Agency Portal
Grants Management
User Manual

Office of Community Oriented Policing Services, U.S. Department of Justice
www.cops.usdoj.gov

CONTENTS

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 30)
- Grant extensions (see page 32)

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 Office 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

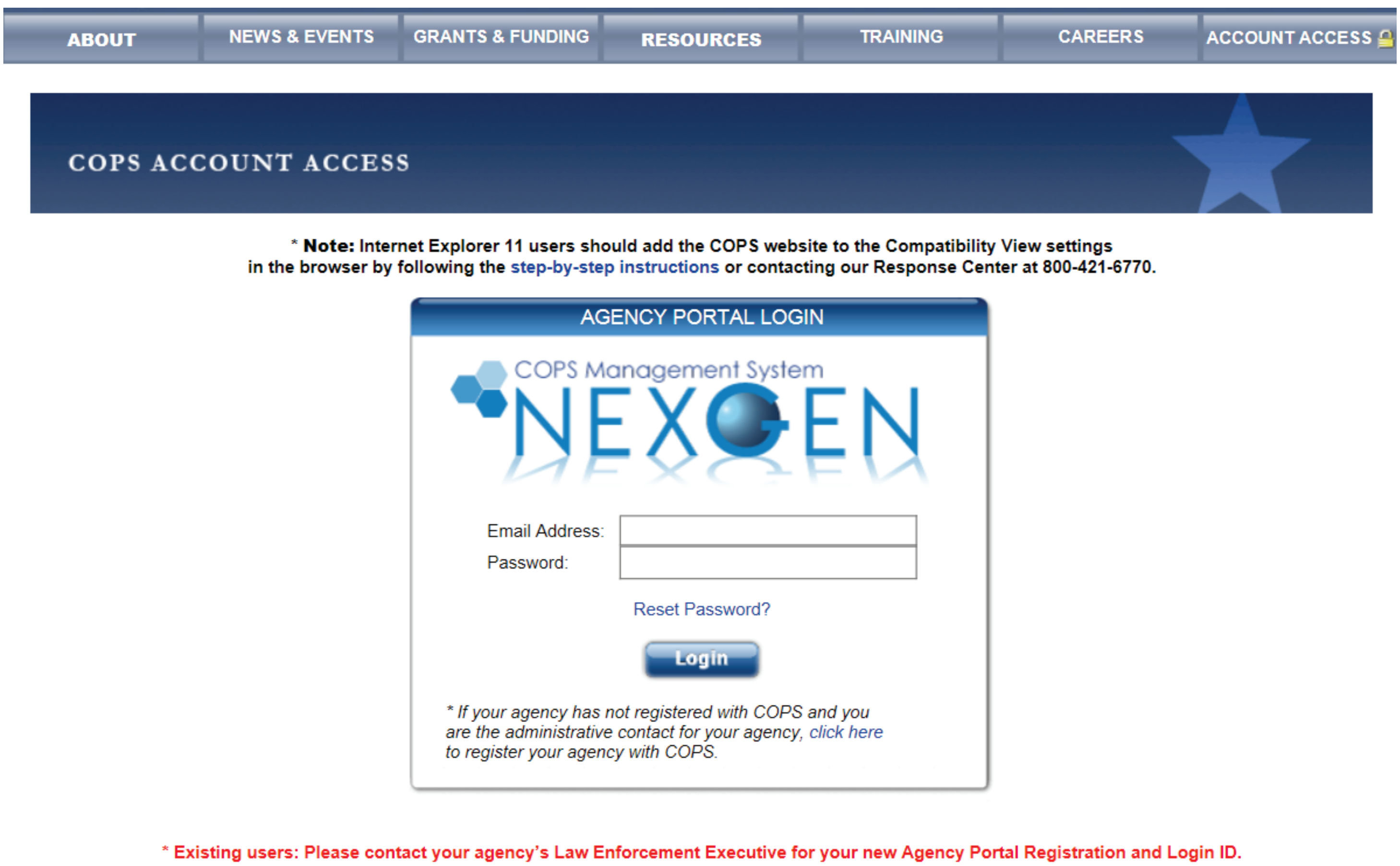
2.0 SYSTEM FUNCTIONS

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

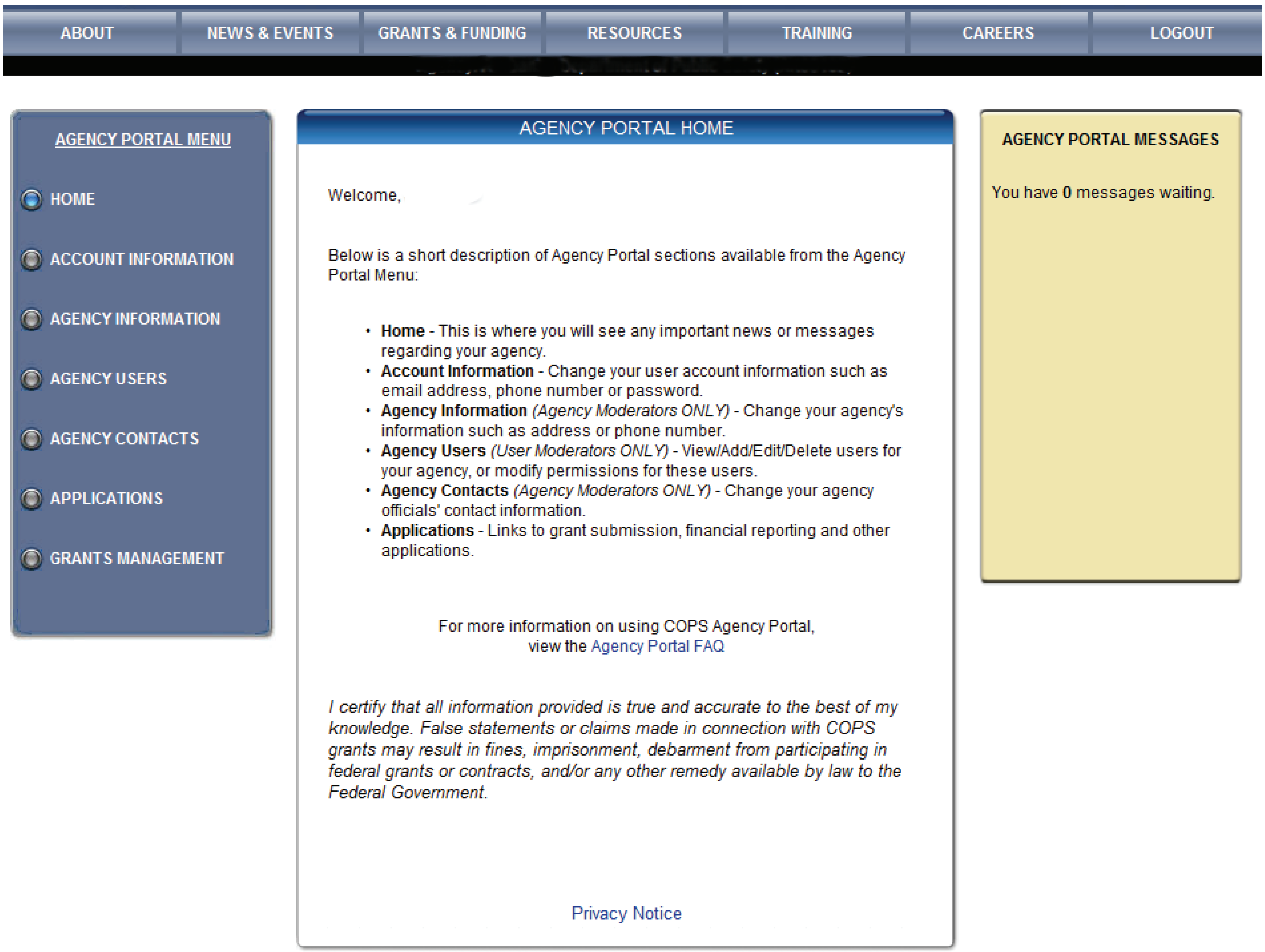


Step 2.

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).

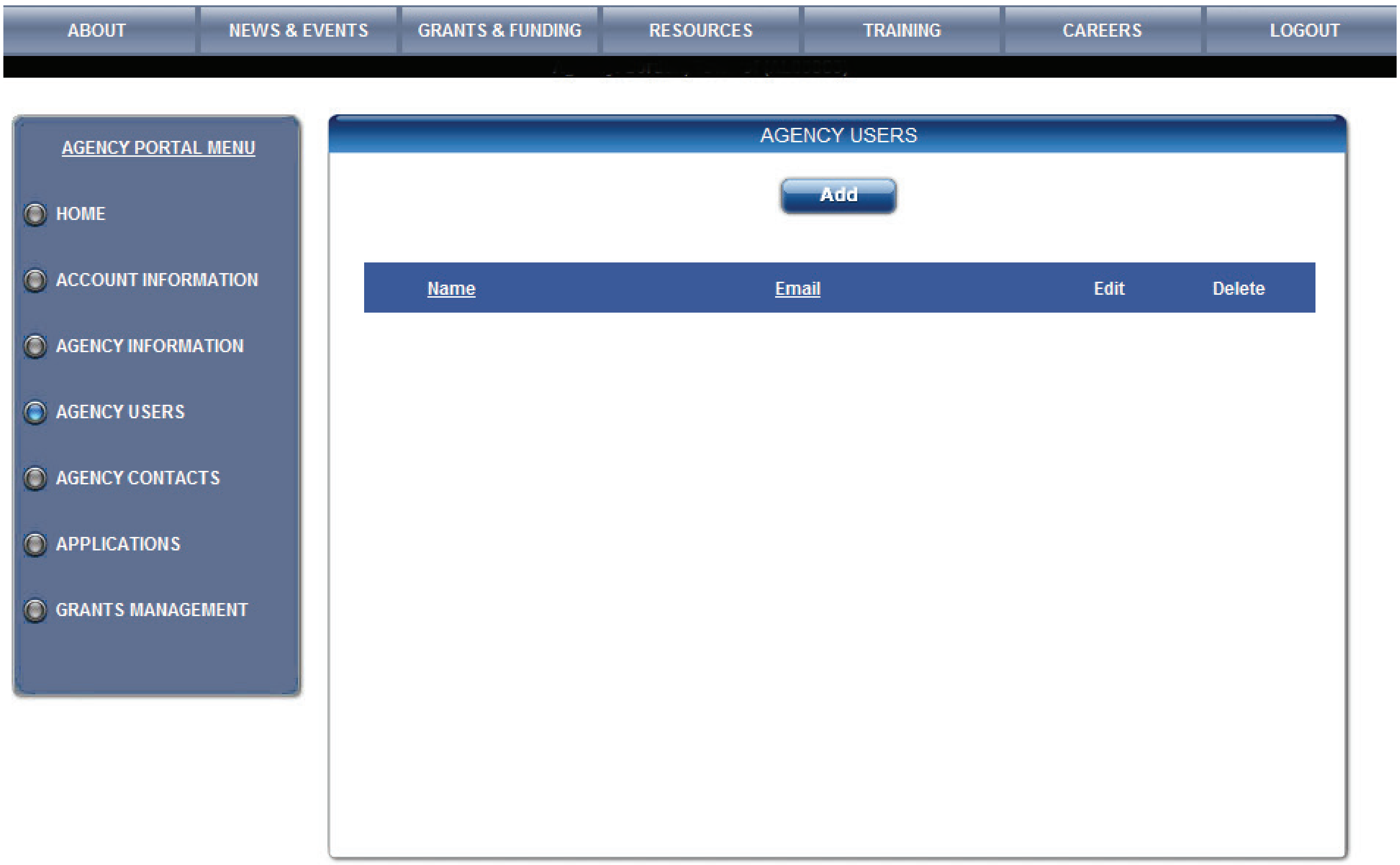
Figure 2. Agency Portal Home



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

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.

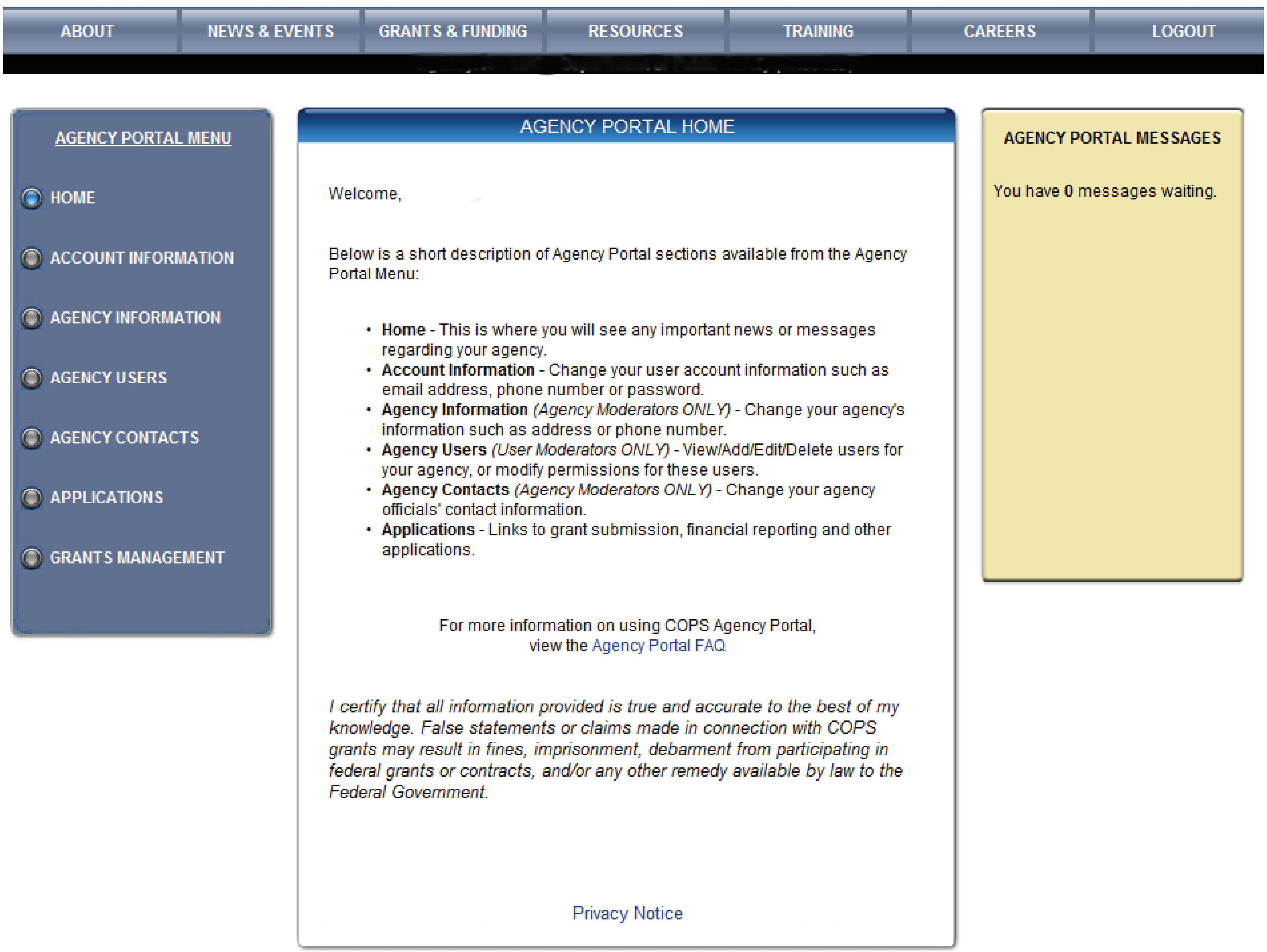
2.1.2 E-Signature Set Up

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

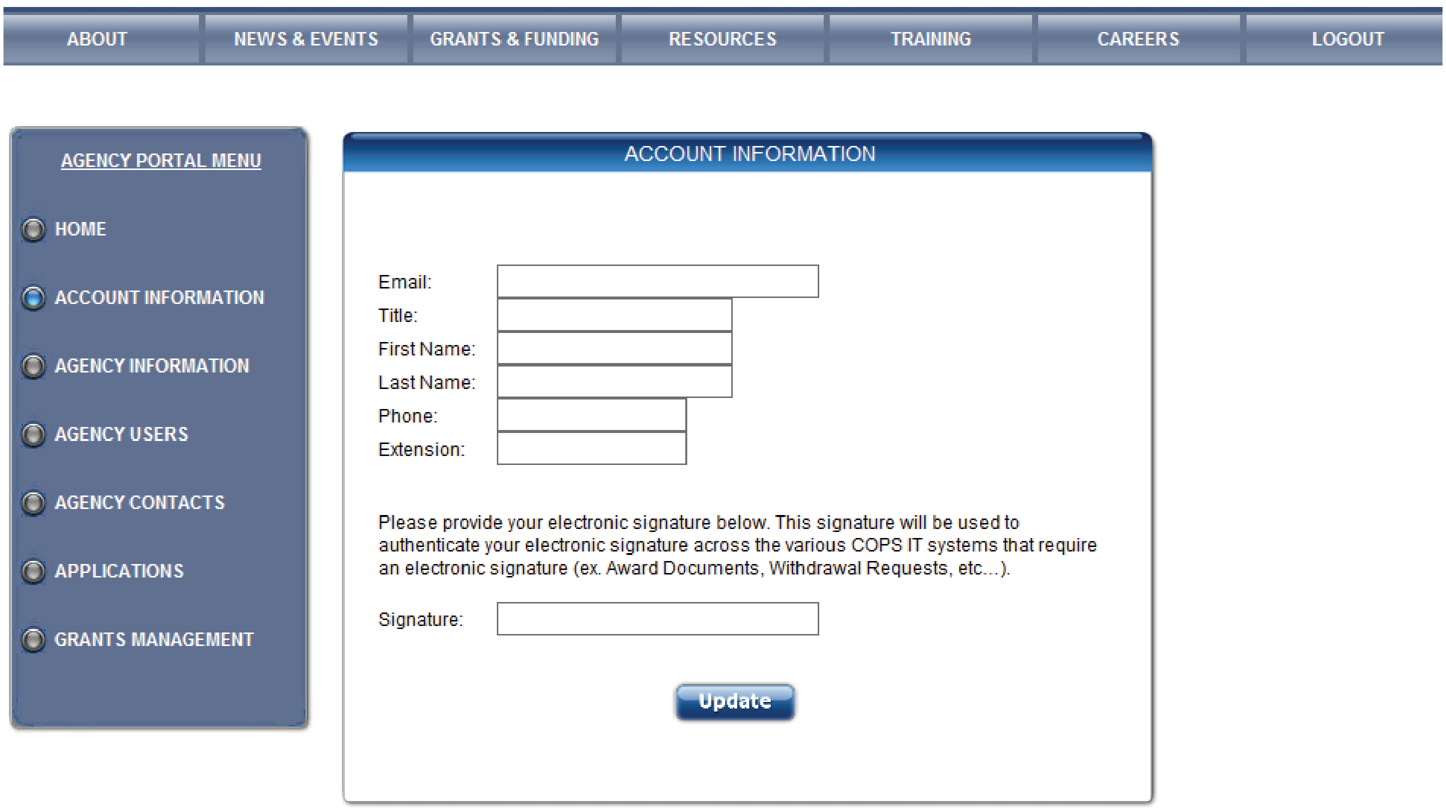


Step 2. On the ***Account Information*** page (Figure 6), the LE/GE should verify the account information and enter his or her e-signature to the signature field. All signature fields within Agency Portal will be validated against the signature provided on this page.

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. The system will confirm the update with a message that the user's information has been updated.

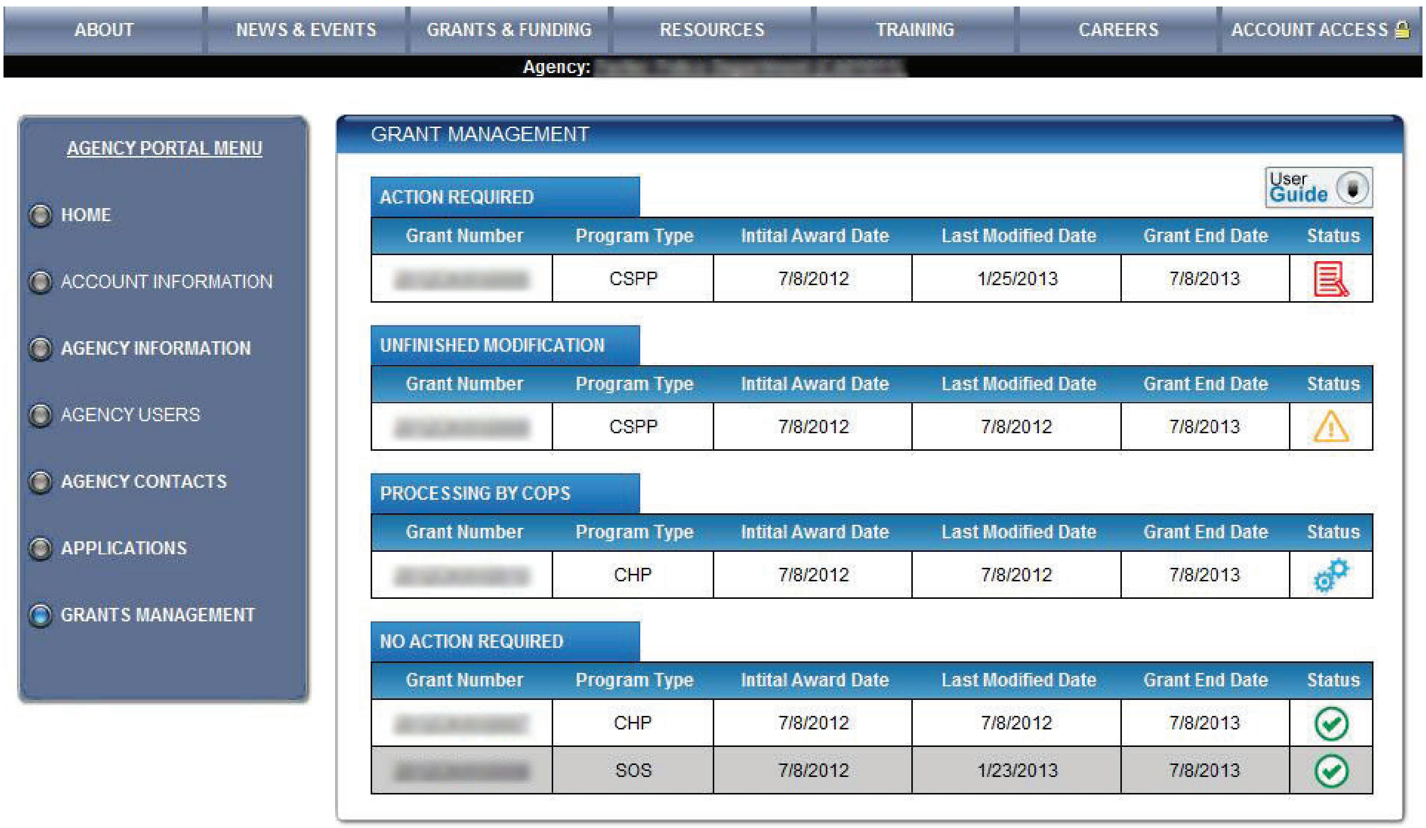
Figure 6. Account Information



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



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).

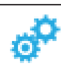
The green "No Action Required" icon indicates that the user can initiate a modification, extension, or withdrawal for that grant. The user cannot initiate these actions when any other icon is displayed.

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).

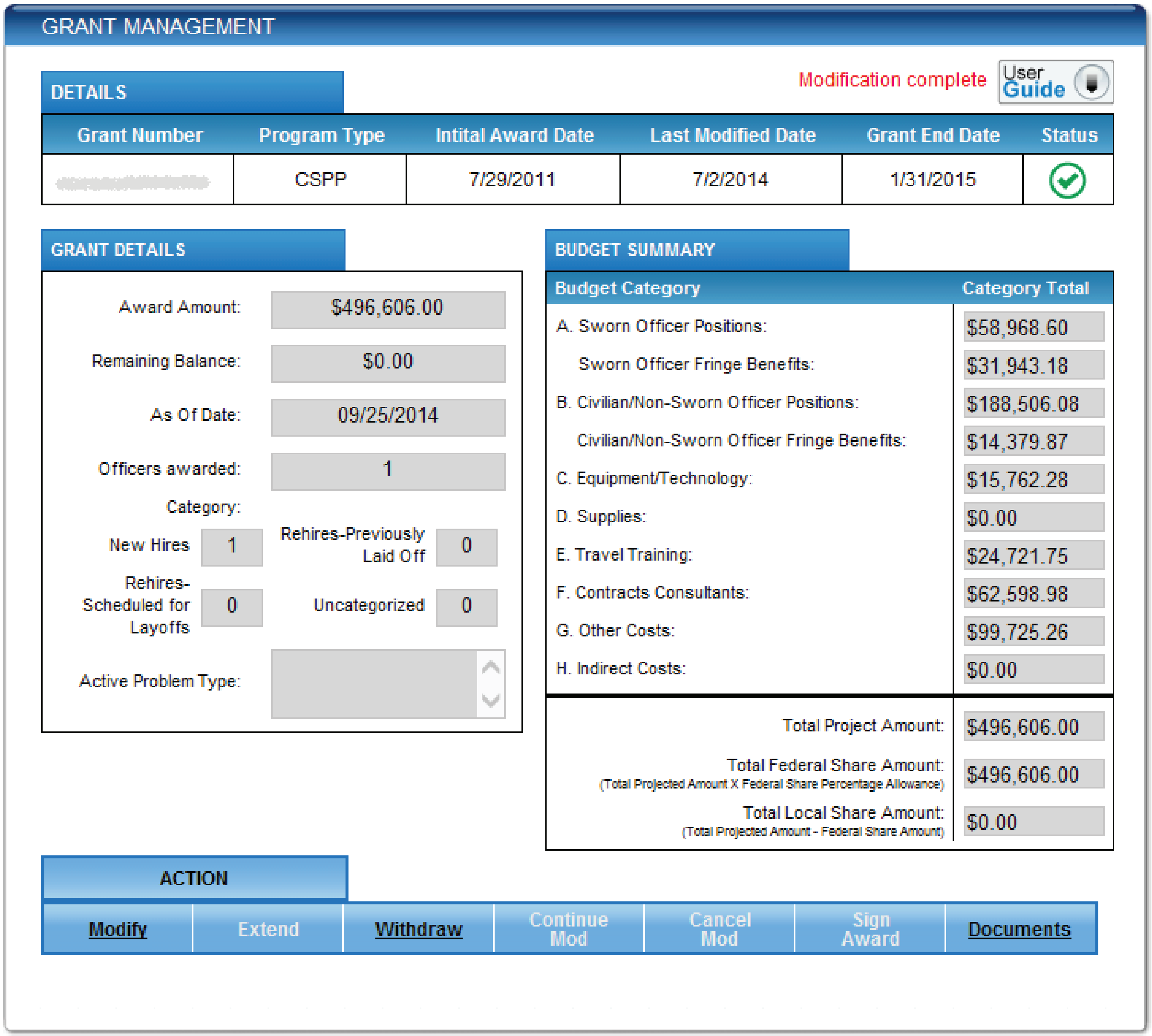
Table 2. Status Icons

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



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.

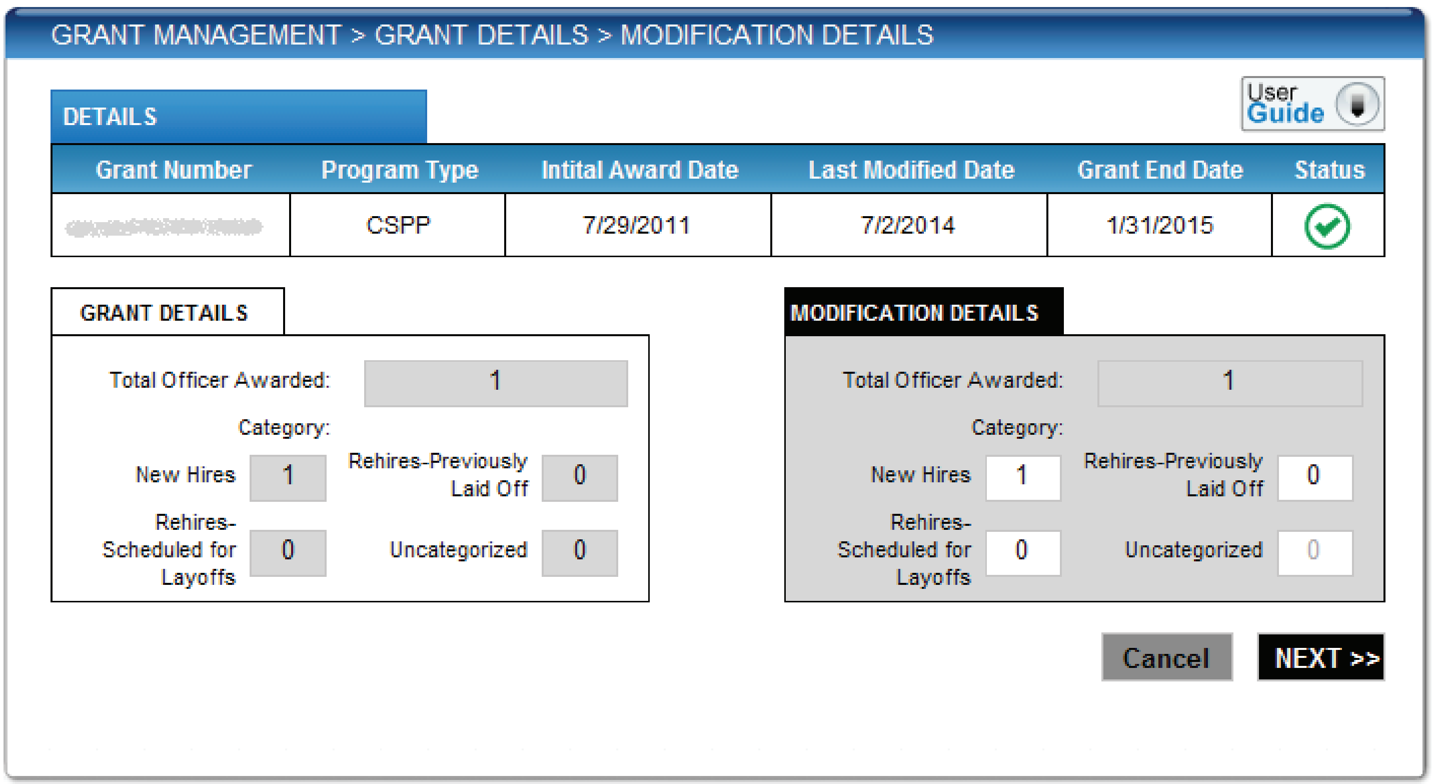
The ***Action*** menu at the bottom of the page facilitates the grants management process. Buttons within the Action menu are enabled or disabled depending on the user's workflow.

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



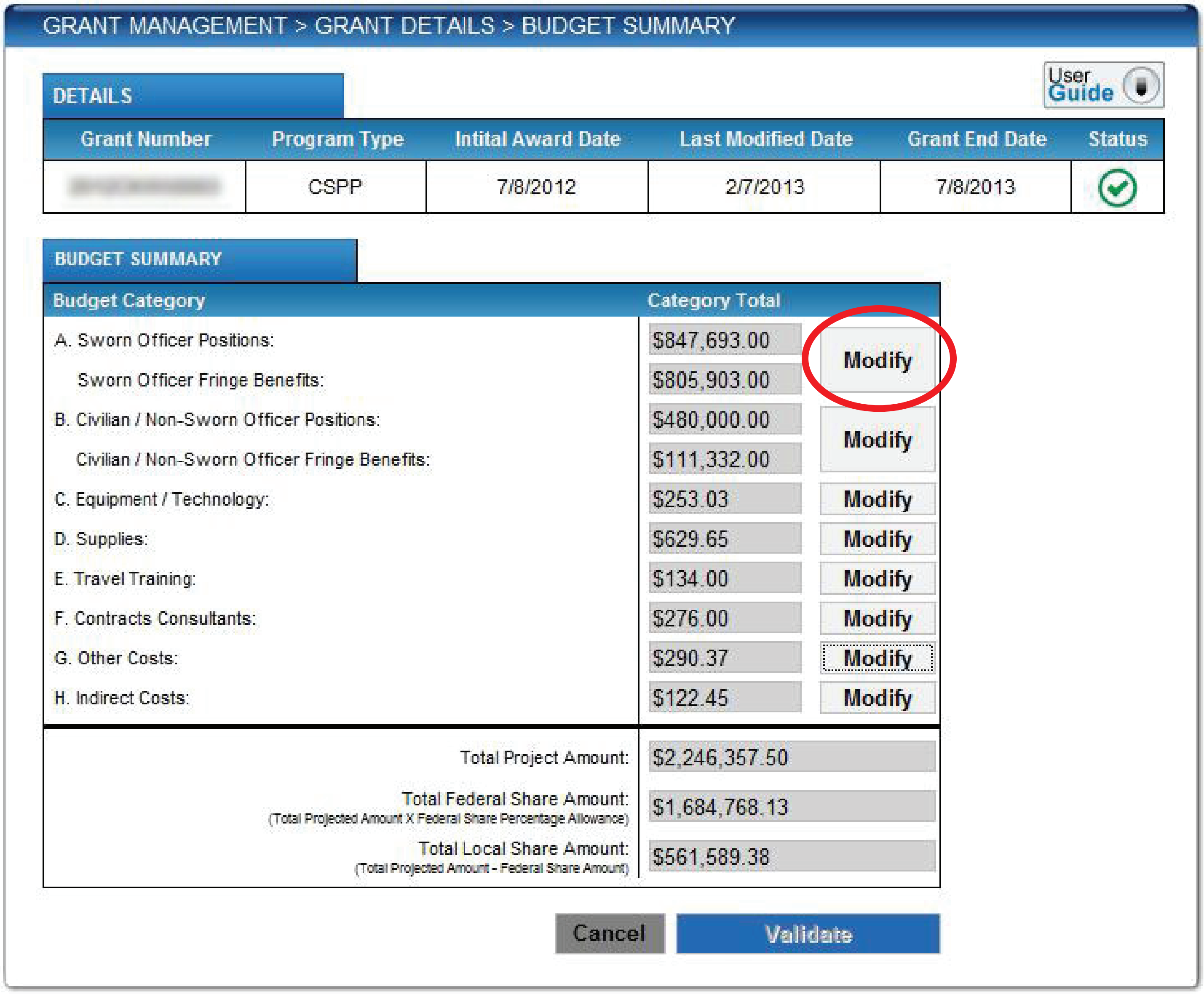
In the ***Grant Details*** box to the left, the system displays the current officer allocation, which is read-only.

In the ***Modification Details*** box to the right, the user can re-allocate officer resources between the ***New Hires***, ***Rehires-Previously Laid Off***, ***Rehires-Scheduled for Layoffs***, and ***Uncategorized*** 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

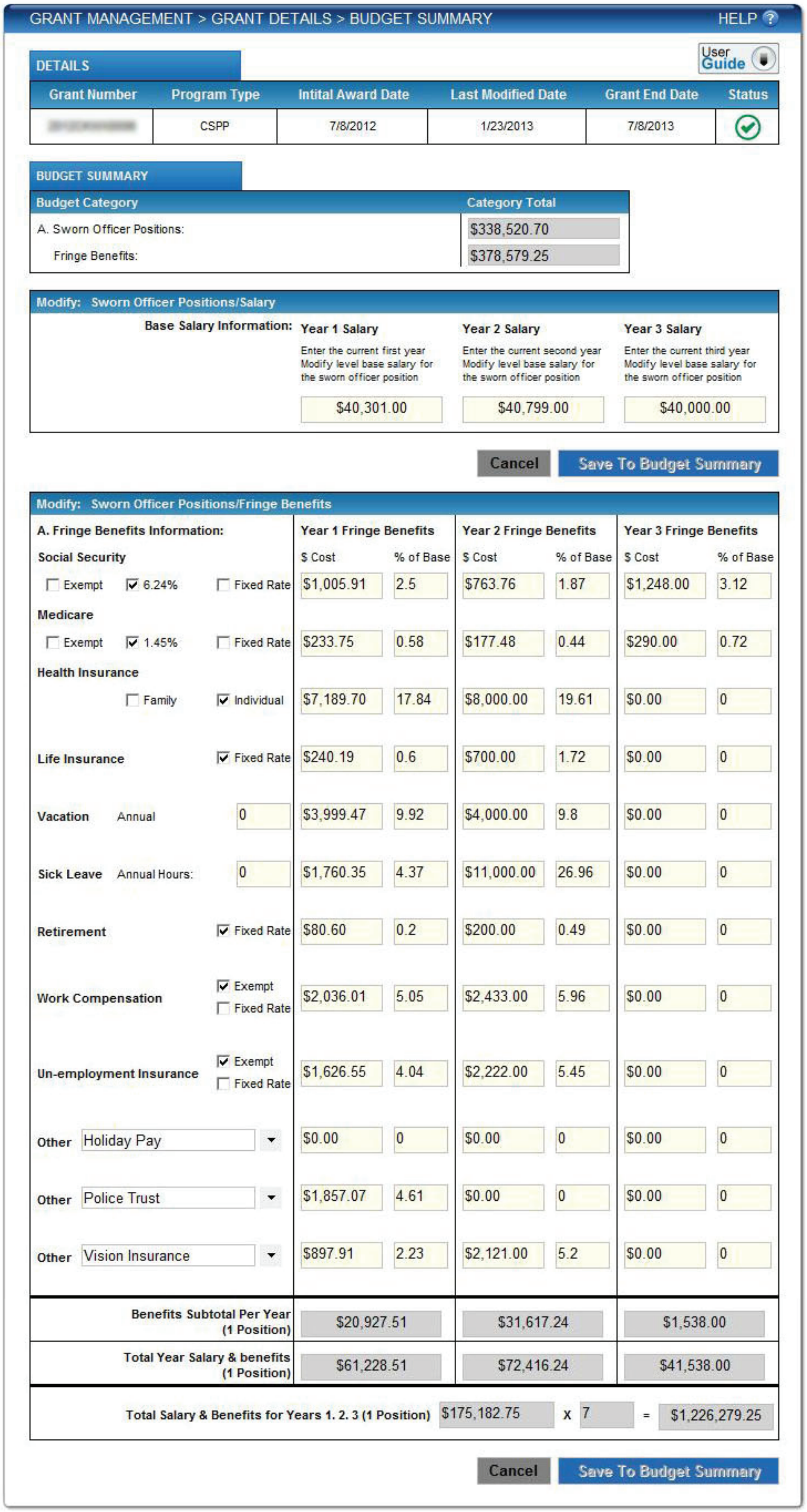


On this screen, the user can select the **Modify** button located beside each of the ***Budget Summary*** line items to make modifications (see Steps 3–10).

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



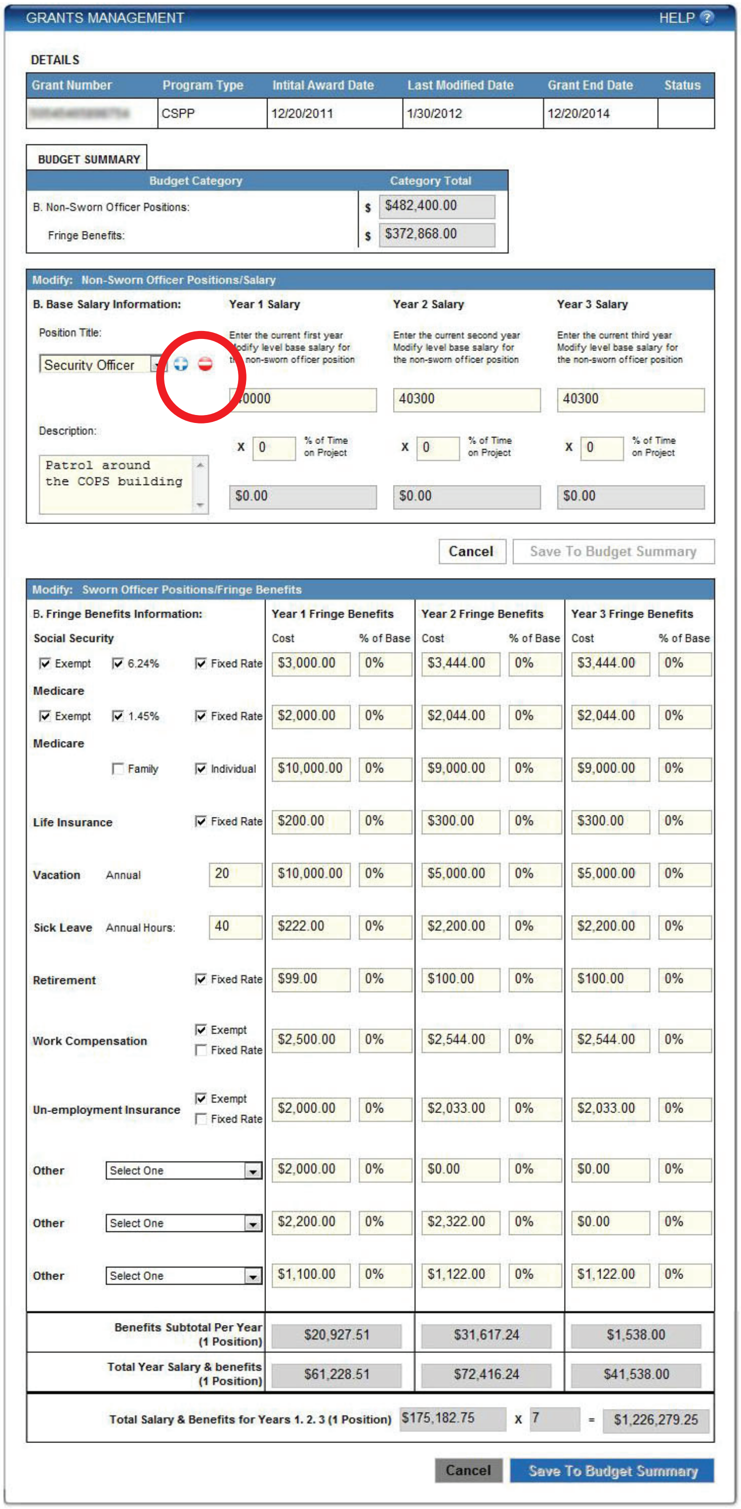
After entering all modifications in the appropriate fields, the user then selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the Budget Summary modifications page (Figure 10).

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	Intital Award Date	Last Modified Date	Grant End Date	Status
[illegible]	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: Security Officer	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
	40000	40300	40300
Description: Patrol around the COPS building	x 0 % of Time on Project	x 0 % of Time on Project	x 0 % of Time on Project
	$0.00	$0.00	$0.00

Cancel | Save To Budget Summary

Modify: Sworn Officer Positions/Fringe Benefits

B. Fringe Benefits Information:		Year 1 Fringe Benefits Cost	% of Base	Year 2 Fringe Benefits Cost	% of Base	Year 3 Fringe Benefits Cost	% of Base
Social Security	Exempt; 6.24%; Fixed Rate	$3,000.00	0%	$3,444.00	0%	$3,444.00	0%
Medicare	Exempt; 1.45%; Fixed Rate	$2,000.00	0%	$2,044.00	0%	$2,044.00	0%
Medicare	Family; Individual	$10,000.00	0%	$9,000.00	0%	$9,000.00	0%
Life Insurance	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	Fixed Rate	$99.00	0%	$100.00	0%	$100.00	0%
Work Compensation	Exempt; Fixed Rate	$2,500.00	0%	$2,544.00	0%	$2,544.00	0%
Un-employment Insurance	Exempt; 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

Cancel | Save To Budget Summary

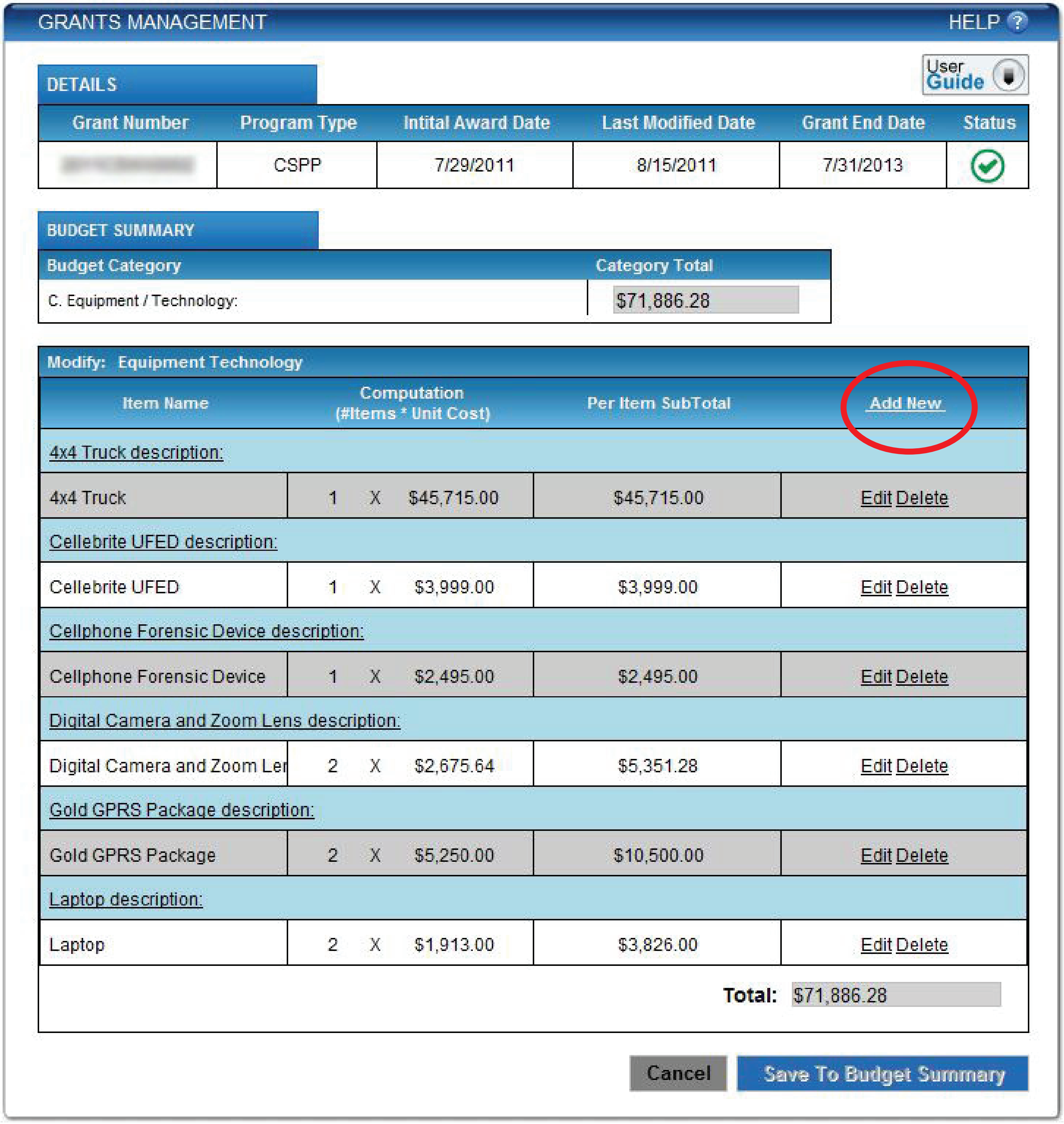
Users can add or delete positions by using the plus or minus icons located beside the ***Position Title*** dropdown box. After entering all modifications in the appropriate fields, the user then selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the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



From the ***Equipment/Technology*** 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**.

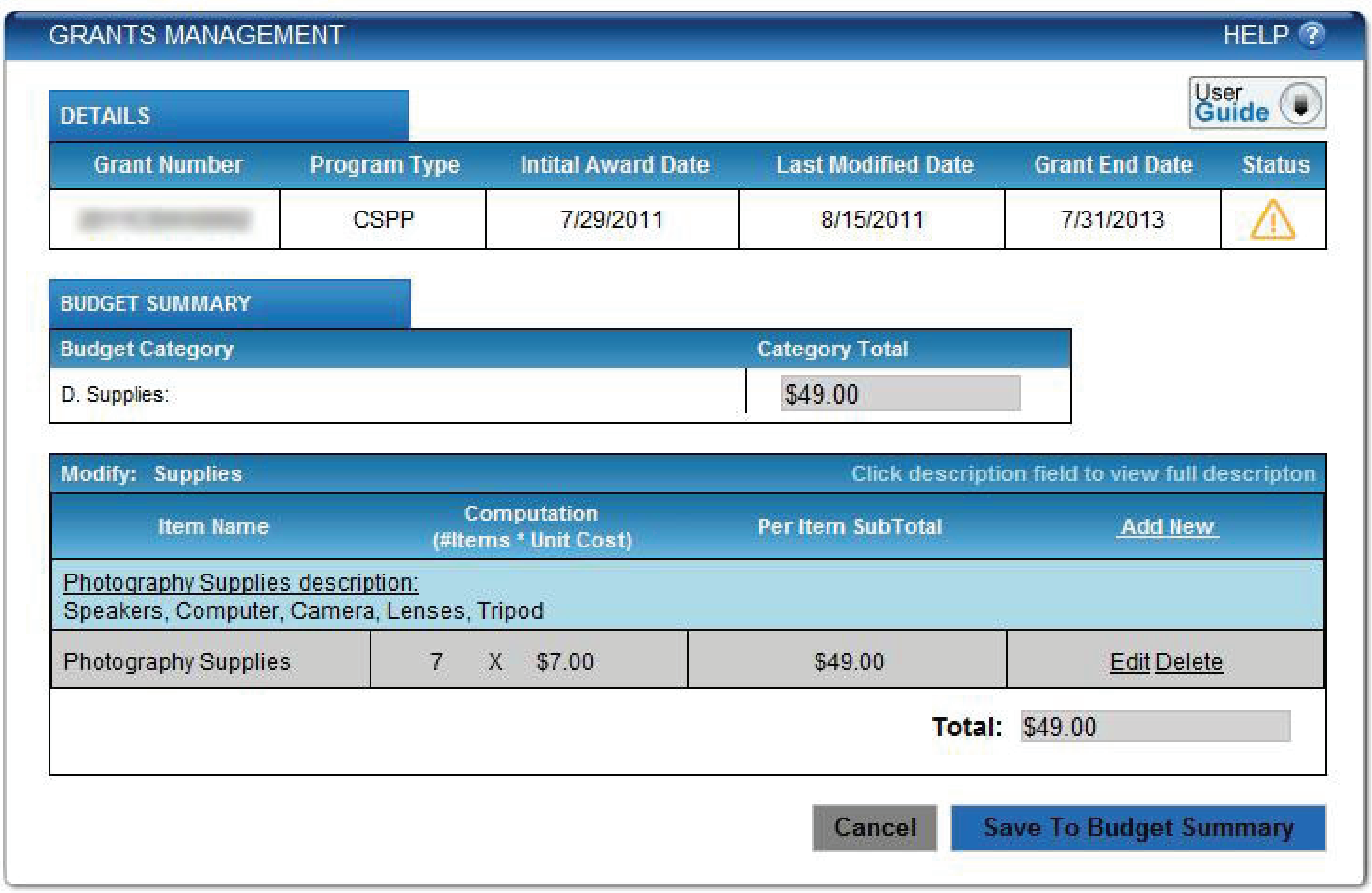
When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the ***Budget Summary*** modifications page (Figure 10).

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

Step 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



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**.

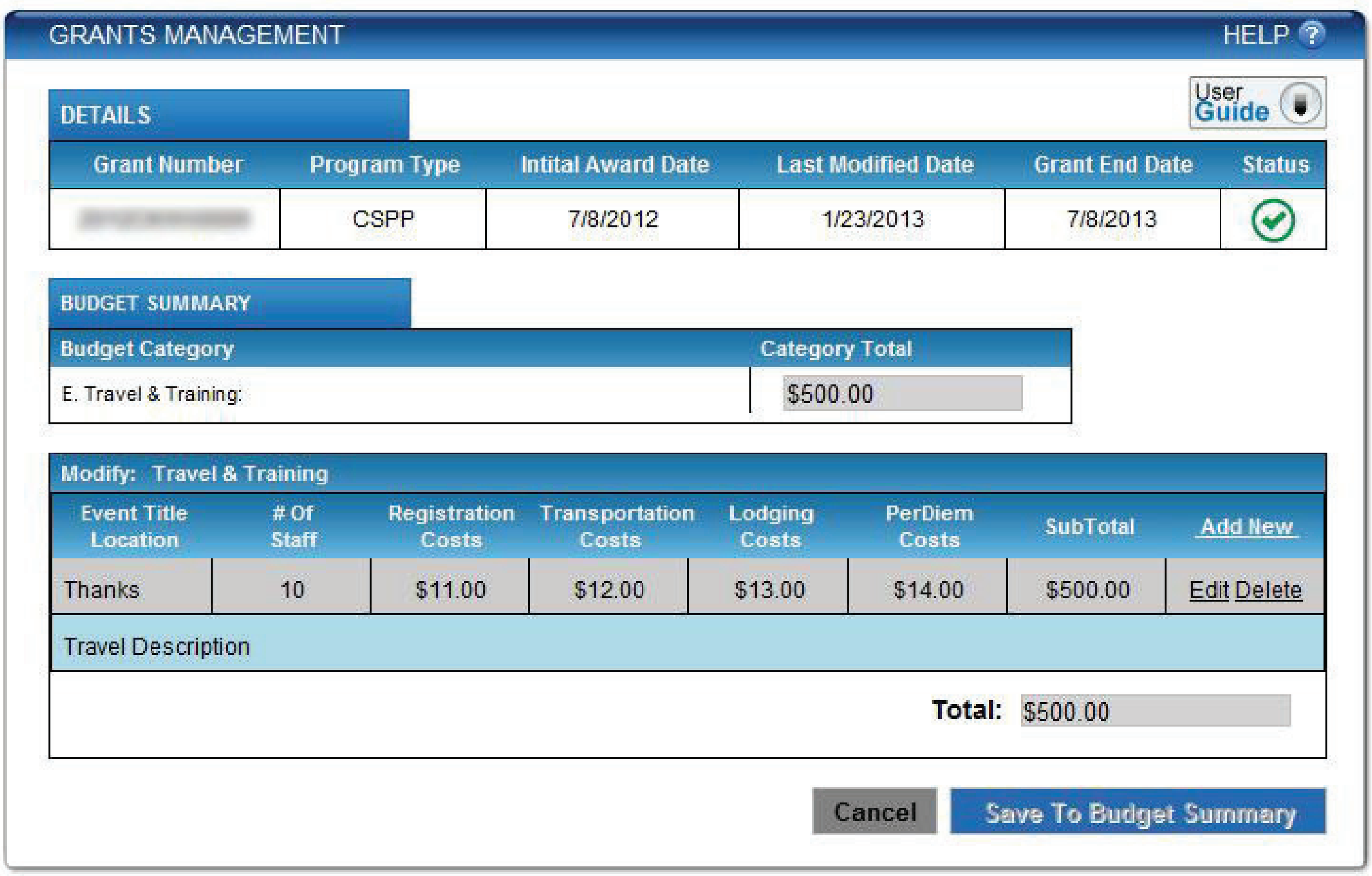
When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the ***Budget Summary*** modifications page (Figure 10).

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



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

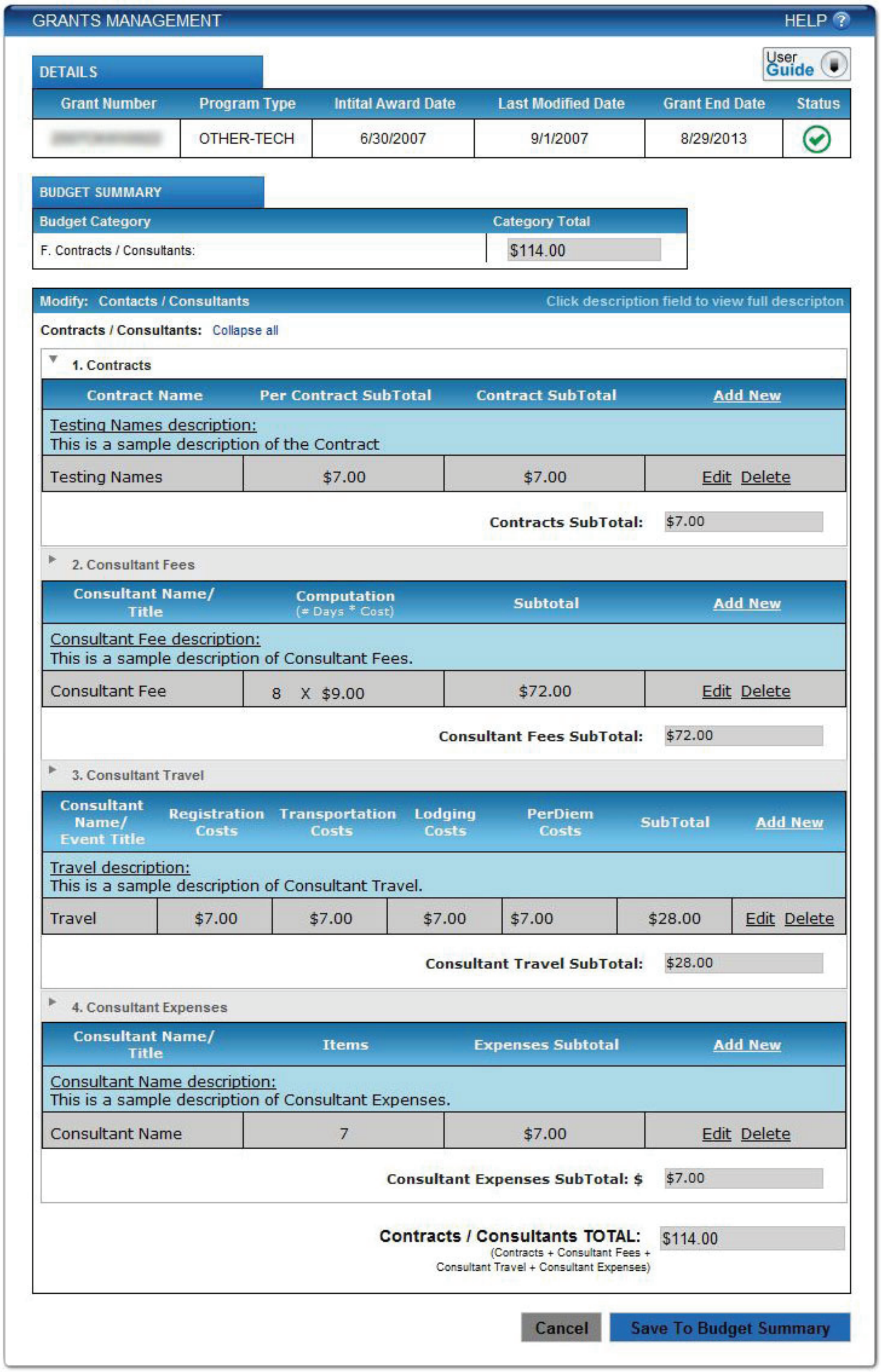
- **Add.** To enter a new line item, the user selects **Add New** and fills in all appropriate fields. Some fields are required, such as the item name, which will prompt the system to display an error message if the user leaves this field incomplete.
- **Edit.** To edit an existing line item, the user 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



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**.

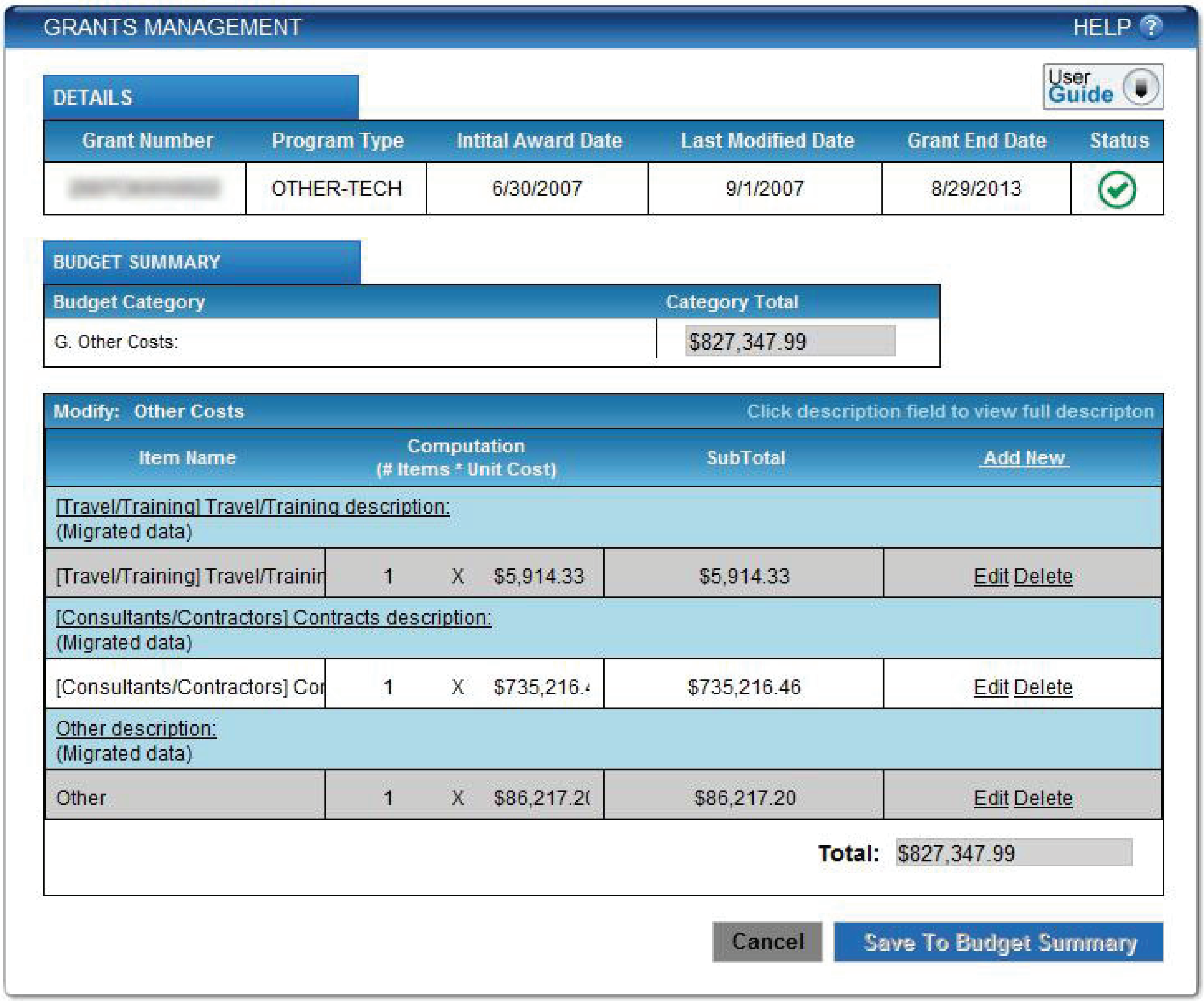
When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the ***Budget Summary*** modifications page (Figure 10).

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



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**.

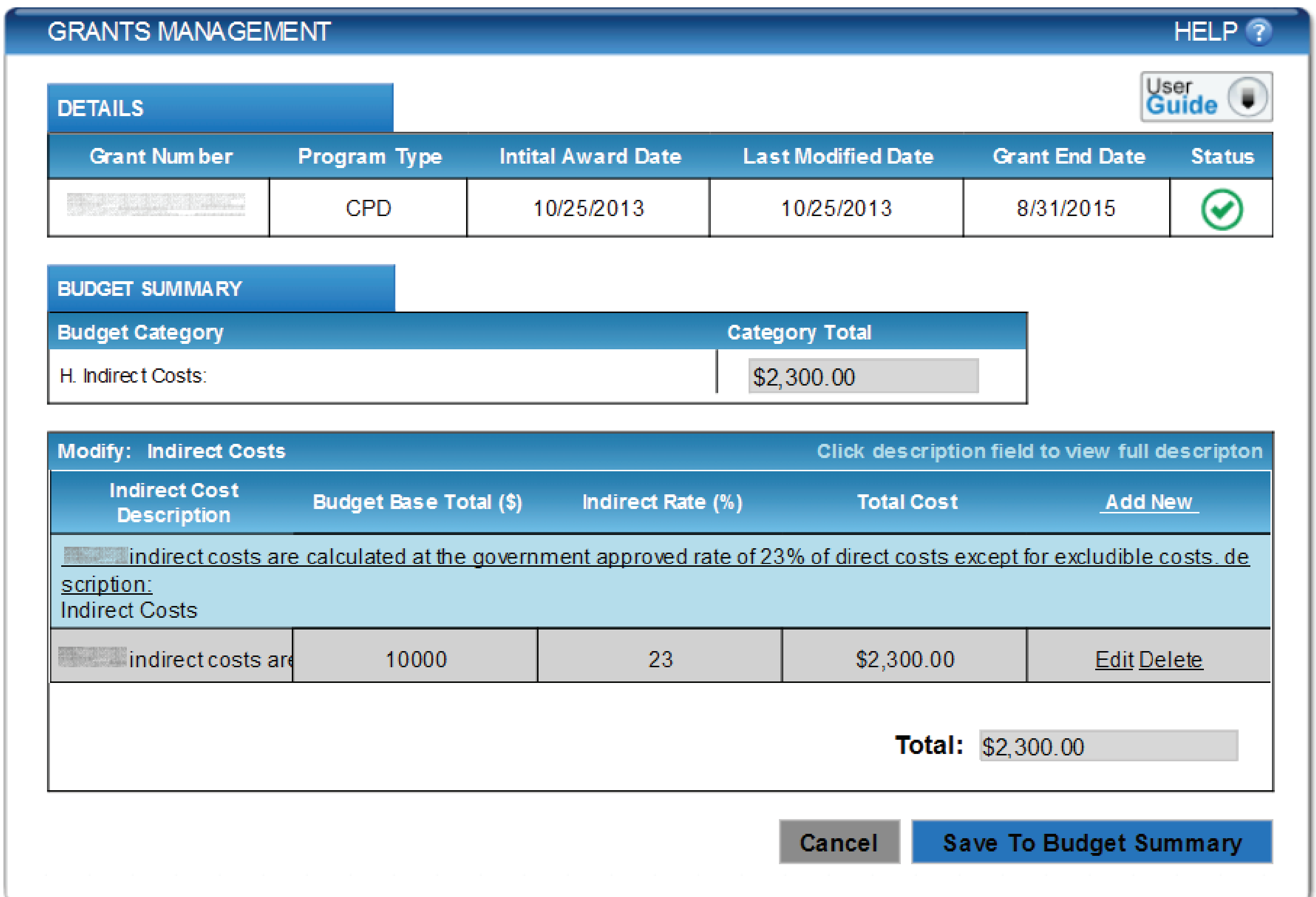
When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the ***Budget Summary*** modifications page (Figure 10).

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



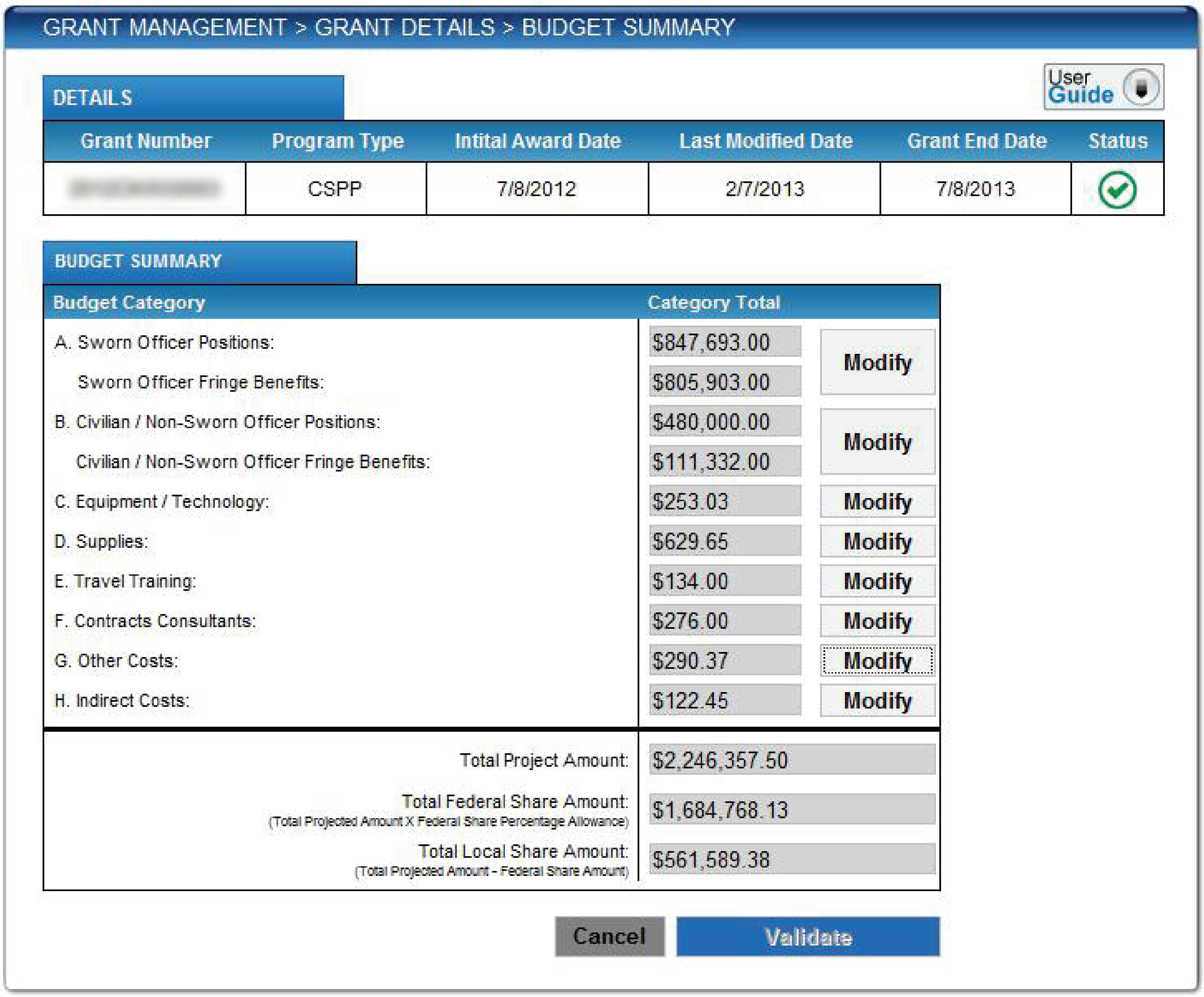
From the ***Indirect Costs*** modifications page, the user can make three types of modifications:

- **Add.** To enter a new line item, the user selects **Add New** and fills in 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 19).

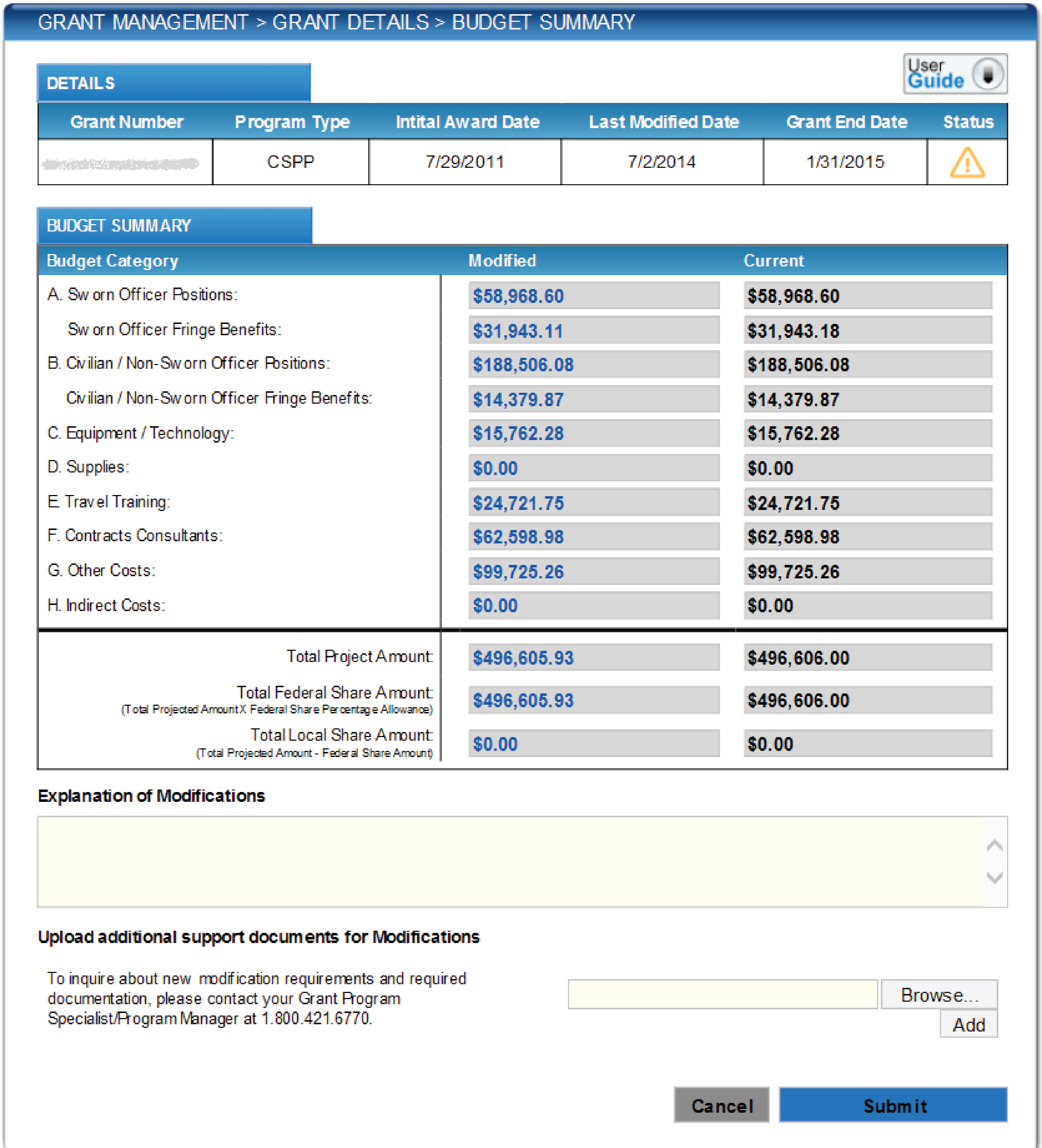
Step 11. After modifying all of the desired budget categories, the user selects the **Validate** button located at the bottom of the ***Budget Summary*** modifications page (Figure 19).

Figure 19. Budget Summary modifications page



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

User Guide

DETAILS

Grant Number	Program Type	Intital Award Date	Last Modified Date	Grant End Date	Status
[illegible]	CSPP	7/29/2011	7/2/2014	1/31/2015	⚠

BUDGET SUMMARY

Budget Category	Modified	Current
A. Sworn Officer Positions:	$58,968.60	$58,968.60
Sworn Officer Fringe Benefits:	$31,943.11	$31,943.18
B. Civilian / Non-Sworn Officer Positions:	$188,506.08	$188,506.08
Civilian / Non-Sworn Officer Fringe Benefits:	$14,379.87	$14,379.87
C. Equipment / Technology:	$15,762.28	$15,762.28
D. Supplies:	$0.00	$0.00
E. Travel Training:	$24,721.75	$24,721.75
F. Contracts Consultants:	$62,598.98	$62,598.98
G. Other Costs:	$99,725.26	$99,725.26
H. Indirect Costs:	$0.00	$0.00
Total Project Amount:	$496,605.93	$496,606.00
Total Federal Share Amount: (Total Projected Amount X Federal Share Percentage Allowance)	$496,605.93	$496,606.00
Total Local Share Amount: (Total Projected Amount - Federal Share Amount)	$0.00	$0.00

Explanation of Modifications

Upload additional support documents for Modifications

To inquire about new modification requirements and required documentation, please contact your Grant Program Specialist/Program Manager at 1.800.421.6770.

Browse...

Add

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 may choose to upload additional support documents. The user then 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.***

Note: *For TRGP-E/T grants, the LE (PO and GE (FO) users must also apply their electronic signatures to a 28 CFR* ***Special Condition*** *box (Figure 21a), which the system will add to the* ***updated Award Document*** *page (Figure 21).*

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

Figure 21. Updated Award Document

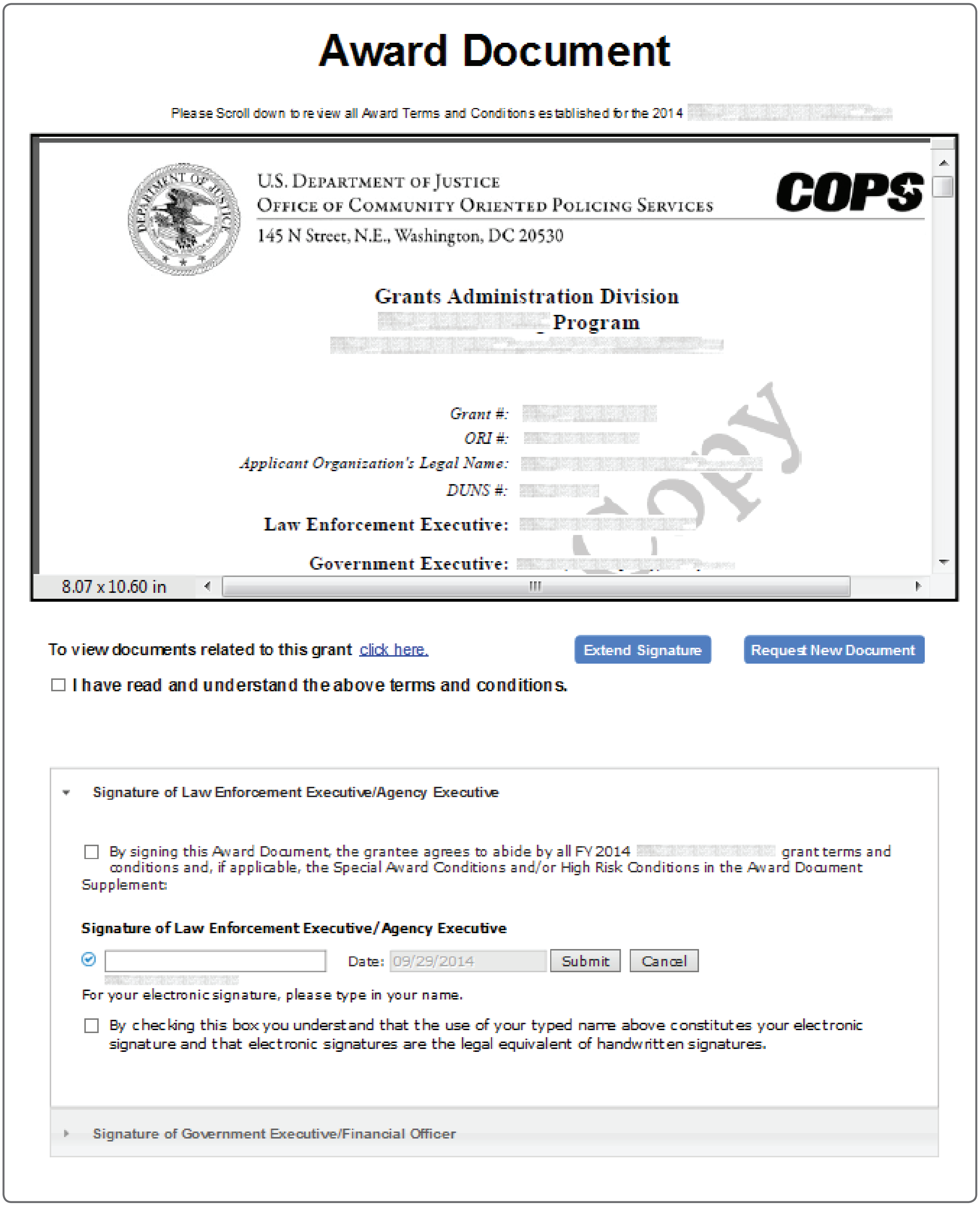
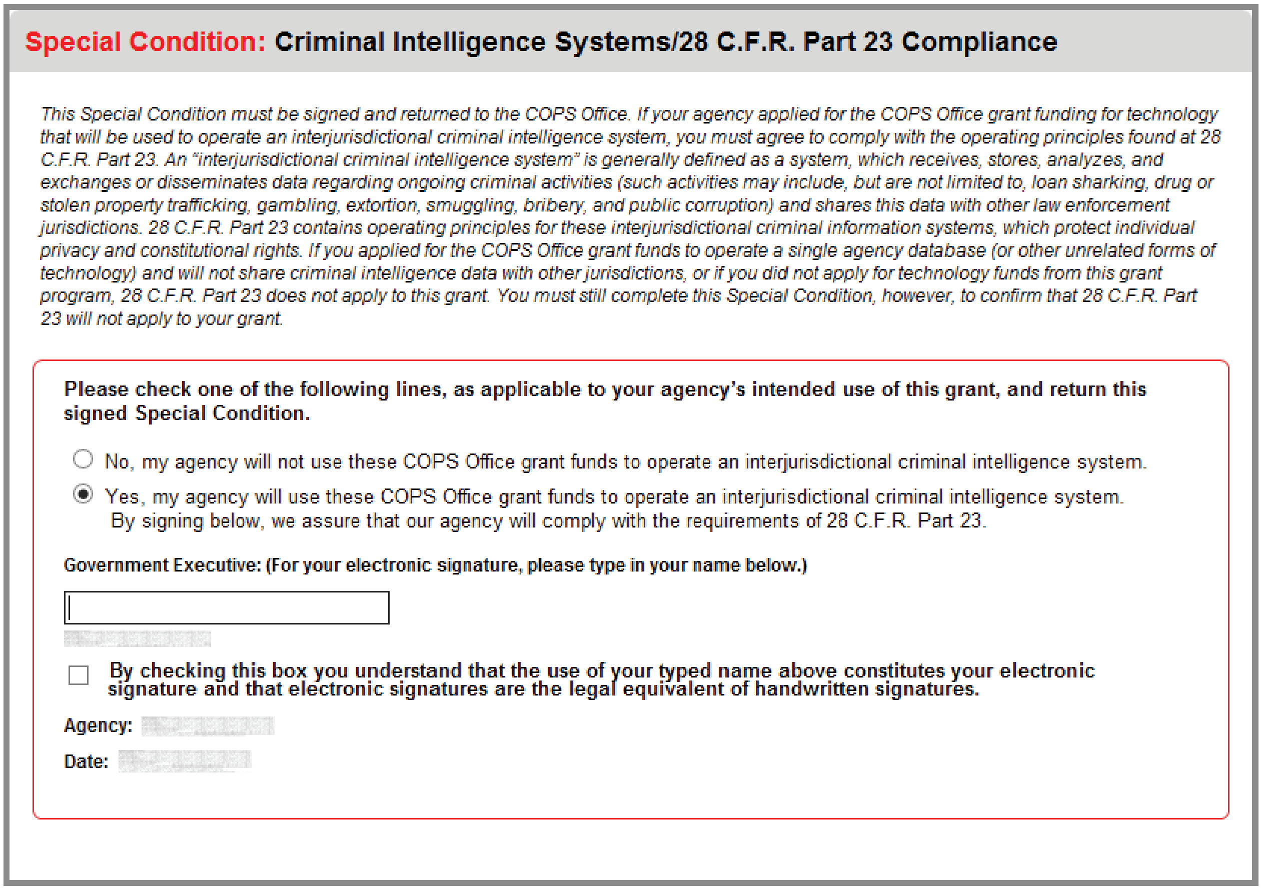


Figure 21a. Special Condition 28 CFR signature box for TRGP-E/T grants



Special Condition: Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance

This Special Condition must be signed and returned to the COPS Office. If your agency applied for the COPS Office grant funding for technology that will be used to operate an interjurisdictional criminal intelligence system, you must agree to comply with the operating principles found at 28 C.F.R. Part 23. An "interjurisdictional criminal intelligence system" is generally defined as a system, which receives, stores, analyzes, and exchanges or disseminates data regarding ongoing criminal activities (such activities may include, but are not limited to, loan sharking, drug or stolen property trafficking, gambling, extortion, smuggling, bribery, and public corruption) and shares this data with other law enforcement jurisdictions. 28 C.F.R. Part 23 contains operating principles for these interjurisdictional criminal information systems, which protect individual privacy and constitutional rights. If you applied for the COPS Office grant funds to operate a single agency database (or other unrelated forms of technology) and will not share criminal intelligence data with other jurisdictions, or if you did not apply for technology funds from this grant program, 28 C.F.R. Part 23 does not apply to this grant. You must still complete this Special Condition, however, to confirm that 28 C.F.R. Part 23 will not apply to your grant.

Please check one of the following lines, as applicable to your agency's intended use of this grant, and return this signed Special Condition.

- ○ No, my agency will not use these COPS Office grant funds to operate an interjurisdictional criminal intelligence system.
- ◉ Yes, my agency will use these COPS Office grant funds to operate an interjurisdictional criminal intelligence system. By signing below, we assure that our agency will comply with the requirements of 28 C.F.R. Part 23.

Government Executive: (For your electronic signature, please type in your name below.)

☐ **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.**

Agency:

Date:

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.

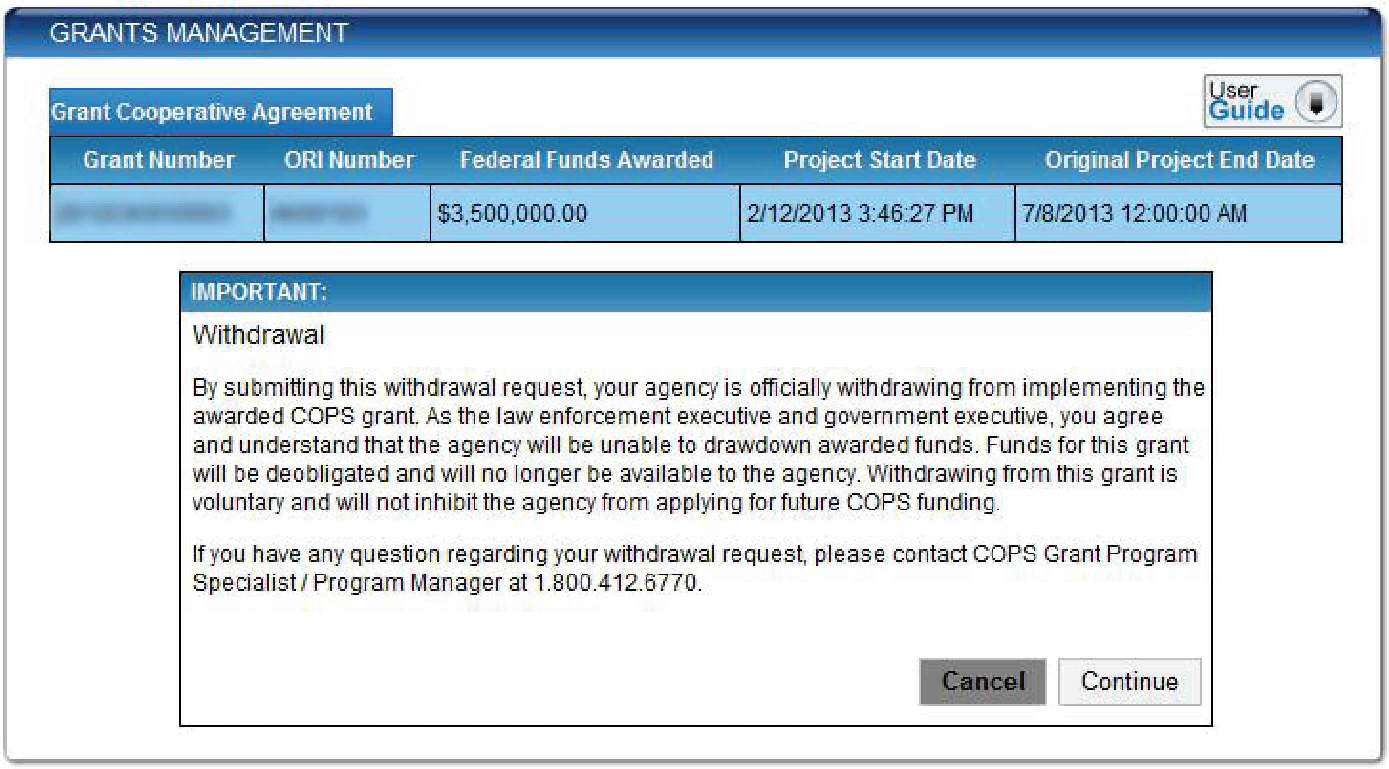
If the award document package was not regenerated as part of the COPS Office review process, the signature steps are not needed, and the grant status changes to the green "No Action Required" icon within the Grants Management list as soon as the COPS Office approves the modification.

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).*

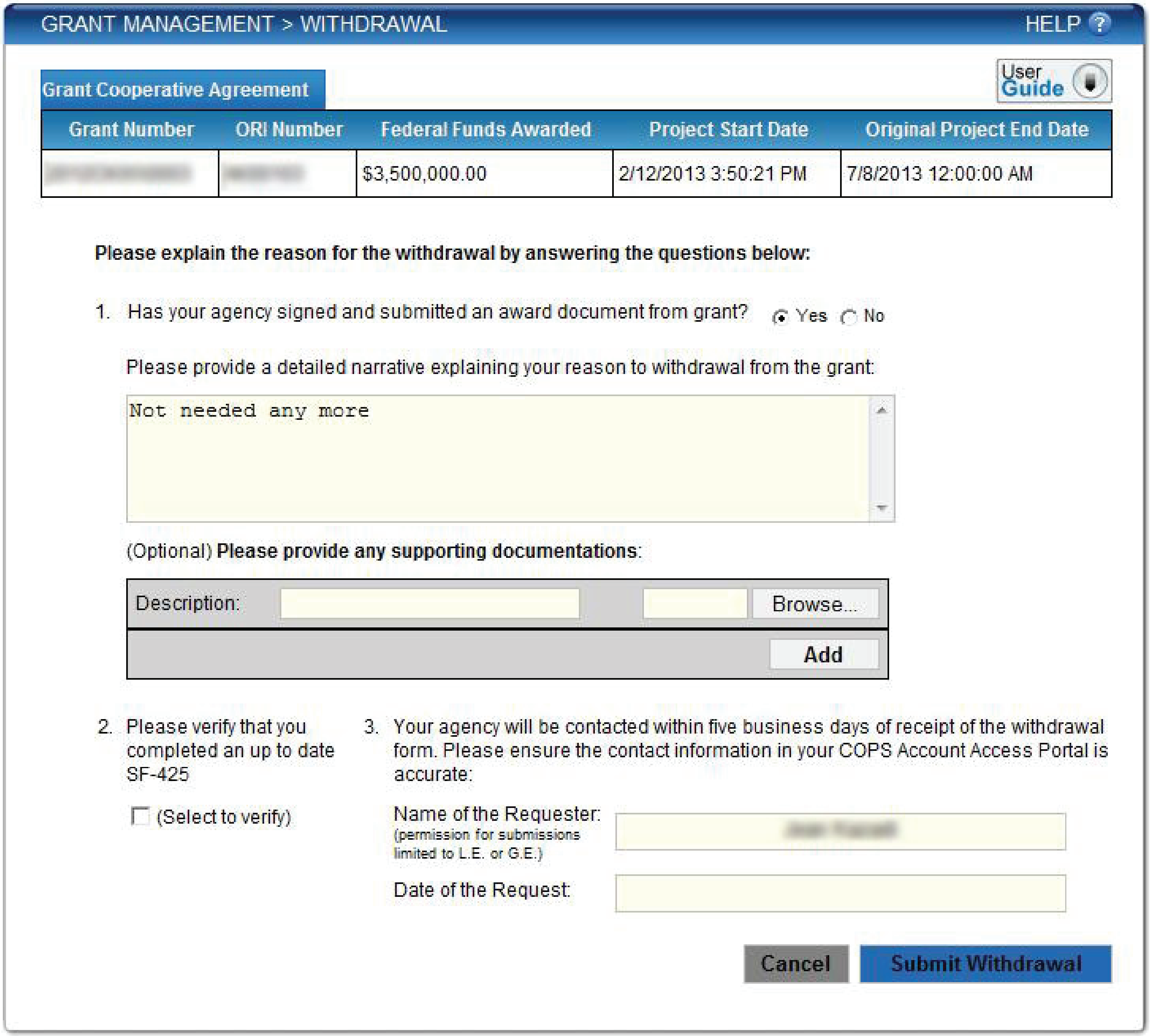
Figure 22. Grants withdrawal notification



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



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.

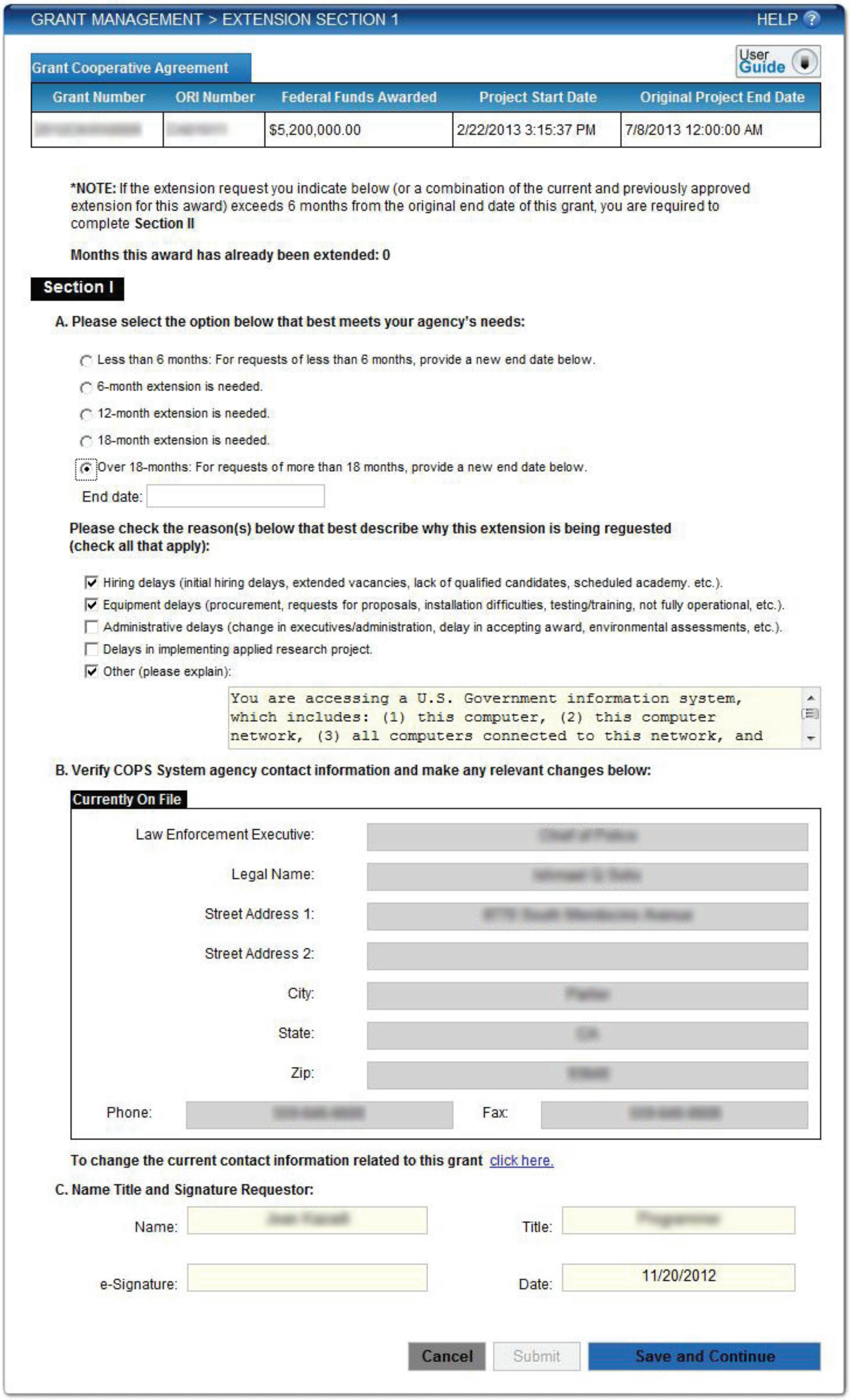
2.2.3 Grant Extension Process

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

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
[illegible]	[illegible]	$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):

- [x] Hiring delays (initial hiring delays, extended vacancies, lack of qualified candidates, scheduled academy. etc.).
- [x] 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.
- [x] 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:

Legal Name:

Street Address 1:

Street Address 2:

City:

State:

Zip:

Phone: Fax:

To change the current contact information related to this grant click here.

C. Name Title and Signature Requestor:

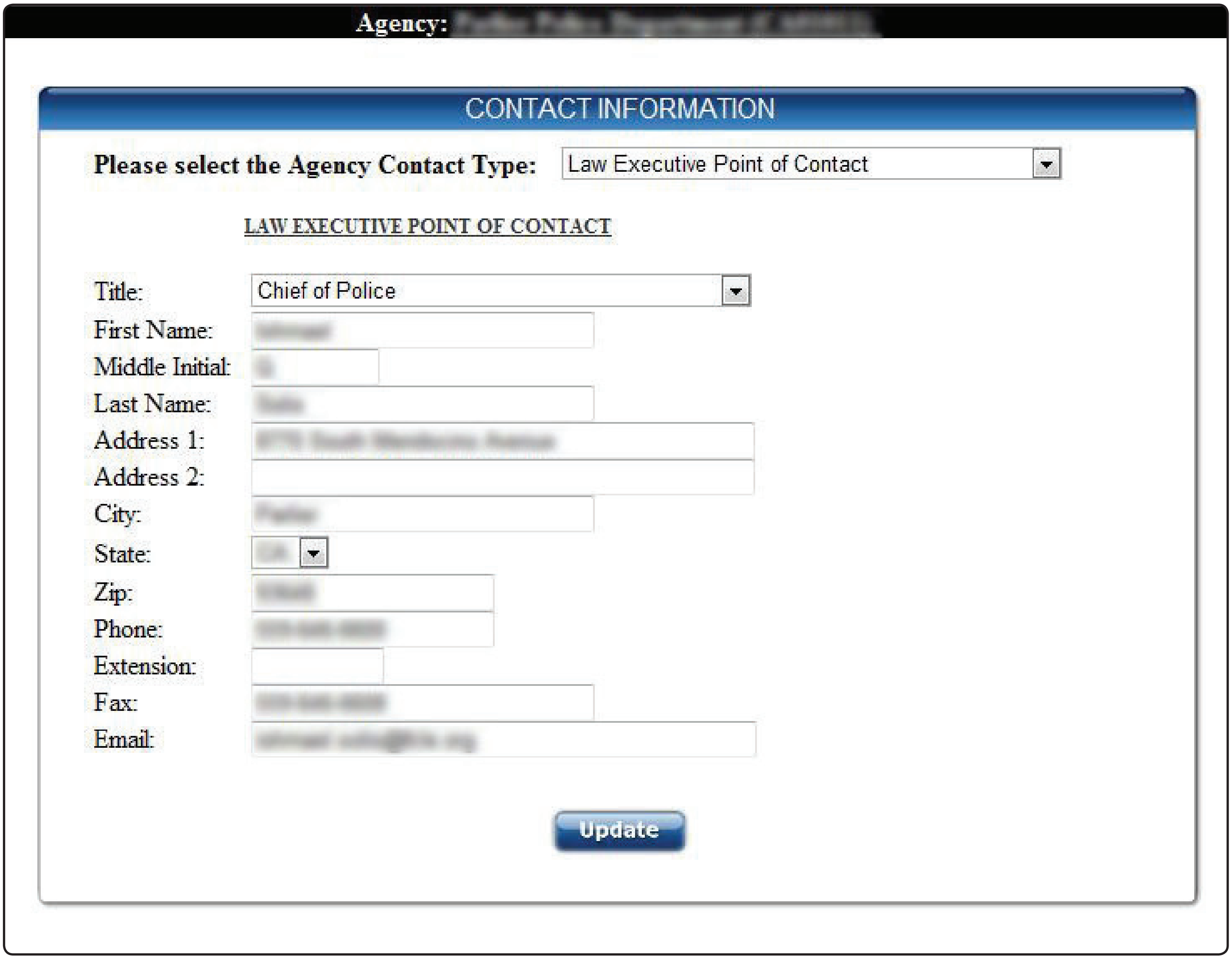
Name: Title:

e-Signature: Date: 11/20/2012

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 34).

Figure 26. Contact Information pop-up window



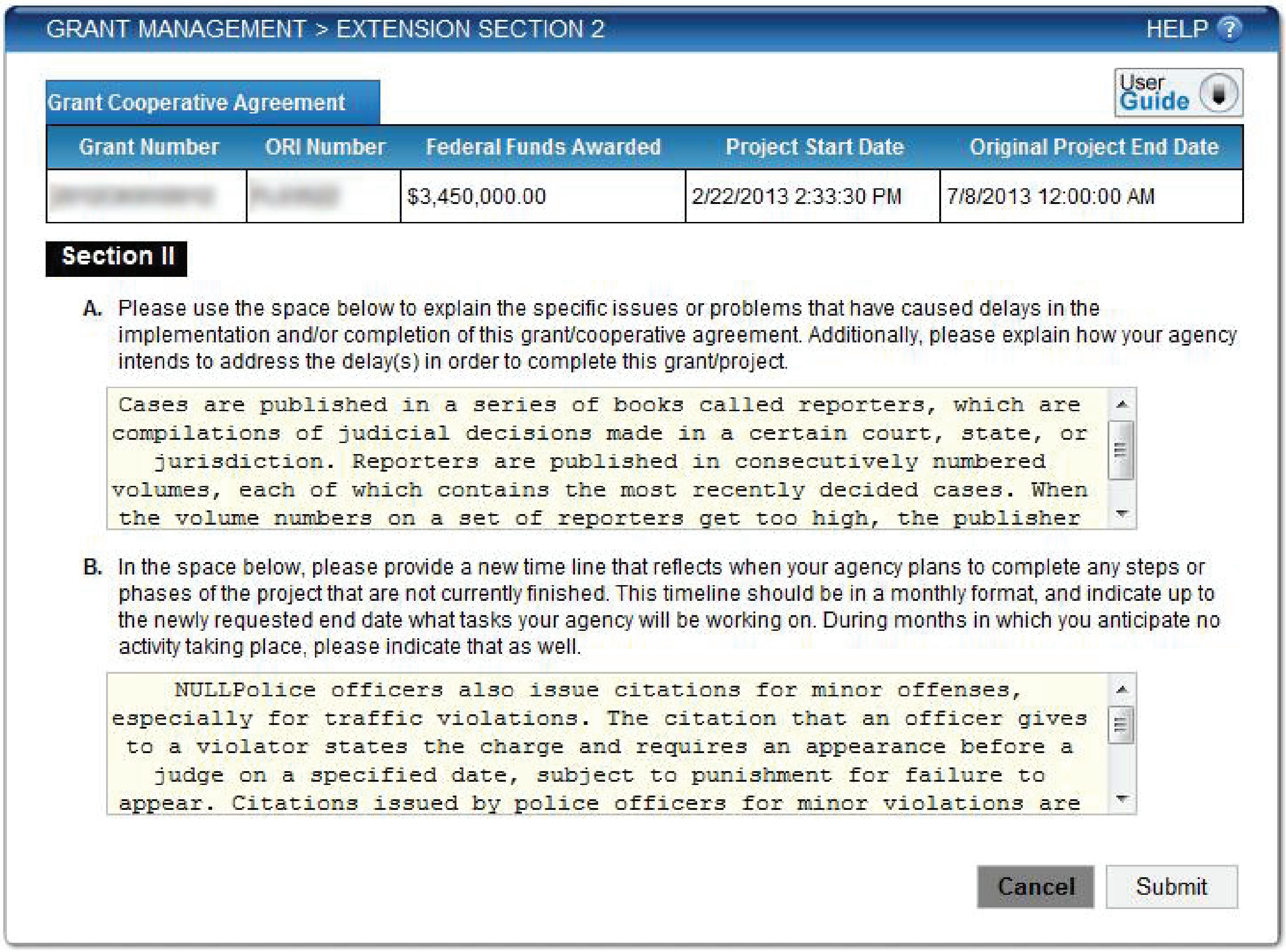
After completing the ***Contact Information*** form, the user clicks the **Update** button, and the system closes the pop-up window, returning the user to the ***Grants Management Extension*** form (Figure 25). The changes made to the contact information will immediately appear in the ***Grants Management 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
[illegible]	[illegible]	$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.
- To date, the COPS Office has funded approximately 125,000 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.
- To date, the COPS Office has distributed more than 8.57 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.

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

To obtain details about COPS Office programs, call the COPS Office Response Center at 800-421-6770.

Visit the COPS Office online at www.cops.usdoj.gov.

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