

## PRELIMINARY SCOPE OF WORK

### 2023 COPS GRANT

1. Review all 2023 COPS application solicitation and resource requirements, dates for opening and submission
2. Hold preliminary Zoom meeting with Chief and Finance/Other staff on grant subject area, grant requirements, SAM (System for Award Management) and Unique Entity Identifier, Grants.gov, and DOJ JustGrants systems, certification of Police Dept by California POST, two authorized City representatives – Law Enforcement Executive and Government Executive and need to create accounts in JustGrants system
3. Determine if City wants to request waiver of cash match. (*Note: waiver request will be evaluated based on the availability of funding, a demonstration of severe fiscal distress as supported by the fiscal health data provided in the application, and comparison of City's fiscal health data with that of the overall applicant pool*)
4. Prepare and submit SF-424 and SF-LLL into Grants.gov system
5. Prepare narrative regarding City's community policing strategy, in coordination with Chief – strategy must meet minimum community policing score, as determined by the online application system questions, in order to be considered for funding
6. Determine problem area selection, as determined by Chief, and prepared associated narrative to upload into system (if School Resource Officer selected, MOU needs to be submitted within 90 days of award date)
7. Respond to questions regarding need for federal assistance in online application section
8. Enter property and violent crime data information for previous two years using Uniform Crime Reporting definitions – ascertain and input data
9. Respond to application questions regarding retention requirements after grant ends, planned sources of retention funds
10. Respond to all application and budget questions in online application, in coordination with Chief and Finance/Other staff
11. Determine whether to submit letters of support – if yes, prepare/send letter template to Chief to contact state and/or federal legislators, other agencies, and upload into system
12. Review and finalize all grant application items, uploads, narratives, budget, in coordination with Chief, Finance/Other staff
13. Submit grant application in JustGrants system

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1/25/2023