



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street NE, Washington, DC 20530

**COPS**

## **Cooperative Agreement #2014-CK-WX-K043**

World Organization for Resource Development and Education

### **I. Statement of authority**

This cooperative agreement between the World Organization for Resource Development and Education (WORDE) ("awardee") and the U.S. Department of Justice Office of Community Oriented Policing Services ("COPS Office") is hereby entered into under the authority of 42 U.S.C. 3796dd et seq. The purposes of this cooperative agreement are described below.

### **II. Statement of background and purpose**

#### **BACKGROUND:**

Domestic violent extremism remains one of America's largest national security threats. Since the terrorist attacks of September 11, 2001, hundreds of individuals have been implicated in more than 50 homegrown plots or attacks. Recent attacks, such as the Boston Marathon bombings, underscore the urgency of developing a preventative "countering violent extremism" (CVE) approach at the state and local levels. To help counter the rise of violent extremism, in August 2011 President Obama signed the National Strategy for Empowering Local Partners to Prevent Violent Extremism in the US, which recognizes the threat of violent extremism as the "preeminent security threat to our country," and acknowledges that "our best defenses against these threats are well informed and equipped families, local communities, and institutions." This strategy focuses on developing community-based initiatives to identify, prevent, and neutralize threats of violent extremism. Local law enforcement agencies play a critical role in this effort, as "community-based problem solving, local partnerships, and community-oriented policing provides a basis for addressing violent extremism as part of a broader mandate of community safety."

However, preventing acts of domestic violent extremism - regardless of their source - can present a significant challenge for law enforcement. Compared to transnational terrorism, which usually requires some level of organizational support, significant funding, and means of circumventing immigration controls and border security, domestic incidents can be planned and executed without the perpetrator leaving a large footprint. Individuals who move through the radicalization process in isolation often have little or no connection to established terrorist organizations, gain information and inspiration via the Internet, and leave few clues about their violent intentions. Additionally, many local law enforcement agencies have not received proper training when it comes to CVE outreach strategies.

Although law enforcement plays a critical role in CVE efforts, these community-based initiatives also rely on the involvement of local partners such as faith-based groups, nonprofit organizations, local government agencies, and the general public. This proposal outlines a model for a comprehensive, community-based CVE strategy that will address the violent extremism challenges that communities increasingly face.

In response to the President's call for local initiatives, WORDE (the World Organization for Resource Development and Education) in partnership with the Montgomery County Police Department (MCPD) and the Montgomery County Executive's Office of Community Partnerships' has developed the country's first community-led CVE program. This public-private partnership, widely known as the "Montgomery County Model" (MCM), facilitates effective community policing by fostering social cohesion amongst diverse county residents and creating bottom-up strategies to promote public safety and reduce violence.

The MCM has a core focus on generating public awareness about the risk factors of violent extremism and empowering the appropriate figures to intervene with vulnerable individuals before they choose a path of violence. The success of the MCM relies on a trusting relationship, among local police, schools, health and human services agencies, and the faith community, whereby persons who may be at risk of violent extremism are identified and then referred for services. The MCM is implemented through the Montgomery County Executive's Faith Community Working Group (FCWG), whose numerous programs serve as a multi-faith, multi-stakeholder platform for creating awareness of the precursors of violence.

#### **PRIMARY OBJECTIVE:**

The Awardee will use the lessons learned from the MCM model to develop standards, best practices, and training programs for other communities seeking to implement a robust CVE program. To accomplish this objective, WORDE has partnered with the Police Executive Research Forum (PERF), to produce a set of best practices and training based on the MCM model. This program will help assist communities across the country that are looking to implement their own CVE initiatives. These efforts will help law enforcement officials and other stakeholders better identify the precursors of violent extremism and empower them to intervene when a person is at-risk for violent extremism. The program will also assist law enforcement in implementing the MCM's community policing strategies by helping agencies create effective partnerships with local residents, community groups and other stakeholders, thus bridging the gap between police and the community in order to prevent violence.

Additionally, through expanding the community policing strategies promoted by the MCM, this program seeks to foster trust and collaboration between diverse communities, especially those who are at risk for violence; to encourage at-risk individuals to seek help; and, to create a more socially-cohesive and resilient community. In doing so, this program will help promote public safety and lessen the threat of violent extremism.

### **III. Scope of Work**

For a period hereinafter set forth, the COPS Office and the awardee will cooperatively furnish the necessary personnel, travel, supplies, and otherwise perform all things necessary for, or incident to, the performance of work (the accomplishment of functional objectives) as set forth below:

**A. Specifically, the COPS Office will do the following:**

1. Designate a program manager to participate in the planning and management of this cooperative agreement and to coordinate activities.
2. Provide information and technical assistance from government sources within available resources and as determined appropriate by the program manager.
3. Provide guidance to the awardee in the planning and development of strategies used in the project and in the coordination of the project with law enforcement agencies and organizations interested in contributing their support.
4. Work with the awardee to meet the designated project tasks and timelines.
5. Review and approve the results of the MCM assessment, publication of best practices on community-policing strategies for addressing violent extremism, CVE Instructional guidebook and training materials for Practitioner and required reports specific to each cooperative agreement, which will include periodic progress and financial reports, deliverables, evaluations, and other documentation requiring COPS Office approval.

If applicable, U.S. Department of Justice regulations permit an awardee to copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. The COPS Office will reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for Federal Government purposes: (1) the copyright in any work developed under this cooperative agreement including any related subaward or contract; and (2) any rights of copyright to which the awardee, including its subawardee or contractor, purchases ownership with support from this cooperative agreement. Additionally, the COPS Office may make available for reproduction material produced under this cooperative agreement by any means, including a U.S. Department of Justice website, a hard copy (ies), or in electronic form(s), without restriction. The COPS Office also reserves the right, at its discretion, to not publish deliverables and other materials (e.g., reports, publications, manuals, and training curricula) developed under this cooperative agreement as a U.S. Department of Justice resource.

**B. Specifically, the awardee will:**

1. Be responsible for acquiring the rights, and ensuring that its subawardees/contractors/authors acquire the rights, to copyrighted material for inclusion in U.S. Department of Justice publications or other products or deliverables that are developed under this cooperative agreement, including the payment of required fees. All licensing, publishing or similar agreements with a copyright holder, publisher or other relevant party shall include provisions giving the Federal Government a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted material for Federal Government purposes.
2. Work closely with the COPS Office and program manager to achieve the tasks specified in this cooperative agreement.
3. Provide further detail on project plans as requested by the program manager.
4. Adhere to the requirements or tasks specified in this cooperative agreement and not deviate from them unless requested adjustments are first presented to and approved by the program manager.

5. Submit for prior approval or disapproval to the program manager any proposed changes in key staff assignments to this project and any significant changes in any partner's role or responsibilities.
6. Obtain written approval from the COPS Office prior to obligating, expending or drawing down cooperative agreement funds for the award of non-competitive contracts (including equipment purchases) in excess of \$100,000.
7. Ensure that all proposed deliverables and publications follow and are in accordance with the COPS Office Editorial and Graphics Style Manual.
8. Submit one copy of all reports and proposed products and deliverables (written, visual, or sound; curricula, reports, or websites) or computer programs resulting from this cooperative agreement to the program manager ninety (90) days prior to public release.
9. All products and deliverables (written, visual, or sound; curricula, reports, or websites) or computer programs developed under this cooperative agreement shall contain the following statement:

This project was supported by cooperative agreement number #2014-CK-WX-K043 awarded by the Office of Community Oriented Policing Services, U.S. Department of Justice. The opinions contained herein are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific agencies, companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues.

The Internet references cited in this publication were valid as of the date of this publication. Given that URLs and websites are in constant flux, neither the author(s) nor the COPS Office can vouch for their current validity.

10. When appropriate, U.S. Department of Justice publications and other products and deliverables developed under this cooperative agreement should contain the following copyright notice:

Copyright © [year work was published] [name of copyright owner]. The U.S. Department of Justice reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, this publication for Federal Government purposes. This publication may be freely distributed and used for noncommercial and educational purposes only.

11. Ensure that all electronic and information technology deliverables (web sites and web-based information, video and multimedia products, compact disks, software applications and operating systems, and telecommunication products) are developed and produced in a format that is accessible according to Section 508 accessibility requirements. Specifically, video should contain closed-captioning and audio description options. Electronic publications should be created in HTML, PDF fully tagged, or accessible text file format and all web sites must be fully compliant with 508 accessibility standards. For more information on Section 508 accessibility requirements, consult <http://www.section508.gov/>.
12. Ensure that web-based courses developed through this cooperative agreement are compatible with the current framework used in the COPS Office Learning Portal. Prior to the development of the web-based course, the awardee must contact the COPS Office to receive guidance to ensure this compatibility. At the request of the COPS Office, submit web-based courses that are developed through this cooperative agreement to the COPS Office.

13. At the request of the COPS Office, submit all website(s) and web-based information that are developed through this cooperative agreement to the COPS Office. The information will be submitted in a format that will enable the COPS Office to reproduce the website(s) and web-based information on an alternative web based platforms.
14. If required, submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget (OMB) for clearance under the Paperwork Reduction Act (PWRA) of 1995.
15. Agree to cooperate with the monitor or evaluator if monitoring or an evaluation of this project is to be undertaken by the COPS Office or a third party and, in consultation with the COPS Office, agree to make reasonable adjustments to programs and activities in recognition of significant points of evaluation or feedback and to remedy any violations of the terms and conditions of this award.
16. Be responsible for the development, approval, and operation of all subawards and require its subawardees to adhere to applicable federal requirements governing federal assistance. The awardee will ensure that subawardees maintain effective control and accountability over all funds, property and other assets covered by subawards and that each subawardee establishes and uses internal fiscal and program management procedures sufficient to prevent fraud, waste or abuse. 28 C.F.R. §§ 66.37, 70.5, as applicable.
17. Work to develop a marketing plan to increase the visibility of the project and any accompanying outcomes/deliverables at the request of the COPS Office. The awardee will coordinate any marketing activities with the COPS Office.
18. Work closely with the COPS Office and program manager to respond to peer reviewer, program manager, and other COPS Office staff comments prior to the cooperative agreement expiration date.
19. Obtain written approval from the COPS Office prior to entering into any contract, agreement or other obligation for costs related to any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award. For more information on allowable costs, please follow this link: [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm).
20. Ensure that all conference or similar event costs comply with current and future guidelines and policies that you receive from the COPS Office on conference planning, food and beverages, minimizing costs, and conference cost reporting.
21. Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:
  - Name of the event
  - Event dates
  - Location of event
  - Number of federal attendees
  - Number of non-federal attendees
  - Costs of event space, including rooms for break-out sessions



- Costs for audio visual services
- Other equipment costs (e.g., computer fees, telephone fees)
- Costs of printing and distribution
- Costs of meals provided during the event
- Costs of refreshments provided during the event
- Costs of event planner
- Costs of event facilitators
- Any other direct costs associated with the event

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- Meals and incidental expenses (M&IE portion of per diem)
- Lodging
- Transportation to/from event location (e.g., common carrier, privately owned vehicle (POV))
- Local transportation (e.g., rental car, POV) at event location

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

22. If applicable, submit by the 5th day of each month information on all training and technical assistance events funded under this award to the COPS Office Grantee Training and Technical Assistance (TTA) Reporting Tool on the Community Policing Learning Portal. Reporting instructions are outlined in the COPS Office Training and Technical Assistance Reporting Guide.

23. Submit all approved indirect cost rates, if applicable, covering the award period to the COPS Office within 30 days of approval from the cognizant federal agency.

If a provisional indirect cost rate is in effect at grant closeout, the awardee shall proceed with closeout but will complete an expenditure analysis upon receipt of the approved final indirect cost rate to determine if an adjustment is necessary. If the awardee drew down excess COPS Office funding for indirect costs, the awardee must return the overpayment to the COPS Office and submit a revised Federal Financial Report (SF-425). If the awardee incurred additional indirect costs, the awardee may request a budget modification if the award is still open and award funds are available. If the awardee returns or draws down COPS Office funding, the awardee will submit a revised final Federal Financial Report (SF-425).

The awardee should pay particular attention to the two areas listed below to ensure that their application of indirect cost rate is in compliance with the existing requirements of the government-wide award rules set out in the Office of Management and Budget (OMB) Circulars and regulations:

1. \$25,000 Subcontract/Subaward Limitation: For Educational Institutions and Non-Profit Organizations, indirect cost rates negotiated on the basis of modified total direct costs may only be applied against the first \$25,000 of any subcontract or subaward under the agreement. This limitation must be applied to all conference related subcontracts and subawards, including

those with hotels and travel agents. (2 C.F.R. Part 220 (Educational Institutions, formerly Circular A-21), Appendix A, G(2) and 2 C.F.R. Part 230 (Non-Profit Organizations, formerly Circular A-122), Appendix A, D(3)(f).)

2. Participant Support Costs: For Non-Profit Organizations, in accordance with 2 C.F.R. Part 230, Appendix A, D(2)(C), participant support costs are generally excluded from the distribution base. "The distribution base may be total direct costs (excluding capital expenditures and other distorting items, such as major subcontracts or subgrants), direct salaries and wages, or other base which results in an equitable distribution. The distribution base shall generally exclude participant support costs as defined in paragraph 32 of Appendix B {in 2 C.F.R. Part 230}."

Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects. This exclusion applies to the entirety of any subcontracts for the lodging and travel of conference participants or trainees (but not employees).

Please note that only employees of the Non-Profit Organization are excluded from the definition of participant support costs. Costs related to contractors of the Non-Profit Organization who are acting in the capacity of a "Conference Trainer/Instructor/Presenter/Facilitator" are considered participant support costs. For more information on allowable costs for conferences and training, please follow this link: [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm).

Indirect costs were removed from the budget if the Awardee did not provide, at the time of application, either a current approved federal indirect cost rate or documentation showing a pending request for approval by the cognizant Federal agency.

24. Follow the COPS Office Curriculum Standards, Review and Approval Guide and COPS Office Instructor Quality Assurance Guide, if developing training curriculum or delivering training under this cooperative agreement. A copy of these guides will be supplied to you by your COPS Office Program Manager.
25. Notify and consult with the COPS Office prior to partnering with any non-federal entity, including soliciting and accepting free goods or services, on activities under this cooperative agreement.

**C. The awardee acknowledges that:**

- If any part of the funded project contains research or statistical activities which involve human subjects that are not covered by an exemption set forth in 28 C.F.R. § 46.101(b)(1-6), the awardee must meet the provisions of the U.S. Department of Justice's common rule regarding the Protection of Human Subjects, 28 C.F.R. Part 46, prior to the expenditure of federal funds to perform such activity(ies). The awardee also agrees to comply with 28 C.F.R. Part 22 regarding the safeguarding of individually identifiable information collected from research participants.

Implementation of this award shall be subject to federal monitoring, auditing, or evaluation or a Single Audit Act audit (see OMB Circular A-133), and the awardee agrees to cooperate with such activities by providing access to and copies of, as appropriate, all project-related records, documents and personnel. If the awardee is a for-profit organization, the Uniform Administrative Requirements 28 C.F.R. § 70.26(d) states, "Commercial organizations must follow the audit threshold in revised OMB Circular A-133 in determining whether to conduct an audit in accordance with Government Auditing Standards."

Failure to comply with the terms and conditions of this award may result in legal sanctions including, but not limited to, suspension and termination of funds, repayment of expended funds, and ineligibility to receive additional COPS Office funding.

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

#### **D. Specific requirements**

At a minimum, the following specific requirements shall be fulfilled by the awardee during the specified timeframe.

Task 1: Conduct 5 community workshops (approx. 25-50 people attend) to create awareness about various public safety issues and in particular the issue of countering violent extremism. The workshops will focus on issues such as mental illness, understanding violent extremism, internet safety seminars and other topics centered on current events and issues of concern to the community. The workshops are a key component of the MCM model of creating relationships with the community and building awareness of the CVE threat.

Task 2: Observe the 5 workshops and document MCM implementation practices.

Task 3: Conduct interviews with community members to glean best practices and identify ways to effectively address underlying issues driving radicalization or potential VE; incorporate stakeholder/subject matter expert input into draft guidebook and training module.

Task 4: Develop outline of guidebook and training module, for submission to the COPS Office for review and approval. The purpose of the guidebook is provide promising community-policing strategies for addressing violent extremism. These guides will address such topics as: how to best formulate the partnerships between diverse public and private actors, how to design and implement educational or training seminars that involve multiple partners, educating both law enforcement and the community about the threat of violent extremism, encouraging help-seeking behaviors so that the public will refer at risk individuals, and implementing a community-based CVE program.

Task 5: Conduct at least 3 public forum events through the FCWG with faith community leaders and county agencies including but not limited to the MCPD and public school officials to promote social cohesion and public safety. These public forums are a major component of the MCM model which promotes partnership between the community, faith leaders, law enforcement and social service providers around issues that impact the community resilience.

Task 6: Incorporate feedback from townhall events into draft of guidebook and training module.

Task 7: Produce draft guidebook and training module according to the standards set forth in the COPS Office Curriculum Standards, Review and Approval Guide. Ensure electronic version of the training module is compatible with the current framework used in the COPS Office Learning Portal.

Task 8: Work with COPS Office and Program Manager to address peer review, program manager, and other COPS Office staff comments regarding guidebook and training curriculum.

Task 9: Produce final version of the of the practitioner's guidebook and training curriculum - both hard copy and electronic webinar modules.

Task 10: Post publications on website and conduct webcast on grant deliverable to include an overview of accomplishments, lessons learned, and resources such as the training manual.





#### **E. Performance timeline and deliverables**

The following is a performance timeline for all deliverables and their due dates (based upon an award date of 09/01/2014) which are considered to be significant in the performance of this cooperative agreement. One electronic copy of deliverable items shall be delivered and in accordance with the following schedule:

	<u><b>Date</b></u>
Conduct 5 community workshops	6/30/2016
Conduct 3 forum events	6/30/2016
Assessment of the MCM model	03/31/2016
Conduct webcast on practioner guide and training module	08/30/2016
Practioner guide of promising practices, lessons learned, and Recommendations for how to improve policies, procedures and resources For instituting community policing practices to counter violent extremism.	08/30/2016
Training module with associated instructional guidebook and training materials. The training module should be delivered in hardcopy and electronic webinar format.	08/30/2016

All deliverable items shall be furnished to the following:

Billie Yrlas Coleman  
U.S. Department of Justice  
COPS Office  
Partnerships and Technical Assistance Division  
145 N Street NE, 11<sup>th</sup> Floor  
Washington, DC 20530  
202-353-1706  
202-616-8658 Fax  
Billie.Coleman@usdoj.gov

#### **Financial status reports**

The awardee will provide quarterly reports of project activity and expenditures. Specifically, the awardee is required to submit quarterly Federal Financial Reports on the Standard Form 425 (SF-425) within 30 days after the end of each quarter (January 1–March 31 / April 1–June 30 / July 1–September 30 / October 1–December 31). A final SF-425 is due within 90 days after the end of the grant period. Awardees must submit the quarterly SF-425 online. Visit the COPS Office website at [www.COPSOffice.usdoj.gov](http://www.COPSOffice.usdoj.gov) and select the “Account Access” link in the upper right corner to log in, complete, and submit reports online.

## **F. Programmatic progress reports**

The awardee will provide periodic progress reports detailing project activity. Specifically, the awardee will submit progress reports through the COPS Office online progress reporting system in the frequency requested. These progress reports should be received by the COPS Office within 30 days of the end of the reporting period. The awardee will also submit a final progress report to the COPS Office within 90 days of the end of the award period.

## **IV. Period of performance**

The period of performance of this cooperative agreement is 24 months from the cooperative agreement award start date (award period 09/01/2014 to 08/31/2016).

## **V. Financial administration**

### **A. Funding**

The total amount of federal funding to be provided under this cooperative agreement is stated on the award document, award congratulatory letter, and official Financial Clearance Memorandum (FCM).

### **B. Travel**

All travel plans related to the cooperative agreement and to the development of the deliverables should be submitted to the COPS Office Program Manager for review by the COPS Office.

- If the awardee is subject to OMB Circular A-21 Cost Principles for Educational Institutions, OMB Circular A-87 Cost Principles for State, Local and Indian Tribal Governments, or OMB Circular A-122 Cost Principles for Non-Profit Organizations, then travel costs that are incurred directly by the awardee or for project-related non-awardee travel will be reimbursed based upon the awardee's written institutional travel policy if the costs are reasonable and allocable to the project. In the absence of an acceptable institutional travel policy, allowable per diem travel costs for lodging, meals and incidentals will be reimbursed based on the established U.S. General Services Administration (GSA) per diem rates for the relevant geographic area. Allowable airfare travel costs will be reimbursed based upon the lowest discount commercial airfare, the Federal Government contract airfare (if authorized and available), or standard coach airfare, unless otherwise authorized in advance by the COPS Office.
- If the awardee is subject to FAR-31.2, Contracts with Commercial Organizations, then travel costs that are incurred directly by the awardee will be reimbursed if the costs are reasonable and allowable under the project. Travel costs for lodging, meals and incidental expenses may be reimbursed based on per diem, actual expenses or a combination of these methods, as long as the reimbursement rate does not exceed established GSA per diem rates as set forth in the Federal Travel Regulation. Transportation costs may be reimbursed based on mileage rates, actual costs incurred, or on a combination of these methods. Allowable airfare travel costs will be reimbursed based upon standard coach fare, unless otherwise authorized in advance by the COPS Office.

### **C. Consultant rates**

Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer, as applicable, up to \$550 per day. For consultant or contractor rates which exceed \$550 per day, the COPS Office requires written justification if the consultants or contractors are hired through a noncompetitive bidding process. Authorization requires submitting a detailed written justification of the consultant rate to the program

manager. Specific and detailed written justification for each additional consultant must be submitted to and approved by the COPS Office prior to obligation or expenditure of such funds.

#### **D. Project budget**

The approved project budget is incorporated herein and made a part of this cooperative agreement. Reallocation of dollars between approved budget categories is allowed up to ten percent (10%) of the total award amount as last approved by the COPS Office, provided there is no change in project scope. When the cumulative changes exceed ten percent (10%) of the total award amount or change the scope of the project, prior written approval from the COPS Office is required. The awardee must promptly notify the COPS Office in writing of events or proposed changes in excess of ten percent (10%) of the total award amount and must obtain written approval from the COPS Office for the changes before incurring the proposed costs. In requesting an adjustment, the awardee will set forth the reasons and the basis for the proposed change and any other information deemed helpful for review by the COPS Office.

#### **E. Payment**

All costs claimed for reimbursement and payment, including the final payment, shall be submitted via the Grant Payment Request System (GPRS).

#### **F. No-cost extensions of time**

Awardee must provide a reasonable justification for delays in implementing this cooperative agreement to be granted a no-cost extension. A request for an extension of the grant award period to receive additional time to implement the funded program is at the discretion of the COPS Office. Such extensions do not provide additional funding.

#### **G. Employment**

Awardee acknowledges that nothing in this cooperative agreement shall be construed to create an employment relationship with the COPS Office or with the Federal Government or to require provision of any benefits incident to employment.

### **VI. Program manager(s)**

#### **COPS Office**

Billie Yrlas Coleman  
U.S. Department of Justice  
COPS Office  
Partnerships and Technical Assistance Division  
145 N Street NE, 11th Floor  
Washington, DC 20530  
202-353-1706  
202-616-8658 Fax  
[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)

#### **Awardee**

Dr. Hedieh Mirahmadi  
President  
World Organization for Resource Development and Education  
19650 Club House Road, Suite 204

Montgomery Village, MD 20886

202-595-1355

202-318-2582 Fax

(b) (6)

## **VII. General provisions**

The awardee of record must follow all requirements imposed by the U.S. Department of Justice as an award term, condition or administrative requirement of the award, including but not limited to: the COPS Office Community Policing Development Program Award Owner's Manual; the Assurances and Certifications; the COPS Office statute (42 U.S.C. 3796dd et seq.); 28 C.F.R. Part 66 or 28 C.F.R. Part 70 as applicable (governing administrative requirements for grants and cooperative agreements); 2 C.F.R. Part 225 (OMB Circular A-87), 2 C.F.R. Part 220 (OMB Circular A-21), 2 C.F.R. Part 230 (OMB Circular A-122) and 48 C.F.R. Part 31.000 et seq. (FAR 31.2) as applicable (governing cost principles); OMB Circular A-133 (governing audits); the current edition of the COPS Office Grant Monitoring Standards and Guidelines; the COPS Office Editorial and Graphics Style Manual; and all other applicable program requirements, laws, orders, regulations, or circulars.

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," the COPS Office encourages recipients of U.S. Department of Justice funds to adopt and enforce policies that ban text messaging while driving and to establish workplace safety policies to decrease crashes caused by distracted drivers.

## **VIII. Modifications**

The designated COPS Office and awardee project officers (under section VI (A) and VI (B)) for their respective organizations shall have the authority to propose and approve any modifications to this cooperative agreement. Modifications to this cooperative agreement may be proposed at any time during the period of performance by either party, and shall become effective upon approval by both parties.

## **IX. Incorporation by reference; effective date**

By signing the award document, the responsible parties designated below have entered into this cooperative agreement, which is incorporated by reference into the award document. This cooperative agreement is effective as of the date that the last responsible party signed the award document.

Ronald L. Davis, Director

Office of Community Oriented Policing Services

Dr. Hedieh Mirahmadi

President

World Organization for Resource Development and Education

*Updated October 2014*