



THE WORLD ORGANIZATION FOR
RESOURCE DEVELOPMENT & EDUCATION

TEL (202) 595-1355 | FAX (202) 318-2582 | EMAIL staff@worde.org | WEB www.worde.org

Subaward Agreement ("Agreement")

Project Title: Countering Domestic Violent Extremism

WORDE ("Prime Recipient" or "WORDE")
Prime Award No.: 2014CKWXK043
Awarding Agency ("Prime Grantor"):
U.S. Department of Justice

Montgomery County Maryland ("Subrecipient")
Agreement No.: 2014-WORDE-2
Estimated Total: \$179,992.00

Agreement Period of Performance – Budget Period:
From: September 1, 2014
To: August 31, 2016

Project Period:
From: September 1, 2014
To: August 31, 2016

Reporting requirements are found in Attachment 4

Terms & Conditions

- 1) Prime Recipient hereby awards a cost-reimbursement contract that shall not exceed \$179,992.00 to Subrecipient. The statement of work and budget for this Agreement are shown in Attachment 5. In its performance of the subaward work Subrecipient shall be an independent entity and not an employee or agent of the Prime Recipient.
- 2) Prime Recipient shall reimburse Subrecipient each month for allowable costs and within 30 days of payment to Prime Recipient by the Prime Grantor. All invoices shall be submitted within 7 days of the beginning of each month, using Prime Recipient's standard invoice or Subrecipient's Invoice provided that it is approved as to content in advance by Prime Recipient. An accurate proper Invoice from the Subcontractor shall include supporting documentation that includes verifiable costs in accordance with the Subcontractor's books and records as submitted to and accepted by WORDE. At a minimum, any invoice submitted by Subrecipient shall include current and cumulative costs (including cost sharing), Agreement number, and certification as to truth and accuracy of invoice. *Invoices that do not reference Prime Recipient's Agreement Number shall be returned to Subrecipient.* Invoices and questions concerning invoice receipt or payments must be directed to the appropriate party's Contact as shown in Attachment 3.
- 3) A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to Prime Recipient's Contact, as shown in Attachment 3, NOT LATER THAN sixty (60) days after Agreement end date. The final statement of costs shall constitute Subrecipient's final financial report.
- 4) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient.
- 5) Matters concerning the technical performance of this Agreement must be directed to the appropriate party's Principal Investigator, as shown in Attachments 3. Technical reports are required as shown above, "Reporting Requirements".
- 6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subaward agreement, and any changes requiring prior approval, must be directed to the appropriate party's Contact, as shown in Attachment 3. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official as shown in Attachment 3.
- 7) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.



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8) Prime Recipient may terminate this Agreement with thirty (30) days written notice to Subrecipient's Contact as shown in Attachment 3. Prime Recipient shall pay Subrecipient for termination costs as allowable under OMB Circular A-21 or A-122 or 45 CFR Part 74 as applicable.

9) No-cost extensions require the approval of the Prime Recipient. Requests for a no-cost extension must be addressed to and received by the Contact, as shown in Attachment 3, not less than thirty (30) days prior to the effective date of the requested change.

10) This Agreement represents the full agreement between Prime Recipient and Subrecipient, and all attachments [1-5] are specifically incorporated by reference into the terms of this agreement. No terms hereof may be waived or modified except by written amendment. The Agreement is further subject to the terms and conditions of the Prime Award; certifications and assurances; and other terms and conditions including, but not limited to, those identified in Attachments 1 and 2.

11) By signing below Subrecipient makes the certifications and assurances shown in Attachments 1 and 2 and accepts the terms in Attachments 4 and 5 delineating reporting requirements and the Statement of Work respectively.

Hedieh Mirahmadi

Print Name of Authorized Official of WORDE

Hedieh Mirahmadi

Signature by an Authorized Official of WORDE

Date: 3/4/15

Printed Name of Authorized Official of MCM

[Handwritten Signature]

Signature by an Authorized Official of MCM

Date: 2/28/15

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Attachment 1: Certifications and Assurances

By signing the Subaward Agreement, the authorized official of Subrecipient certifies, to the best of his/her knowledge and belief that:

Certification Regarding Lobbying

No Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", to the Prime Recipient.

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Counter-Terrorism Checks

WORDE has an obligation to ensure that its funds are not used by implementing partners to fund or otherwise support, directly or indirectly, groups or individuals who are perceived to be linked to terrorism, even if implementing partners themselves do not appear on the proscribed lists. The Subrecipient must submit to WORDE the names of the groups and individuals who will receive funds from the Partner as part of this project for checking against the relevant proscribed lists. The Subrecipient must inform WORDE immediately if, during the course of this Agreement, it becomes aware of any link whatsoever between the Partner and any organization or individual who may be perceived to be linked to terrorism or appears on the proscribed lists.

Equality

Both parties shall take all reasonable steps to secure that its employees, subrecipients and subcontractors are committed to ensuring policies, strategies and processes that promote equality. This includes the following:

1. Ensuring a comfortable and safe working environment, where employees respect each other, conduct themselves in an acceptable manner, and where sexual harassment is not tolerated;
2. Establishing a gender and inclusion friendly organizational process and culture;
3. Undertaking to support extremely poor women and excluded groups.

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The parties to the agreement shall recognize, respect, value and harness difference for the benefit of the organization and the individual. The Partner or any of its personnel shall not discriminate for any reason on grounds including sex, age, race, ethnicity, culture; color; sexual orientation, physical ability, mental capacity, religion and belief, education, socio-economic status, marital status, caring responsibilities, political beliefs, personality, communication style and approaches to work.

Debarment, Suspension, and Other Responsibility Matters

Subrecipient certifies by signing this Subaward Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

OMB Circular A-133 Assurance

Subrecipient assures Prime Recipient that it complies with A-133 and that it will notify Prime Recipient of completion of required audits and of any adverse findings that impact this Agreement.

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Attachment 2: Other Terms and Conditions

General Terms and Conditions:

1. Except to the extent necessary to implement the provisions of the Statement of Work in Attachment 5, Subrecipient is not authorized to establish communication with Prime Grantor or Prime Grantor's client, if any, on matters relating to this Agreement without the express written authorization from the Prime Recipient.
2. Purchase of equipment costing more than \$1,000 requires prior approval of WORDE. Title to equipment costing \$1,000 or more that is purchased or fabricated with research funds or Subrecipient cost sharing funds, as direct costs of the project or program, shall unconditionally vest in the Subrecipient upon acquisition without further obligation.
3. If any part of the funded project contains research or statistical activities which involve human subjects that are not covered by an exemption set forth in 28 C.F.R. § 46.101(b)(1-6), Subrecipient must meet the provisions of the U.S. Department of Justice's common rule regarding the Protection of Human Subjects, 28 C.F.R. Part 46, prior to the expenditure of federal funds to perform such activity(ies). Subrecipient also agrees to comply with 28 C.F.R. Part 22 regarding the safeguarding of individually identifiable information collected from research participants.
4. Subrecipient is subject to the audit requirements specified in 45 CFR 74.26(d). Subrecipient agrees that the Comptroller General of the United States, or a duly authorized representative, or WORDE, shall, until the expiration of three (3) years after final payment under this Agreement, have access to and right to examine any directly pertinent books, documents, papers and records of the Subrecipient involving transactions related to this Agreement. It is understood that, unless agreed to in writing by Subrecipient, such examination shall be made during Subrecipient's regularly established business hours.
5. Fiscal Considerations: In addition to requirements per Terms and Conditions paragraph 2, costs must be expressed in U.S. dollars using an exchange rate applicable at the time the invoice is submitted.
6. Customs and Import Duties are unallowable. This includes consular fees, customs surtax, value-added taxes, and other related charges.
7. Travel Regulations. Travel costs are limited to those allowed by formal organizational policy and, in the case of air travel, the lowest reasonable commercial airfares must be used.
8. Subrecipient is subject to the terms and conditions of Prime Recipient's agreement with the Prime Grantor, as appropriate. These include, but are not limited to:
 - a. Assurances and Certifications contained in Attachment 1, herein
 - b. COPS Office Community Policing Development Program Award Owner's Manual
 - c. COPS Office statute (42 U.S.C. 3796dd et seq.)
 - d. 28 C.F.R. Part 66 or 28 C.F.R. Part 70 as applicable (governing administrative requirements for grants and cooperative agreements)
 - e. 2 C.F.R. Part 225 (OMB Circular A-87), 2 C.F.R. Part 220 (OMB Circular A-21), 2 C.F.R. Part 230 (OMB Circular A-122) and 48 C.F.R. Part 31.000 et seq. (FAR 31.2) as applicable (governing cost principles)
 - f. OMB Circular A-133 (governing audits)
 - g. COPS Office Grant Monitoring Standards and Guidelines
 - h. COPS Office Editorial and Graphics Style Manual
 - i. All other applicable program requirements, laws, orders, regulations, or circulars

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Special Terms and Conditions:

1. Copyrighted Material. Subject to its legal ability to do so, Subrecipient shall grant to WORDE an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, publish, and perform any copyrights or copyrighted material (including any computer software and its documentation and/or databases) developed under this Subaward Agreement for the purpose of education and research or to the extent required to meet WORDE's obligations under its Prime Award.
2. Data Rights. Subject to its legal ability to do so, Subrecipient shall grant to WORDE the right to use data created in the performance of this Subaward Agreement for the purpose of education and research or to the extent required to meet WORDE's obligations under its Prime Award.
3. Disputes. Resolution of disputes of a technical nature shall be resolved through good faith negotiations. Any dispute arising under or related to this Agreement shall be resolved to the maximum possible extent through negotiations and settlement. Failing settlement, despite good faith efforts by both parties, any such unresolved issues shall be arbitrated in accordance with the International Arbitration Rules of the American Arbitration Association. The terms of this agreement shall be construed under the laws of the State of Maryland.
4. Expenditure Responsibility. Subrecipient warrants that it will exert all reasonable efforts and establishes adequate procedures: 1) to ensure that grant money is spent only for the purpose for which it is made; 2) to obtain full and complete reports from any grantee organizations on how the funds are spent; and 3) to make full and detailed reports on the expenditures to the IRS.
5. Confidential Information. WORDE and Subrecipient may receive confidential information of the other party in connection with the performance of this Agreement. Neither party shall disclose confidential information of the other party to any person or make use of such confidential information for its own purposes at any time without the owner's prior written consent; provided, however, that a party may disclose confidential information of the other party to its employees, agents and consultants on a need-to-know basis provided that such employees, agents and consultants are themselves subject to an obligation to keep such information confidential. Confidential information means any information (written, oral or observed) relating to: (a) donors and potential donors; (b) personal information about beneficiaries; (c) personal information about employees; (d) business and strategic plans; (e) financial information; or (f) information concerning a party's relationship with any governmental entity. Confidential information also includes information specifically designated in writing as confidential by the owner or information that the other party knows or reasonably should know is not generally known to the public. Notwithstanding the foregoing, confidential information does not include information that is generally known to the public or readily ascertainable from publicly available sources. Each party shall take steps necessary to enforce these obligations with respect to its employees.
6. Waiver and Amendment. Any changes, additions, or deletions to the terms and conditions of this Agreement shall be effective only when made in writing signed by the parties hereto; provided, however, that WORDE may unilaterally modify this Agreement by written notice to Subrecipient to reflect changes in any applicable Federal statute, regulation, Executive Order, or any unilateral modification of the Prime Award by the Prime Grantor.
7. Assignment. Neither WORDE nor Subrecipient shall transfer or assign its interest in this Agreement in whole or in part without the written consent of the other party. All terms and conditions of this Agreement shall be binding upon the respective parties hereto, their personal representatives, successors and assigns.
8. Governing Law. This Agreement shall be interpreted under the laws of the State of Maryland.

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9. Entire Agreement. This Agreement contains the entire agreement of the parties related to the subject matter hereof, and no representation, inducements, promises or agreements, oral or otherwise, between the parties not included herein shall be of any force or effect. This Agreement may be supplemented, amended or modified pursuant to Paragraph 6 of this section. If any one or more provisions of this Agreement shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions shall not be in any way affected or impaired thereby. Each of the Attachments hereto is a part of this Agreement.
10. Relationship of the Parties. WORDE and Subrecipient are independent contractors with respect to each other, and: (a) neither WORDE nor Subrecipient is an agent of the other and the parties have no right or authority to enter into any contract or undertaking in the name of, or for the account of, the other party, or to create or assume any obligation of any kind, express or implied, on behalf of the other, except as specifically set forth herein; and (b) nothing in this Agreement shall be construed to create between the parties, or between a party and any employee of the other party, a relationship of employer-employee, joint venturers, partners, joint employers, or principal-agent.
11. Assumption of Liability; Indemnification. The Subrecipient (Montgomery County, Maryland) agrees to indemnify and hold harmless WORDE from and against any and all claims of liability, actions, damages and expenses arising out of or related to the Subrecipient's breach of this Agreement, occasioned wholly or in part by any act or omission of the County, its contractors or employees, except such claims arising solely from the negligent acts or omissions of WORDE, the WORDE's employees, and sub-contractors. Any indemnification given by the Subrecipient is given only to the extent permitted by applicable law, contingent upon the appropriation and encumbrance of funding, and subject to the notice requirements and damages limitations stated in the Local Government Tort Claims Act, Md. Code Ann., Cts. & Jud. Proc. § 5-301, et seq. (2013 Repl. Vol.) (the "LGTC"); and Md. Code Ann. Cts. & Jud. Proc. * § 5-5A-02 (2013 Repl. Vol.), (together the "County Indemnification Statutes"), all as amended from time to time.
- WORDE and Subrecipient may receive confidential information of the other party in connection with the performance of this Agreement; this information in NO way should preclude the Subrecipient from initiating or pursuing a criminal investigation if information is learned as part of this relationship."
12. No Liability for Third Party Claims. Neither WORDE nor the Prime Grantor assumes liability for any third party claims for damages arising out of this Agreement. WORDE recommends that Subrecipient consider purchasing insurance as appropriate.

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Attachment 3: List of Contacts

Agreement No.: 2014-WORDE-2	
WORDE	Subrecipient
<p>Administrative Contact: Mona Haggag Address: 19650 Club House Road, Suite 204 City, State Zip: Montgomery Village MD 20886 Telephone: (202) 595-1355 Email: hedieh@worde.org</p>	<p>Administrative Contact: Sally Orsini Address: Montgomery County Department of Police Division of Management and Budget 100 Edison Park Drive, Third Floor City, State Zip: Gaithersburg, MD 20878 Telephone: 240-773-5208 Email: sally.orsini@montgomerycountymd.gov</p>
<p>Project Director: Dr. Hedieh Mirahmadi, President Address: 19650 Club House Road, Suite 204 City, State Zip: Montgomery Village MD 20886 Telephone: (202) 595-1355 Email: hedieh@worde.org</p>	<p>Project Director: Officer Scott Davis and Lieutenant Mark Sheelor Address: NA City, State Zip: NA Telephone: 240-773-5057 (Davis) and 240-773-5043 (Sheeler) Email: Mark.Sheelor@montgomerycountymd.gov Scott.Davis2@montgomerycountymd.gov</p>
<p>Financial Contact: NA Address: City, State Zip: Telephone: Email:</p>	<p>Financial Contact: Sally Orsini Address: Montgomery County Department of Police Division of Management and Budget 100 Edison Park Drive, Third Floor City, State Zip: Gaithersburg, MD 20878 Telephone: 240-773-5208 Email: sally.orsini@montgomerycountymd.gov</p>
<p>Authorized Official: Dr. Hedieh Mirahmadi, President Address: 1875 Eye Street, NW, Suite 500 City, State Zip: Washington, DC 20006 Telephone: (202) 595-1355 Email: hedieh@worde.org</p>	<p>Authorized Official: Bonnie Kirkland, Assistant Chief Administrative Officer Address: 101 Monroe Street, 2nd Floor City, State Zip: Rockville, MD 20850 Telephone: 240 777 2593 Email: bonnie.kirkland@montgomerycountymd.gov</p>

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Attachment 4: Reporting Requirements

These reporting requirements are in addition to the monthly invoice requirements listed in the Terms & Conditions Item 2)

Reporting on Program Activities

Monthly Reports. Together with the monthly invoice for payment, Subrecipient shall submit to Prime Recipient monthly progress reports for social worker and overtime hours. Such monthly progress reports shall demonstrate FCWG/CVE relevance including number of VE clients served by the social worker and outreach/engagement activities done in furtherance of the program.

Quarterly Reports. Subrecipient shall submit quarterly project activity reports to Prime Recipient within 15 days of the end of each quarter (January 1-March 31; April 1-June 30; July 1-September 30; and October 1-December 31). A final report shall be submitted to Prime Recipient no later than 30 days after the end of the grant period. Each report shall include, at a minimum, the following components:

1. A description of the activities completed during the reporting period;
2. A statement of accomplishments made as a result of undertaking the above-referenced activities;
3. A statement of any problems encountered or challenges faced in implementing the above-referenced activities; and
4. A description of the next project steps to be undertaken.

Final Report. Subrecipient shall submit a final report within 30 days of the project end date. The final report shall contain information on achieved results measured against the expected results, lessons learned, project successes and failures, and recommended areas of intervention for future possible activities in preventing violent extremism.

Reporting on Finances

Subrecipient shall provide monthly reports of project expenditures in the form of an invoice, which include corresponding evidence of payments including but not limited to timesheets of employee(s) receiving overtime hours, payroll records, or any other requested documentation.

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Attachment 5: Statement of Work and Budget

Background

Domestic violent extremism remains one of America's largest national security threats. Since the terrorist attacks of September 11, 2001, hundreds of individuals have been implicated in more than 50 homegrown plots or attacks.¹ Recent attacks, such as the Boston Marathon bombings, underscore the urgency of developing a preventative "countering violent extremism" (CVE) approach at the state and local levels.

To help counter the rise of violent extremism, in August 2011 President Obama signed the National Strategy for Empowering Local Partners to Prevent Violent Extremism in the US, which recognizes the threat of violent extremism as the "preeminent security threat to our country," and acknowledges that "our best defenses against these threats are well informed and equipped families, local communities, and institutions." This strategy focuses on developing community-based initiatives to identify, prevent, and neutralize threats of violent extremism. Local law enforcement agencies play a critical role in this effort, as "community-based problem solving, local partnerships, and community-oriented policing provides a basis for addressing violent extremism as part of a broader mandate of community safety."

However, preventing acts of domestic violent extremism - regardless of their source - can present a significant challenge for law enforcement. Compared to transnational terrorism, which usually requires some level of organizational support, significant funding, and means of circumventing immigration controls and border security, domestic incidents can be planned and executed without the perpetrator leaving a large footprint. Individuals who move through the radicalization process in isolation often have little or no connection to established terrorist organizations, gain information and inspiration via the Internet, and leave few clues about their violent intentions. Additionally, many local law enforcement agencies have not received proper training when it comes to CVE outreach strategies. According to CVE experts at a June 2014 conference in Washington DC sponsored by the National Institute of Justice (NIJ):

- 62% of law enforcement agency officials said they had NO training on how to engage communities
- 80% had NOT provided their communities with training on identifying at-risk individuals/behaviors etc.

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

In response to the President's call for local initiatives, WORDE (the World Organization for Resource Development and Education) in partnership with the Montgomery County Police Department (MCPD) and the Montgomery County Executive's Office of Community Partnerships¹ has developed the country's first community-led CVE program. This public-private partnership, widely known as the "Montgomery County Model" (MCM), facilitates effective community policing by fostering social cohesion amongst diverse county residents and creating bottom-up strategies to promote public safety and reduce violence.

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

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The primary objective of the proposed initiative is to use the lessons learned from the MCM to develop standards, best practices, and training programs for other communities seeking to implement a robust CVE program.

Scope of Work

Subrecipient will support WORDE to accomplish the following objectives:

1. Assist in the assessment of the MCM to identify process gaps and weaknesses and to provide recommendations to address these issues, identify the interactions and satisfaction of both police department personnel and the community members to determine if changes must be implemented within the MCM before replication at a national level.
2. Assist in the development of a practitioner's guide of promising practices, lessons learned, and recommendations for how to improve policies, procedures and resources for instituting community policing practices to counter violent extremism.
3. Assist in the development of a training module with associated instructional guidebook and training materials, to provide agencies nationwide with the ability to replicate the MCM. The training module will be developed in a hardcopy and electronic webinar format.

In supporting the above-referenced objectives, Subrecipient shall:

1. Be responsible for acquiring the rights to copyrighted material for inclusion in U.S. Department of Justice publications or other products or deliverables that are developed under this cooperative agreement, including the payment of required fees. All licensing, publishing or similar agreements with a copyright holder, publisher or other relevant party shall include provisions giving the Federal Government a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted material for Federal Government purposes.
2. Provide further detail on project plans as requested by Prime Recipient.
3. Adhere to the requirements or tasks specified in this cooperative agreement and not deviate from them unless requested adjustments are first presented to and approved by Prime Recipient.
4. Ensure that all proposed deliverables and publications follow and are in accordance with the COPS Office Editorial and Graphics Style Manual.
5. Submit one copy of all reports and proposed products and deliverables (written, visual, or sound; curricula, reports, or websites) or computer programs resulting from this cooperative agreement to the Prime Recipient ninety (90) days prior to public release.
6. All products and deliverables (written, visual, or sound; curricula, reports, or websites) or computer programs developed under this cooperative agreement shall contain the following statement:

This project was supported by cooperative agreement number 2014CKWXK043 awarded by the Office of Community Oriented Policing Services, U.S. Department of Justice. The opinions contained herein are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific agencies, companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues. The internet references cited in this publication were valid as of the date of this publication. Given that URLs and websites are in constant flux, neither the author(s) nor the COPS Office can vouch for their current validity.

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

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

8. Ensure that all electronic and information technology deliverables (web sites and web-based information, video and multimedia products, compact disks, software applications and operating systems, and telecommunication products) are developed and produced in a format that is accessible according to Section 508 accessibility requirements. Specifically, video should contain closed-captioning and audio description options. Electronic publications should be created in HTML, PDF fully tagged, or accessible text file format and all web sites must be fully compliant with 508 accessibility standards. For more information on Section 508 accessibility requirements, consult <http://www.section508.gov/>.
9. Ensure that web-based courses developed through this cooperative agreement are compatible with the current framework used in the COPS Office Learning Portal. Prior to the development of the web-based course, Subrecipient must contact the COPS Office to receive guidance to ensure this compatibility. At the request of the COPS Office, submit web-based courses that are developed through this cooperative agreement to the COPS Office.
10. At the request of the COPS Office, submit all website(s) and web-based information that are developed through this cooperative agreement to the COPS Office. The information will be submitted in a format that will enable the COPS Office to reproduce the website(s) and web-based information on an alternative web based platforms.
11. If required, submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget (OMB) for clearance under the Paperwork Reduction Act (PWRA) of 1995.
12. Agree to cooperate with the monitor or evaluator if monitoring or an evaluation of this project is to be undertaken by the COPS Office or a third party and, in consultation with the COPS Office, agree to make reasonable adjustments to programs and activities in recognition of significant points of evaluation or feedback and to remedy any violations of the terms and conditions of this award.
13. Work to develop a marketing plan to increase the visibility of the project and any accompanying outcomes/deliverables at the request of the COPS Office. The Subrecipient will coordinate any marketing activities with the COPS Office.
14. Work closely with the COPS Office and Prime Recipient to respond to peer reviewer, program manager, and other COPS Office staff comments prior to the cooperative agreement expiration date.
15. Obtain written approval from Prime Recipient prior to entering into any contract, agreement or other obligation for costs related to any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award. For more information on allowable costs, please follow this link: www.ojp.gov/funding/confcost.htm.
16. Follow the COPS Office Curriculum Standards, Review and Approval Guide and COPS Office Instructor Quality Assurance Guide, if developing training curriculum or delivering training under this cooperative agreement. A copy of these guides will be supplied to Subrecipient by Prime Recipient.
17. Notify and consult with the COPS Office prior to partnering with any non-federal entity, including soliciting and accepting free goods or services, on activities under this cooperative agreement.

The specific tasks and timelines of Subrecipient to accomplish the objectives listed above are:

1. An MCPD licensed social worker will devote 500 days to this project to assist the MCPD'S Crisis Intervention Team-CIT. This person will address the mental health component to determine if mental health is a factor, and if needed,

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make the necessary referrals to the appropriate resource such as crisis center, private providers, Crossroads, or faith based services.

2. The CIT officer and the caseworker will be co-dispatched to conduct a joint interview. Depending on the nature of the interview, the team will make a collective decision in which direction to go with the case either within the criminal-intelligence system or utilizing the public and private social services resources available. The social worker shall coordinate with Crossroads staff to ensure CVE cases are routed for proper care.
3. MCPD requests overtime hours for MCPD Personnel to devote resources to CVE. MCPD will coordinate referrals and interventions specifically to combat violent extremism-CVE. The Crisis Intervention Team (CIT) Unit will be responsible for coordinating the multi-agency response to CVE cases reported by the public or any other county agency. Referrals could come from schools, religious organizations/activities or other government agencies. Once information is received by the police, the CIT will begin the investigation using all available resources.

The following budget has been approved for this subaward. Any deviation must be approved in writing by the Prime Recipient and Prime Grantor through a formal budget modification process as outlined by the COPS office.

1. Social Worker	500 days @ \$230 per day	\$115,000
2. MCPD overtime	1200 hours @ \$54.16 per hour	\$64,992
TOTAL AWARD		\$179,992

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