**Legal Name** \_\_\_\_\_

**Executive(s)' Name and Title** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Telephone ( )** \_\_\_\_\_ **Fax ( )** \_\_\_\_\_

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## **Category and Priority Area Selection**

You may submit a proposal for funding under one of the following three categories. Make your selection and mark the appropriate box. *Remember you may choose only one priority area under the category you select.*

- Category I: Domestic Violence Training with a Community Oriented Policing Philosophy**

*Please select one of the following priorities for category one.*

- Police academy training curricula
- In-service training
- Department-sponsored multi-disciplinary training initiatives

- Category II: Problem Solving and Community Based Programs: Community Policing Partnerships and Problem-Solving Initiatives Focusing on Domestic Violence**

*Please select one of the following priorities for category two.*

- Targeting repeat offenders and repeat addresses which generate domestic violence calls.
- Finding ways to solve and follow-up domestic violence cases in which the witness or victim is unwilling to participate.
- Developing programs to increase cooperation between governmental agencies in enforcing domestic violence laws, including enforcement of restraining orders and stalking laws; and/or, developing programs that coordinate the criminal justice community's response, such as mandatory arrests.
- Establishing a domestic violence work group that links the efforts of the police, victim advocates, prosecutors, judges, health care professionals, and all other professionals having contact with families. The work group should identify a specific problem and seek an adequate response.
- Developing programs that address the problem of drugs and/or alcohol and domestic violence situations.
- Encouraging rural and tribal police jurisdictions to initiate and participate in community wide service provider networks to address domestic violence.
- Developing evaluation techniques to determine how domestic violence initiatives such as mandatory arrests, restraining orders and automated arrest reports are used in problem solving.

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**Category III: Changing Police Organizations To Be More Responsive To Domestic Violence**

*Please select one of the following priorities for category three.*

- Programs which demonstrate a move toward decentralization, including its expected impact on the department's efforts to handle domestic violence cases.
- Innovative programs for organizational change which include interagency coordination and cooperation.
- Programs which attempt to change departmental attitudes, culture and values to confront domestic violence cases more effectively, and appropriately.
- Efforts to evaluate the effectiveness of organizational change on combating domestic violence.
- Evaluation criteria should include the response to crisis incidents, the enforcement of protection orders, the prevention of domestic violence, the outreach to victims through the impact of cultural change and building community relationships, both with individuals and organizations.

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## **Grant Information Requirements**

*Please type all answers.*

1. What is your agency's fiscal year? From \_\_\_\_\_ to \_\_\_\_\_.
2. What is your agency's Federal cognizant agency? \_\_\_\_\_.

A Federal cognizant agency is the Federal agency from whom you receive most Federal funding. (Please check to see if your agency has been assigned a cognizant agency by the Office of Management and Budget.)

3. What is your agency's Employer Identification Number? \_\_\_\_\_.  
(An Employer Identification Number is assigned by the IRS.)
4. What is your agency's congressional district? \_\_\_\_\_.
5. Is your agency delinquent on any federal debts? \_\_\_\_\_.  
(IF YES, PLEASE EXPLAIN):

6. The total Federal funds requested under this proposal are \$ \_\_\_\_\_.
7. The geographic location of the applicant is (please indicate municipality, county and state):
8. Please provide your agency's force strength as of 10/1/95, listing number of officers sworn and number of officers budgeted; do not include officers whose duties include jails or lockups, process servicing, court security or other non-law enforcement activity, or those officers who are providing services to municipalities under contract with your agency.

\_\_\_\_\_ Actual \_\_\_\_\_ Authorized

9. Please list the total population that your agency serves: \_\_\_\_\_.
10. Please provide the total number of 1994 Part I Index Crimes: \_\_\_\_\_.
11. Please summarize any statistics that your agency keeps regarding instances of domestic violence:
12. Anticipated grant program start date \_\_\_\_\_ end date \_\_\_\_\_

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## ***Project Summary***

The project summary should be limited to 500 words or less. Please summarize the purpose of your grant request, the objective of your proposal and the methods your department intends to use in implementing the program. Please provide more details in the narrative portion of your application.

\_\_\_\_\_  
Signature and title of law enforcement executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and title of government executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of victim/community service agency participating in MOU

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and title of administrator of victim/community service agency

\_\_\_\_\_  
Date

---

***Appendix B***

***Budget Detail Worksheets***

## Budget Detail Worksheet

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
---------------	-------------	------

TOTAL \_\_\_\_\_

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
---------------	-------------	------

TOTAL \_\_\_\_\_

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known.

Purpose of Travel	Location	Item	Computation	Cost
				<b>TOTAL</b> _____

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
		<b>TOTAL</b> _____

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		TOTAL _____

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		TOTAL _____

**G. Consultants/Contracts**

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$150 per day require additional justification.

Name of Consultant	Service Provided	Computation	Cost
--------------------	------------------	-------------	------

*Subtotal* \_\_\_\_\_

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
------	----------	-------------	------

*Subtotal* \_\_\_\_\_

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
------	------

*Subtotal* \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**(H) Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
-------------	-------------	------

TOTAL \_\_\_\_\_

**(I) Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct cost categories.

Description	Computation	Cost
-------------	-------------	------

TOTAL \_\_\_\_\_

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	_____
<b>B. Fringe Benefits</b>	_____
<b>C. Travel</b>	_____
<b>D. Equipment</b>	_____
<b>E. Supplies</b>	_____
<b>F. Construction</b>	_____
<b>G. Consultants/Contracts</b>	_____
<b>H. Other</b>	_____
<b>Total Direct Costs</b>	_____
<b>I. Indirect Costs</b>	_____
<b>TOTAL PROJECT COSTS</b>	_____
<b>Federal Request</b>	_____
<b>Non-Federal Amount</b>	_____

## Budget Detail Worksheet

SAMPLE

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Project manager	\$22,000/year	\$22,000
Intake specialist	\$20,000/year	20,000

The project manager and intake specialist will be assigned exclusively to the project.

**TOTAL** \$42,000

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
Project Manager:		
Employers' FICA		\$1650.00
Health Insurance		2000.00
Retirement		800.00
Intake specialist:		
Employers' FICA		1500.00
Health Insurance		2000.00
Retirement		800.00

**TOTAL** \$ 8750.00

SAMPLE

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Training	Boston	Airfare	(\$150 x 2 people x 2 trips)	\$ 600.00
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	600.00
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	420.00

Two of the investigators will attend training on domestic violence prevention in Boston in October and in January.

**TOTAL** \$1620.00

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
3 486 Computers with CD ROM	(\$2000 x 3)	\$6000.00
1 Video camera		1000.00

The computers will be used by the intake specialist and her staff for intake interviews. The camera will be used for investigative and crime scene work.

**TOTAL** \$7000.00

SAMPLE

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Training materials		\$1000.00
		<b>TOTAL</b> <u>\$1000.00</u>

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
Generally, construction costs are not allowable. For specific questions about this budget category, please contact the COPS Office.		
		<b>TOTAL</b> _____

**G. Consultants/Contracts**

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$150 per day require additional justification.

Name of Consultant	Service Provided	Computation	Cost
Mary Smith	Data analysis	(\$150/day x 30 days)	\$4500.00

Mary Smith, Data Analyst, will assist the department in data analysis in domestic violence cases.

*Subtotal* \$4500.00

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Airfare	Miami	(\$400 x 6 trips)	\$2400.00
Hotel and meals		(\$100/day x 30 days)	3000.00

*Subtotal* \$5400.00

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Data Analysis System Development	\$50,000

The State University will design a data analysis system to be used in domestic violence investigations.

*Subtotal* \$50,000

**TOTAL** \$59,900.00

**(H) Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
NONE		
		TOTAL _____

**(I) Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct cost categories.

Description	Computation	Cost
GENERALLY, THIS PROGRAM DOES NOT FUND INDIRECT COSTS. PLEASE DIRECT ANY QUESTIONS ABOUT THIS COST CATEGORY TO THE COPS OFFICE.		
		TOTAL _____

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	\$42,000
<b>B. Fringe Benefits</b>	\$ 8,750
<b>C. Travel</b>	\$ 1,620
<b>D. Equipment</b>	\$ 7,000
<b>E. Supplies</b>	\$ 1,000
<b>F. Construction</b>	-0-
<b>G. Consultants/Contracts</b>	\$59,900
<b>H. Other</b>	-0-
<b>Total Direct Costs</b>	\$120,270
<b>I. Indirect Costs</b>	-0-
<b>TOTAL PROJECT COSTS</b>	\$120,270

Federal Request \$120,270

Non-Federal Amount -0-

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***Appendix C***

***Assurances Form***



## ASSURANCES

Several provisions of federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that you (the applicant) will comply with these provisions. If you would like further information about any of the matters on which we seek your assurance, please contact us.

By your authorized representative's signature, you assure us and certify to us that you will comply with all legal and administrative requirements that govern the application for acceptance and use of federal grant funds. In particular, you assure us that:

1. You have been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on your behalf are authorized to do so and to act on your behalf with respect to any issues that may arise during processing of this application.
2. You will comply with the provisions of federal law which limit certain political activities of your employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, *et seq.*
3. You will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if they apply to you.
4. You will establish safeguards, if you have not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. You will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
6. You will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, with the program guidelines, with the requirements of OMB Circulars A-87 (governing cost calculations) and A-128 (governing audits), with the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, with 28 CFR Part 66 (Uniform Administrative Requirements), with the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, and with all other applicable laws, orders, regulations, or circulars.
7. You will, to the extent practicable and consistent with applicable law, seek, recruit, and hire members of racial and ethnic minority groups and women in order to further effective law enforcement by increasing their ranks within the sworn positions in your agency.
8. You will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789(d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, *et seq.*); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, *et seq.*); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.
  - A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against you after a due process hearing, you agree to forward a copy of the finding to the COPS Legal Division, 1100 Vermont Avenue, N.W., Washington, DC 20530.
  - B. If you are applying for a grant of \$500,000 or more and Department regulations (28 CFR 42.301 *et seq.*) require you to submit a current Equal Opportunity Employment Plan, you will do so at the time of this application, if you have not done so in the past. If you are applying for a grant of less than \$500,000 and the regulations require you to maintain a Plan on file in your office, you will do so within 120 days of your grant award.
9. You will insure that the facilities under your ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that you will notify us if you are advised by the EPA indicating that a facility to be used in this grant is under consideration for listing by EPA.
10. If your state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, you have made this application available for review by the State Single Point of Contact.

*I hereby certify compliance with the above assurances that govern the application and use of Federal funds.*

Signature

Date

- Legal Assurances

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**Appendix D**

**Certifications and  
Disclosure of Lobbying Forms**



## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; COORDINATION WITH AFFECTED AGENCIES; AND NON-SUPPLANTING

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and the coordination and non-supplanting requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If 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 undersigned shall complete and submit Standard Form — LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 —

A. The applicant certifies that it and its principals:

(i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily ex-

cluded from covered transactions by any Federal department or agency;

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

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

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

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



# DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB  
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. Initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee  Tier _____, if known:  Congressional District, if known:	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
(attach Continuation Sheet(s) SF-LLL-A, if necessary)		
<b>10. a. Name and Address of Lobbying Entity</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11. Amount of Payment (check all that apply):</b> \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	<b>13. Type of Payment (check all that apply):</b> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
<b>12. Form of Payment (check all that apply):</b> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____  value _____		
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Members(s) contacted, for Payment Indicated in item 11:</b>  (attach Continuation Sheet(s) SF-LLL-A, if necessary)		
<b>15. Continuation Sheet(s) SF-LLL-A attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>16. 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 this 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.</b>	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____      Date: _____	

## 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. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. 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; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include 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 entity 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. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 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 (0348-0046), Washington, D.C. 20503.

**DISCLOSURE OF LOBBYING ACTIVITIES**  
**CONTINUATION SHEET**

Approved by OMB  
0348-0046

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

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***Appendix E***

***State Single Point  
of Contact Listing***



## INTERGOVERNMENTAL REVIEW PROCESS

Executive Order 12372 requires applicants from State and local units of government to comply with an intergovernmental review process. Applicants located within the participating States listed below must contact the appropriate State Single Point of Contact (SPOC) to find out about, and to comply with, the State's process under Executive Order 12372. Compliance with the State's process is required on or before the time the original application is submitted to the COPS Office.

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 set forth below.\*

### ARIZONA

Janice Dunn  
Arizona State Clearinghouse  
3800 N. Central Avenue  
Fourteenth Floor  
Phoenix, Arizona 85012

Telephone: (602) 280-1315  
FAX: (602) 280-1305

### ARKANSAS

Mr. Tracy L. Copeland  
Manager, State Clearinghouse  
Office of Intergovernmental Services  
Department of Finance and Administration  
1515 W. 7th St., Room 412  
Little Rock, Arkansas 72203

Telephone: (501) 682-1074  
FAX: (501) 682-5206

### DISTRICT OF COLUMBIA

Charles Nichols  
State Single Point of Contact  
Office of Grants Mgmt. & Dev.  
717 14th Street, N.W.- Suite 500  
Washington, D.C. 20005

Telephone: (202) 727-6554  
FAX: (202) 727-1617

### FLORIDA

Suzanne Traub-Metlay  
Florida State Clearinghouse  
Intergovernmental Affairs Policy Unit  
Executive Office of the Governor  
The Capitol (Room 1603)  
Tallahassee, Florida 32399-0001

Telephone: (904) 488-8114  
FAX: (904) 488-9005

\*In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," this listing represents the designated State Single Points of Contact. The Office of Management and Budget point of contact for updating this listing is: Donna Rivelli (202) 395-5090. The States not listed no longer participate in the process. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will only be made upon formal notification by the State. Also, this listing is published biannually in the Catalogue of Federal Domestic Assistance.

**ALABAMA**

Jon C. Strickland  
Alabama Department of Economic  
and Community Affairs  
Planning and Economic Development Division  
401 Adams Avenue  
Montgomery, AL 36103-5690

Telephone: (205) 242-5483  
Fax: (205) 242-5515

**CALIFORNIA**

Grants Coordinator  
Office of Planning & Research  
1400 Tenth Street, Room 121  
Sacramento, California 95814

Telephone (916) 323-7480  
FAX (916) 323-3018

**DELAWARE**

Francine Booth  
State Single Point of Contact  
Executive Department  
Thomas Collins Building  
P.O. Box 1401  
Dover, Delaware 19903

Telephone: (302) 739-3326  
FAX: (302) 739-5661

**IOWA**

Steven R. McCann  
Division for Community Assistance  
Iowa Department of Economic Development  
200 East Grand Avenue  
Des Moines, Iowa 50309

Telephone: (515) 242-4719  
FAX: (515) 242-4859

**MAINE**

Joyce Benson  
State Planning Office  
State House Station #38  
Augusta, Maine 04333

Telephone: (207) 287-3261  
FAX: (207) 287-6489

**GEORGIA**

Tom L. Reid, III  
Administrator  
Georgia State Clearinghouse  
254 Washington Street, S.W.-Room 401J  
Atlanta, Georgia 30334

Telephone: (404) 656-3855 or  
(404) 656-3829  
FAX: (404) 656-7938

**ILLINOIS**

Tim Golemo  
State Single Point of Contact  
Department of Commerce and Community Affairs  
620 East Adams  
Springfield, Illinois 62701

Telephone: (217) 782-1671  
FAX: (217) 782-6620

**INDIANA**

Frances E. Williams  
State Budget Agency  
212 State House  
Indianapolis, Indiana 46204

Telephone: (317) 232-2972  
FAX: (317) 233-3323

**KENTUCKY**

Ronald W. Cook  
Office of the Governor  
Department of Local Government  
1024 Capitol Center Drive  
Frankfort, Kentucky 40601-8204

Telephone: (502) 573-2382  
FAX: (502) 573-2512

**MARYLAND**

William G. Carroll  
Manager, State Clearinghouse for  
Intergovernmental Assistance  
Maryland Office of Planning  
301 W. Preston Street- Room 1104  
Baltimore, Maryland 21201-2365  
Staff Contact: Linda Janey

Telephone: (410) 225-4490  
FAX: (410) 225-4480

**MICHIGAN**

Richard S. Pastula, Director  
Office of Federal Grants  
Michigan Department of Commerce  
P.O. Box 30225  
Lansing, Michigan 48909

Telephone: (517) 373-7356  
FAX: (517) 373-6683

**MISSOURI**

Lois Pohl  
Federal Assistance Clearinghouse  
Office of Administration  
P.O. Box 809  
Room 760, Truman Building  
Jefferson City, Missouri 65102

Telephone: (314) 751-4834  
FAX: (314) 751-7819

**NEVADA**

Department of Administration  
State Clearinghouse  
Capitol Complex  
Carson City, Nevada 89710

Telephone: (702) 687-4065  
FAX: (702) 687-3983

**NEW MEXICO**

Robert Peters  
State Budget Division  
Room 190 Bataan Memorial Building  
Santa Fe, New Mexico 87503

Telephone: (505) 827-3640

**NORTH CAROLINA**

Chrys Baggett, Director  
N.C. State Clearinghouse  
Office of the Secretary of Admin.  
116 West Jones Street  
Raleigh, North Carolina 27603-8003

Telephone: (919) 733-7232  
FAX: (919) 733-9571

**MISSISSIPPI**

Cathy Mallette  
Clearinghouse Officer  
Department of Finance and Administration  
455 North Lamar Street  
Jackson, Mississippi 39202-3087

Telephone: (601) 359-6762  
FAX: (601) 359-6764

**NEW HAMPSHIRE**

Jeffrey H. Taylor  
Director, New Hampshire Office of State Planning  
Attn: Intergovernmental Review Process  
Mike Blake  
2 ½ Beacon Street  
Concord, New Hampshire 03301

Telephone: (603) 271-2155  
FAX: (603) 271-1728

**NEW JERSEY**

Gregory W. Adkins, Assistant Commissioner  
New Jersey Department of Community Affairs

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Please direct all correspondence and questions about  
intergovernmental review to:

Andrew J. Jaskolka  
State Review Process  
Intergovernmental Review Unit  
CN 800, Room 813A  
Trenton, New Jersey 08625-0800

Telephone: (609) 292-9025  
FAX: (609) 633-2132

**NEW YORK**

New York State Clearinghouse  
Division of the Budget  
State Capitol  
Albany, New York 12224

Telephone: (518) 474-1605

**NORTH DAKOTA**

North Dakota Single Point of Contact  
Office of Intergovernmental Assistance  
600 East Boulevard Avenue  
Bismarck, North Dakota 58505-0170

Telephone: (701) 224-2094  
FAX: (701) 224-2308

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**OHIO**

Larry Weaver  
State Single Point of Contact  
State Clearinghouse  
Office of Budget and Management  
30 East Broad Street, 34th Floor  
Columbus, Ohio 43266-0411

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Please direct correspondence and questions about  
intergovernmental review to:  
Linda Wise

Telephone: (614) 466-0698  
FAX: (614) 466-5400

**SOUTH CAROLINA**

Omeagia Burgess  
State Single Point of Contact  
Grant Services  
Office of the Governor  
1205 Pendleton Street-Room 477  
Columbia, South Carolina 29201

Telephone: (803) 734-0494  
FAX: (803) 734-0385

**UTAH**

Carolyn Wright  
Utah State Clearinghouse  
Office of Planning and Budget  
Room 116 State Capitol  
Salt Lake City, Utah 84114

Telephone: (801) 538-1535  
FAX: (801) 538-1547

**WEST VIRGINIA**

Fred Cutlip, Director  
Community Development Division  
W. Virginia Development Office  
Building #6, Room 553  
Charleston, West Virginia 25305

Telephone: (304) 558-4010  
FAX: (304) 558-3248

**RHODE ISLAND**

Daniel W. Varin  
Associate Director  
Department of Administration  
Division of Planning  
One Capitol Hill, 4th Floor  
Providence, Rhode Island 02908-5870

Telephone: (401) 277-2656  
FAX: (401) 277-2083

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Please direct correspondence and questions to:  
Review Coordinator  
Office of Strategic Planning

**TEXAS**

Tom Adams  
Governors Office  
Director, Intergovernmental Coordination  
P.O. Box 12428  
Austin, Texas 78711

Telephone: (512) 463-1771  
FAX: (512) 463-1888

**VERMONT**

Nancy McAvoy  
State Single Point of Contact  
Pavillion Office Building  
109 State Street  
Montpelier, Vermont 05609

Telephone: (802) 828-3326  
FAX: (802) 828-3339

**WISCONSIN**

Martha Kerner  
Section Chief, State/Federal Relations  
Wisconsin Department of Administration  
101 East Wilson Street- 6th Floor  
P.O. Box 7868  
Madison, Wisconsin 53707

Telephone: (608) 266-2125  
FAX: (608) 267-6931

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**WYOMING**

Sheryl Jeffries  
State Single Point of Contact  
Herschler Building  
4th Floor, East Wing  
Cheyenne, Wyoming 82002

Telephone: (307) 777-7574  
FAX: (307) 638-8967

**NORTH MARIANA ISLANDS**

State Single Point of Contact  
Planning and Budget Office  
Office of the Governor  
Saipan, CM  
Northern Mariana Islands 96950

**TERRITORIES****GUAM**

Mr. Giovanni T. Sgambelluri  
Director  
Bureau of Budget and Management Research  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96910

Telephone: 011-671-472-2285  
FAX: 011-671-472-2825

**PUERTO RICO**

Norma Burgos/Jose E. Caro  
Chairwoman/Director  
Puerto Rico Planning Board  
Federal Proposals Review Office  
Minillas Government Center  
P.O. Box 41119  
San Juan, Puerto Rico 00940-1119

Telephone: (809) 727-4444  
(809) 723-6190  
FAX: (809) 724-3270  
(809) 724-3103

**VIRGIN ISLANDS**

Jose George  
Director, Office of Management and Budget  
#41 Norregade Emancipation Garden Station  
Second Floor  
Saint Thomas, Virgin Islands 00802

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Please direct all questions and correspondence about  
intergovernmental review to:

Linda Clarke:

Telephone: (809) 774-0750  
FAX: (809) 776-0069

## Where to Call for Help:

COPS	
	<i>U.S. Department of Justice</i> <i>Office of Community Oriented Policing Services</i>
<b>COPS Office:</b>	<b>202-514-2058</b>
<b>Department of Justice Response Center:</b>	<b>800-421-6770</b>
	

✂ (cut out and use for easy reference) ✂