



ACCEPTING YOUR COPS OFFICE GRANT AWARD

Frequently Asked Questions

How do we accept this award?

To officially accept and begin your COPS Office grant award, your agency must access www.cops.usdoj.gov and select the “Account Access” link in the upper right corner to log in, review, and electronically sign the award document (including grant terms and conditions) within 90 days of the date shown on the award congratulatory letter.

The award document to accept your new grant can be found in the award package. You should carefully read all award information prior to signing the award document and accepting your grant. In order to electronically sign your award document, the appropriate account roles with e-signature and user permissions must be established and assigned in the agency portal. The agency portal instruction manual, currently available on the COPS Office website at cops.usdoj.gov/pdf/UserGuide.pdf, has been enhanced to include a Quick Step Guide. This guide will provide your agency with all of the information needed to successfully establish account roles and assign user permissions in preparation to sign the award document as well as manage many aspects of your COPS Office grant online. Please review and follow these steps carefully as this is the only method for signing your award document.

Who must sign the award document?

The authorized officials are the law enforcement and government executives who have ultimate and final responsibility for all programmatic and financial decisions regarding this grant as representatives of the legal grantee. COPS Office grants require that both the top law enforcement executive (e.g., chief of police, sheriff, or equivalent) and the top government executive (e.g., mayor, board chairman, or equivalent) sign the award document. For TRGP grants, the government executive must sign the award document. For non-law enforcement agencies (universities, etc.), the authorized officials are the programmatic and financial officials who have the ultimate signatory authority to sign contracts on behalf of your organization. Typically, these are the same executives named on your agency’s application. If you have any questions as to who should sign the award, please contact your jurisdiction’s local legal advisor.

By when must the award document be signed?

Please electronically sign the award document and all award condition pages within 90 days of the date on the award congratulatory letter. Grant funds will not be released until we have received your agency’s signed award document, your budget has received final clearance, and any other relevant grant conditions particular to your agency have been satisfied. Failure to submit your signed award document within the 90-day award acceptance period may result in your award being withdrawn and the funds deobligated without additional notification. If your agency requires an extension for accepting the award beyond the 90-day acceptance timeframe (for example, if the governing body needs more time before giving final approval), please submit a request through “Account Access” at www.cops.usdoj.gov. Be sure to explain the circumstances that prevent your agency from signing the award document within the 90-day



period and identify the date by which the award document will be electronically signed. The COPS Office will review such requests on a case-by-case basis. The COPS Office reserves the right to deny requests to extend the 90-day award acceptance period.

What if the government or law enforcement executive information on the award document has changed?

Please review the information on your award document carefully. If the actual law enforcement or government executive listed on the award document has changed, simply update that information through “Account Access”. Instructions can be found at <http://cops.usdoj.gov/pdf/UserGuide.pdf>.

Where can we find a list of conditions that apply to our grant?

Attached to your award document are the grant terms and conditions. The same conditions can also be found in the Grant Owner’s Manual, which is available online at www.cops.usdoj.gov. In addition, if applicable, the special award conditions or high risk conditions are included in the award document supplement. Please read and familiarize yourself with these conditions.

Where can we find the supporting paperwork for our award, such as the Grant Owner’s Manual?

For your convenience, we have several supporting documents available online at www.cops.usdoj.gov to assist you in implementing your grant. These resources include the following:

- Grant Owner’s Manual
- Frequently Asked Questions about the Federal Financial Report (SF-425)
- Helpful Hints Guide for Completing the Federal Financial Report (SF-425)
- Fact Sheet—Online Filing of FFR SF-425 Quarterly Federal Financial Reports
- Frequently Asked Questions (FAQs) About the Grant Payment Request System (GPRS)
- Publication Request Form
- Federal Civil Rights Statutes and Regulations Memorandum

We still have questions about our award. What do we do?

If you still have questions, please feel free to call the COPS Office Response Center at 800-421-6770 and ask to speak with your Grant Program Specialist.

