

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Cc:** (b) (6); Coleman, Billie (COPS) (Billie.Coleman@usdoj.gov)  
**Subject:** 2014 WORDE Cooperative Agreement  
**Date:** Wednesday, December 17, 2014 12:42:00 PM  
**Importance:** High

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Hedieh,

Per our conversation yesterday, I had to make some tweaks to your cooperative agreement. Nothing major, just minor changes. With the holidays fast approaching it will be another 3 weeks before we will be able to get a signed award to you. In the meantime feel free to notify PERF that work should continue. All of our grantees are working on their projects with the understanding that the award, which is backdated to 9/1/2014, covers any work and expenses towards to project. We will not be able to cover expenses prior to 9/1/2014, however any work done after the award date is covered. Once we get the award fully signed and processed, you will be able to draw down funds. Please feel free to give me a call if you have any questions or concerns.

Billie Yrlas Coleman

Policy Analyst

Partnerships and Technical Assistance Division

Community Policing Advancement Directorate

Office of Community Oriented Policing Services

Department of Justice

202-353-1706

202-616-8658 Fax

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** Award  
**Date:** Tuesday, January 27, 2015 3:38:00 PM

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Hedieh,

Your award is ready to be signed.

Billie Yrlas Coleman

Policy Analyst

Partnerships and Technical Assistance Division

Community Policing Advancement Directorate

Office of Community Oriented Policing Services

Department of Justice

202-353-1706

202-616-8658 Fax

**From:** Coleman, Billie (COPS)  
**To:** Hedieh Mirahmadi (b) (6)  
**Cc:** Coleman, Billie (COPS) (Billie.Coleman@usdoj.gov)  
**Subject:** Budget Modification  
**Date:** Tuesday, May 05, 2015 12:40:00 PM

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Hedieh,

I just spoke with our budget analyst and they informed the usual time frame to get the budgets approved are 30 days, which means we are looking at the last week of May before I know whether it is approved. I apologize for the delay, but will let you know as soon as I get word.

**From:** Coleman, Billie (COPS)  
**To:** Hedieh Mirahmadi (b) (6)  
**Cc:** Coleman, Billie (COPS) (Billie.Coleman@usdoj.gov)  
**Subject:** FW: COPS Budget Modification & 10% Indirect Rate  
**Date:** Thursday, February 05, 2015 11:15:00 AM

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Hi Hedieh,

See the responses below to your questions:

- 1) We recently learned of a new rule allowing for non profits to get 10% indirect rate approved when they don't have fixed indirects approved. When we do our budget modification, can we ask for this and would it be 10% of our portion or the whole grant? This only applies to 2015 awards and moving forward.
- 2) Can we bundle positions rather than listing them individually? We have 3 senior fellows working on the project. can we give a total FTE and salary and fringe rather than having 3 separate positions? Each position needs to be listed separately.
- 3) Grant says its still processing. when will that be complete so we can draw down? You should be able to draw down as soon as the award is signed. If no draw down is allowed, please contact the Response Center.

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
202-353-1706  
202-616-8658 Fax

----- Forwarded message -----

**From:** Mona Haggag (b) (6)  
**Date:** Wed, Jan 28, 2015 at 5:48 PM  
**Subject:** COPS Budget Modification & 10% Indirect Rate  
**To:** Hedieh Mirahmadi (b) (6) >

Salaam Hedieh,

The guidance in the Federal Register indicates that the 10% minimum indirect rate took effect before our contract was awarded. The information is on page 3 of the Federal Register, attached and posted here: <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>



*Section 200.414 Indirect (F&A) Costs includes provisions that:*

- Provide a de minimis indirect cost rate of 10% of MTDC to those nonFederal entities who have never had a negotiated indirect cost rate, thereby eliminating a potential administrative barrier to receiving and effectively implementing Federal financial assistance (sections 200.210 Information Contained in a Federal award, 200.331 Requirements for Pass-through entities, and 200.510 Financial Statements all require documentation of usage of this rate to allow for future evaluation of its effectiveness);*
- Require Federal agencies to accept negotiated indirect cost rates unless an exception is required by statute or regulation, or approved by a Federal awarding agency head or delegate based on publicly documented justification;*
- Allow for a one-time extension without further negotiation of a federally approved negotiated indirect cost rate for a period of up to 4 years.*

Given this information, do you want me to modify our COPS budget to reflect this rate?

Mona

--

**Mona Haggag**

WORDE | Tel: (202) 674-8085 | Email: (b) (6)

*Follow us on social media for more information on upcoming programs and events:*

**WORDE:** [facebook.com/wordeorg](https://www.facebook.com/wordeorg) | #wordeorg

**The International Cultural Center:** [facebook.com/TheICC](https://www.facebook.com/TheICC) | #TheICCMD

**Crossroads:** [facebook.com/CrossroadsICCMD](https://www.facebook.com/CrossroadsICCMD) | #ICC\_Crossroads

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Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** Hedieh Mirahmadi (b) (6)  
**Subject:** FW: Registering Sub-Awards  
**Date:** Friday, February 13, 2015 11:35:00 AM

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Hedieh,

So it looks like it may take a couple of months to register your sub awards – this is a system wide issue and will impact all grantees with sub-awards. This should not impact your ability to start work though. Let me know if you have any questions. Thanks!

Billie

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**From:** Matthews, Vonda (COPS)  
**Sent:** Friday, February 13, 2015 11:29 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** RE: Registering Sub-Awards

Hi Billie,

I just had it confirmed, that it can take up to six months for all their data be uploaded in to register sub grantees. I have asked for all the CPD award/obligation information be added to DOJ wide database, that feeds that federal database. Our IT did not want to upload the information until all CPD awards had been technically announced. I received final approval and uploaded the last two award for signature yesterday. I would let your grantee know she was going where she needed to go to enter sub grantees information but it may be a few more months before her award will be there.

I hope this helps.

Vonda

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**From:** Coleman, Billie (COPS)  
**Sent:** Friday, February 13, 2015 7:41 AM  
**To:** Matthews, Vonda (COPS)  
**Subject:** RE: Registering Sub-Awards

Thanks Vonda.

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**From:** Matthews, Vonda (COPS)  
**Sent:** Thursday, February 12, 2015 5:54 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** RE: Registering Sub-Awards

Sorry, Billie. I just got done to this one...hmmm I will have to come back to this as I do not know what she is referring to at the moment.

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**From:** Coleman, Billie (COPS)  
**Sent:** Wednesday, February 11, 2015 5:23 PM

**To:** Matthews, Vonda (COPS)  
**Subject:** FW: Registering Sub-Awards

Hey Vonda,

Do you know who from IT or the response center can help me with this issue? I appreciate any guidance you can provide! Thanks.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Wednesday, February 11, 2015 5:16 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Registering Sub-Awards

Hi Billie,  
Sorry to bug you but any word on this?

On Fri, Feb 6, 2015 at 8:55 PM, Hedieh Mirahmadi <(b) (6)> wrote:

Hi Billie,

Sorry to report yet another complication...

I tried to register our subawards based on the requirement:

Reporting of first-tier subawards.

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

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to [www.fsrs.gov](http://www.fsrs.gov).

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2012, the obligation must be reported by no later than December 31, 2012.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at [www.fsrs.gov](http://www.fsrs.gov) specify.

BUT...

This is the error message that came up:

Note: If you are unable to find or report against a prime award that should be available through FSRS, please take the following action:

Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRS fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>. OR

Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

I presume that's something on your end that needs to get registered first. Please let me know because its late...Thank you!

--

Best regards,

Hedieh Mirahmadi

President, WORDE

Founder, International Cultural Center

Co-Chair, Montgomery County Executive's Faith Community Working Group

Tel: 1-202-595-1355

--

Best regards,

Hedieh Mirahmadi

President, WORDE

Founder, International Cultural Center

Co-Chair, Montgomery County Executive's Faith Community Working Group

Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Cc:** Coleman, Billie (COPS) (Billie.Coleman@usdoj.gov)  
**Subject:** Questions regarding COPS grant budget  
**Date:** Friday, August 15, 2014 3:30:00 PM  
**Importance:** High

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Hi Hedieh,

It was so great meeting you at the summit! I have some questions regarding your budget. Specifically:

- The salaries listed in your budget narrative do not match up with the salaries listed in our grants system – specifically for the PERF employees. In your budget narrative you do not break out the salaries to include the rates from the different fringe benefit categories (as it is done in the grant system). When I add up the PERF salaries and fringe benefits listed in your budget narrative, it totals 84,980.68 (\$55,189.21 for salaries and \$29,791.47 for fringe benefits). When I add up the salaries and fringe benefits listed in our grant system for the PERF employees it totals \$94,980.68. There is a \$10,000 difference.
  - Jessica Toliver - 28,985.02 in the budget narrative/42,100.04 in the grants system
  - Elizabeth Miller -17,204.25 in the budget narrative/25,066.60 in the grants system
  - Christopher Coghill - 7,490.0.70 in the budget narrative/10,913.96 in the grants system
  - Craig Fischer - 11,599.24 in the budget narrative/16,900.08 in the grants system

What would really help is a revised budget narrative that includes the salaries with a breakdown of the fringe benefits categories.

- You listed \$65,000 for overtime costs for the MCPD. Does the hourly wage of \$54.16 include fringe benefits or is this just the salary rate for the officer?
- A minor issue – I moved the cost of the PERF laptop under supplies section. Only equipment over 5,000 can be listed under equipment..

I will need to reconcile these budget issues by COB Monday, August 18 to get the budget processed. Could you give me a call on Monday at 202-353-1706? Thanks

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
202-353-1706  
202-616-8658 Fax

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Cc:** Coleman, Billie (COPS) (Billie.Coleman@usdoj.gov)  
**Subject:** Quick question  
**Date:** Monday, December 29, 2014 12:18:00 PM

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Hedieh,

Under the COPS award you will be conducting various community workshops/trainings. How many community members do you hope to train/educate during each of these events? 20-25? I need to include a target number of people trained in your cooperative agreement.

Billie

**From:** Coleman, Billie (COPS)  
**To:** Hedieh Mirahmadi (b) (6)  
**Subject:** RE: 2014 WORDE Cooperative Agreement  
**Date:** Friday, December 19, 2014 10:11:00 AM

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Hedieh. Your award number is 2014CKWXK043.

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**From:** Coleman, Billie (COPS)  
**Sent:** Wednesday, December 17, 2014 12:42 PM  
**To:** Hedieh Mirahmadi (b) (6)  
**Cc:** Coleman, Billie (COPS)  
**Subject:** 2014 WORDE Cooperative Agreement  
**Importance:** High

Hedieh,

Per our conversation yesterday, I had to make some tweaks to your cooperative agreement. Nothing major, just minor changes. With the holidays fast approaching it will be another 3 weeks before we will be able to get a signed award to you. In the meantime feel free to notify PERF that work should continue. All of our grantees are working on their projects with the understanding that the award, which is backdated to 9/1/2014, covers any work and expenses towards to project. We will not be able to cover expenses prior to 9/1/2014, however any work done after the award date is covered. Once we get the award fully signed and processed, you will be able to draw down funds. Please feel free to give me a call if you have any questions or concerns.

Billie Yrlas Coleman

Policy Analyst

Partnerships and Technical Assistance Division

Community Policing Advancement Directorate

Office of Community Oriented Policing Services

Department of Justice

202-353-1706

202-616-8658 Fax

**From:** Coleman, Billie (COPS)  
**To:** "(b) (6)"  
**Subject:** RE: Award Issues  
**Date:** Friday, January 09, 2015 10:34:00 AM

---

It says MCPD and faith community leaders. This does not mean that MCPD runs the town halls, just that it will be coordinated with both parties. The task could be revised to state:

"Conduct 3 town hall events through the FCWG with faith community leaders, MCPD and public schools to promote social cohesion and public safety. The town hall events 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."

How does that sound?

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, January 08, 2015 10:32 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Award Issues

Sorry just also noticed in the specific requirements it says do town halls with MCPD. I hope that doesn't mean that literally the MCPD runs 3 townhalls because as I said we have each county agency doing them.

On Thu, Jan 8, 2015 at 4:52 PM, Hedieh Mirahmadi (b) (6) wrote:  
Well I finally can access the page to sign it but can't sign it until I can clarify with you the following about the deliverables:

1. Conduct 8 community workshops: That's no problem for me to do that many but PERF is only committed to attend 5 is that ok or do they have to attend 8?
2. Conduct 3 townhalls about the model. I just want to be clear that MCM is effectuated through the FCWG [Faith Community Working Group] so the official title of those events are annual meetings of the group not necessarily town halls. Is that ok? The general public doesn't refer to this as the MCM. It is that whole sensitivity around calling CVE by that name. This is about "promoting social cohesion and public safety". So one will be with the MCPD, one with the County Executive and one with the Superintendent of Schools, For ex the school one is about "deepening the relationships btn the faith community and the schools and respecting our diversity". Its after our whole fiasco over banning Christmas bcs the Board didn't want to acknowledge Eid. We've been ask to help smooth tensions.

Can you please clarify these two points and then I can proceed as planned!

--  
Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355



--

Best regards,

Hedieh Mirahmadi

President, WORDE

Founder, International Cultural Center

Co-Chair, Montgomery County Executive's Faith Community Working Group

Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Cc:** Coleman, Billie (COPS) (Billie.Coleman@usdoj.gov)  
**Subject:** RE: Award Issues  
**Date:** Friday, January 09, 2015 10:25:00 AM

---

I pulled the workshop numbers from your program narrative. It can be revised from 8 to 5 workshops. I pulled the town halls from your program narrative (see below) It can be revised to state: Conduct 3 town halls to promote social cohesion and public safety. Is that ok?

#### January 2015

- *Conduct Outreach and Engagement.* Town Hall with FCWG and Chief Manger to assess community policing goals reached thus far and encouraging help seeking behaviors;
- *Measurement and Evaluation.* PERF staff to attend Town Hall to assess event success and impact.

#### March 2015

- *Institutionalize Program.* Document existing practices and begin manual for how to execute this program in other communities nationwide.
- *Conduct Outreach and Engagement.* FCWG to host Town Hall with Superintendant of Schools Joshua Starr to discuss how to promote respect for the religious and cultural diversity of the school population amongst students, faculty and parents; Contribute to committee meeting on program planning.
- *Measurement and Evaluation.* PERF staff to begin scheduling targeted interviews with MCPD personnel, community members, Health and Human services caseworkers, and FCWG members.

#### June 2016

- *Conduct Outreach and Engagement.* Conduct town hall through the FCWG with faith community leaders and the MCPD on the Community Policing model; solicit feedback from community members on progress to-date and how to improve the program.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, January 08, 2015 10:25 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Award Issues

To be specific Section D Task 2 reads: "observe the 8 workshops" so I presume that is referring to PERF? So maybe I should amend their agreement to match this language?

On Thu, Jan 8, 2015 at 4:52 PM, Hedieh Mirahmadi (b) (6) > wrote:  
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Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Award Issues  
**Date:** Friday, January 09, 2015 10:49:00 AM

---

Not a problem to change to public forum. Hold off on signing. I will need to make the change and upload the new cooperative agreement. As soon as I get it uploaded I will send you notice to go in and sign the award.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, January 09, 2015 10:42 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** RE: Award Issues

Can we say public forums/townhalls (reason stated previously) and are you doing both revisions of the award online? Just want to know if I should hold off signing.

On Jan 9, 2015 10:34 AM, "Coleman, Billie (COPS)" <Billie.Coleman@usdoj.gov> wrote:  
It says MCPD and faith community leaders. This does not mean that MCPD runs the town halls, just that it will be coordinated with both parties. The task could be revised to state:

"Conduct 3 town hall events through the FCWG with faith community leaders, MCPD and public schools to promote social cohesion and public safety. The town hall events 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."

How does that sound?

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**Sent:** Thursday, January 08, 2015 10:32 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Award Issues

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On Thu, Jan 8, 2015 at 4:52 PM, Hedieh Mirahmadi (b) (6) > wrote:  
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respecting our diversity". Its after our whole fiasco over banning Christmas bcs the Board didn't want to acknowledge Eid. We've been ask to help smooth tensions.

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Best regards,

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Best regards,

Hedieh Mirahmadi

President, WORDE

Founder, International Cultural Center

Co-Chair, Montgomery County Executive's Faith Community Working Group

Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** "(b) (6)"  
**Subject:** RE: Award Needs LE Signature - COPS Grant 2014CKWXK043  
**Date:** Friday, January 16, 2015 2:43:00 PM

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Hedieh,

I just confirmed the correct cooperative agreement is now posted on the portal. You should be able to go and sign the correct award.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, January 15, 2015 7:45 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Fwd: Award Needs LE Signature - COPS Grant 2014CKWXK043

Hi fyi got these but the award has not been updated.

----- Forwarded message -----

**From:** <COPS\_Portal@usdoj.gov>  
**Date:** Thu, Jan 15, 2015 at 3:47 PM  
**Subject:** Award Needs LE Signature - COPS Grant 2014CKWXK043  
**To:** (b) (6)

On behalf of the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office), we would like to congratulate you again on receiving a COPS Office program award.

You have an Award Document available for signature in your agency account at <https://portal.cops.usdoj.gov/>. If you have already signed your Award Document, then there was an issue with one or more of the signatures and you need to resubmit your signed Award Document. Please note, the electronic signature on the Award Document must match the name(s) on the Award Document.

If you have any questions about your award, or if you are experiencing difficulty in accessing your COPS funds, then please contact your Grant Program Specialist/Program Manager at [1.800.421.6770](tel:18004216770).

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** "(b) (6)"  
**Subject:** RE: Award  
**Date:** Tuesday, December 30, 2014 1:05:00 PM  
**Attachments:** ~WRD000.jpg

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Yes, as soon as it is fixed I will email you to go back in to sign the award. No, I don't think you will have to report on Jan 30 if you do not receive the money before then – let me check on that to be sure.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Tuesday, December 30, 2014 12:58 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** RE: Award

Oh phew..will I get to see a copy of the award? Bcs that's not visible on this and I need it to draft the final contracts to the subs. Also will our first accounting report still be due Jan 30 even though we haven't received money?

On Dec 30, 2014 6:29 AM, "Coleman, Billie (COPS)" <Billie.Coleman@usdoj.gov> wrote:  
Hi Hedieh,


This is an IT error that we are looking to correct. I will keep you posted on when it is fixed and ready to be signed.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, December 29, 2014 11:27 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Award

Hi Billie,  
I left a message for the help desk as well but it wouldn't let me sign the award. Also the totals are not right unless this only represents one fiscal year?  
here is a screen shot. What should I do?

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#### DETAILS

Program Type					Status
2014CKWXX043	CPD	12/29/2014	12/29/2014	9/30/2016	

#### GRANT DETAILS

Award Amount:	\$349,691.00
Remaining Balance:	\$0.00
As Of Date:	12/29/2014
Officers awarded:	[     ]

Category:

New Hires [ ] Rehires-Previously Laid Off [ ]

Rehires-Scheduled for Layoffs [ ] Uncategorized [ ]

Active Problem Type:

#### BUDGET SUMMARY

Budget Category	Category Total
A. Sworn Officer Positions:	[ ]
A. Sworn Officer Fringe Benefits:	[ ]
B. Civilian/Non-Sworn Officer Positions:	\$132,599.48
B. Civilian/Non-Sworn Officer Fringe Benefits:	\$0.00
C. Equipment/Technology:	\$0.00
D. Supplies:	\$0.00
E. Travel Training:	\$0.00
F. Contracts Consultants:	\$152,100.00
G. Other Costs:	\$64,992.00
H. Indirect Costs:	\$0.00
Total Project Amount:	\$349,691.48
Total Federal Share Amount:	\$349,691.48
<small>(Total Projected Amount X Federal Share Percentage Allowance)</small>	
Total Local Share Amount:	\$0.00
<small>(Total Projected Amount - Federal Share Amount)</small>	

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Best regards,

Hedieh Mirahmadi

President, WORDE

Founder, International Cultural Center

Co-Chair, Montgomery County Executive's Faith Community Working Group

Tel: 1-202-595-1355



**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: award  
**Date:** Tuesday, January 20, 2015 4:04:00 PM  
**Attachments:** RequestNewDocs - Hedieh.docx

---

Attached are the instructions for making the updates to your award. I will be out of the office for most of the day tomorrow so if you have any issues just call the COPS response center and they can guide you through the process.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, January 19, 2015 5:46 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: award

Sorry I know this is frustrating for both of us but the draft you sent me back in October had none of this information on it for me to check and this is the first time I am seeing it. It doesn't appear anywhere on the online portal either. She left the company just recently....

Let me know how to proceed.  
Best regards,  
Hedieh

On Fri, Jan 16, 2015 at 5:30 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:  
I am not sure. I will have to look into it on Tuesday.

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, January 16, 2015 04:46 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** award

Ok so I was JUST about to sign it and realized the Government Executive/Financial Officer is listed as a person who is NO longer an employee of WORDE [Shadi Afshar]. Do we have to change that before I sign it or can we modify it after? Can we just put my name?

Sorry...

--  
Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: [1-202-595-1355](tel:1-202-595-1355)

--  
Best regards,  
Hedieh Mirahmadi

President, WORDE

Founder, International Cultural Center

Co-Chair, Montgomery County Executive's Faith Community Working Group

Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Award  
**Date:** Tuesday, January 27, 2015 3:40:00 PM

---

Sorry I did not know...Thanks!

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Tuesday, January 27, 2015 3:40 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Award

I did it last week it didn't work? ?

On Jan 27, 2015 3:38 PM, "Coleman, Billie (COPS)" <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:  
Hedieh,

Your award is ready to be signed.

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
[202-353-1706](tel:202-353-1706)  
[202-616-8658](tel:202-616-8658) Fax

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Budget Modification  
**Date:** Tuesday, May 05, 2015 1:00:00 PM

---

No once it is approved by budget it should not take more than 2-3 days to process

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Tuesday, May 05, 2015 12:48 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Budget Modification

Thank you Billie. Ah, I expected that was once I uploaded it but I guess the process is you approve it first and then the upload part is minimal time or will that take another 30 days too?

On May 5, 2015 12:41 PM, "Coleman, Billie (COPS)" <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:  
Hedieh,

I just spoke with our budget analyst and they informed the usual time frame to get the budgets approved are 30 days, which means we are looking at the last week of May before I know whether it is approved. I apologize for the delay, but will let you know as soon as I get word.

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Budget Modification  
**Date:** Tuesday, April 07, 2015 9:20:00 AM

---

Oh great! Hope you and your daughter are having a blast. No worries! Have a good time for me and let's talk when you get back.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, April 06, 2015 5:35 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** RE: Budget Modification

Sorry let me look at it again and see if we can find the mistake. I'm in disneyworld this week I will try you when I return? Be back in touch about the budget~

On Apr 6, 2015 5:29 PM, "Coleman, Billie (COPS)" <Billie.Coleman@usdoj.gov> wrote:  
Hi Hedieh,

I reviewed your budget modification and it totals \$517,655.43. Your approved total award amount is \$499,656.00. Your budget modification is over \$17,999.43. Let's try to set up a time when we can discuss the budget modification to see if we can find the discrepancy. Also, I called you today to discuss your conversations with FBI field offices...I believe you had a couple of questions. With the exception of an 1130 and 2pm meeting I am open tomorrow.

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Wednesday, April 01, 2015 12:39 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** RE: Budget Modification

Oh sorry to hear that. And thanks look forward to your feedback

On Apr 1, 2015 10:35 AM, "Coleman, Billie (COPS)" <Billie.Coleman@usdoj.gov> wrote:  
Hi Hedieh,

I apologize for the delay. I have been out of the office on site visits and home with two sick kiddos. I will review this today and let you know if we need to make any changes.

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, March 16, 2015 4:41 PM  
**To:** Coleman, Billie (COPS); mona haggag  
**Subject:** Budget Modification

Hi Billie,  
Attached you will find the narrative for our budget modification, including moving some

money around for the MCPD [more \$ to their social worker, less overtime hours].

Once you approve it, we enter the information online in the portal correct? I look forward to your feedback and direction~ Thank you.

--

Best regards,

Hedieh Mirahmadi

President, WORDE

Founder, International Cultural Center

Co-Chair, Montgomery County Executive's Faith Community Working Group

Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Budget Modification  
**Date:** Tuesday, April 07, 2015 9:21:00 AM

---

Ok. Thanks. I will review and let you know if I have any questions. Thanks.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, April 06, 2015 6:58 PM  
**To:** Coleman, Billie (COPS); Mona Haggag  
**Subject:** Re: Budget Modification

Hi Billie,

It seems you may have counted WORDE contracts and WORDE consultants as separate line items. The summary statement should have read "WORDE Consultants *and* Contracts costs total \$45,247.19", so that was unclear on our end. Attached, Mona made a spreadsheet to show the numbers add up correctly if that correction is made. [Also our number for the total salary costs (before fringe) was mistyped as \$112,982.80 when it should have been 112,122.80 (the correct number in our spreadsheet), but that didn't impact our total because every other number was entered correctly including the total plus fringe.]

Please let us know if this works? Mona can call you tomorrow if you would like to go over it.  
Look forward to your thoughts.

On Mon, Apr 6, 2015 at 5:30 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:

Hi Hedieh,

I reviewed your budget modification and it is over budget by \$17,999.43. Your approved total award amount is \$499,656.00, however the new budget totals \$517,655.43. Let's try to set up a time when we can discuss the budget modification to see if we can find the discrepancy. Also, I called you today to discuss your conversations with someone from the FBI field offices...I believe you had a couple of questions. With the exception of an 1130 and 2pm meeting I am open tomorrow.

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Wednesday, April 01, 2015 12:39 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** RE: Budget Modification

Oh sorry to hear that. And thanks look forward to your feedback

On Apr 1, 2015 10:35 AM, "Coleman, Billie (COPS)" <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:  
Hi Hedieh,

I apologize for the delay. I have been out of the office on site visits and home with two sick kiddos. I will review this today and let you know if we need to make any changes.

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, March 16, 2015 4:41 PM  
**To:** Coleman, Billie (COPS); mona haggag  
**Subject:** Budget Modification

Hi Billie,

Attached you will find the narrative for our budget modification, including moving some money around for the MCPD [more \$ to their social worker, less overtime hours].

Once you approve it, we enter the information online in the portal correct? I look forward to your feedback and direction~ Thank you.

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355



**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Budget Modification  
**Date:** Friday, May 22, 2015 9:08:00 AM

---

Hi Hedieh,

If you have time today would you mind giving me a call? I just received your budget back from our analyst and there are only a few minor changes that need to be made. I should be here until noon.

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
202-353-1706  
202-616-8658 Fax

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Tuesday, May 05, 2015 12:48 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Budget Modification

Thank you Billie. Ah, I expected that was once I uploaded it but I guess the process is you approve it first and then the upload part is minimal time or will that take another 30 days too?

On May 5, 2015 12:41 PM, "Coleman, Billie (COPS)" <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:  
Hedieh,

I just spoke with our budget analyst and they informed the usual time frame to get the budgets approved are 30 days, which means we are looking at the last week of May before I know whether it is approved. I apologize for the delay, but will let you know as soon as I get word.

**From:** Coleman, Billie (COPS)  
**To:** (b) (6) "  
**Subject:** RE: Budget ques  
**Date:** Tuesday, March 03, 2015 11:22:00 AM

---

I don't think you need to wait for the modification since these are charges between WORDE and PERF.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, March 02, 2015 7:13 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Budget ques

Hi there!

We are preparing a slight budget modification and had a ques:

1. perf is changing out Chris Coghill for this other staff member Jacob Sena. He has the exact same billable as Chris, which was approved in our original budget. Can we pay the Jan charges for Jacob or do we have to wait til it's changed by the modification first?

Thanks Billie!

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Budget  
**Date:** Thursday, June 11, 2015 3:14:00 PM

---

Hi Hedieh,

You could do the adjustment in July. That should not be a problem.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, June 04, 2015 4:14 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Budget

So Billie  
By way of process, can you ask Nazmia:

Lets say we enter the changes now and its approved shortly thereafter. We then have a financial report due July 1. Do we have to complete all the adjustments to the 1st and 2nd Quarter by July 1? I was hoping even if its approved in June we could do the adjustments in July bcs it will take our controller a bit of time to calculate.

Your help is much appreciated!

On Wed, Jun 3, 2015 at 5:46 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:

The budget looks good, so no changes. Go ahead and input your budget into ECM. Once I get notification the budget is submitted I will assign it over to Nazmia to clear the budget.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Wednesday, June 03, 2015 5:43 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Budget

any news??

On Wed, May 27, 2015 at 1:31 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:

Ok, great. I will forward this on to our budget analyst. I'll give you a call if I have any questions.

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, May 22, 2015 4:28 PM  
**To:** Coleman, Billie (COPS)  
**Cc:** Mona Haggag  
**Subject:** Budget

Hi Billie,

I hope I didn't mess this up but here are the changes as requested and a couple of dollar amounts moved around [decrease auditor increase counselor] but it didn't change the total.

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

--

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Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Cc:** Comrie, Nazmia (COPS); Coleman, Billie (COPS) (Billie.Coleman@usdoj.gov)  
**Subject:** RE: budget  
**Date:** Tuesday, December 16, 2014 1:19:00 PM

---

Hi Hedieh,

Do you have time this afternoon for a quick call to discuss your budget? Nazmia (our budget guru) and I are available after 2:30 for a call today. Let me know what works for you.

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Tuesday, December 16, 2014 7:57 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** budget

Hi Billie,

Just following up on the budget issue. I was hoping we could amend the language to make this a time and materials contract vs. cost reimbursement. If that is NOT possible, then I need to send you a revised budget to submit. I believe you said the award came back without one so this should be a great opportunity to change it~

Please let me know so I can get that to you asap.

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Budget  
**Date:** Wednesday, June 03, 2015 6:05:49 PM

---

Yes

-----Original Message-----

**From:** Hedieh Mirahmadi (b) (6)  
**Received:** Wednesday, 03 Jun 2015, 6:00PM  
**To:** Coleman, Billie (COPS) [bcoleman@cops.usdoj.gov]  
**Subject:** RE: Budget

Great that's the cops portal right?

On Jun 3, 2015 5:48 PM, "Coleman, Billie (COPS)" <Billie.Coleman@usdoj.gov> wrote:

The budget looks good, so no changes. Go ahead and input your budget into ECM. Once I get notification the budget is submitted I will assign it over to Nazmia to clear the budget.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Wednesday, June 03, 2015 5:43 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Budget

any news??

On Wed, May 27, 2015 at 1:31 PM, Coleman, Billie (COPS) <Billie.Coleman@usdoj.gov> wrote:

Ok, great. I will forward this on to our budget analyst. I'll give you a call if I have any questions.

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, May 22, 2015 4:28 PM  
**To:** Coleman, Billie (COPS)  
**Cc:** Mona Haggag  
**Subject:** Budget

Hi Billie,

I hope I didn't mess this up but here are the changes as requested and a couple of dollar amounts moved around [decrease auditor increase counselor] but it didn't change the total.

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE

Founder, International Cultural Center

Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE

Founder, International Cultural Center

Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: CALL  
**Date:** Tuesday, June 03, 2014 3:28:00 PM

---

Hi Hedieh,

I do. I am sorry I just got your email. For some reason it went into my junk email file. Call me at my desk. I will be here until 530. 202-353-1706

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Tuesday, June 03, 2014 1:34 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** CALL

Hi Billie,  
Do you have time to talk today?

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Visiting Fellow, The Washington Institute  
Tel: 1-202-595-1355



**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: COPS Budget Modification & 10% Indirect Rate  
**Date:** Wednesday, February 04, 2015 2:29:00 PM

---

Sorry let me check with our budget person. Hopefully I can get an answer quickly.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Wednesday, February 04, 2015 2:26 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: COPS Budget Modification & 10% Indirect Rate

Any news on this?

On Thu, Jan 29, 2015 at 9:28 AM, Hedieh Mirahmadi (b) (6) wrote:

Hi Billie,

Hope all is well!

Can we discuss a couple questions with your budget person?

- 1) We recently learned of a new rule allowing for non profits to get 10% indirect rate approved when they don't have fixed indirects approved. When we do our budget modification, can we ask for this and would it be 10% of our portion or the whole grant?
- 2) Can we bundle positions rather than listing them individually? We have 3 senior fellows working on the project. can we give a total FTE and salary and fringe rather than having 3 separate positions?
- 3) Grant says its still processing. when will that be complete so we can draw down?

Best regards,

Hedieh

----- Forwarded message -----

**From:** Mona Haggag (b) (6)  
**Date:** Wed, Jan 28, 2015 at 5:48 PM  
**Subject:** COPS Budget Modification & 10% Indirect Rate  
**To:** Hedieh Mirahmadi (b) (6)

Salaam Hedieh,

The guidance in the Federal Register indicates that the 10% minimum indirect rate took effect before our contract was awarded. The information is on page 3 of the Federal Register, attached and posted here: <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

*Section 200.414 Indirect (F&A) Costs includes provisions that:*

- *Provide a de minimis indirect cost rate of 10% of MTDC to those nonFederal entities who have never had a negotiated indirect cost rate, thereby eliminating a potential administrative barrier to receiving and effectively implementing Federal financial assistance (sections 200.210 Information Contained in a Federal award, 200.331 Requirements for Pass-through entities, and 200.510 Financial Statements all require documentation of usage of this rate to allow for future evaluation of its effectiveness);*

- *Require Federal agencies to accept negotiated indirect cost rates unless an exception is required by statute or regulation, or approved by a Federal awarding agency head or delegate based on publicly documented justification;*
- *Allow for a one-time extension without further negotiation of a federally approved negotiated indirect cost rate for a period of up to 4 years.*

Given this information, do you want me to modify our COPS budget to reflect this rate?

Mona

--

**Mona Haggag**

WORDE | Tel: (202) 674-8085 | Email: (b) (6)

*Follow us on social media for more information on upcoming programs and events:*

**WORDE:** [facebook.com/wordeorg](https://www.facebook.com/wordeorg) | #wordeorg

**The International Cultural Center:** [facebook.com/TheICC](https://www.facebook.com/TheICC) | #TheICCMD

**Crossroads:** [facebook.com/CrossroadsICCMD](https://www.facebook.com/CrossroadsICCMD) | #ICC\_Crossroads

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** Hedieh Mirahmadi (b) (6)  
**Cc:** (b) (6); (b) (6)  
**Subject:** RE: COPS Sole Source Justification Request  
**Date:** Thursday, August 21, 2014 1:01:00 PM

---

This is perfect! Thank you.

**From:** Mona Haggag [mailto:(b) (6)]  
**Sent:** Thursday, August 21, 2014 12:47 PM  
**To:** Coleman, Billie (COPS)  
**Cc:** Jessica Toliver  
**Subject:** COPS Sole Source Justification Request

Billie,

The Sole Source Justification letter is attached.

Kind regards,  
Mona

--

**Mona Haggag**

Senior Fellow, WORDE

Tel: (202) 674-8085 | Email: (b) (6)

[facebook.com/wordeorg](https://www.facebook.com/wordeorg)

[#wordeorg](#)

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Follow-up  
**Date:** Monday, December 15, 2014 10:52:00 AM

---

That is correct. You will be compensated for any work done on the project back starting 9/1/14, but not before then. Once we get all the paperwork done and signed you will be able to start drawing down funds.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, December 15, 2014 10:37 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** Fwd: Follow-up

Billie,

We briefly discussed not worrying about the deadlines but should we expect to be compensated starting 9/1 or 11/1? What should I tell Jessica??

----- Forwarded message -----

**From:** Jessica Toliver (b) (6)  
**Date:** Mon, Dec 15, 2014 at 10:25 AM  
**Subject:** Follow-up  
**To:** Hedieh Mirahmadi (b) (6)

Hedieh,

I just spoke with our financial director and he said that if you cannot send a signed copy of the subcontract then please send a note that says "PERF will be paid for all costs incurred under this grant, as outlined in the subcontract." So that we have some assurance we will be paid for our time and travel on behalf of this project. Thanks!

Jess

*Jessica I. Toliver*  
*Director of Technical Assistance*  
*Police Executive Research Forum*  
[www.policeforum.org](http://www.policeforum.org)  
[\(202\) 454-8304](tel:2024548304)

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Follow-up  
**Date:** Monday, December 15, 2014 11:58:00 AM

---

That should not be a problem. You can guarantee payment because the award approves work to begin on 9/1/2014.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, December 15, 2014 11:18 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** Fwd: Follow-up

she wants me to guarantee payment. should I do it? Any chance this could fall through?

----- Forwarded message -----

**From:** Jessica Toliver (b) (6)  
**Date:** Mon, Dec 15, 2014 at 10:51 AM  
**Subject:** RE: Follow-up  
**To:** Hedieh Mirahmadi (b) (6)

Ok, can you please put something in writing that says you will guarantee payment to PERF for all costs incurred for this project as of 11/1/14 so we can move forward? My director says that will suffice. We just need some guarantee otherwise we will need to cease and desist work until the grant is issued and I do not want to lose this precious time.

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, December 15, 2014 10:47 AM

**To:** Jessica Toliver  
**Subject:** Re: Follow-up

Well she previously told me for sure it was retro billing until 9/1 so I think the only ques will be do we retro bill from 9/1 or like 11/1. She said she got the award back last week but it was blank!! urgh...

On Mon, Dec 15, 2014 at 10:41 AM, Jessica Toliver (b) (6) wrote:  
Ok, thank you. Our timesheets are due at noon today so the sooner the better ☺ Thanks!

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, December 15, 2014 10:36 AM  
**To:** Jessica Toliver  
**Subject:** Re: Follow-up

I am worried about this also so let me get clarity from Billie. Stay tuned~

On Mon, Dec 15, 2014 at 10:25 AM, Jessica Toliver (b) (6) wrote:  
Hedieh,

I just spoke with our financial director and he said that if you cannot send a signed copy of the subcontract then please send a note that says "PERF will be paid for all costs incurred under this grant, as outlined in the subcontract." So that we have some assurance we will be paid for our time and travel on behalf of this project. Thanks!

Jess

*Jessica I. Toliver*  
*Director of Technical Assistance*  
*Police Executive Research Forum*  
[www.policeforum.org](http://www.policeforum.org)  
*(202) 454-8304*

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: FW: COPS Budget Modification & 10% Indirect Rate  
**Date:** Thursday, February 05, 2015 11:23:00 AM

---

No you have an FY14 award.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, February 05, 2015 11:23 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: FW: COPS Budget Modification & 10% Indirect Rate

Thanks Billie but this is not considered a FY15 award? Also the federal register document I attached said it's effective December 26 2013?

On Feb 5, 2015 11:15 AM, "Coleman, Billie (COPS)" <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:

Hi Hedieh,

See the responses below to your questions:

- 1) We recently learned of a new rule allowing for non profits to get 10% indirect rate approved when they don't have fixed indirects approved. When we do our budget modification, can we ask for this and would it be 10% of our portion or the whole grant? This only applies to 2015 awards and moving forward.
- 2) Can we bundle positions rather than listing them individually? We have 3 senior fellows working on the project. can we give a total FTE and salary and fringe rather than having 3 separate positions? Each position needs to be listed separately.
- 3) Grant says its still processing. when will that be complete so we can draw down? You should be able to draw down as soon as the award is signed. If no draw down is allowed, please contact the Response Center.

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
[202-353-1706](tel:202-353-1706)  
[202-616-8658](tel:202-616-8658) Fax

----- Forwarded message -----

From: **Mona Haggag** (b) (6)

Date: Wed, Jan 28, 2015 at 5:48 PM  
Subject: COPS Budget Modification & 10% Indirect Rate  
To: Hedieh Mirahmadi (b) (6)

Salaam Hedieh,

The guidance in the Federal Register indicates that the 10% minimum indirect rate took effect before our contract was awarded. The information is on page 3 of the Federal Register, attached and posted here: <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

*Section 200.414 Indirect (F&A) Costs includes provisions that:*

- Provide a de minimis indirect cost rate of 10% of MTDC to those nonFederal entities who have never had a negotiated indirect cost rate, thereby eliminating a potential administrative barrier to receiving and effectively implementing Federal financial assistance (sections 200.210 Information Contained in a Federal award, 200.331 Requirements for Pass-through entities, and 200.510 Financial Statements all require documentation of usage of this rate to allow for future evaluation of its effectiveness);*
- Require Federal agencies to accept negotiated indirect cost rates unless an exception is required by statute or regulation, or approved by a Federal awarding agency head or delegate based on publicly documented justification;*
- Allow for a one-time extension without further negotiation of a federally approved negotiated indirect cost rate for a period of up to 4 years.*

Given this information, do you want me to modify our COPS budget to reflect this rate?

Mona

--

**Mona Haggag**

WORDE | Tel: (202) 674-8085 | Email: (b) (6)

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**The International Cultural Center:** [facebook.com/TheICC](https://www.facebook.com/TheICC) | [#TheICCMD](https://twitter.com/TheICCMD)

**Crossroads:** [facebook.com/CrossroadsICCMD](https://www.facebook.com/CrossroadsICCMD) | [#ICC\\_Crossroads](https://twitter.com/ICC_Crossroads)

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE



Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: FW: COPS Budget Modification & 10% Indirect Rate  
**Date:** Thursday, February 05, 2015 11:31:00 AM

---

I verified this with our budget staff and the new policy is based on the new OMNI Circular which does not take pertain to awards prior to FY15. I can inquire again if you want.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, February 05, 2015 11:26 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** RE: FW: COPS Budget Modification & 10% Indirect Rate

Can they double check the date of effectiveness though based on the federal register?

On Feb 5, 2015 11:23 AM, "Coleman, Billie (COPS)" <Billie.Coleman@usdoj.gov> wrote:  
No you have an FY14 award.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, February 05, 2015 11:23 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: FW: COPS Budget Modification & 10% Indirect Rate

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Billie Yrlas Coleman  
Policy Analyst

Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
202-353-1706  
202-616-8658 Fax

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**Mona Haggag**

WORDE | Tel: (202) 674-8085 | Email: (b) (6)

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**Crossroads:** [facebook.com/CrossroadsICCMD](https://www.facebook.com/CrossroadsICCMD) | [#ICC\\_Crossroads](https://www.instagram.com/ICC_Crossroads)

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: [1-202-595-1355](tel:1-202-595-1355)

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: FW: Registering Sub-Awards  
**Date:** Friday, February 13, 2015 11:43:00 AM

---

You don't need to worry about submitting an extension until several months before your award expires, so no worries on that end.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, February 13, 2015 11:37 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: FW: Registering Sub-Awards

Oh good to know! phew...One more thing:

1. When should we apply for an extension? MCPD hasn't even started and PERF will need more time too. I was told this is better to do sooner rather than later?

On Fri, Feb 13, 2015 at 11:35 AM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:  
Hedieh,

So it looks like it may take a couple of months to register your sub awards – this is a system wide issue and will impact all grantees with sub-awards. This should not impact your ability to start work though. Let me know if you have any questions. Thanks!

Billie

---

**From:** Matthews, Vonda (COPS)  
**Sent:** Friday, February 13, 2015 11:29 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** RE: Registering Sub-Awards

Hi Billie,

I just had it confirmed, that it can take up to six months for all their data be uploaded in to register sub grantees. I have asked for all the CPD award/obligation information be added to DOJ wide database, that feeds that federal database. Our IT did not want to upload the information until all CPD awards had been technically announced. I received final approval and uploaded the last two award for signature yesterday. I would let your grantee know she was going where she needed to go to enter sub grantees information but it may be a few more months before her award will be there.

I hope this helps.

Vonda

---

**From:** Coleman, Billie (COPS)  
**Sent:** Friday, February 13, 2015 7:41 AM

**To:** Matthews, Vonda (COPS)  
**Subject:** RE: Registering Sub-Awards

Thanks Vonda.

---

**From:** Matthews, Vonda (COPS)  
**Sent:** Thursday, February 12, 2015 5:54 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** RE: Registering Sub-Awards

Sorry, Billie. I just got done to this one...hmmm I will have to come back to this as I do not know what she is referring to at the moment.

---

**From:** Coleman, Billie (COPS)  
**Sent:** Wednesday, February 11, 2015 5:23 PM  
**To:** Matthews, Vonda (COPS)  
**Subject:** FW: Registering Sub-Awards

Hey Vonda,

Do you know who from IT or the response center can help me with this issue? I appreciate any guidance you can provide! Thanks.

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Wednesday, February 11, 2015 5:16 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Registering Sub-Awards

Hi Billie,  
Sorry to bug you but any word on this?

On Fri, Feb 6, 2015 at 8:55 PM, Hedieh Mirahmadi (b) (6) wrote:  
Hi Billie,

Sorry to report yet another complication...

I tried to register our subawards based on the requirement:

Reporting of first-tier subawards.

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

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to [www.fsrs.gov](http://www.fsrs.gov).

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2012, the obligation must be reported by no later than December 31, 2012.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at [www.fsrs.gov](http://www.fsrs.gov) specify.

BUT...

This is the error message that came up:

Note: If you are unable to find or report against a prime award that should be available through FSRS, please take the following action:

- Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRS fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>. OR
- Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

I presume that's something on your end that needs to get registered first. Please let me know because its late...Thank you!

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: [1-202-595-1355](tel:1-202-595-1355)

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: [1-202-595-1355](tel:1-202-595-1355)

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: [1-202-595-1355](tel:1-202-595-1355)

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** Re: Fwd: January bill  
**Date:** Monday, February 23, 2015 10:31:36 PM

---

Personally, no I dont think it suffices. Where is the breakdown of activitites that are associated with the January costs? There is no way to justify the costs based on the information they provided.

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, February 23, 2015 10:18 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Fwd: January bill

Billie this is the level of documentation PERF is willing to give. Do you think it suffices?

----- Forwarded message -----

**From:** "Raquel Rodriguez" <(b) (6)>  
**Date:** Feb 18, 2015 3:07 PM  
**Subject:** January bill  
**To:** (b) (6)  
**Cc:** "Ken Hartwick" (b) (6) "Jessica Toliver"  
(b) (6)

-----Original Message-----

**From:** PERF toshiba [mailto:(b) (6)]  
**Sent:** Wednesday, February 18, 2015 4:08 PM  
**To:** Raquel Rodriguez  
**Subject:** Send data from MFP07804116 02/18/2015 16:08

Scanned from MFP07804116  
Date:02/18/2015 16:08  
Pages:3  
Resolution:200x200 DPI

-----  
Do not reply to this email.



**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** Re: Fwd:  
**Date:** Friday, July 25, 2014 3:33:15 PM

---

This is great!

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, July 25, 2014 03:16 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Fwd:

Hope this helps~

----- Forwarded message -----

**From:** "Shadi Afshar" (b) (6)  
**Date:** Jul 25, 2014 3:12 PM  
**Subject:**  
**To:** "Hedi" (b) (6)  
**Cc:**

**From:** Coleman, Billie (COPS)  
**To:** "(b) (6)"  
**Subject:** RE: Help  
**Date:** Friday, February 20, 2015 8:55:00 AM

---

This makes me SO MAD!!!! I am sorry you had to go through that. He was the one being disrespectful!

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, February 20, 2015 8:45 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Help

Thank you that's very clear:)

On Feb 20, 2015 8:20 AM, "Coleman, Billie (COPS)" <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:  
That is absolutely ridiculous! I cant believe he would say that to you! I dont care how big they are, they are sevring as a subcontractor and as such should provide supporting documentation for their invoices!

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, February 19, 2015 10:36 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Help

Hi Billie,

You know this is my first large grant as Prime and I really want to make sure I am doing this "by the books". When I asked PERF to send me their first bills and all supporting documentation of their charges, the Director of Finance Ken Hartwick [a CPA of 20 years] said to me "that is so insulting but I understand you are new so I will explain to you that an organization as big as PERF who gets the OMB 133 every year does NOT need to submit supporting documents, just an invoice." I was embarrassed that I offended him somehow and apologized. Later, I called my auditor and he absolutely refused to accept that logic and says as the prime he would require me to have the documentation. He said to ask you/DOJ to ultimately clarify it for me.

Help!? Who's right, what do I do?

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: [1-202-595-1355](tel:1-202-595-1355)

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Here you go!  
**Date:** Thursday, October 30, 2014 2:31:00 PM

---

Thanks Hedieh. I will send it back to you for signature once we finish review and finalize the CA.  
Thanks again!

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, October 30, 2014 2:18 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Here you go!

Hi Billie  
this is good to go. I changed the webinar to electronic webinar. Did I need to sign it or you'll  
send the final back to me to sign?

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Please Review: WORDE Cooperative Agreement  
**Date:** Monday, November 10, 2014 5:13:00 PM

---

No worries, I am looking into it now. More than likely the best resource would be the COPS Response Center. They should be able to walk you through the process. You can reach the response center at 800-421-6770.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, November 10, 2014 5:09 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Please Review: WORDE Cooperative Agreement

Billie

Sorry to bug you but I keep getting error messages saying that page is no longer available when I try to create a new GPRS user. It says we should have received a pre-registration email with temp password. Will someone be sending that?

On Wed, Oct 29, 2014 at 10:51 AM, Coleman, Billie (COPS) <Billie.Coleman@usdoj.gov> wrote:  
Hedieh,

Per our call today, attached is the user guide for the Agency Portal, which you will need to access your award documents and the user guide for the GPRS (payment system). To find out more about the GPRS system go to: <http://www.cops.usdoj.gov/Default.asp?Item=100>

You will need to register your organization under the COPS Agency Portal. To access the portal go to: <https://portal.cops.usdoj.gov/>

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Tuesday, October 28, 2014 4:39 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Please Review: WORDE Cooperative Agreement

Hi Billie,

It all looks good on our end I just sent it to Jessica to verify for PERF. I also had a couple of questions for you:

1. How does the money start coming? Is it paid against invoices we submit for work completed? There is the language: All costs claimed for reimbursement and payment, including the final payment, shall be submitted via the Grant Payment Request System. Is that what this means?
2. There is also audit language: 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.

Does this mean we will need an audit for FY 14 even if we don't have the \$300,000 per year threshold of OMB Circular A- 133? If the audit is mandatory no matter what, can we wait to receive funds in FY 15 so we don't have get audited for FY14? I only budgeted for 2 years of auditing not 3 because I assumed we wouldn't need it for FY 14.

Many thanks!!  
Hedieh

On Tue, Oct 28, 2014 at 2:12 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:  
Hi Hedieh,

Attached is a draft of the WORDE cooperative agreement. Please review the sections highlighted in yellow and provide any changes, etc. to me by COB Thursday, Oct 30. Give me a call if you have any questions.

Billie Yrlas Coleman  
Policy Analyst  
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[202-353-1706](tel:202-353-1706)  
[202-616-8658](tel:202-616-8658) Fax

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**From:** Coleman, Billie (COPS)  
**Sent:** Wednesday, October 22, 2014 12:41 PM  
**To:** 'Hedieh Mirahmadi'  
**Cc:** Coleman, Billie (COPS) ([Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov))  
**Subject:** RE: update

Hi Hedieh,

Our office is currently finalizing the award document template. In the meantime I will draft the award tasks, timeline and deliverables for your review. I will send that to you by COB tomorrow. Once we both approve the tasks, timeline and deliverables, I will incorporate it into the award document template. At that point it will need to be processed by the COPS Office, sent to you for signatures and sent back to us for final approval. The final award document will not be available for another 2-3 weeks.

Billie

**From:** Hedieh Mirahmadi [[mailto:\[redacted\]](mailto:[redacted])] (b) (6)  
**Sent:** Tuesday, October 21, 2014 4:28 PM  
**To:** Coleman, Billie (COPS)

**Subject:** update

Hi Billie!

We are identifying a contract specialist to help with our subawards but everyone asks for a copy of our award. No surprise there;) Do you know when we may get that?

--

Best regards,

Hedieh Mirahmadi

President, WORDE

Founder, International Cultural Center

Co-Chair, Montgomery County Executive's Faith Community Working Group

Tel: 1-202-595-1355

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Best regards,

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Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Please Review: WORDE Coopeartive Agreement  
**Date:** Thursday, October 30, 2014 1:07:00 PM

---

That is fine.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, October 30, 2014 1:04 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Please Review: WORDE Coopeartive Agreement

Billie quick question:

Jessica wants to be sure "webinar" doesn't apply its live hosted. By webinar she means: An interactive powerpoint that can be shared electronically and posted online for download. For ATF, that was considered "webinar."

Just wanted to ensure this works bcs they did not budget for a live hosted webinar.

We can clarify it by writing electronic webinar?

On Tue, Oct 28, 2014 at 2:12 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:

Hi Hedieh,

Attached is a draft of the WORDE cooperative agreement. Please review the sections highlighted in yellow and provide any changes, etc. to me by COB Thursday, Oct 30. Give me a call if you have any questions.

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
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Office of Community Oriented Policing Services  
Department of Justice  
[202-353-1706](tel:202-353-1706)  
[202-616-8658](tel:202-616-8658) Fax

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**From:** Coleman, Billie (COPS)  
**Sent:** Wednesday, October 22, 2014 12:41 PM  
**To:** 'Hedieh Mirahmadi'  
**Cc:** Coleman, Billie (COPS) ([Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov))  
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Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355



**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Please Review: WORDE Cooperative Agreement  
**Date:** Wednesday, October 29, 2014 10:51:00 AM  
**Attachments:** Agency Portal Grants Management UserGuide.pdf  
gpruserguide.pdf

---

Hedieh,

Per our call today, attached is the user guide for the Agency Portal, which you will need to access your award documents and the user guide for the GPRS (payment system). To find out more about the GPRS system go to: <http://www.cops.usdoj.gov/Default.asp?Item=100>

You will need to register your organization under the COPS Agency Portal. To access the portal go to: <https://portal.cops.usdoj.gov/>

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Tuesday, October 28, 2014 4:39 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Please Review: WORDE Cooperative Agreement

Hi Billie,

It all looks good on our end I just sent it to Jessica to verify for PERF. I also had a couple of questions for you:

1. How does the money start coming? Is it paid against invoices we submit for work completed? There is the language: All costs claimed for reimbursement and payment, including the final payment, shall be submitted via the Grant Payment Request System. Is that what this means?
2. There is also audit language: 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.

Does this mean we will need an audit for FY 14 even if we don't have the \$300,000 per year threshold of OMB Circular A- 133? If the audit is mandatory no matter what, can we wait to receive funds in FY 15 so we don't have get audited for FY14? I only budgeted for 2 years of auditing not 3 because I assumed we wouldn't need it for FY 14.

Many thanks!!  
Hedieh

On Tue, Oct 28, 2014 at 2:12 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:  
Hi Hedieh,

Attached is a draft of the WORDE cooperative agreement. Please review the sections highlighted in yellow and provide any changes, etc. to me by COB Thursday, Oct 30. Give me a call if you have any

questions.

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
202-353-1706  
202-616-8658 Fax

---

**From:** Coleman, Billie (COPS)  
**Sent:** Wednesday, October 22, 2014 12:41 PM  
**To:** 'Hedieh Mirahmadi'  
**Cc:** Coleman, Billie (COPS) ([Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov))  
**Subject:** RE: update

Hi Hedieh,

Our office is currently finalizing the award document template. In the meantime I will draft the award tasks, timeline and deliverables for your review. I will send that to you by COB tomorrow. Once we both approve the tasks, timeline and deliverables, I will incorporate it into the award document template. At that point it will need to be processed by the COPS Office, sent to you for signatures and sent back to us for final approval. The final award document will not be available for another 2-3 weeks.

Billie

**From:** Hedieh Mirahmadi [[\(b\)\(6\)](mailto:(b)(6))]  
**Sent:** Tuesday, October 21, 2014 4:28 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** update

Hi Billie!

We are identifying a contract specialist to help with our subawards but everyone asks for a copy of our award. No surprise there;) Do you know when we may get that?

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

--

Best regards,

Hedieh Mirahmadi

President, WORDE

Founder, International Cultural Center

Co-Chair, Montgomery County Executive's Faith Community Working Group

Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Please Review: WORDE Coopeartive Agreement  
**Date:** Thursday, November 20, 2014 11:04:00 AM

---

Hi Hedieh,

I was sorry to miss the conference. I planned to attend but got swamped here at the office and prepping for a major meeting in Baltimore on Friday. I will check on the status of the awards and let you know when we should be able to release the number.

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, November 20, 2014 9:28 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Please Review: WORDE Coopeartive Agreement

I missed you at the conference these two days. Were you there?  
So I learned we can't set up gprs until we have the award number. Is that coming along soon?  
Our subaward are ready to go.  
Best regards  
Hedieh

On Nov 10, 2014 5:15 PM, "Hedieh Mirahmadi" (b) (6) > wrote:  
ok sure will talk with them.

On Mon, Nov 10, 2014 at 5:13 PM, Coleman, Billie (COPS) <Billie.Coleman@usdoj.gov> wrote:  
No worries, I am looking into it now. More than likely the best resource would be the COPS Response Center. They should be able to walk you through the process. You can reach the response center at 800-421-6770.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, November 10, 2014 5:09 PM

**To:** Coleman, Billie (COPS)  
**Subject:** Re: Please Review: WORDE Coopeartive Agreement

Billie  
Sorry to bug you but I keep getting error messages saying that page is no longer available when I try to create a new GPRS user. It says we should have received a pre-registration email with temp password. Will someone be sending that?

On Wed, Oct 29, 2014 at 10:51 AM, Coleman, Billie (COPS) <Billie.Coleman@usdoj.gov> wrote:  
Hedieh,

Per our call today, attached is the user guide for the Agency Portal, which you will need to access your award documents and the user guide for the GPRS (payment system). To find out more about the GPRS system go to: <http://www.cops.usdoj.gov/Default.asp?Item=100>

You will need to register your organization under the COPS Agency Portal. To access the portal go to: <https://portal.cops.usdoj.gov/>

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Tuesday, October 28, 2014 4:39 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Please Review: WORDE Cooperative Agreement

Hi Billie,

It all looks good on our end I just sent it to Jessica to verify for PERF. I also had a couple of questions for you:

1. How does the money start coming? Is it paid against invoices we submit for work completed? There is the language: All costs claimed for reimbursement and payment, including the final payment, shall be submitted via the Grant Payment Request System. Is that what this means?
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Does this mean we will need an audit for FY 14 even if we don't have the \$300,000 per year threshold of OMB Circular A- 133? If the audit is mandatory no matter what, can we wait to receive funds in FY 15 so we don't have get audited for FY14? I only budgeted for 2 years of auditing not 3 because I assumed we wouldn't need it for FY 14.

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Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
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Department of Justice

202-353-1706

202-616-8658 Fax

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Billie

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**From:** Hedieh Mirahmadi [[mailto:\[REDACTED\]](mailto:[REDACTED])] (6)  
**Sent:** Tuesday, October 21, 2014 4:28 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** update

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We are identifying a contract specialist to help with our subawards but everyone asks for a copy of our award. No surprise there;) Do you know when we may get that?

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Best regards,  
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Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Cc:** Coleman, Billie (COPS) (Billie.Coleman@usdoj.gov)  
**Subject:** RE: Ques  
**Date:** Monday, January 05, 2015 11:11:00 AM

---

Hi Hedieh,

The award amount error was fixed. Please go in and see if you can sign. Thanks! I am checking on your budget question.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, January 02, 2015 1:08 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Ques

Hi Billie,

Besides this question below, do you know if the award is ready for signature yet?

On Wed, Dec 31, 2014 at 12:31 PM, Hedieh Mirahmadi <(b) (6)> wrote:  
Billie,

we are working on our budget modification [funny considering we haven't had one budget yet] and we wanted to put a separate line item of personnel for the admin support though right now a senior fellow who is doing substantive work is also helping with the admin stuff. We are hoping to have that change and hire another admin person but until that time, is it ok that one person bills both under the senior fellow category AND the admin category?

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Best regards,  
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Best regards,  
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Tel: 1-202-595-1355



**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Ques  
**Date:** Monday, January 05, 2015 11:27:00 AM

---

Ok. let me know if you still are having issues after you speak with the help desk.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, January 05, 2015 11:26 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Ques

Award amount was fixed but still can't sign it. I have a call into the help desk. I need the ach form too so I will ask them for it.  
Thanks!

On Mon, Jan 5, 2015 at 11:11 AM, Coleman, Billie (COPS) <Billie.Coleman@usdoj.gov> wrote:  
Hi Hedieh,

The award amount error was fixed. Please go in and see if you can sign. Thanks! I am checking on your budget question.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, January 02, 2015 1:08 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Ques

Hi Billie,  
Besides this question below, do you know if the award is ready for signature yet?

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Billie,  
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**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Cc:** Coleman, Billie (COPS) (Billie.Coleman@usdoj.gov)  
**Subject:** RE: Questions regarding COPS grant budget  
**Date:** Wednesday, August 20, 2014 11:26:00 AM  
**Importance:** High

---

Hedieh,

After speaking with our budget analyst, it turns out there are a couple of issues with the budget.

First, given that WORDE is the lead grantee for the project, PERF cannot charge its indirect cost rate to the award. They can only charge their ICR if they are the lead grantee. In addition, PERF salaries, fringe benefits and the other costs listed under the "other category" will need to be included under a contract, and therefore listed under the budget as a contract. Whatever the amount is for the indirect rate would also need to be included under the PERF contract. Please give me a call to discuss this further.

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
202-353-1706  
202-616-8658 Fax

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 8:38 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Questions regarding COPS grant budget

Yup...

On Aug 18, 2014 5:37 PM, "Coleman, Billie (COPS)" <Billie.Coleman@usdoj.gov> wrote:  
MCPD wants to keep their budget the same? Correct?

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 07:39 PM  
**To:** Coleman, Billie (COPS)  
**Cc:** Jessica Toliver (b) (6)  
**Subject:** Re: Questions regarding COPS grant budget

Hi Billie and Jessica,  
Everything looks right to me. I took out the remove translator language [update attached] I will leave to Jessica to verify theirs as best they can. Also MCPD didn't wanted to leave their budget with the amounts requested.  
Many thanks!

Hedieh

On Mon, Aug 18, 2014 at 7:05 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:

Attached is the revised budget narrative. I pulled the salary and fringe benefits numbers from the system into the budget narrative. Please review and verify this is correct by noon tomorrow. Thank you!

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
[202-353-1706](tel:202-353-1706)  
[202-616-8658](tel:202-616-8658) Fax

---

**From:** Jessica Toliver [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 3:33 PM

**To:** Coleman, Billie (COPS); Lindsay Miller  
**Cc:** Hedieh Mirahmadi  
**Subject:** RE: Questions regarding COPS grant budget

Thanks, Billie. That is very helpful and much appreciated. I just spoke with Hedieh and she is on vacation in L.A. and does not have her login information with her so we cannot access the information on our end. Are there other areas (narrative) that we can assist with in order to facilitate completion? Please advise.

Thank you,  
Jessica

---

**From:** Coleman, Billie (COPS) [mailto:[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)]  
**Sent:** Monday, August 18, 2014 2:54 PM  
**To:** Jessica Toliver; Lindsay Miller  
**Cc:** Hedieh Mirahmadi  
**Subject:** RE: Questions regarding COPS grant budget

I will go into the system and pull the numbers.

---

**From:** Jessica Toliver [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 2:47 PM  
**To:** Coleman, Billie (COPS); Lindsay Miller  
**Cc:** Hedieh Mirahmadi  
**Subject:** RE: Questions regarding COPS grant budget  
**Importance:** High

Hi Billie,

Without access to the grants portal we'll not be able to calculate all of those numbers. Hedieh has access to the original numbers that she submitted and were auto-calculated. We could absolutely go in and tweak those so everything adds up correctly, but without access to the online portal it will take us hours to start from scratch and calculate all these numbers so last minute. I do not believe we could do that by the 4:00 p.m. deadline today unless we have access to the actual proposal Hedieh submitted. I have left her a voicemail message and sent her an email as well so hopefully we can work this out ASAP!

Thanks,  
Jessica

---

**From:** Coleman, Billie (COPS) [<mailto:Billie.Coleman@usdoj.gov>]  
**Sent:** Monday, August 18, 2014 2:14 PM  
**To:** Lindsay Miller  
**Cc:** Jessica Toliver; Hedieh Mirahmadi; Coleman, Billie (COPS)  
**Subject:** RE: Questions regarding COPS grant budget  
**Importance:** High

Hi Lindsay,

Attached is the revised budget narrative, which includes the template to break down the salaries and fringe benefits. I highlighted the PERF sections in yellow (disregard the numbers in the cells. I pulled the table from another budget narrative). Please complete this and get it back to me by 4pm today. Thank you!

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
[202-353-1706](tel:202-353-1706)  
[202-616-8658](tel:202-616-8658) Fax

---

**From:** Jessica Toliver [[\(b\) \(6\)](mailto:(b) (6))]  
**Sent:** Monday, August 18, 2014 10:35 AM  
**To:** Coleman, Billie (COPS); Hedieh Mirahmadi  
**Subject:** RE: Questions regarding COPS grant budget

Thanks, Billie! Just let me know what you need. We're ready if you need us at PERF ☺

---

**From:** Coleman, Billie (COPS) [<mailto:Billie.Coleman@usdoj.gov>]  
**Sent:** Monday, August 18, 2014 10:34 AM  
**To:** Hedieh Mirahmadi; Jessica Toliver  
**Subject:** RE: Questions regarding COPS grant budget

Hedieh and Jessica,

Hold off, I may be able to fix the narrative. I will send to you both shortly. Hedieh- do you know if

MCPD overtime rate must include the fringe benefits costs or can overtime just cover salary?

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, August 15, 2014 5:07 PM  
**To:** Coleman, Billie (COPS); Jessica Toliver  
**Subject:** Re: Questions regarding COPS grant budget

Great to meet you in person Billie! Thank you for a very enlightening and thought provoking couple of days:)

For the budget questions, I am looking over these numbers and I think the discrepancy is because in the narrative we TOTALED the fringe costs [written at the end of the employee section as \$29,791.47 instead of breaking it up by employee]. That's the way it was in the first draft before we saw that the COPS online portal would divide it by employee and then when we submitted it, we forgot to update the narrative to break it down by employee as it is in the COPS online system.

Unfortunately, when I printed the online version it only printed the page for Jessica Toliver so I can't go back and break it down by employee, Jessica and her staff will have to do that for us.

I have cc'd Jessica on this email and hope she is not out of town! Jessica: The budget narrative is attached. If you just could break it down for Billie per employee the numbers should add up:)

As for the MCPD, that rate does include their fringe.

For us, can we make any staffing changes at this point or does it have to stay as is?

Thank you again and best regards,  
Hedieh

On Fri, Aug 15, 2014 at 3:30 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:  
Hi Hedieh,

It was so great meeting you at the summit! I have some questions regarding your budget. Specifically:

- The salaries listed in your budget narrative do not match up with the salaries listed in our grants system – specifically for the PERF employees. In your budget narrative you do not break out the salaries to include the rates from the different fringe benefit categories (as it is done in the grant system). When I add up the PERF salaries and fringe benefits listed in your budget narrative, it totals 84,980.68 (\$55,189.21 for salaries and \$29,791.47 for fringe benefits). When I add up the salaries and fringe benefits listed in our grant system for the PERF employees it totals \$94,980.68. There is a \$10,000 difference.

- o Jessica Toliver - 28,985.02 in the budget narrative/42,100.04 in the grants system
- o Elizabeth Miller -17,204.25 in the budget narrative/25,066.60 in the grants system
- o Christopher Coghill - 7,490.0.70 in the budget narrative/10,913.96 in the grants system
- o Craig Fischer - 11,599.24 in the budget narrative/16,900.08 in the grants system

What would really help is a revised budget narrative that includes the salaries with a breakdown of the fringe benefits categories.

- You listed \$65,000 for overtime costs for the MCPD. Does the hourly wage of \$54.16 include fringe benefits or is this just the salary rate for the officer?
- A minor issue – I moved the cost of the PERF laptop under supplies section. Only equipment over 5,000 can be listed under equipment..

I will need to reconcile these budget issues by COB Monday, August 18 to get the budget processed. Could you give me a call on Monday at 202-353-1706? Thanks

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
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**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** Re: Questions regarding COPS grant budget  
**Date:** Saturday, August 16, 2014 2:07:33 PM

---

Sure call me at noon EST and i will send you the budget from the system before our call.

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Saturday, August 16, 2014 01:15 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Questions regarding COPS grant budget

Billie,

I have so many different versions of this budget and since I don't have what ultimately went up online I am using the budget narrative as my guiding document. Can we rely on that for your purposes as well? I have included our suggested edits for the WORDE budget attached [didn't change our total of \$170,000] and we are waiting for PERF to break down their \$29791,47 total fringe by employee.

I am still in PST so how about I call you at 12pm EST to discuss?

On Fri, Aug 15, 2014 at 8:44 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:

If Jessica cant get to the narrative we can work together to tweak it- no worries. I just want to make sure you were good with salaries for PERF since it was such a large difference in salaries. I dont believe it should be a problem making any changes to your staff, as long as we stay within the original budget. Lets talk on monday

Billie

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, August 15, 2014 05:07 PM  
**To:** Coleman, Billie (COPS); Jessica Toliver <(b) (6)>  
**Subject:** Re: Questions regarding COPS grant budget

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Billie Yrlas Coleman

Policy Analyst

Partnerships and Technical Assistance Division

Community Policing Advancement Directorate

Office of Community Oriented Policing Services

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President, WORDE

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Visiting Fellow, The Washington Institute  
Tel: 1-202-595-1355

---

**From:** Coleman, Billie (COPS)  
**To:** (b) (6) Jessica Toliver (b) (6)  
**Subject:** RE: Questions regarding COPS grant budget  
**Date:** Tuesday, August 19, 2014 8:16:00 AM

---

Ok. Great. I will just wait to hear back from PERF and if all is well we are good to go!

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 8:38 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Questions regarding COPS grant budget

Yup...

On Aug 18, 2014 5:37 PM, "Coleman, Billie (COPS)" <Billie.Coleman@usdoj.gov> wrote:  
MCPD wants to keep their budget the same? Correct?

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 07:39 PM  
**To:** Coleman, Billie (COPS)  
**Cc:** Jessica Toliver <(b) (6)>  
**Subject:** Re: Questions regarding COPS grant budget

Hi Billie and Jessica,  
Everything looks right to me. I took out the remove translator language [update attached] I will leave to Jessica to verify theirs as best they can. Also MCPD didn't wanted to leave their budget with the amounts requested.  
Many thanks!  
Hedieh

On Mon, Aug 18, 2014 at 7:05 PM, Coleman, Billie (COPS) <Billie.Coleman@usdoj.gov> wrote:  
Attached is the revised budget narrative. I pulled the salary and fringe benefits numbers from the system into the budget narrative. Please review and verify this is correct by noon tomorrow. Thank you!

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
202-353-1706  
202-616-8658 Fax

---

**From:** Jessica Toliver [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 3:33 PM

**To:** Coleman, Billie (COPS); Lindsay Miller  
**Cc:** Hedieh Mirahmadi  
**Subject:** RE: Questions regarding COPS grant budget

Thanks, Billie. That is very helpful and much appreciated. I just spoke with Hedieh and she is on vacation in L.A. and does not have her login information with her so we cannot access the information on our end. Are there other areas (narrative) that we can assist with in order to facilitate completion? Please advise.

Thank you,  
Jessica

---

**From:** Coleman, Billie (COPS) [mailto:Billie.Coleman@usdoj.gov]  
**Sent:** Monday, August 18, 2014 2:54 PM  
**To:** Jessica Toliver; Lindsay Miller  
**Cc:** Hedieh Mirahmadi  
**Subject:** RE: Questions regarding COPS grant budget

I will go into the system and pull the numbers.

---

**From:** Jessica Toliver [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 2:47 PM  
**To:** Coleman, Billie (COPS); Lindsay Miller  
**Cc:** Hedieh Mirahmadi  
**Subject:** RE: Questions regarding COPS grant budget  
**Importance:** High

Hi Billie,

Without access to the grants portal we'll not be able to calculate all of those numbers. Hedieh has access to the original numbers that she submitted and were auto-calculated. We could absolutely go in and tweak those so everything adds up correctly, but without access to the online portal it will take us hours to start from scratch and calculate all these numbers so last minute. I do not believe we could do that by the 4:00 p.m. deadline today unless we have access to the actual proposal Hedieh submitted. I have left her a voicemail message and sent her an email as well so hopefully we can work this out ASAP!

Thanks,  
Jessica

---

**From:** Coleman, Billie (COPS) [mailto:Billie.Coleman@usdoj.gov]  
**Sent:** Monday, August 18, 2014 2:14 PM  
**To:** Lindsay Miller  
**Cc:** Jessica Toliver; Hedieh Mirahmadi; Coleman, Billie (COPS)  
**Subject:** RE: Questions regarding COPS grant budget  
**Importance:** High

Hi Lindsay,

Attached is the revised budget narrative, which includes the template to break down the salaries and fringe benefits. I highlighted the PERF sections in yellow (disregard the numbers in the cells. I pulled the table from another budget narrative). Please complete this and get it back to me by 4pm today.

Thank you!

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
202-353-1706  
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**From:** Jessica Toliver [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 10:35 AM  
**To:** Coleman, Billie (COPS); Hedieh Mirahmadi  
**Subject:** RE: Questions regarding COPS grant budget

Thanks, Billie! Just let me know what you need. We're ready if you need us at PERF ☺

---

**From:** Coleman, Billie (COPS) [mailto:Billie.Coleman@usdoj.gov]  
**Sent:** Monday, August 18, 2014 10:34 AM  
**To:** Hedieh Mirahmadi; Jessica Toliver  
**Subject:** RE: Questions regarding COPS grant budget

Hedieh and Jessica,

Hold off, I may be able to fix the narrative. I will send to you both shortly. Hedieh- do you know if MCPD overtime rate must include the fringe benefits costs or can overtime just cover salary?

Billie

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, August 15, 2014 5:07 PM  
**To:** Coleman, Billie (COPS); Jessica Toliver  
**Subject:** Re: Questions regarding COPS grant budget

Great to meet you in person Billie! Thank you for a very enlightening and thought provoking couple of days:)

For the budget questions, I am looking over these numbers and I think the discrepancy is because in the narrative we TOTALED the fringe costs [written at the end of the employee section as \$29,791.47 instead of breaking it up by employee]. That's the way it was in the first draft before we saw that the COPS online portal would divide it by employee and then when we submitted it, we forgot to update the narrative to break it down by employee as it is in the COPS online system.

Unfortunately, when I printed the online version it only printed the page for Jessica Toliver so I can't go back and break it down by employee, Jessica and her staff will have to do that for us.

I have cc'd Jessica on this email and hope she is not out of town! Jessica: The budget narrative is attached. If you just could break it down for Billie per employee the numbers should add up:)

As for the MCPD, that rate does include their fringe.

For us, can we make any staffing changes at this point or does it have to stay as is?

Thank you again and best regards,  
Hedieh

On Fri, Aug 15, 2014 at 3:30 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:

Hi Hedieh,

It was so great meeting you at the summit! I have some questions regarding your budget. Specifically:

- The salaries listed in your budget narrative do not match up with the salaries listed in our grants system – specifically for the PERF employees. In your budget narrative you do not break out the salaries to include the rates from the different fringe benefit categories (as it is done in the grant system). When I add up the PERF salaries and fringe benefits listed in your budget narrative, it totals 84,980.68 (\$55,189.21 for salaries and \$29,791.47 for fringe benefits). When I add up the salaries and fringe benefits listed in our grant system for the PERF employees it totals \$94,980.68. There is a \$10,000 difference.

- Jessica Toliver - 28,985.02 in the budget narrative/42,100.04 in the grants system
- Elizabeth Miller -17,204.25 in the budget narrative/25,066.60 in the grants system
- Christopher Coghill - 7,490.0.70 in the budget narrative/10,913.96 in the grants system
- Craig Fischer - 11,599.24 in the budget narrative/16,900.08 in the grants system

What would really help is a revised budget narrative that includes the salaries with a breakdown of the fringe benefits categories.

- You listed \$65,000 for overtime costs for the MCPD. Does the hourly wage of \$54.16 include fringe benefits or is this just the salary rate for the officer?
- A minor issue – I moved the cost of the PERF laptop under supplies section. Only equipment over 5,000 can be listed under equipment..



I will need to reconcile these budget issues by COB Monday, August 18 to get the budget processed.  
Could you give me a call on Monday at 202-353-1706? Thanks

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Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
202-353-1706  
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Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Visiting Fellow, The Washington Institute  
Tel: 1-202-595-1355

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Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Visiting Fellow, The Washington Institute  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Cc:** Coleman, Billie (COPS) (Billie.Coleman@usdoj.gov)  
**Subject:** RE: Questions regarding COPS grant budget  
**Date:** Monday, August 18, 2014 7:05:00 PM  
**Attachments:** WORDE COPS Budget Narrative Updated 081814.docx  
**Importance:** High

---

Attached is the revised budget narrative. I pulled the salary and fringe benefits numbers from the system into the budget narrative. Please review and verify this is correct by noon tomorrow. Thank you!

Billie Yrlas Coleman  
Policy Analyst  
Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
Office of Community Oriented Policing Services  
Department of Justice  
202-353-1706  
202-616-8658 Fax

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**From:** Jessica Toliver [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 3:33 PM  
**To:** Coleman, Billie (COPS); Lindsay Miller  
**Cc:** Hedieh Mirahmadi  
**Subject:** RE: Questions regarding COPS grant budget

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Thank you,  
Jessica

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**From:** Coleman, Billie (COPS) [mailto:Billie.Coleman@usdoj.gov]  
**Sent:** Monday, August 18, 2014 2:54 PM  
**To:** Jessica Toliver; Lindsay Miller  
**Cc:** Hedieh Mirahmadi  
**Subject:** RE: Questions regarding COPS grant budget

I will go into the system and pull the numbers.

---

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**Sent:** Monday, August 18, 2014 2:47 PM  
**To:** Coleman, Billie (COPS); Lindsay Miller  
**Cc:** Hedieh Mirahmadi  
**Subject:** RE: Questions regarding COPS grant budget  
**Importance:** High

Hi Billie,

Without access to the grants portal we'll not be able to calculate all of those numbers. Hedieh has access to the original numbers that she submitted and were auto-calculated. We could absolutely go in and tweak those so everything adds up correctly, but without access to the online portal it will take us hours to start from scratch and calculate all these numbers so last minute. I do not believe we could do that by the 4:00 p.m. deadline today unless we have access to the actual proposal Hedieh submitted. I have left her a voicemail message and sent her an email as well so hopefully we can work this out ASAP!

Thanks,

Jessica

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**From:** Coleman, Billie (COPS) [<mailto:Billie.Coleman@usdoj.gov>]

**Sent:** Monday, August 18, 2014 2:14 PM

**To:** Lindsay Miller

**Cc:** Jessica Toliver; Hedieh Mirahmadi; Coleman, Billie (COPS)

**Subject:** RE: Questions regarding COPS grant budget

**Importance:** High

Hi Lindsay,

Attached is the revised budget narrative, which includes the template to break down the salaries and fringe benefits. I highlighted the PERF sections in yellow (disregard the numbers in the cells. I pulled the table from another budget narrative). Please complete this and get it back to me by 4pm today. Thank you!

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Policy Analyst

Partnerships and Technical Assistance Division

Community Policing Advancement Directorate

Office of Community Oriented Policing Services

Department of Justice

202-353-1706

202-616-8658 Fax

---

**From:** Jessica Toliver [[\(b\) \(6\)](mailto:(b) (6))]

**Sent:** Monday, August 18, 2014 10:35 AM

**To:** Coleman, Billie (COPS); Hedieh Mirahmadi

**Subject:** RE: Questions regarding COPS grant budget

Thanks, Billie! Just let me know what you need. We're ready if you need us at PERF ☺

---

**From:** Coleman, Billie (COPS) [<mailto:Billie.Coleman@usdoj.gov>]

**Sent:** Monday, August 18, 2014 10:34 AM

**To:** Hedieh Mirahmadi; Jessica Toliver

**Subject:** RE: Questions regarding COPS grant budget

Hedieh and Jessica,

Hold off, I may be able to fix the narrative. I will send to you both shortly. Hedieh- do you know if MCPD overtime rate must include the fringe benefits costs or can overtime just cover salary?

Billie

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Friday, August 15, 2014 5:07 PM  
**To:** Coleman, Billie (COPS); Jessica Toliver  
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I have cc'd Jessica on this email and hope she is not out of town! Jessica: The budget narrative is attached. If you just could break it down for Billie per employee the numbers should add up:)

As for the MCPD, that rate does include their fringe.  
For us, can we make any staffing changes at this point or does it have to stay as is?

Thank you again and best regards,  
Hedieh

On Fri, Aug 15, 2014 at 3:30 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:  
Hi Hedieh,

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Partnerships and Technical Assistance Division  
Community Policing Advancement Directorate  
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Department of Justice  
202-353-1706  
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--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Visiting Fellow, The Washington Institute  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: RE: COPS GRANT-URGENT BY COB Today  
**Date:** Monday, August 18, 2014 3:24:00 PM

---

Sure, but if we can't get his answer by COB today, we will just have to do a budget modification later to reflect any changes.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 3:20 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** RE: RE: COPS GRANT-URGENT BY COB Today

The actual officer responsible Scott Davis needs to give the answer so can we hold on for a bit we are trying to get the answer if he needs that many hours.

On Aug 18, 2014 12:03 PM, "Hedieh Mirahmadi" (b) (6) wrote:

Actually let me call them one sec.

On Aug 18, 2014 12:02 PM, "Hedieh Mirahmadi" (b) (6) wrote:

No let's leave it bcs they didn't sound like they wanted to change it

On Aug 18, 2014 11:58 AM, "Coleman, Billie (COPS)" <Billie.Coleman@usdoj.gov> wrote:  
It looks like we will need to keep it as is unless you reduce the number of hours. That is totally up to you.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 2:56 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Fwd: RE: COPS GRANT-URGENT BY COB Today

What do you think?

----- Forwarded message -----

**From:** "Orsini, Sally" (b) (6)  
**Date:** Aug 18, 2014 11:28 AM  
**Subject:** RE: COPS GRANT-URGENT BY COB Today  
**To:** "Hedieh Mirahmadi" (b) (6)  
**Cc:** "Lee, Chong" (b) (6); "Mcswain, Darryl" (b) (6); "MCPDChief" (b) (6); "Reynolds, Luther" (b) (6); "Davis, Scott A." (b) (6); "Shorb, Neil" (b) (6); "Ross, Patricia C." (b) (6); "Orsini, Sally" (b) (6)

Good afternoon Hedieh,

Indeed, this is great news!

I have incorporated responses to budget questions in email chain below.

1. For the overtime hours at \$54.16 for 1200 hrs totaling \$65,000 over two years. Does that include fringe? \$54.16 was the MCPD FY14 average overtime cost which included fringe.
2. Does your overtime cost have to include fringe? The Departments actual overtime expenses do include fringe of 7.65 % (FICA). The actual overtime salary and fringe can be broken out separately. Does the COPS office not want to reimburse for FICA expenses?
3. The FY Can this overall cost be reduced [either the rate per hour or number of hours] and if so by how much? Officer overtime salaries are based on negotiated union agreements. For FY15, the average overtime salary for Police Officers is (\$51.78 salary) and (\$3.96 Fringe) for an average total of, \$55.74.

The applications budget submitted used FY14 figures. Due to officer salary increases in FY15, with a budget of \$65,000, there will be approximately 1,166 of billable overtime hours.  $\$65,000 / \$55.74 = 1,166$  otp (Including FICA)

If our police overtime budget request is reduced, the number of billable overtime hours would be reduced.

4. [FYI.. the other line item you had was to attach the social worker at 115,000 for two years to the CIT unit].

They asked for clarification and said that if that cost is not flexible, they will need a letter stating that to be the case. The actual cost for social worker will be determined by the actual budget awarded for these services.

Please call me with any additional questions.

Best,

Sally Orsini  
Montgomery County Department of Police  
Division of Management & Budget

100 Edison Park Drive, 3 floor  
Gaithersburg, MD 20878  
240-773-5208

(b) (6)

The Montgomery County Police Department is currently hiring for police officers. *ARE YOU READY?*

For more information please visit: <http://www.joinmcp.com>

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 12:41 PM  
**To:** Mcswain, Darryl; Orsini, Sally; MCPDChief; Reynolds, Luther; Davis, Scott A.  
**Subject:** COPS GRANT-URGENT BY COB Today

Good Afternoon,

I have very good news that we are the top finalist for the COPS grant! There is some approvals to go through but it looks like we will get it. However, they have asked to clarify some aspects of the MCPD budget. Can you please let me know the following:

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They asked for clarification and said that if that cost is not flexible, they will need a letter stating that to be the case.

I am not quite sure who would be the person to help with this so I have cc'd all potential persons [smile].

Many thanks for your help and partnership and congratulations!

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Visiting Fellow, The Washington Institute  
Tel: [1-202-595-1355](tel:1-202-595-1355)



**From:** Coleman, Billie (COPS)  
**To:** "(b) (6)"  
**Subject:** RE: RE: COPS GRANT-URGENT BY COB Today  
**Date:** Monday, August 18, 2014 2:57:00 PM

---

It looks like we will need to keep it as is unless you reduce the number of hours. That is totally up to you.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, August 18, 2014 2:56 PM  
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Sally Orsini  
Montgomery County Department of Police  
Division of Management & Budget  
100 Edison Park Drive, 3 floor  
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(b) (6)

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**For more information please visit: <http://www.joinmcp.com>**

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Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Visiting Fellow, The Washington Institute  
Tel: 1-202-595-1355

**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Registering Sub-Awards  
**Date:** Thursday, February 12, 2015 12:11:00 PM

---

Ok. I will work with them to add it into the system and will email you when it is done.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, February 12, 2015 10:59 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Registering Sub-Awards

Just talked to the help desk and they said you need to enter it into the FAADS+ system for me to access and register the subawards.

On Wed, Feb 11, 2015 at 5:22 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:

Sorry Hedieh. Let me check on this for you.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Wednesday, February 11, 2015 5:16 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Registering Sub-Awards

Hi Billie,  
Sorry to bug you but any word on this?

On Fri, Feb 6, 2015 at 8:55 PM, Hedieh Mirahmadi (b) (6) wrote:  
Hi Billie,

Sorry to report yet another complication...

I tried to register our subawards based on the requirement:

Reporting of first-tier subawards.

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

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to [www.fsr.gov](http://www.fsr.gov).

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2012, the obligation must be reported by no later than December 31, 2012.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at [www.fsr.gov](http://www.fsr.gov) specify.

BUT...

This is the error message that came up:

Note: If you are unable to find or report against a prime award that should be available through FSRs, please take the following action:

- Prime Contract Awardees -- Contact your cognizant contracting officer or official for help. In order for you to file a FFATA subaward report against your contract, your government contracting authority will have to report your record to Federal Procurement Data System -Next Generation (FPDS-NG). FPDS-NG is the authoritative source of the basic contractual information used to pre-populate many of the FSRs fields when entering your Contract Number. For more information on FPDS-NG please visit <https://www.fpds.gov>. OR
- Prime Grant Awardees -- Contact your grant making official for help. In order for you to file a FFATA subaward report against your grant, your Federal grant making official must report your prime grant award information through their FAADS+ file submission to USAspending. The Agency's FAADS+ submission is the authoritative source for the basic grant award information used to pre-populate many of the prime award details in your FFATA report. For more information on the FAADS+ format, please read [OMB M-09-19](#).

I presume that's something on your end that needs to get registered first. Please let me know because its late...Thank you!

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: [1-202-595-1355](tel:1-202-595-1355)

--

Best regards,  
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**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: Two Budget Questions  
**Date:** Wednesday, March 11, 2015 2:13:00 PM

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Checking on these questions now.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, March 09, 2015 11:36 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: Two Budget Questions

I realized I sent this late on Friday so just in case it was buried...

On Fri, Mar 6, 2015 at 12:35 PM, Hedieh Mirahmadi <(b) (6)> wrote:  
Hi Billie

So here are my two budget questions:

1. Budget modification: When I get a budget modification approved say in March that allows for fringe costs to be included, can I apply that for all my billing costs of employees from Jan 2015 [forget 2014 bcs I already submitted the SF425]? I have not done a drawdown of funds for 2015.
2. We are hiring an accounting firm to generate invoices and manage the subawards, which is separate from our bookkeeper and our auditor. [So many finance people!]. That money will go to a company not an individual. Does that go under Contracts-consultants? And can I list a total like the auditor since the hourly rates will fluctuate based on each month's needs [CFO vs CPA etc...]

Once we figure this out, I will submit the budget mod. How long will take to approve?

Thanks again!

--  
Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
Co-Chair, Montgomery County Executive's Faith Community Working Group  
Tel: 1-202-595-1355

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Best regards,  
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**From:** Coleman, Billie (COPS)  
**To:** (b) (6)  
**Subject:** RE: update  
**Date:** Thursday, January 15, 2015 2:23:00 PM

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So apparently there is some holdup we are trying to fix. I will let you know when it is available to sign.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Thursday, January 15, 2015 2:09 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: update

It's still not up...

On Thu, Jan 15, 2015 at 8:53 AM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:

Goodness!! This is getting really ridiculous. I know the new CA was uploaded. It is probably being held up with our IT staff. Let me do some investigating!

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Wednesday, January 14, 2015 9:24 PM

**To:** Coleman, Billie (COPS)  
**Subject:** Re: update

Still not there...

On Tue, Jan 13, 2015 at 9:24 AM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:

The new CA will be uploaded today.

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, January 12, 2015 6:31 PM  
**To:** Coleman, Billie (COPS)  
**Subject:** Re: update

just checked its not there...sigh...

On Mon, Jan 12, 2015 at 2:48 PM, Coleman, Billie (COPS) <[Billie.Coleman@usdoj.gov](mailto:Billie.Coleman@usdoj.gov)> wrote:

Hedieh i am out of the office today. Will check first thing tomorrow

---

**From:** Hedieh Mirahmadi [mailto:(b) (6)]  
**Sent:** Monday, January 12, 2015 11:40 AM  
**To:** Coleman, Billie (COPS)  
**Subject:** update

hi Billie,  
Where are we with the contract? Has it been updated?

--

Best regards,  
Hedieh Mirahmadi  
President, WORDE  
Founder, International Cultural Center  
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Tel: 1-202-595-1355

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