



## Office of Community Oriented Policing Services FY 2016 Post-Award Instructions

After receiving notice of an award from the Office of Community Oriented Policing Services (COPS Office), please visit the following links to find materials and instructions related to your new award.

Award recipients will electronically receive an award package containing several important documents including your award document and a Financial Clearance Memo (FCM). The FCM outlines all approved budget costs, as well as any disallowed costs or items that require reprogramming, and any restrictions placed on your award funds. In addition, you will have access to your Award Owner's Manual, which outlines in detail how to manage the administrative and financial matters of your award.

To officially accept and begin your COPS Office award, your agency must access [www.cops.usdoj.gov](http://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 award terms and conditions) within 90 days of the date shown on the award congratulatory letter.

The award document to accept your new award can be found in the award package. You should carefully read all award information prior to signing the award document and accepting your award. 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 [www.cops.usdoj.gov/pdf/UserGuide.pdf](http://www.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 award online. Please review and follow these steps carefully as this is the only method for signing your award document.

For COPS Office TRGP awards under CTAS, the government executive must electronically sign the award document. Once the COPS Office receives your accepted award, you will be able to begin administering your award and drawing down on your funds. Our [Grant Payment Request System](#) (GPRS) can provide you with specific financial information. Please also visit the COPS Office website to become familiar with your new award and the state [Grant Program Specialist](#) and the [Staff Accountant](#) assigned your tribe. These individuals can be contacted directly with any questions related to your new award.

