USER GUIDE

Submitting an Application under the FY 2019 COPS Office STOP School Violence: School Violence Prevention Program (SVPP)

This user guide is a summary of the SVPP application guide. For all details and requirements on submitting an SVPP application, please refer to the SVPP application guide at https://cops.usdoj.gov/svpp.

COPS
Community Oriented Policing Services
U.S. Department of Justice

User Guide for Submitting an Application under the FY 2019 COPS Office STOP School Violence: School Violence Prevention Program (SVPP)

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CFDA 16.710 Funding Opportunity Number: COPS-SVPP-Application-2019

WHEN: Deadline for grant application is May 31, 2019, at 7:59 p.m. EDT. **Start EARLY.** This is more than a one-day process.

WHERE: 1. Register at www.grants.gov.
2. Complete the application at www.cops.usdoj.gov. Click the "Account Access" tab.

HOW: Online only. No hard copies sent by U.S. Mail or electronic copies sent via email.

NOTE:
The COPS Office strongly recommends applicants use Internet Explorer® 11 or a later version.

Internet Explorer®11

Deadline/application period

The application period for the 2019 SVPP program begins **March 29, 2019**. All applications must be submitted by **May 31, 2019, at 7:59 p.m. EDT**. Applications submitted after May 31, 2019 will not be considered for funding.

Eligibility

The COPS Office STOP School Violence: School Violence Prevention Program (SVPP) provides funding directly to states, units of local government, Indian tribes, or public agencies to improve security at schools and on school grounds in the grantee's jurisdiction through evidence-based school safety programs.

Contact information

▶ **For technical assistance with submitting the Application for Federal Assistance SF-424**, please 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. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

▶ **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. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. EDT, except on federal holidays.

LATE SUBMISSIONS. The COPS Office offers a process for SVPP 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.

If you experience **unforeseen** COPS Office Online Application System technical issues beyond your control that 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.

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.

SVPP (CFDA 16.710) Program Overview and Goals

The COPS Office STOP School Violence: School Violence Prevention Program (SVPP) provides funding directly to states, units of local government, Indian tribes, and public agencies to improve security at schools and on school grounds in the grantee's jurisdiction through evidence-based school safety programs.

2019 SVPP funding is available under the following purpose areas:

- Coordination with law enforcement
- Training for local law enforcement officers to prevent student violence against others and self
- Placement and use of metal detectors, locks, lighting, and other deterrent measures

- Acquisition and installation of technology for expedited notification of local law enforcement during an emergency
- Any other measure that the COPS Office Director determines may provide a significant improvement in security

▶ Length of award term

SVPP awards provide funding for two years (24 months). No-cost extensions of time (not additional funding) may be provided on a case-by-case basis

▶ Maximum federal share/ local share requirements

Funding requests will be capped at $500,000 per award. All awards are subject to the availability of funds. The federal share of funding will cover up to 75 percent of the approved awards, up to $500,000. The COPS Office Director may waive or alter the 25 percent required match in the case of a recipient with a demonstrated severe financial need.

Award recipients may contract with or make subawards to local educational agencies, nonprofit organizations (excluding schools), units of local government, or tribal organizations.

- These entities may in turn provide services or benefits to all K–12 schools (public and private).
- No federal funds may flow directly to schools.

No awards may be used for the provision of firearms or training in the use of firearms.

Federal Funding

Allowable Costs

All items requested will be considered on a case-by-case basis during the budget review process. Items under the program must be purchased using the legislative guidelines established by the appropriations legislation that governs this funding. In addition, each item requested must programmatically link to the activities described in your application. To the greatest extent practical, all equipment and products purchased with these funds must be American-made.

All items requested must fall under the budget categories described in the following section. This is not an exhaustive list of allowable and unallowable costs; they include frequent requests and guidance. **The COPS Office reserves the right to deny funding for any items that may not be included on this list.**

FY 2019 funding will cover up to 75 percent of the approved awards, up to $500,000, for the following purposes and example budget items:

- **Coordination—Civilian/Nonsworn Personnel (Salaries and Benefits).** Please note that personnel hired under SVPP must function in a role directly related to the SVPP project (examples of allowable personnel may include project coordinators, project managers, technology managers, emergency management coordinators, or trainers).

- **Equipment.** Entry control equipment, school site alarm, and protection systems.

- **Technology.** Communication technology, emergency alerts, identification technology, laptops, maps of schools and bus routes, printers, social media monitoring, tracking systems, and video surveillance technology.

- **Supplies.** Manuals, paper, pens, and postage.

- **Travel/Training** for law enforcement officers to prevent and respond to school violence.

- **Contracts/Consultants.** Goods or services that directly contribute to the implementation or enhancement of the project.

- **Subawards.**

- **Other costs.** Allowable overtime, other office supplies not already listed, and shipping costs (for Alaska only).

Unallowable Costs

See Unallowable Costs in the SVPP Application Guide.

COPS Office Application

Pre-Application

Step 1. Obtain or confirm a DUNS number/Confirm DUNS number

Obtain your Data Universal Numeric System (DUNS) number first; you cannot complete any of the steps below without it.

▶ **It can take up to 2 business days to obtain the DUNS number.**

Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply at www.dnb.com.

For further guidance, refer to the SVPP Application Guide starting on page 18.

Step 2. Register with SAM database/Confirm SAM number

System of Award Management (SAM) registration and renewal can take as long as 10 business days to complete.

> ▶ **If you do not have an Employer Identification Number (EIN), the process can take up to 5 weeks.**

SAM registration procedures can be accessed at www.sam.gov.

The person registering with SAM will be the designated E-Business Point of Contact, who can assign the people who will submit applications for the organization (your Authorized Organization Representatives). **You must have a DUNS number to submit a SAM registration. In addition, you must renew your SAM registration once a year.**

For further guidance, refer to the SVPP Application Guide starting on page 20.

Step 3. Obtain an ORI number

If you do not currently have an Originating Agency Identification (ORI) number (state abbreviation followed by 5 digits/characters), submit a request for one at https://portal.cops.usdoj.gov/ORIRequest.aspx or through the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

Requests for an ORI number are processed within 2–3 business days.

For further guidance, refer to the SVPP Application Guide starting on page 2.

Step 4. Register with Grants.gov/Confirm registration

> ▶ **It can take anywhere from a few days to 2 weeks for your registration to become active and for you to be able to submit an application.**

To register, begin the process at https://apply07.grants.gov/apply/register.faces.

For further guidance, refer to the SVPP Application Guide starting on page 2.

Step 5. Obtain/Confirm Authorized Organization Representative (AOR) Role for rights to submit an application (SF-424)

To learn about the process, visit https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html or contact the Grants.gov help desk for additional information at 800-518-4726.

For further guidance, refer to the SVPP Application Guide starting on page 85.

Step 6. Register or update your organization's current contact and user information in the COPS Office Agency Portal

■ Government Executive (GE) or Government Official (GO) for Non–Law Enforcement Agencies

For further guidance, refer to the SVPP Application Guide starting on page 43 or the Agency Portal Grants Management User Manual for instructions.

Step 7. Set up e-Signatures via COPS Office Agency Portal

■ Government Executive (GE) or Government Official (GO) for Non–Law Enforcement Agencies

Add additional user accounts for individual(s) authorized to complete application in the Agency Portal.

For further guidance, refer to the SVPP Application Guide starting on page 43 or the Agency Portal Grants Management User Manual for instructions.

Step 8. Complete the Standard Form (SF) 424 via Grants.gov

Complete application package on Grants.gov for funding number: **COPS-SVPP-Application-2019**.

For further guidance, refer to the SVPP Application Guide starting on page 17.

Step 9. Complete the COPS Office Application Attachment to SF-424

Upon receipt of an email from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete sections 1–17 that follow and submit the second part of the application on the COPS Office Online Application System.

For further guidance, refer to the SVPP Application Guide starting on page 36.

COPS Office Online Application System

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.

Verify that you are seeing "The program you have selected is: COPS School Violence Prevention Program."

For further guidance, refer to the SVPP Application Guide starting on page 42.

Section 2. Agency eligibility information

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

In section 2D, you will be asked several questions about eligibility to apply for an SVPP award. You will be asked whether your application was prepared after consultation with individuals not limited to law enforcement to ensure that improvements funded under the grant are consistent with a comprehensive approach to preventing school violence and individualized to the needs of each impacted school.

For further guidance, refer to the SVPP Application Guide starting on page 42.

Section 3. General agency information

You will need to provide your organization information. Please have the following information ready:

- Applicant Originating Agency Identification (ORI) number
- Applicant Data Universal Numeric System (DUNS) number
- DUNS registered name
- System for Award Management (SAM) registration date
- Cognizant federal agency
- Fiscal year
- U.S. Department of Justice and other federal funding

For further guidance, refer to the SVPP Application Guide starting on page 42.

Section 4. Executive information

You will need to verify that the prepopulated information listed for your government executive is accurate. 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 grant application, and ultimately, if an award is funded, this information will be used for any award notifications.

a. For government agencies

This is the highest-ranking government official within your jurisdiction (e.g., governor, mayor, municipal administrator, tribal chairman, superintendent, chief of police, sheriff, 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.

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

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.

For further guidance, refer to the SVPP Application Guide starting on page 43.

Section 5. COPS Office officer hiring request form—
Not applicable under the SVPP program

Section 6. Background information and need for improved security

In section 6C, all applicants are required provide background information and information evaluating their need for improved school security and financial assistance.

Applicants who are awarded funding through SVPP must conduct comprehensive school safety assessments for all schools involved in the funded project, within the 24-month grant implementation period. It is best to complete the assessments as soon as possible as they can be used as strategic evaluation tools to identify school safety issues and potential resolutions. This special condition can be waived for awardees who can demonstrate that comprehensive school safety assessments have already been performed or updated within the previous three years.

For further guidance, refer to the SVPP Application Guide starting on page 44.

Section 7. Need for federal assistance

Section 7A. Explanation of need for federal assistance

In no more than 1,000 characters, you will need to explain the inability to address the need for this award without federal assistance. Questions 1–4 will provide information regarding the schools in your jurisdiction as well as your agency's fiscal health.

Unanticipated Catastrophic Event or Incident. 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, in Adobe PDF format, into your application in section 13 of the online application.

For further guidance, refer to the SVPP Application Guide starting on page 44.

Section 8. Continuation of project after federal funding ends—
Not applicable under SVPP

Section 9. School safety assessment—Not applicable under SVPP

Section 10. Project abstract

You will need to submit a brief summary (200 words or less) high-level abstract that summarizes the proposed project. This information may be used to keep Congress or other executive branch agencies informed about SVPP projects.

For further guidance, refer to the SVPP Application Guide starting on page 45.

Section 11. Project narrative—See section 13

Section 12. Official partner(s) contact information

All applicants should complete a partner form for each school or school district to be impacted with this funding.

For further guidance, refer to the SVPP Application Guide starting on page 45.

Section 13. Application attachments

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

- SVPP Narrative Attachment

- Catastrophic Incident (if applicable)

- Letters of Support

- Additional Disclosure of Lobbying Activities forms (SF-LLL) (if applicable)

- 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

This program is designed to provide resources to States, units of local government, Indian tribes, and public agencies (school districts, police departments, sheriff departments, etc.) to improve school security through evidence-based school safety programs and interventions for the following purpose areas:

- Coordination with local law enforcement

- Training for local law enforcement officials to prevent school violence

- Placement and use of metal detectors, locks, lighting, and other deterrent measures

- Acquisition and installation of technology for expedited notification of local law enforcement during an emergency

- Other measures that the COPS Office Director determines may provide improvements in security as outlined in the allowable costs section of this application.

In order for school safety interventions to be most effective, these measures should be incorporated into broader school safety planning and assessment efforts and be designed to meet the unique individualized needs of each school and challenges of each jurisdiction and each school at which they will be implemented. There are a wide-variety of available resources designed to assist local schools in this strategic planning process. Among other things, comprehensive school safety planning should include:

- **Site and risk assessments** that examine the overall safety, accessibility and emergency preparedness of school buildings and grounds and improve jurisdictions understanding of the likelihood of specific threats or hazards For assistance, please see:

    – REMS Site Assess App
    An application developed by the REMS TA Center to assist agencies in conducting site assessments, which can be found at online app stores.
    https://rems.ed.gov/SITEASSESS.aspx

    – *Educational Facilities Vulnerability/Hazard Assessment Checklist*
    https://rems.ed.gov/Docs/ACEF_ED_Facilitiesvulnerability-Hazardchecklist.Pdf

    – *A Guide to School Vulnerability Assessments: Key Principles for Safe Schools*
    https://files.eric.ed.gov/fulltext/ED515952.pdf

- Coordinated **emergency operations plans** that are developed in partnership with first responders (law enforcement, fire officials, and emergency medical services personnel), mental health entities, and community partners.

  For assistance, please see *Guide for Developing High-Quality School Emergency Operations Plans*
  https://rems.ed.gov/docs/rems_k-12_guide_508.pdf

- Specific efforts, programs and policies designed to ensure **positive school climates** including the physical, social and emotional elements that this entails.

  For assistance, please see *Department of Education School Climate Surveys (EDSCLS)*
  https://safesupportivelearning.ed.gov/edscls

- Developing and implementing a specific on-going **threat assessment processes** and procedures.

  For assistance, please see *Threat Assessment in Schools: A Guide to Managing Threatening Situations and Creating Safe School Climates*
  https://www2.ed.gov/admins/lead/safety/threatassessmentguide.pdf

- **Routine training and drills** to ensure that plans are coordinated and effectively implemented.

  For assistance, please see *FEMA Toolkit Conducting Exercises and Drills*
  https://training.fema.gov/programs/emischool/el361toolkit/conductingexercisesdrills.htm

- Maintaining effective **on-going communication, coordination and partnerships** with all of those involved in school safety efforts within a jurisdiction.

- Regular **updating and review** of planning efforts.

In addition, according to a recent National Institute of Justice report funded as part of the Comprehensive School Safety Initiative, jurisdictions should consider the following items before acquiring and deploying school safety technology:

- A positive school climate is paramount for learning; technology should not create a prison-like atmosphere or generate additional fears.

- Technology cannot compensate for inherent building design weaknesses.

- Without training, technology can prove ineffective.

- Without the appropriate culture, technology can be circumvented.

- Technology may evolve rapidly (and so does the software that may accompany it); consideration must be given to replacement, maintenance, and repair costs.

- Long-term support for the technology is a key factor.

- Technology selection should focus on addressing a specified problem.

In addition to these recommendations, all school safety equipment and technology implementation should be compliant with all applicable codes, including the building and life safety codes.

For further guidance, refer to the SVPP Application Guide starting on page 45.

Narrative attachment instructions

Your application will be evaluated in part based on your ability to demonstrate that the resources that you have requested will be effectively integrated into other comprehensive school safety planning efforts taking place in your jurisdiction and that any technology will be acquired and deployed in a strategic manner.

Please use section 13 of the COPS Office Online Application System to submit the required narrative attachment that is comprised of the project description and the budget description. **This should be one document/file.** The narrative will be a significant factor in the application review and approval process. Failure to provide this information may eliminate your application from consideration. **The narrative attachment must include both a project narrative and a budget narrative to be considered eligible.** Please title your narrative attachment as "Project and Budget Narrative" and include your ORI number.

Project description

Agencies that seek funding under this program are required to submit a project description. The project description must respond to the solicitation and include the sections outlined here. Failure to provide this information may eliminate your application from consideration. The project description must meet the following requirements:

Formatting

- Double-spaced

- 8.5 x 11-inch page

- One-inch margins

- Type no smaller or larger than 12 point, Times New Roman font

- Page numbers. The COPS Office recommends numbering pages "1 of 8," "2 of 8," etc.

- PDF files (.pdf) when possible

- Headings and subheadings that correspond to the sections identified in this section of the solicitation.

- **The project description portion must be no fewer than two pages and must not exceed eight pages.** Table of contents and cover pages will not count toward the overall page limit. Executive summaries, abstracts, timelines, graphs, and charts (regardless of pagination in front matter) will count toward overall page limit. Appendices are strongly discouraged. In cases where the applicant's project narrative exceeds eight pages, reviewers will be instructed to consider *only the first eight pages of the project narrative* in their evaluation.

- Letters of support are required from major partners and other significant stakeholders when a proposed project involves coordination with another jurisdiction or agency (city, county, law enforcement agency, school district, etc.). Letters of support should confirm major partners/significant stakeholders planned involvement and support of the project. Letters of support should be separate attachments and do not count towards the narrative page limit.

Please format your narrative using the following section headings:

1. School Safety Planning Efforts

Please discuss the current state of your comprehensive school safety planning and assessment efforts, including the status of any site and risk assessments, emergency operations plans, school climate improvement efforts and initiatives, threat assessment processes and procedures, training and drills, and local school safety partnerships.

2. Funding Request and Integration

Please discuss how the specific types of evidence based school safety interventions that you are seeking funding for as allowed under this program (see the allowable costs lists and authorized purpose areas) will be integrated into your existing comprehensive school safety planning efforts and will fill specific gaps and needs that you have identified through this process. Please discuss the goals and objectives that you hope to achieve through the implementation of these resources. To the extent possible, please highlight the use of evidence-based strategies and programs. All funding requests items should be linked to the project and support one of our authorized purpose areas under the statute, 34 U.S.C. § 10551(b)(5)–(8).

3. Management and Implementation Plan

Please discuss your management and implementation plan for this award. This should include how you will ensure the effective implementation and oversight of the project; methods of procurement of any technology or other resource; a timeline with key activities and milestones; identification of key partnerships or stakeholders who will play a role in the implementation of this award.

4. Sustainability Plan

Please discuss your plan to sustain these school safety efforts after this award has ceased. Include a discussion of specific actual and potential resources that will be used to ensure the continued implementation of efforts made through this award and if applicable how the equipment and technology will be maintained.

The budget narrative portion of your narrative attachment must (1) describe each item requested or group of similar items requested; and (2) link each item or group of items to the proposed SVPP project. Please provide detailed information explaining how the items requested in the budget detail worksheets will be used in implementing your proposed SVPP project. This description should include the item(s) proposed for purchase, their purpose, and how the item(s) relate to the overall project. **Every item included on the budget detail worksheets must be included in the budget description.**

This section is in addition to the budget detail worksheets. The budget should display a clear link between the specific project activities and the proposed budget items. It should not contain any items that are not detailed in the project description. Applicants must submit reasonable budgets based on the resources needed to implement their proposed projects. All items will be reviewed on a case-by-case basis and in context of the allowable and unallowable costs of the program's purpose areas. For more information, please see the "Allowable and Unallowable Costs" section of the complete SVPP Application Guide. The budget narrative does not count towards the page limit of the project description portion of the narrative attachment.

Section 14. Budget detail worksheets

You are required to submit a reasonable budget based on the resources needed to implement your proposed projects. Using Sections 14B to 14G, you will need to provide details, justifications, and cost breakdowns for every requested item. Each requested item should be listed under one of the following categories:

- 14B. Civilian/Nonsworn personnel
- 14C. Equipment/Technology
- 14D. Supplies
- 14E. Travel/Training/Conferences
- 14F. Contracts/Consultants
- 14G. Other costs

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. **To ensure proper classification of budget requests, please list items in the proper categories. The COPS Office reserves the right to deny funding for any items that may not be included in the program-specific application guide.**

You will be able to review the budget category totals and the total project costs in the Budget Summary (section 14S). If you need to revise a budget category, you can use the Navigation menu on the left to skip to different sections.

Contact information for budget questions (required). Enter the contact information of the financial official that the COPS Office may contact with questions related to the budget submission. You may be contacted during review process regarding your budget. This process is part of the "Application review information" section. This should not be interpreted as an indication of funding.

NOTE: Do not use hyphens (-) when entering phone numbers.

For further guidance, refer to the SVPP Application Guide starting on page 50.

Click "next" to move to section 15A. If any required fields are not answered, they will be flagged with warning messages.

Section 15. Assurances and Certifications

Applicants to COPS Office programs are required to sign the DOJ Assurances and Certifications forms. 15A U.S. Department of Justice Certified Standard Assurances and Section 15B U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. 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.

For further guidance, refer to the SVPP Application Guide starting on page 57.

Section 16A. 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. 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.

For further guidance, refer to the SVPP Application Guide starting on page 58.

Section 16B. Certification of Compliance with 8 U.S.C. § 1373— Not applicable under SVPP

Section 16C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation—Not applicable to the SVPP program

Section 17. Reviews and Certifications

Your government executive and the person submitting this application must sign this section which in part represents to the COPS Office they have the authority to submit the application, the information in the application is true and accurate and the applicant will comply with all relevant legal, administrative and programmatic requirements if awarded funding.

For further guidance, refer to the SVPP Application Guide starting on page 59.

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

Application Review Process

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.

For further guidance, refer to the SVPP Application Guide starting on page 61.

COPS Office Application Guide and Additional Assistance

The SVPP Application Guide is designed to assist applicants in applying for SVPP grants. The guide includes general information on the administrative and legal requirements governing SVPP grants as well as detailed program-specific information. Guidance for SVPP is contained in the Application Guide, which can be found at https://cops.usdoj.gov/svpp/#programdocuments.

The appendices to the Application Guide may be accessed at the following pages:

- **Appendix A.** Helpful online resources on page 62

- **Appendix B.** U.S. Department of Justice Certified Standard Assurances on page 63

- **Appendix C.** U.S. Department of Justice Certifications regarding Lobbying; Debarment, Suspension, and other responsibility matters and Drug-Free workplace requirements page 65

- **Appendix D.** Blank SF-LLL, Disclosure of Lobbying Activities page 68

- **Appendix E.** 2 C.F.R. Part 200, Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts on page 71

- **Appendix F.** 2 C.F.R. Part 200, Appendix XII to Part 200 – Award Term and Condition for Recipient Integrity and Performance Matters on page 73

- **Appendix G.** 41 U.S.C. 4712 – Enhancement of contractor protection from reprisal for disclosure of certain information on page 75

- **Appendix H.** Intergovernmental Review Process, POCs by State on page 79

- **Appendix I.** Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation Award Term on page 80

- **Appendix J.** System for Award Management (SAM) and Universal Identifier Award Term on page 84

- **Appendix K.** Step-by-step instructions for two-part application submission process on page 85

RESOURCES AND ASSISTANCE

- **All SVPP materials and resources can be found at https://cops.usdoj.gov/svpp.**

- **For additional assistance, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.**