



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



Agency Portal Grants Management User Manual

CONTENTS

1.0 INTRODUCTION	1
1.1 Setting Up a New User	1
1.2 Setting Up an E-Signature	1
1.3 Requesting Grant Modifications	2
1.4 Requesting Grant Extensions	2
1.5 Requesting Grant Withdrawals	2
2.0 SYSTEM FUNCTIONS	3
2.1 Accepting Awards	3
2.1.1 <i>New User Set Up</i>	3
2.1.2 <i>E-Signature Set Up</i>	8
2.2 Accessing Individual Grants	10
2.2.1 <i>Grant Modification Process</i>	13
2.2.2 <i>Grant Withdrawal Process</i>	29
2.2.3 <i>Grant Extension Process</i>	31
3.0 ABOUT THE COPS OFFICE	35

1.0 INTRODUCTION

The Office of Community Oriented Policing Services (COPS Office) has developed a new web-based system to streamline grant management functions. The new system will allow for more easily monitored processes and better electronic records keeping. This manual contains step-by-step guidelines for the following:

- New user set up (see page 3)
- E-signature set up (see page 8)
- Grant modifications (see page 13)
- Grant withdrawals (see page 29)
- Grant extensions (see page 31)

1.1 Setting Up a New User

This option enables the user to establish accounts for the Law Enforcement Executive (LE) and Government Executive (GE), or the Program Official (PO) and Financial Official (FO) for Community Policing Development (CPD) awards, whichever is applicable, and assign new users a number of grant management tasks associated with the various system applications (e.g., progress reports, SF-425, and COPS Application Program).

Note: At this time, the system displays only LE- and GE-type fields. Therefore, for CPD awards, the LE is the PO, and the GE is the FO.

1.2 Setting Up an E-Signature

The LE/PO or GE/FO will need to establish an electronic signature, which is critical for enabling an agency to sign important documents in the grant management process.

The process for setting up the e-signature should be performed only by the LE/PO or GE/FO. All signature fields within the Agency Portal will be validated against the signature provided on the Account Information page (see Figure 6).

1.3 Requesting Grant Modifications

A grant award modification is when the user submits a request to make changes to the approved COPS award.

The grant modification request workflow in the COPS Agency Portal consists of the following steps:

- Generates a series of modification forms for the user based on the current contents of the award
- Allows the user to fill out the modification forms
- Accepts the completed forms from the user and stores the modification data in the database
- Submits modification details to the COPS Office for internal processing
- Receives an approval or denial notification from the COPS Office
- Receives an modified award document from the COPS Office, if applicable, reflecting the modifications
- Receives a modified Financial Clearance Memo from the COPS Office

1.4 Requesting Grant Extensions

A grant extension is when the user submits a request to extend the date of the grant award period.

The grant extension request workflow in the COPS Agency Portal consists of the following steps:

- Generates an extension form for the user based on the current period of performance of the award
- Allows the user to fill out the extension form
- Accepts the completed form from the user and stores the extension data in the database
- Submits extension details to the COPS Office for internal processing
- Receives an approval or denial notification from the COPS Office

1.5 Requesting Grant Withdrawals

A grant withdrawal is when the user submits a request to terminate the award.

The grant withdrawal request workflow in the COPS Agency Portal consists of the following steps:

- Generates a withdrawal form for the user
- Allows the user to complete the withdrawal form
- Accepts the completed form from the user and stores the withdrawal data in the database
- Submits withdrawal details to the COPS Office for internal processing
- Notifies the user of the completion of the withdrawal process

2.0 SYSTEM FUNCTIONS

2.1 Accepting Awards

2.1.1 New User Set Up

Step 1. After the user visits the **Agency Portal Login** page (Figure 1), the user enters his or her e-mail address and password into the associated fields and selects **Login**.

Figure 1. Agency Portal Login

ABOUT NEWS & EVENTS GRANTS & FUNDING RESOURCES TRAINING CAREERS ACCOUNT ACCESS

COPS ACCOUNT ACCESS

AGENCY PORTAL LOGIN

COPS Management System
NEXGEN

Email Address:

Password:

[Reset Password?](#)

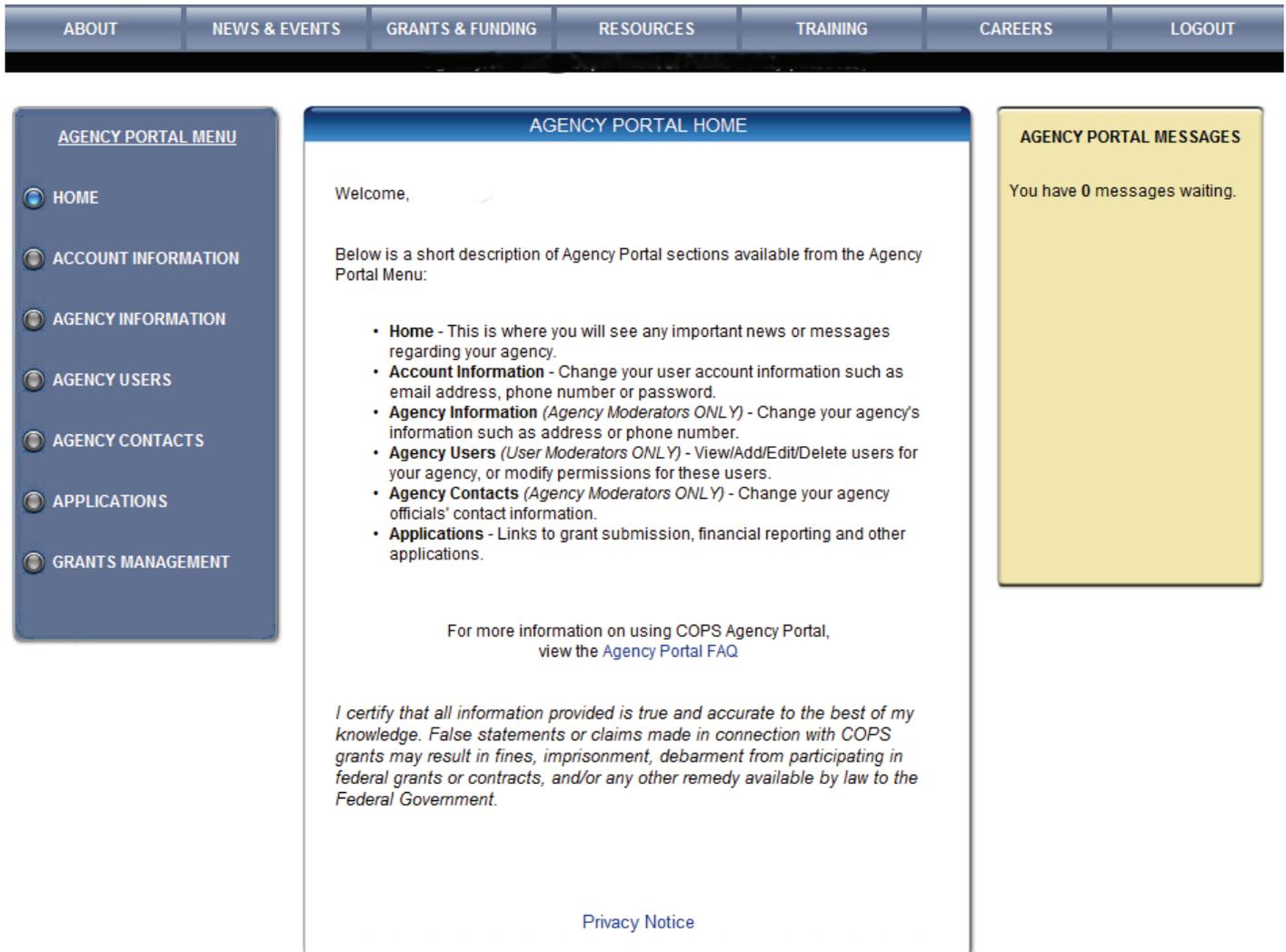
Login

** If your agency has not registered with COPS and you are the administrative contact for your agency, click here to register your agency with COPS.*

Step 2. After the user logs into the Agency Portal (Figure 1), the system will display the **Agency Portal Home** page (Figure 2). From the **Agency Portal Menu** on the left, the user selects **Agency Users**.

Note: Users cannot edit their own role(s).

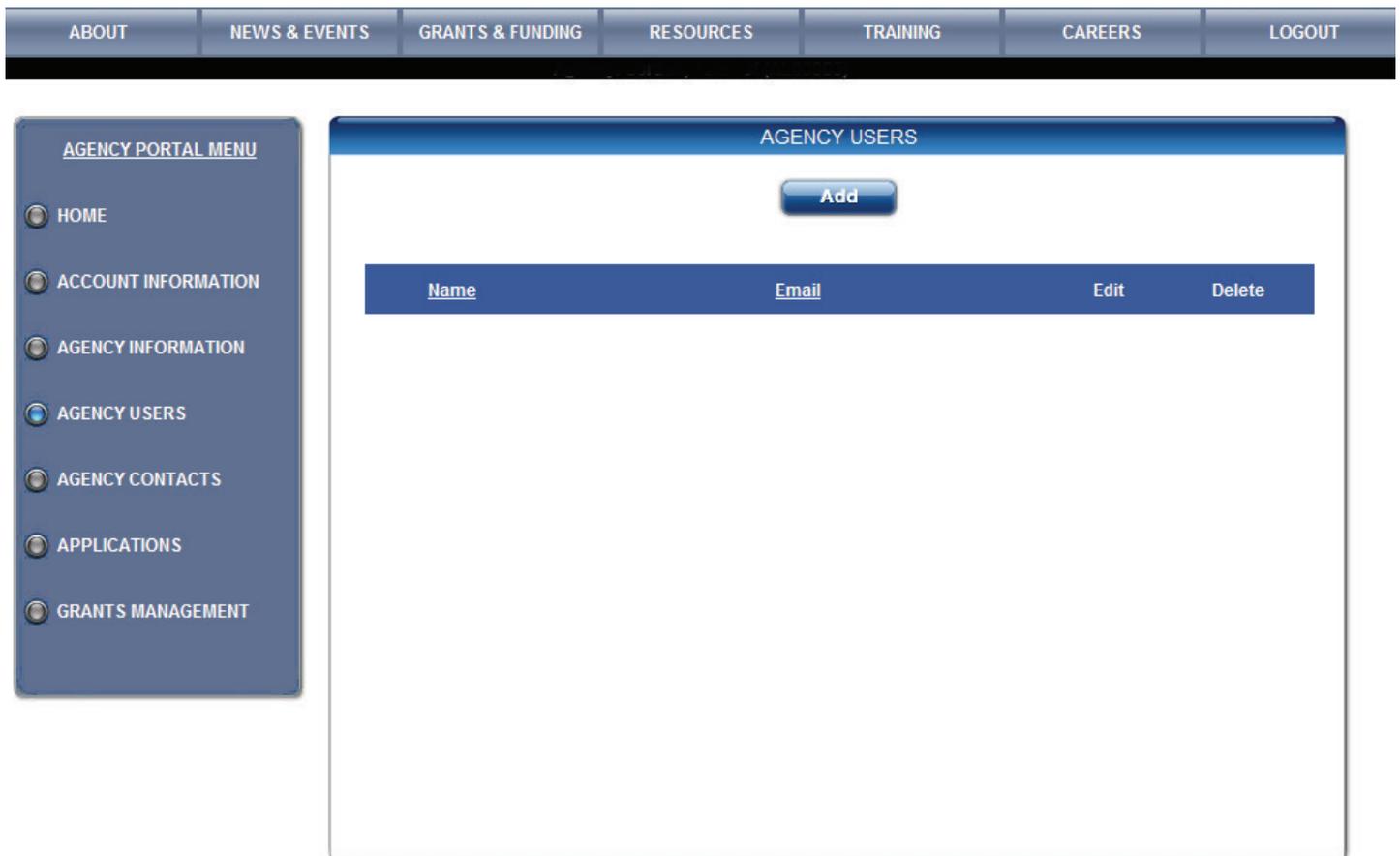
Figure 2. Agency Portal Home



Step 3. To add a new user, the user selects the **Add** button (see Figure 3). If the user is not the Law Enforcement Executive (LE) or Government Executive (GE), then the user must first establish the LE/GE's account, roles, and permissions.

Note: At this time, the system displays only LE- and GE-type fields. Therefore, for Community Policing Development (CPD) awards, the LE is the Program Official (PO), and the GE is the Financial Official (FO).

Figure 3. Agency Users



Step 4. Once the user selects the **Add** button, the system will display the **Add/Edit User** page (Figure 4).

Figure 4. Add/Edit User

AGENCY PORTAL MENU

- HOME
- ACCOUNT INFORMATION
- AGENCY INFORMATION
- AGENCY USERS
- AGENCY CONTACTS
- APPLICATIONS
- GRANTS MANAGEMENT

ADD/EDIT USER

ABOUT | NEWS & EVENTS | GRANTS & FUNDING | RESOURCES | TRAINING | CAREERS | LOGOUT

Email:
Title:
First Name:
Last Name:
Phone:
Extension:

Agency Portal

Roles:

- Agency Moderator
- User Moderator
- Law Enforcement Executive LE
- Government Executive GE

Note:

Agency Moderators are allowed to modify information in the Agency Information and Agency Contacts sections.

User Moderators are allowed to modify information in the Agency Users section.

 Hiring Roles: <input type="checkbox"/> User	 Non-Hiring Roles: <input type="checkbox"/> User
 CHRP Roles: <input type="checkbox"/> User	 SF-425 Roles: <input type="checkbox"/> GranteeOnly
 Progress Report Roles: <input type="checkbox"/> User	 COPS Application Program Roles: <input type="checkbox"/> User
 CHRP Survey Roles:	 Non-Hiring Archive Roles:

First, the user will complete the required information in the top section (i.e., the new user's e-mail, title, name, etc.).

Second, under the **Agency Portal** section, the system will also require the user to assign the new user (i.e., assignee) the appropriate role(s) by checking the desired box:

- **Agency Moderator** – This role allows the assignee to create, edit, and/or manage the agency information, such as LE/GE information, agency address, and phone and fax number.
- **User Moderator** – If the LE/GE assigns this role to another user, that user can manage agency user information, such as adding or deleting users and changing user permissions and contact information. However, the assigned User Moderator cannot edit his or her own information; thus, he or she will need to ask the LE/GE to do so.
- **Law Enforcement Executive (LE)** – This role should be reserved for the LE/PO as this role provides signature access for grant documentation.

NOTE: The e-signature must be that of the LE/PO because this name will be used for all official award and grant management documents, which only the LE/PO must sign; thus, the signatures must match exactly.

- **Government Executive (GE)** – This role should be reserved for the GE/FO as this role provides signature access for grant documentation.

NOTE: The e-signature must be that of the GE/FO because this name will be used for all official award and grant management documents, which only the GE/FO must sign; thus, the signatures must match exactly.

Only one user should be assigned the LE role, and only one user should be assigned the GE role.

Third, beneath the **Agency Portal** section, the user must check the permissions boxes associated with the various system applications (e.g., progress reports, SF-425, and COPS Application Program) to which the assignee should have access.

Last, once the user has established the roles and permissions for each new assignee, the user selects the **Update** button.

Step 5. After the user informs the assignee that his or her account has been created, the assignee must then visit the **Agency Portal Login** page (Figure 1), click the **Reset Password** link, and follow that page's instructions.

2.1.2 E-Signature Set Up

Note: The process for setting up the e-signature must only be performed by the Law Enforcement Executive (LE) or the Government Executive (GE). The system will validate all signature fields within the Agency Portal against the signature provided on the Account Information page (see Figure 6).

Note: At this time, the system displays only LE- and GE-type fields. Therefore, for Community Policing Development (CPD) awards, the LE is the Program Official (PO), and the GE is the Financial Official (FO).

Step 1. After the LE/GE logs into the Agency Portal (see Figure 1), the system displays the **Agency Portal Home** page (Figure 5). From the **Agency Portal Menu** on the left, the LE/GE selects **Account Information**.

Figure 5. Agency Portal Home

ABOUT NEWS & EVENTS GRANTS & FUNDING RESOURCES TRAINING CAREERS LOGOUT

AGENCY PORTAL MENU

- HOME
- ACCOUNT INFORMATION
- AGENCY INFORMATION
- AGENCY USERS
- AGENCY CONTACTS
- APPLICATIONS
- GRANTS MANAGEMENT

AGENCY PORTAL HOME

Welcome,

Below is a short description of Agency Portal sections available from the Agency Portal Menu:

- **Home** - This is where you will see any important news or messages regarding your agency.
- **Account Information** - Change your user account information such as email address, phone number or password.
- **Agency Information (Agency Moderators ONLY)** - Change your agency's information such as address or phone number.
- **Agency Users (User Moderators ONLY)** - View/Add/Edit/Delete users for your agency, or modify permissions for these users.
- **Agency Contacts (Agency Moderators ONLY)** - Change your agency officials' contact information.
- **Applications** - Links to grant submission, financial reporting and other applications.

For more information on using COPS Agency Portal, view the [Agency Portal FAQ](#).

I certify that all information provided is true and accurate to the best of my knowledge. False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law to the Federal Government.

[Privacy Notice](#)

AGENCY PORTAL MESSAGES

You have 0 messages waiting.

Step 2. On the **Account Information** page (Figure 6), the LE/GE should verify the account information and enter his or her e-signature to the signature field. All signature fields within Agency Portal will be validated against the signature provided on this page.

Note: The e-signature must be that of the LE/GE because this name will be used for all official award and grant management documents, which only the LE/GE must sign; thus, the signatures must match exactly.

Once the user completes the required fields, the user selects the **Update** button.

Figure 6. Account Information

ABOUT NEWS & EVENTS GRANTS & FUNDING RESOURCES TRAINING CAREERS LOGOUT

AGENCY PORTAL MENU

- HOME
- ACCOUNT INFORMATION**
- AGENCY INFORMATION
- AGENCY USERS
- AGENCY CONTACTS
- APPLICATIONS
- GRANTS MANAGEMENT

ACCOUNT INFORMATION

Email:

Title:

First Name:

Last Name:

Phone:

Extension:

Please provide your electronic signature below. This signature will be used to authenticate your electronic signature across the various COPS IT systems that require an electronic signature (ex. Award Documents, Withdrawal Requests, etc...).

Signature:

Update

2.2 Accessing Individual Grants

Step 1. After logging into the Agency Portal and, if applicable, selecting the agency's ORI, the user selects the **Grants Management** option from the **Agency Portal Menu**, and the system displays a list of all grants associated with that agency (Figure 7).

Figure 7. Grants Management list

ABOUT
NEWS & EVENTS
GRANTS & FUNDING
RESOURCES
TRAINING
CAREERS
ACCOUNT ACCESS

Agency: XXXXXXXXXX

AGENCY PORTAL MENU

- HOME
- ACCOUNT INFORMATION
- AGENCY INFORMATION
- AGENCY USERS
- AGENCY CONTACTS
- APPLICATIONS
- GRANTS MANAGEMENT

GRANT MANAGEMENT

ACTION REQUIRED

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
XXXXXXXXXX	CSPP	7/8/2012	1/25/2013	7/8/2013	

UNFINISHED MODIFICATION

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
XXXXXXXXXX	CSPP	7/8/2012	7/8/2012	7/8/2013	

PROCESSING BY COPS

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
XXXXXXXXXX	CHP	7/8/2012	7/8/2012	7/8/2013	

NO ACTION REQUIRED

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
XXXXXXXXXX	CHP	7/8/2012	7/8/2012	7/8/2013	
XXXXXXXXXX	SOS	7/8/2012	1/23/2013	7/8/2013	

The grants can be separated into four possible categories with designated status icons: **No Action Required**, **Processing by COPS**, **Unfinished Modification**, and **Action Required** (see Table 2).

The green “No Action Required” icon indicates that the user can initiate a modification, extension, or withdrawal for that grant. The user cannot initiate these actions when any other icon is displayed.

The blue “Processing by COPS” icon indicates that the COPS Office is processing the grant, and therefore all options within the grant are disabled until processing is completed.

The yellow “Unfinished Modification” icon indicates that the user has begun modifying a grant but the modification is incomplete. When the user returns to this grant, the user has the option of cancelling or continuing the modification.

The red “Action Required” icon indicates that the COPS Office has approved the modification, and the modified grant requires signatures (see Step 14).

Table 2. Status Icons

No Action Required	
Processing by COPS	
Unfinished Modification	
Action Required	

Step 2. The user opens a grant by clicking on the **Grant Number**, and the system displays the **Grant Details and Budget Summary** page (Figure 8).

Figure 8. Detailed view of selected grant

GRANT MANAGEMENT

DETAILS

Modification complete, documents available

User Guide

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[Redacted]	CSPP	7/8/2012	1/23/2013	7/8/2013	

GRANT DETAILS

Award Amount: \$5,200,000.00

Remaining Balance: \$330,000.00

As Of Date: 12/31/2012

Officers awarded: 7

Category: (New Hire/Re-Hire/Layoff)

New Hire 3 Re-Hire 2 Layoff 2

Active Problem Type: [Dropdown]

BUDGET SUMMARY

Budget Category	Category Total
A. Sworn Officer Positions:	\$338,520.70
Sworn Officer Fringe Benefits:	\$378,579.25
B. Civilian/Non-Sworn Officer Positions:	\$91,080.30
Civilian/Non-Sworn Officer Fringe Benefits:	\$158,129.49
C. Equipment/Technology:	\$10.00
D. Supplies:	\$66.00
E. Travel Training:	\$500.00
F. Contracts Consultants:	\$266.00
G. Other Costs:	\$88.00
H. Indirect Costs:	\$100.00
Total Project Amount:	\$967,073.75
Total Federal Share Amount: <small>(Total Projected Amount X Federal Share Percentage Allowance)</small>	\$725,305.31
Total Local Share Amount: <small>(Total Projected Amount - Federal Share Amount)</small>	\$241,768.44

ACTION

Modify

Extend

Withdraw

Continue Mod

Cancel Mod

Sign Award

Extend Signature

Documents

The **Grant Details** box to the left displays the current number of officers awarded, the groups into which the officers have been allocated, the award amount, and the remaining balance (if applicable).

The **Budget Summary** box to the right displays all **Budget Category** line items and associated amounts, including Total Project, Federal Share, and Local Share Amounts.

The **Action** menu at the bottom of the page facilitates the grants management process. Buttons within the Action menu are enabled or disabled depending on the user's workflow.

The user can initiate a modification, extension, or withdrawal request from the **Action** menu.

2.2.1 Grant Modification Process

Step 1. To initiate a modification, the user selects the **Modify** option located within the **Action** menu (Figure 8), taking users to the **Modification Details** page (Figure 9).

Figure 9. Modification Details page for reallocating officers awarded

The screenshot displays the 'GRANT MANAGEMENT > GRANT DETAILS > MODIFICATION DETAILS' page. At the top right, there is a 'User Guide' icon. Below the breadcrumb is a 'DETAILS' section containing a table with the following data:

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CHP	7/11/2012	7/11/2012	5/31/2015	

Below the table are two panels:

- GRANT DETAILS:** Shows 'Total Officer Awarded: 5' and 'Category: (New Hire/Re-Hire/Layoff)'. Below this, there are three input fields: 'New Hire' with value 0, 'Re-Hire' with value 0, and 'Layoff' with value 0.
- MODIFICATION DETAILS:** Shows 'Total Officer Awarded: 5' and 'Category: (New Hire/Re-Hire/Layoff)'. Below this, there are three input fields: 'New Hire' with value 2, 'Re-Hire' with value 2, and 'Layoff' with value 1.

At the bottom right of the page, there are two buttons: 'Cancel' and 'NEXT >>'.

In the **Grant Details** box to the left, the system displays the current officer allocation, which is read-only.

In the **Modification Details** box to the right, the user can re-allocate officer resources between the **New Hire**, **Re-Hire**, and **Layoff** categories. However, the system will not allow the modification to exceed the original total number of Officers Awarded.

Step 2. Once all *Grant Details* modifications have been made, the user selects **Next**, taking the user to the *Budget Summary* modifications page (Figure 10).

Figure 10. Budget Summary modification page

GRANT MANAGEMENT > GRANT DETAILS > BUDGET SUMMARY

DETAILS



Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CSPP	7/8/2012	2/7/2013	7/8/2013	

BUDGET SUMMARY

Budget Category	Category Total
A. Sworn Officer Positions:	\$847,693.00
Sworn Officer Fringe Benefits:	\$805,903.00
B. Civilian / Non-Sworn Officer Positions:	\$480,000.00
Civilian / Non-Sworn Officer Fringe Benefits:	\$111,332.00
C. Equipment / Technology:	\$253.03
D. Supplies:	\$629.65
E. Travel Training:	\$134.00
F. Contracts Consultants:	\$276.00
G. Other Costs:	\$290.37
H. Indirect Costs:	\$122.45
Total Project Amount:	\$2,246,357.50
Total Federal Share Amount: <small>(Total Projected Amount X Federal Share Percentage Allowance)</small>	\$1,684,768.13
Total Local Share Amount: <small>(Total Projected Amount - Federal Share Amount)</small>	\$561,589.38

Cancel
Validate

On this screen, the user can select the **Modify** button located beside each of the *Budget Summary* line items to make modifications (see Steps 3–10).

Step 3. When the user selects the **Modify** button displayed beside budget category item **A** on the *Budget Summary* modifications page (Figure 10), the system displays the *Sworn Officer Positions/Fringe Benefits* modifications page (Figure 11 on page 15).

Figure 11. Sworn Officers modifications page

GRANT MANAGEMENT > GRANT DETAILS > BUDGET SUMMARY HELP ?

DETAILS User Guide

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
123456789	CSP	7/8/2012	1/23/2013	7/8/2013	✔

BUDGET SUMMARY

Budget Category	Category Total
A. Sworn Officer Positions:	\$338,520.70
Fringe Benefits:	\$378,579.25

Modify: Sworn Officer Positions/Salary

Base Salary Information:	Year 1 Salary	Year 2 Salary	Year 3 Salary
	Enter the current first year Modify level base salary for the sworn officer position	Enter the current second year Modify level base salary for the sworn officer position	Enter the current third year Modify level base salary for the sworn officer position
	\$40,301.00	\$40,799.00	\$40,000.00

Cancel
Save To Budget Summary

Modify: Sworn Officer Positions/Fringe Benefits

A. Fringe Benefits Information:	Year 1 Fringe Benefits		Year 2 Fringe Benefits		Year 3 Fringe Benefits	
	\$ Cost	% of Base	\$ Cost	% of Base	\$ Cost	% of Base
Social Security						
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 6.24% <input type="checkbox"/> Fixed Rate	\$1,005.91	2.5	\$763.76	1.87	\$1,248.00	3.12
Medicare						
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 1.45% <input type="checkbox"/> Fixed Rate	\$233.75	0.58	\$177.48	0.44	\$290.00	0.72
Health Insurance						
<input type="checkbox"/> Family <input checked="" type="checkbox"/> Individual	\$7,189.70	17.84	\$8,000.00	19.61	\$0.00	0
Life Insurance						
<input checked="" type="checkbox"/> Fixed Rate	\$240.19	0.6	\$700.00	1.72	\$0.00	0
Vacation Annual <input type="text" value="0"/>	\$3,999.47	9.92	\$4,000.00	9.8	\$0.00	0
Sick Leave Annual Hours: <input type="text" value="0"/>	\$1,760.35	4.37	\$11,000.00	26.96	\$0.00	0
Retirement						
<input checked="" type="checkbox"/> Fixed Rate	\$80.60	0.2	\$200.00	0.49	\$0.00	0
Work Compensation						
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Fixed Rate	\$2,036.01	5.05	\$2,433.00	5.96	\$0.00	0
Un-employment Insurance						
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Fixed Rate	\$1,626.55	4.04	\$2,222.00	5.45	\$0.00	0
Other <input type="text" value="Holiday Pay"/>	\$0.00	0	\$0.00	0	\$0.00	0
Other <input type="text" value="Police Trust"/>	\$1,857.07	4.61	\$0.00	0	\$0.00	0
Other <input type="text" value="Vision Insurance"/>	\$897.91	2.23	\$2,121.00	5.2	\$0.00	0
Benefits Subtotal Per Year (1 Position)	\$20,927.51		\$31,617.24		\$1,538.00	
Total Year Salary & benefits (1 Position)	\$61,228.51		\$72,416.24		\$41,538.00	
Total Salary & Benefits for Years 1, 2, 3 (1 Position) \$175,182.75 x 7 = \$1,226,279.25						

Cancel
Save To Budget Summary

After entering all modifications in the appropriate fields, the user then selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the Budget Summary modifications page (Figure 10).

If the user has no more modifications to make, the user can skip to Step 11 on page 25.

Step 4. When the user selects the **Modify** button displayed beside budget category item **B** on the **Budget Summary** modifications page (Figure 10), the system displays the **Non-Sworn Officer Positions** modifications page (Figure 12).

Figure 12. Non-Sworn Officers modifications page

GRANTS MANAGEMENT HELP

DETAILS

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
12/20/2011	CSPP	12/20/2011	1/30/2012	12/20/2014	

BUDGET SUMMARY

Budget Category	Category Total
B. Non-Sworn Officer Positions:	\$ 482,400.00
Fringe Benefits:	\$ 372,868.00

Modify: Non-Sworn Officer Positions/Salary

B. Base Salary Information:

	Year 1 Salary	Year 2 Salary	Year 3 Salary
Position Title:	Enter the current first year Modify level base salary for the non-sworn officer position	Enter the current second year Modify level base salary for the non-sworn officer position	Enter the current third year Modify level base salary for the non-sworn officer position
Security Officer + -	40000	40300	40300
Description:	X 0 % of Time on Project	X 0 % of Time on Project	X 0 % of Time on Project
Patrol around the COPS building	\$0.00	\$0.00	\$0.00

Modify: Sworn Officer Positions/Fringe Benefits

B. Fringe Benefits Information:	Year 1 Fringe Benefits		Year 2 Fringe Benefits		Year 3 Fringe Benefits	
	Cost	% of Base	Cost	% of Base	Cost	% of Base
Social Security						
<input checked="" type="checkbox"/> Exempt <input checked="" type="checkbox"/> 6.24% <input checked="" type="checkbox"/> Fixed Rate	\$3,000.00	0%	\$3,444.00	0%	\$3,444.00	0%
Medicare						
<input checked="" type="checkbox"/> Exempt <input checked="" type="checkbox"/> 1.45% <input checked="" type="checkbox"/> Fixed Rate	\$2,000.00	0%	\$2,044.00	0%	\$2,044.00	0%
Medicare						
<input type="checkbox"/> Family <input checked="" type="checkbox"/> Individual	\$10,000.00	0%	\$9,000.00	0%	\$9,000.00	0%
Life Insurance						
<input checked="" type="checkbox"/> Fixed Rate	\$200.00	0%	\$300.00	0%	\$300.00	0%
Vacation Annual						
20	\$10,000.00	0%	\$5,000.00	0%	\$5,000.00	0%
Sick Leave Annual Hours:						
40	\$222.00	0%	\$2,200.00	0%	\$2,200.00	0%
Retirement						
<input checked="" type="checkbox"/> Fixed Rate	\$99.00	0%	\$100.00	0%	\$100.00	0%
Work Compensation						
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Fixed Rate	\$2,500.00	0%	\$2,544.00	0%	\$2,544.00	0%
Un-employment Insurance						
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Fixed Rate	\$2,000.00	0%	\$2,033.00	0%	\$2,033.00	0%
Other Select One	\$2,000.00	0%	\$0.00	0%	\$0.00	0%
Other Select One	\$2,200.00	0%	\$2,322.00	0%	\$0.00	0%
Other Select One	\$1,100.00	0%	\$1,122.00	0%	\$1,122.00	0%
Benefits Subtotal Per Year (1 Position)	\$20,927.51		\$31,617.24		\$1,538.00	
Total Year Salary & benefits (1 Position)	\$61,228.51		\$72,416.24		\$41,538.00	
Total Salary & Benefits for Years 1. 2. 3 (1 Position)	\$175,182.75	x 7			= \$1,226,279.25	

Users can add or delete positions by using the plus or minus icons located beside the **Position Title** dropdown box. After entering all modifications in the appropriate fields, the user then selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the Budget Summary modifications page (Figure 10).

If the user has no more modifications to make, the user can skip to Step 11 on page 25.

Step 5. When the user selects the **Modify** button displayed beside budget category item **C** on the **Budget Summary** modifications page (Figure 10), the system displays the **Equipment/Technology** modifications page (Figure 13).

Figure 13. Equipment/Technology modifications page

GRANTS MANAGEMENT HELP ?

User Guide

DETAILS

Grant Number	Program Type	Intital Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CSPP	7/29/2011	8/15/2011	7/31/2013	

BUDGET SUMMARY

Budget Category	Category Total
C. Equipment / Technology:	\$71,886.28

Modify: Equipment Technology

Item Name	Computation (#Items * Unit Cost)	Per Item SubTotal	Add New
<u>4x4 Truck description:</u>			
4x4 Truck	1 X \$45,715.00	\$45,715.00	Edit Delete
<u>Cellebrite UFED description:</u>			
Cellebrite UFED	1 X \$3,999.00	\$3,999.00	Edit Delete
<u>Cellphone Forensic Device description:</u>			
Cellphone Forensic Device	1 X \$2,495.00	\$2,495.00	Edit Delete
<u>Digital Camera and Zoom Lens description:</u>			
Digital Camera and Zoom Lens	2 X \$2,675.64	\$5,351.28	Edit Delete
<u>Gold GPRS Package description:</u>			
Gold GPRS Package	2 X \$5,250.00	\$10,500.00	Edit Delete
<u>Laptop description:</u>			
Laptop	2 X \$1,913.00	\$3,826.00	Edit Delete
Total:			\$71,886.28

Cancel
Save To Budget Summary

From the **Equipment/Technology** modifications page, the user can make three types of modifications:

- **Add.** To add a new line item, the user selects **Add New** and fills in all appropriate fields. Some fields are required, such as the item name, which will prompt the system to display an error message if the user leaves this field incomplete.
- **Edit.** To edit an existing line item, the user selects **Edit** to make changes to the number of items or unit cost. The Item Name and Description fields cannot be edited once an item has been added. Once the user has made all edits, the user selects the **Update** button.
- **Delete.** To remove an item, the user selects **Delete**.

When the user has finished adding, editing, or deleting a line item, the user then selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the **Budget Summary** modifications page (Figure 10).

If the user has no more modifications to make, the user can skip to Step 11 on page 25.

Step 6. When the user selects the **Modify** button displayed beside budget category item **D** on the **Budget Summary** modifications page (Figure 10), the system displays the **Supplies** modification page (Figure 14).

Figure 14. Supplies modifications page

GRANTS MANAGEMENT HELP ?

DETAILS User Guide ?

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CSPP	7/29/2011	8/15/2011	7/31/2013	

BUDGET SUMMARY

Budget Category	Category Total
D. Supplies:	\$49.00

Modify: Supplies Click description field to view full description

Item Name	Computation (#Items * Unit Cost)	Per Item SubTotal	<u>Add New</u>
<u>Photography Supplies description:</u> Speakers, Computer, Camera, Lenses, Tripod			
Photography Supplies	7 X \$7.00	\$49.00	<u>Edit Delete</u>
Total:			\$49.00

From the **Supplies** modifications page, the user can make three types of modifications:

- **Add.** To enter a new line item, the user selects **Add New** and fills in all appropriate fields. Some fields are required, such as the item name, which will prompt the system to display an error message if the user leaves this field incomplete.
- **Edit.** To edit an existing line item, the user selects **Edit** to make changes to the number of items or unit cost. The **Item Name** and **Description** fields cannot be edited once an item has been added. Once the user has made all edits, the user selects the **Update** button.
- **Delete.** To remove an item, the user selects **Delete**.

When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the **Budget Summary** modifications page (Figure 10).

If the user has no more modifications to make, the user can skip to Step 11 on page 25.

Step 7. When the user selects the **Modify** button displayed beside budget category item **E** on the **Budget Summary** modifications page (Figure 10), the system displays the **Travel & Training** modifications page (Figure 15).

Figure 15. Travel & Training modifications page

The screenshot displays the 'GRANTS MANAGEMENT' interface. At the top right, there is a 'HELP ?' link and a 'User Guide' icon. The main content is divided into three sections:

- DETAILS:** A table with columns: Grant Number, Program Type, Intital Award Date, Last Modified Date, Grant End Date, and Status. The row shows: [blurred], CSPP, 7/8/2012, 1/23/2013, 7/8/2013, and a green checkmark icon.
- BUDGET SUMMARY:** A table with columns: Budget Category and Category Total. The row shows: E. Travel & Training: and \$500.00.
- Modify: Travel & Training:** A table with columns: Event Title, # Of Staff, Registration Costs, Transportation Costs, Lodging Costs, PerDiem Costs, SubTotal, and Add New. The row shows: Thanks, 10, \$11.00, \$12.00, \$13.00, \$14.00, \$500.00, and Edit Delete. Below this table is a 'Travel Description' field and a 'Total: \$500.00' label. At the bottom right are 'Cancel' and 'Save To Budget Summary' buttons.

From the **Travel & Training** modifications page, the user can make three types of modifications:

- **Add.** To enter a new line item, the user selects **Add New** and fills in all appropriate fields. Some fields are required, such as the item name, which will prompt the system to display an error message if the user leaves this field incomplete.
- **Edit.** To edit an existing line item, the user selects **Edit** to make changes to the number of items or unit cost. The **Item Name** and **Description** fields cannot be edited once an item has been added. Once the user has made all edits, the user selects the **Update** button.
- **Delete.** To remove an item, the user selects **Delete**.

When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the **Budget Summary** modifications page (Figure 10).

If the user has no more modifications to make, the user can skip to Step 11 on page 25.

Step 8. When the user selects the **Modify** button displayed beside budget category item **F** on the **Budget Summary** modifications page (Figure 10), the system displays the **Contracts/Consultants** modifications page (Figure 16).

Figure 16. Contracts/Consultants modifications page

GRANTS MANAGEMENT
HELP ?

User Guide

DETAILS

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
██████████	OTHER-TECH	6/30/2007	9/1/2007	8/29/2013	✔

BUDGET SUMMARY

Budget Category	Category Total
F. Contracts / Consultants:	\$114.00

Modify: **Contracts / Consultants** Click description field to view full description

Contracts / Consultants: Collapse all

▼ **1. Contracts**

Contract Name	Per Contract SubTotal	Contract SubTotal	Add New
Testing Names description: This is a sample description of the Contract			
Testing Names	\$7.00	\$7.00	Edit Delete
Contracts SubTotal:			\$7.00

▶ **2. Consultant Fees**

Consultant Name/ Title	Computation (* Days * Cost)	Subtotal	Add New
Consultant Fee description: This is a sample description of Consultant Fees.			
Consultant Fee	8 X \$9.00	\$72.00	Edit Delete
Consultant Fees SubTotal:			\$72.00

▶ **3. Consultant Travel**

Consultant Name/ Event Title	Registration Costs	Transportation Costs	Lodging Costs	PerDiem Costs	SubTotal	Add New
Travel description: This is a sample description of Consultant Travel.						
Travel	\$7.00	\$7.00	\$7.00	\$7.00	\$28.00	Edit Delete
Consultant Travel SubTotal:						\$28.00

▶ **4. Consultant Expenses**

Consultant Name/ Title	Items	Expenses Subtotal	Add New
Consultant Name description: This is a sample description of Consultant Expenses.			
Consultant Name	7	\$7.00	Edit Delete
Consultant Expenses SubTotal: \$			\$7.00

Contracts / Consultants TOTAL: (Contracts + Consultant Fees + Consultant Travel + Consultant Expenses) \$114.00

Cancel
Save To Budget Summary

Users can expand the four sections of the **Contracts/Consultants** modifications page (**Contracts, Consultant Fees, Consultant Travel, and Consultant Expenses**) to show all four at the same time or collapse the sections to display a few or only one at a time.

From the **Contracts/Consultants** modification page, the user can make three types of modifications:

- **Add.** To enter a new line item to any of the sections, the user selects **Add New** and fills in all appropriate fields. Some fields are required, such as the item name, which will prompt the system to display an error message if the user leaves this field incomplete.
- **Edit.** To edit an existing line item, the user selects **Edit** to make changes to the number of items or unit cost. The **Item Name** and **Description** fields cannot be edited once an item has been added. Once the user has made all edits, the user selects the **Update** button.
- **Delete.** To remove an item, the user selects **Delete**.

When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the **Budget Summary** modifications page (Figure 10).

If the user has no more modifications to make, the user can skip to Step 11 on page 25.

Step 9. When the user selects the **Modify** button displayed beside budget category item **G** on the **Budget Summary** modifications page (Figure 10), the system displays the **Other Costs** modifications page (Figure 17).

Figure 17. Other Costs modifications page

GRANTS MANAGEMENT
HELP ?

User Guide

DETAILS

Grant Number	Program Type	Intital Award Date	Last Modified Date	Grant End Date	Status
[Redacted]	OTHER-TECH	6/30/2007	9/1/2007	8/29/2013	

BUDGET SUMMARY

Budget Category	Category Total
G. Other Costs:	\$827,347.99

Modify: Other Costs Click description field to view full description

Item Name	Computation (# Items * Unit Cost)			SubTotal	Add New
[Travel/Training] Travel/Training description: (Migrated data)					
[Travel/Training] Travel/Trainin	1	X	\$5,914.33	\$5,914.33	Edit Delete
[Consultants/Contractors] Contracts description: (Migrated data)					
[Consultants/Contractors] Con	1	X	\$735,216.4	\$735,216.46	Edit Delete
Other description: (Migrated data)					
Other	1	X	\$86,217.20	\$86,217.20	Edit Delete
				Total:	\$827,347.99

Cancel
Save To Budget Summary

From the **Other Costs** modification page, the user can make three types of modifications:

- **Add.** To enter a new line item, the user selects **Add New** and fills in all appropriate fields. Some fields are required, such as the item name, which will prompt the system to display an error message if the user leaves this field incomplete.
- **Edit.** To edit an existing line item, the user selects **Edit** to make changes to the number of items or unit cost. The **Item Name** and **Description** fields cannot be edited once an item has been added. Once the user has made all edits, the user selects the **Update** button.
- **Delete.** To remove an item, the user selects **Delete**.

When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the **Budget Summary** modifications page (Figure 10).

If the user has no more modifications to make, the user can skip to Step 11 on page 25.

Step 10. When the user selects the **Modify** button displayed beside budget category item **H** on the **Budget Summary** modifications page (Figure 10), the system displays the **Indirect Costs** modifications page (Figure 18).

Figure 18. Indirect Costs modifications page

The screenshot displays the 'Indirect Costs modifications page' within the 'GRANTS MANAGEMENT' application. At the top right, there is a 'HELP ?' link and a 'User Guide' icon. The 'DETAILS' section contains a table with the following data:

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[Redacted]	OTHER-TECH	6/30/2007	9/1/2007	8/29/2013	

The 'BUDGET SUMMARY' section shows a table with the following data:

Budget Category	Category Total
H. Indirect Costs:	\$8.00

The 'Modify: Indirect Costs' section includes a link to view the full description and a table of indirect cost items:

Indirect Cost Description	Approved Indirect Cost Rate	Total Cost	Add New
<u>Indirect Costs description:</u> Testing Indirect Costs.			
Indirect Costs	8	\$8.00	Edit Delete
		Total: \$8.00	

At the bottom of the page, there are two buttons: 'Cancel' and 'Save To Budget Summary'.

From the **Indirect Costs** modifications page, the user can make three types of modifications:

- **Add.** To enter a new line item, the user selects **Add New** and fills in the appropriate fields. Some fields are required, such as the item name, which will prompt the system to display an error message if the user leaves this field incomplete.
- **Edit.** To edit an existing line item, the user selects **Edit** to make changes to the number of items or unit cost. The **Item Name** and **Description** fields cannot be edited once an item has been added. Once the user has made all edits, the user selects the Update button.
- **Delete.** To remove an item, the user selects **Delete**.

When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the **Budget Summary** modifications page (Figure 19).

Step 11. After modifying all of the desired budget categories, the user selects the **Validate** button located at the bottom of the **Budget Summary** modifications page (Figure 19).

Figure 19. Budget Summary modifications page

GRANT MANAGEMENT > GRANT DETAILS > BUDGET SUMMARY

DETAILS



Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CSPP	7/8/2012	2/7/2013	7/8/2013	

BUDGET SUMMARY

Budget Category	Category Total	
A. Sworn Officer Positions:	\$847,693.00	Modify
Sworn Officer Fringe Benefits:	\$805,903.00	
B. Civilian / Non-Sworn Officer Positions:	\$480,000.00	Modify
Civilian / Non-Sworn Officer Fringe Benefits:	\$111,332.00	
C. Equipment / Technology:	\$253.03	Modify
D. Supplies:	\$629.65	Modify
E. Travel Training:	\$134.00	Modify
F. Contracts Consultants:	\$276.00	Modify
G. Other Costs:	\$290.37	Modify
H. Indirect Costs:	\$122.45	Modify
Total Project Amount:	\$2,246,357.50	
Total Federal Share Amount: <small>(Total Projected Amount X Federal Share Percentage Allowance)</small>	\$1,684,768.13	
Total Local Share Amount: <small>(Total Projected Amount - Federal Share Amount)</small>	\$561,589.38	

Cancel
Validate

Step 12.

The user compares the current and modified data for all **Budget Summary** items.

Figure 20. Modified and Current Budget Summary comparison page

GRANT MANAGEMENT > GRANT DETAILS > BUDGET SUMMARY

DETAILS

[User Guide](#)

Grant Number	Program Type	Intital Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CSPP	7/8/2012	1/23/2013	7/8/2013	

BUDGET SUMMARY

Budget Category	Modified	Current
A. Sworn Officer Positions:	\$338,520.70	\$338,520.70
Sworn Officer Fringe Benefits:	\$378,579.25	\$378,579.25
B. Civilian / Non-Sworn Officer Positions:	\$91,080.30	\$91,080.30
Civilian / Non-Sworn Officer Fringe Benefits:	\$158,129.49	\$158,129.49
C. Equipment / Technology:	\$64.00	\$10.00
D. Supplies:	\$64.00	\$66.00
E. Travel Training:	\$500.00	\$500.00
F. Contracts Consultants:	\$266.00	\$266.00
G. Other Costs:	\$88.00	\$88.00
H. Indirect Costs:	\$100.00	\$100.00
Total Project Amount:	\$967,125.75	\$967,073.75
Total Federal Share Amount: <small>(Total Projected Amount X Federal Share Percentage Allowance)</small>	\$725,344.31	\$725,305.31
Total Local Share Amount: <small>(Total Projected Amount - Federal Share Amount)</small>	\$241,781.44	\$241,768.44

Explanation of Modifications

Cancel

Submit

If the user needs to make further modifications, the user selects **Cancel**, and the system returns to the **Budget Summary** modifications page (see Step 2 on page 14), which retained all previous modifications, and the user repeats Steps 3–11 until the user has finished making all changes.

If the user agrees with all modifications, the user enters an explanation of the modifications in the provided text field and selects the **Submit** button to submit the modifications to the COPS Office.

Step 13. The COPS Office staff reviews the modifications and either approves or rejects them.

In the case of a rejection, the COPS Office will send a notification via e-mail, and the grant's status changes to the green "No Action Required"  icon within the Grants Management list (Figure 7), from which the user can initiate another request for modification, extension, or withdrawal.

In the case of an approval, the COPS Office will send a notification via e-mail, and the system may need to regenerate and submit the award document package to the user for signing (see Step 14, Figure 21 on page 28).

Step 14. If the COPS Office approves the user's request for a grant modification, the user needs to provide the Law Enforcement Executive (LE) and Government Executive (GE) signature, or the Program Official (PO) and Financial Official (FO) for CPD awards, whichever is applicable.

Within the Grants Management list (Figure 7), the red "Action Required"  status icon will appear next to the modified grant. When the user hovers a mouse over the icon, text will appear indicating which signature is required.

Note: *At this time, the mouseover will display only LE- and GE-type signatures. Therefore, for CPD awards, the LE is the Program Official (PO), and the GE is the Financial Official (FO).*

When the icon indicates that signatures are required, the **Sign Award** button within the **Action** menu (Figure 8) becomes available.

When the user selects this button, the system will open the updated award document to which the LE (PO) and GE (FO) users can apply their electronic signatures in the expandable fields, provided they have the appropriate permissions (see Figure 21 on page 28). **For CPD awards, the PO should sign in the LE signature field, and the FO should sign in the GE signature field.**

Once the signatures have been captured, the grant's status will change to the blue "Processing by COPS"  icon.

Figure 21. Updated award document

Award Document

Please Scroll down to review all Award Terms and Conditions established for the FY 2013



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
Office of the Director
145 N Street, N.E., Washington, DC 20530

COPS

Grants Administration Division
COPS Hiring Program

Grant #: _____
ORI #: _____
Applicant Organization's Legal Name : _____
OJP Vendor #: _____
DUNS #: _____

Law Enforcement Executive: _____
Address: _____

To view documents related to this grant [click here](#).

▾ **Signature of Law Enforcement Executive/Agency Executive**

By signing this Award Document, I attest that I have read, understand, and agree to abide by all Grant Terms and Conditions established for the FY 2013

Signature of Law Enforcement Executive/Agency Executive

_____ Date: 03/19/2013

For your electronic signature, please type in your name.

By checking this box you understand that the use of your typed name above constitutes your electronic signature and that electronic signatures are the legal equivalent of handwritten signatures.

▸ **Signature of Government Executive/Financial Officer**

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

ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POLICING

If the user wishes to view the documents associated with this grant, the user can select the **Click Here** hyperlink on the Award Document (Figure 21), which will open a pop-up listing of all available document titles. If the user selects any of the titles, the document will appear in another pop-up window. Closing all of these windows will return the user to the updated award document (Figure 21 on page 28).

Once the user completes the signature process, the grant’s status changes to the blue “Processing by COPS”  icon within the Grants Management list (Figure 7).

Once the COPS Office approves the grant, the status changes to the green “No Action Required”  icon within the Grants Management list from which the user can initiate another request for modification, extension, or withdrawal.

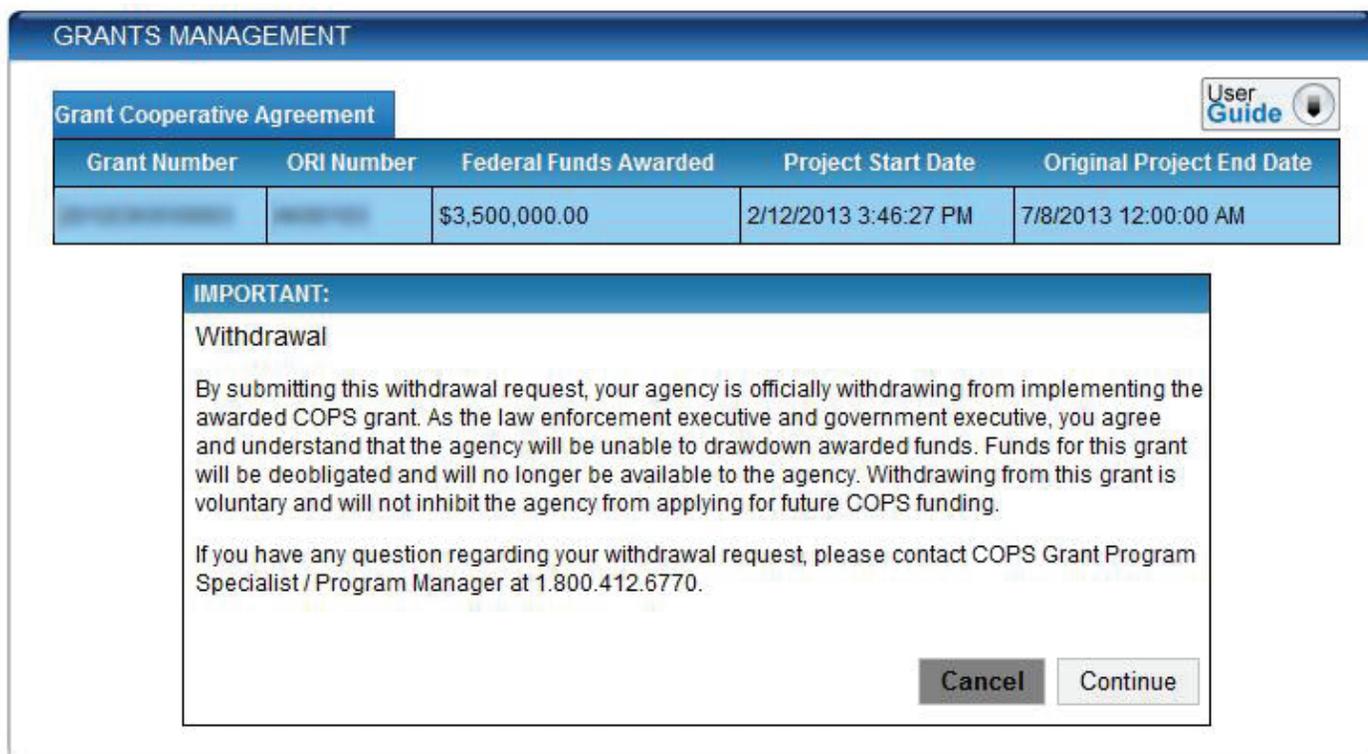
If the award document package was not regenerated as part of the COPS Office review process, the signature steps are not needed, and the grant status changes to the green “No Action Required”  icon within the Grants Management list as soon as the COPS Office approves the modification.

2.2.2 Grant Withdrawal Process

Step 1. To initiate a withdrawal, the LE (PO) or GE (FO) user selects the **Withdraw** option from the **Action** menu (Figure 8), and the system opens a notification page (Figure 22).

Note: For CPD awards, the Law Enforcement Executive (LE) is the Program Official (PO), and the Government Executive (GE) is the financial official (FO).

Figure 22. Grants withdrawal notification



The screenshot shows a web application interface for Grants Management. At the top, there is a blue header bar with the text "GRANTS MANAGEMENT". Below the header, there is a table with the following data:

Grant Number	ORI Number	Federal Funds Awarded	Project Start Date	Original Project End Date
		\$3,500,000.00	2/12/2013 3:46:27 PM	7/8/2013 12:00:00 AM

Below the table, there is a dialog box with a blue header that says "IMPORTANT: Withdrawal". The text inside the dialog box reads:

By submitting this withdrawal request, your agency is officially withdrawing from implementing the awarded COPS grant. As the law enforcement executive and government executive, you agree and understand that the agency will be unable to drawdown awarded funds. Funds for this grant will be deobligated and will no longer be available to the agency. Withdrawing from this grant is voluntary and will not inhibit the agency from applying for future COPS funding.

If you have any question regarding your withdrawal request, please contact COPS Grant Program Specialist / Program Manager at 1.800.412.6770.

At the bottom right of the dialog box, there are two buttons: "Cancel" and "Continue".

Step 2. The user selects the **Continue** button to close the notification, and the system displays the **Grants Management Withdrawal** form (Figure 23).

Figure 23. Grant Management Withdrawal form

GRANT MANAGEMENT > WITHDRAWAL HELP ?

Grant Cooperative Agreement User Guide ?

Grant Number	ORI Number	Federal Funds Awarded	Project Start Date	Original Project End Date
		\$3,500,000.00	2/12/2013 3:50:21 PM	7/8/2013 12:00:00 AM

Please explain the reason for the withdrawal by answering the questions below:

1. Has your agency signed and submitted an award document from grant? Yes No

Please provide a detailed narrative explaining your reason to withdrawal from the grant:

Not needed any more

(Optional) Please provide any supporting documentations:

Description:

2. Please verify that you completed an up to date SF-425 (Select to verify)

3. Your agency will be contacted within five business days of receipt of the withdrawal form. Please ensure the contact information in your COPS Account Access Portal is accurate:

Name of the Requester:
(permission for submissions limited to L.E. or G.E.)

Date of the Request:

The user completes questions 1–3 and attaches any supporting documents by selecting the **Browse...** and **Add** buttons located within the gray box.

Step 3. The user selects the **Submit Withdrawal** button, and the system submits the form to the COPS Office for processing.

After the user submits a withdrawal request, the system sends the grant to the COPS Office, and the grant’s status changes to the blue “Processing by COPS”  icon within the Grants Management list (Figure 7).

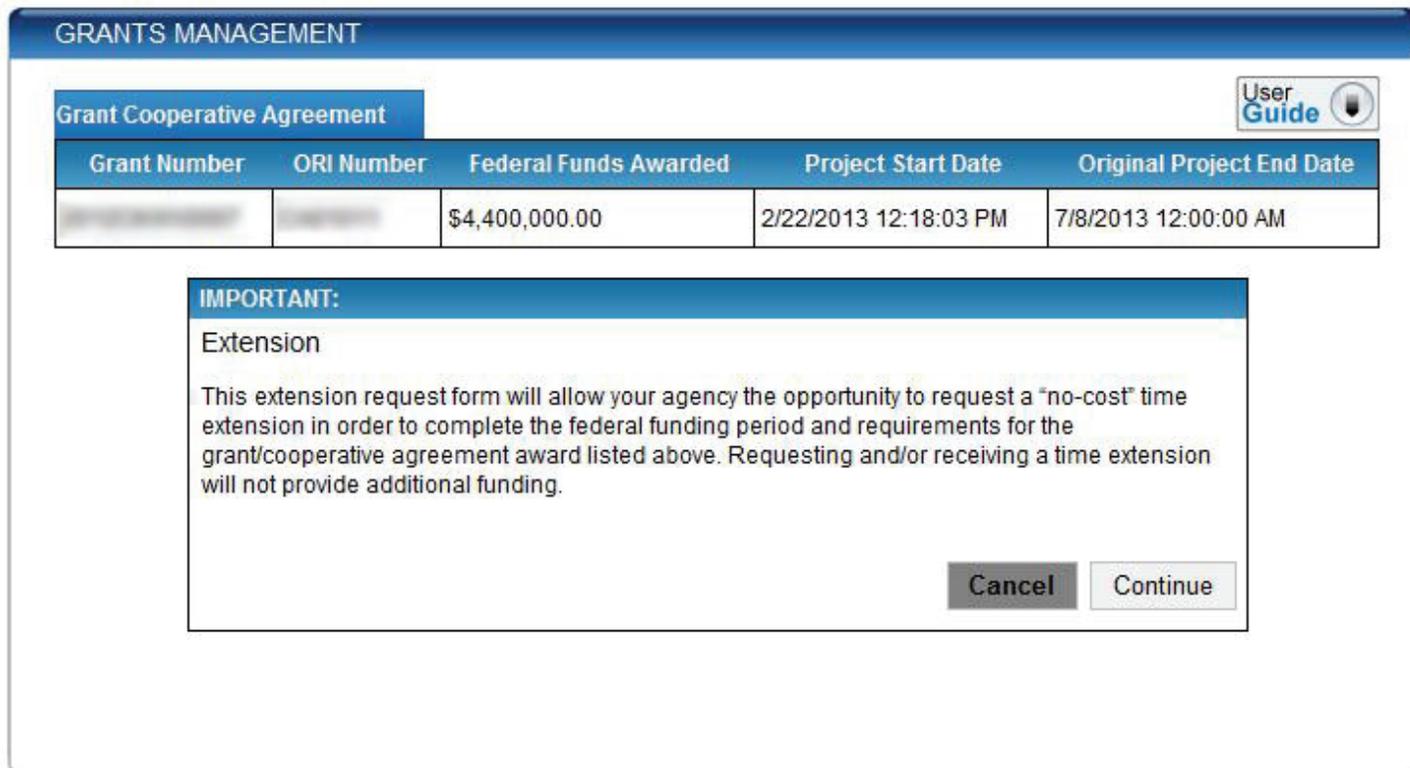
If the COPS Office approves a withdrawal request, the COPS Office will send a notification via e-mail that the grant has been withdrawn and the process ends.

If the COPS Office cancels a withdrawal request, the COPS Office will send a notification e-mail, and the grant’s status changes to the green “No Action Required”  icon within the Grants Management list, from which the user can initiate another request for modification, extension, or withdrawal.

2.2.3 Grant Extension Process

Step 1. To initiate an extension, the user selects the **Extend** option from the **Action** menu (Figure 8), and the system opens a notification page (Figure 24).

Figure 24. Grant extension notification



The screenshot displays a web interface for Grants Management. At the top, there is a blue header with the text "GRANTS MANAGEMENT" and a "User Guide" icon. Below the header, a blue box contains the text "Grant Cooperative Agreement". A table with the following columns is visible: Grant Number, ORI Number, Federal Funds Awarded, Project Start Date, and Original Project End Date. The table contains one row of data: [blurred], [blurred], \$4,400,000.00, 2/22/2013 12:18:03 PM, and 7/8/2013 12:00:00 AM. Below the table, a white box with a blue header "IMPORTANT:" contains the text: "Extension. This extension request form will allow your agency the opportunity to request a 'no-cost' time extension in order to complete the federal funding period and requirements for the grant/cooperative agreement award listed above. Requesting and/or receiving a time extension will not provide additional funding." At the bottom right of this box are two buttons: "Cancel" and "Continue".

Grant Number	ORI Number	Federal Funds Awarded	Project Start Date	Original Project End Date
[blurred]	[blurred]	\$4,400,000.00	2/22/2013 12:18:03 PM	7/8/2013 12:00:00 AM

Step 2. The user selects the **Continue** button to close the notification, and the system opens the first section of the **Grants Management Extension** form (Figure 25).

Figure 25. Grants Management Extension form, Section I

GRANT MANAGEMENT > EXTENSION SECTION 1
HELP ?

Grant Cooperative Agreement
User Guide

Grant Number	ORI Number	Federal Funds Awarded	Project Start Date	Original Project End Date
[REDACTED]	[REDACTED]	\$5,200,000.00	2/22/2013 3:15:37 PM	7/8/2013 12:00:00 AM

*NOTE: If the extension request you indicate below (or a combination of the current and previously approved extension for this award) exceeds 6 months from the original end date of this grant, you are required to complete **Section II**

Months this award has already been extended: 0

Section I

A. Please select the option below that best meets your agency's needs:

Less than 6 months: For requests of less than 6 months, provide a new end date below.

6-month extension is needed.

12-month extension is needed.

18-month extension is needed.

Over 18-months: For requests of more than 18 months, provide a new end date below.

End date:

Please check the reason(s) below that best describe why this extension is being requested (check all that apply):

Hiring delays (initial hiring delays, extended vacancies, lack of qualified candidates, scheduled academy, etc.).

Equipment delays (procurement, requests for proposals, installation difficulties, testing/training, not fully operational, etc.).

Administrative delays (change in executives/administration, delay in accepting award, environmental assessments, etc.).

Delays in implementing applied research project.

Other (please explain):

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and

B. Verify COPS System agency contact information and make any relevant changes below:

Currently On File

Law Enforcement Executive:	[REDACTED]
Legal Name:	[REDACTED]
Street Address 1:	[REDACTED]
Street Address 2:	[REDACTED]
City:	[REDACTED]
State:	[REDACTED]
Zip:	[REDACTED]
Phone:	[REDACTED]
Fax:	[REDACTED]

To change the current contact information related to this grant [click here](#).

C. Name Title and Signature Requestor:

Name: Title:

e-Signature: Date:

Cancel
Submit
Save and Continue

The user must complete Sections A through C. To update the contact information displayed in Section B, the user selects the **Click Here** hyperlink, which will open the agency's Contact Information pop-up window (Figure 26 on page 33).

Figure 26. Contact Information pop-up window

Agency: [Agency Name]

CONTACT INFORMATION

Please select the Agency Contact Type: Law Executive Point of Contact

LAW EXECUTIVE POINT OF CONTACT

Title: Chief of Police

First Name: [Text Field]

Middle Initial: [Text Field]

Last Name: [Text Field]

Address 1: [Text Field]

Address 2: [Text Field]

City: [Text Field]

State: [State Dropdown]

Zip: [Text Field]

Phone: [Text Field]

Extension: [Text Field]

Fax: [Text Field]

Email: [Text Field]

Update

After completing the **Contact Information** form, the user clicks the **Update** button, and the system closes the pop-up window, returning the user to the **Grants Management Extension** form (Figure 25). The changes made to the contact information will immediately appear in the **Grants Management Extension** form, Section I.

Depending on the options selected in Section I, the system may enable Section II to be displayed, in which case the user proceeds to Step 3. If the system does not enable Section II, the user skips to Step 4.

Step 3. If applicable, after completing Section I, the user selects the **Save and Continue** button, and the system opens the second section of the **Grants Management Extensions** form (Figure 27).

Figure 27. Grants Management Extension form, Section II

GRANT MANAGEMENT > EXTENSION SECTION 2 HELP ?

Grant Cooperative Agreement User Guide

Grant Number	ORI Number	Federal Funds Awarded	Project Start Date	Original Project End Date
		\$3,450,000.00	2/22/2013 2:33:30 PM	7/8/2013 12:00:00 AM

Section II

A. Please use the space below to explain the specific issues or problems that have caused delays in the implementation and/or completion of this grant/cooperative agreement. Additionally, please explain how your agency intends to address the delay(s) in order to complete this grant/project.

Cases are published in a series of books called reporters, which are compilations of judicial decisions made in a certain court, state, or jurisdiction. Reporters are published in consecutively numbered volumes, each of which contains the most recently decided cases. When the volume numbers on a set of reporters get too high, the publisher

B. In the space below, please provide a new time line that reflects when your agency plans to complete any steps or phases of the project that are not currently finished. This timeline should be in a monthly format, and indicate up to the newly requested end date what tasks your agency will be working on. During months in which you anticipate no activity taking place, please indicate that as well.

NULLPolice officers also issue citations for minor offenses, especially for traffic violations. The citation that an officer gives to a violator states the charge and requires an appearance before a judge on a specified date, subject to punishment for failure to appear. Citations issued by police officers for minor violations are

Cancel **Submit**

The user completes Sections A and B.

Step 4. The user selects the **Submit** button, and the system submits the form to the COPS Office for processing.

After the user submits an extension request, the system sends the grant to the COPS Office, and the grant's status changes to the blue "Processing by COPS"  icon.

If the COPS Office approves or denies an extension request, the COPS Office will send a notification via e-mail, and the grant's status changes to the green "No Action Required"  icon within the Grants Management list (Figure 7), from which the user can initiate another request for modifications, an extension, or a withdrawal.

3.0 ABOUT THE COPS OFFICE

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and grant resources.

Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Rather than simply responding to crimes once they have been committed, community policing concentrates on preventing crime and eliminating the atmosphere of fear it creates. Earning the trust of the community and making those individuals stakeholders in their own safety enables law enforcement to better understand and address both the needs of the community and the factors that contribute to crime.

The COPS Office awards grants to state, local, territory, and tribal law enforcement agencies to hire and train community policing professionals, acquire and deploy cutting-edge crime fighting technologies, and develop and test innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders and all levels of law enforcement. The COPS Office has produced and compiled a broad range of information resources that can help law enforcement better address specific crime and operational issues, and help community leaders better understand how to work cooperatively with their law enforcement agency to reduce crime.

- Since 1994, the COPS Office has invested nearly \$14 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing.
- By the end of FY2012, the COPS Office has funded approximately 124,000 additional officers to more than 13,000 of the nation's 18,000 law enforcement agencies across the country in small and large jurisdictions alike.
- Nearly 700,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.
- As of 2012, the COPS Office has distributed more than 8.5 million topic-specific publications, training curricula, white papers, and resource CDs.

COPS Office resources, covering a wide breadth of community policing topics—from school and campus safety to gang violence—are available, at no cost, through its online Resource Center at www.cops.usdoj.gov. This easy-to-navigate website is also the grant application portal, providing access to online application forms.



COPS

Community Oriented Policing Services
U.S. Department of Justice

U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street NE
Washington, DC 20530

To obtain details on COPS Office programs, call the COPS Office Response Center at 800-421-6770.
Visit COPS Online at www.cops.usdoj.gov.