Introduction

The Office of Community Oriented Policing Services (COPS Office) uses a web-based system to streamline grant management functions. The system allows for easily monitored processes and electronic records keeping. This manual contains step-by-step guidelines for setting up new users and e-signatures and for processing modifications, post-application modifications, withdrawals, and extensions for grants.

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 Office 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.

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 3b on page 10).

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 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 a modified award document from the COPS Office, if applicable, reflecting the modifications
- Receives a modified Financial Clearance Memo from the COPS Office
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 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

Requesting grant withdrawals

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

The grant withdrawal request workflow in the 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

Requesting to decline a grant

Declining a grant is when the user submits a request to decline the award instead of accepting it.

The grant decline workflow in the Agency Portal consists of the following steps:

• Generates a decline form for the user
• Allows the user to enter a reason for the decline
• Accepts the reason and stores the decline data in the database
• Submits decline details to the COPS Office for internal processing
• Notifies the user of the completion of the decline process
New user set up

**Step 1A.** The user visits the *Agency Portal Login* page (figure 1a), enters his or her email address and password into the associated fields, and selects *Login*.

Figure 1a. Agency Portal Login

*Note: Internet Explorer 11 users should add the COPS website to the Compatibility View settings in the browser by following the step-by-step instructions or contacting our Response Center at 800-421-6770.*

*Existing users: Please contact your agency's Law Enforcement Executive for your new Agency Portal Registration and Login ID.*
Step 2A. Under the *Agency Portal Menu* on the left, the user selects *Agency Users* (see figure 2a).

*Note: Users cannot edit their own roles.*

Figure 2a. Agency Portal Home
Step 3A. To add a new user, the user selects the Add button (see figure 3a). If the user is not the law enforcement executive (LE) or government executive (GE), the user must first contact the COPS Office Response Center to 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 3a. Agency Users
Step 4A. On the Add/Edit User page (figure 4a), the user completes the required information in the top section (i.e., the new user’s email, title, name, etc.).
**Step 5A.** Under the *Agency Portal* section, the user assigns the new user (i.e., assignee) the appropriate role by checking the desired box (see figure 4a).

Available roles include the following:

- **Agency moderator** – This role allows the assignee to create, edit, or manage agency information, such as LE/GE information, the agency address, and the phone and fax number.

- **User moderator** – If the LE/GE assigns this role to another user, that user can manage agency users’ information, such as adding or deleting users, changing user permissions, and updating 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.*

- **Chief legal officer** – This role should be reserved for the agency’s principal legal staff member.

The LE, GE, and chief legal officer roles should each be assigned only one user; a single user should not be assigned to more than one of these roles.

**Step 6A.** 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. The chief legal officer should be assigned access to the COPS Application Program.

**Step 7A.** After establishing the roles and permissions for each new assignee, the user selects the **Update** button.

**Step 8A.** 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 1a), click the **Reset Password** link, and follow that page’s instructions.
E-signature set up

Note: The process for setting up the e-signature must be performed only 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 3b on page 10).

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 1B. The LE/GE visits the Agency Portal Login page (figure 1b), enters his or her email address and password into the associated fields, and selects Login.

Figure 1b. Agency Portal Login

* Existing users: Please contact your agency's Law Enforcement Executive for your new Agency Portal Registration and Login ID.
Step 2B. Under the *Agency Portal Menu* on the left, the LE/GE selects *Account Information* (see figure 2b).

**Figure 2b. Agency Portal Home**

Welcome, Margarita!

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
Step 3B. On the **Account Information** page (figure 3b), 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.*

![Figure 3b. Account Information](image)

Step 4B. Once the user completes the required fields, the LE/GE selects the **Update** button, and the system will display a message that the user’s information has been updated.
Processing Modifications, Withdrawals, Extensions, and Declines

Accessing individual grants

Step 1C.  To access individual grants, the user logs into the Agency Portal.

Step 2C.  Under the **Agency Portal Menu** on the left, the user selects the **Grants Management** option, which displays a list of all grants associated with that agency (see figure 1c).

Figure 1c. Grants Management list
The grants are separated into four possible categories with designated status icons (see table 2c):

- **No Action Required.** The green 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.

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

- **Unfinished Modification.** The yellow 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.

- **Action Required.** The red icon indicates that the COPS Office has approved the modification, and the modified grant requires signatures (see step 15D).

### Table 2c. Status Icons

<table>
<thead>
<tr>
<th>Status Icon</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Action Required</td>
<td>![Green Checkmark]</td>
</tr>
<tr>
<td>Processing by COPS</td>
<td>![Gear]</td>
</tr>
<tr>
<td>Unfinished Modification</td>
<td>![Warning]</td>
</tr>
<tr>
<td>Action Required</td>
<td>![File]</td>
</tr>
</tbody>
</table>

**Step 3C.** The user opens a specific grant by clicking its grant number (see figure 1c).
Step 4C. On the **Grant Details and Budget Summary** page (figure 2c), the user initiates a modification, extension, withdrawal, or decline request from the **Action** menu located at the bottom of the page.

**Figure 2c. 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.

Buttons within the **Action** menu are enabled or disabled depending on the user’s workflow.
Grant modification process

**Step 1D.** After completing steps 1–3C, the user initiates a modification by selecting the **Modify** option from the **Action** menu, as discussed in step 4C.

**Step 2D.** In the **Modification Details** box (right side of figure 1d), CHP grantees may reallocate officer resources between the **New Hires, Rehires-Previously Laid Off, Rehires-Scheduled for Layoffs**, and **Uncategorized** categories. CAMP, AHTF, and CAGI grantees may modify only the **New Hires** category; the system will not permit modifications to the other categories.

Figure 1d. Modification Details page for reallocating officers awarded

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>Program Type</th>
<th>Initial Award Date</th>
<th>Last Modified Date</th>
<th>Grant End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CSPP</td>
<td>7/29/2011</td>
<td>7/2/2014</td>
<td>1/31/2015</td>
<td>✔</td>
</tr>
</tbody>
</table>

For CHP grantees, the system will *not allow* the modification to exceed the original number of **Total Officers Awarded**, as shown in the read-only **Grant Details** box (left side of figure 1d).

For CAMP, AHTF, and CAGI grantees, the system will *allow* the modification to exceed the original number of **Total Officers Awarded**, but grantees must compensate for this increase by reducing costs elsewhere in their budget. The system will not allow the total budget for any modification to exceed the original grant award.

After making all necessary modifications, the user selects **Next**.

**Note:** If the LE modifies the **Rehires-Scheduled for Layoffs** field (highlighted red in figure 1d), the LE will proceed to step 2D-a. If this field is unaltered, the user will proceed to step 3D.
Step 2D-a. If the user modified the Rehires-Scheduled for Layoffs field discussed in step 2D, the user must complete all applicable fields on the CHP Award Modification Request form (figure 2d).

Figure 2d. CHP Award Modification Request form for post-application layoffs
The user must fill out questions 8, 9, and 10 accurately and clarify if sworn officers were laid off prior to the application submittal or if sworn officers were expected to be laid off at the time of the application submittal.

The Supporting Documentation section identifies the proper documents the user needs to include to validate the modification request and support the re-categorization. The COPS Office will consider the request only if the user verifies that the layoffs occurred after the agency submitted its initial grant application and that the agency intends to use the funds to rehire the laid off officers.

**Note:** The user should understand that the agency must (1) rehire the officers on or after the official grant award start date, (2) maintain documentation showing the dates the sworn officers were laid off or rehired, and (3) comply with the nonsupplanting requirements described in detail in the Grant Owner’s Manual.

Last, the LE/GE must provide an e-signature at the bottom of the page with the current, accurate date that the modification request is completed.

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.

After completing the form, the user clicks **Next** and proceeds to step 3D.
Step 3D. After the **Budget Summary** modification page opens (figure 3d), the user selects the **Modify** button located beside each of the **Budget Summary** line items to make modifications (see steps 4–11D).

Figure 3d. Budget Summary modification page
Step 4D. When the user selects the **Modify** button displayed beside budget category item A on the **Budget Summary** modifications page (figure 3d), the system displays the **Sworn Officer Positions / Fringe Benefits** modifications page (figure 4d on page 18).

Figure 4d. Budget A. Sworn Officer Positions / Fringe Benefits 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 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.
Step 5D. When the user selects the **Modify** button displayed beside budget category item B on the **Budget Summary** modifications page (figure 3d), the system displays the **Non-Sworn Officer Positions** modifications page (figure 5d).

Figure 5d. Budget B. Non-Sworn Officer Positions modifications page

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 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.
Step 6D. When the user selects the Modify button displayed beside budget category item C on the Budget Summary modifications page (figure 3d), the system displays the Equipment/Technology modifications page (figure 6d).

Figure 6d. 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 such as the item name are required; if the user leaves required fields incomplete, the system will display an error message.

- **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 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.
Step 7D. When the user selects the Modify button displayed beside budget category item D on the Budget Summary modifications page (figure 3d), the system displays the Supplies modification page (figure 7d).

Figure 7d. 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 such as the item name are required; if the user leaves required fields incomplete, the system will display an error message.
- **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 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.
Step 8D. When the user selects the Modify button displayed beside budget category item E on the Budget Summary modifications page (figure 3d), the system displays the Travel & Training modifications page (figure 8d).

Figure 8d. 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 such as the item name are required; if the user leaves required fields incomplete, the system will display an error message.

- **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 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.
Step 9D. When the user selects the **Modify** button displayed beside budget category item F on the **Budget Summary** modifications page (figure 3d), the system displays the **Contracts/Consultants** modifications page (figure 9d).

**Figure 9d. 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 section, the user selects *Add New* and fills in all appropriate fields. Some fields such as the item name are required; if the user leaves required fields incomplete, the system will display an error message.

- **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 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.
Step 10D. When the user selects the Modify button displayed beside budget category item G on the Budget Summary modifications page (figure 3d), the system displays the Other Costs modifications page (figure 10d).

Figure 10d. 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 such as the item name are required; if the user leaves required fields incomplete, the system will display an error message.

- **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 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.

**Step 11D.** When the user selects the Modify button displayed beside budget category item H on the Budget Summary modifications page (figure 3d), the system displays the Indirect Costs modifications page (figure 11d).

**Figure 11d. 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 such as the item name are required; if the user leaves required fields incomplete, the system will display an error message.

- **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 12d).

If the user has no more modifications to make, the user can proceed to step 12D on page 28.
Step 12D. 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 12d).

Figure 12d. Budget Summary modifications page
Step 13D. The user compares the current and modified data for all *Budget Summary* items (see figure 13d).

Figure 13d. Modified and Current Budget Summary comparison page
If the user needs to make further modifications, the user selects **Cancel**, and the system returns to the **Budget Summary** modifications page (see step 3D on page 17), which retained all previous modifications, and the user repeats steps 4–12D until the user has finished making all changes.

If the user agrees with all modifications, the user enters an explanation for 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 14D.** 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 email, and the grant’s status changes to the green “No Action Required” icon within the Grants Management list (figure 1c), from which the user can initiate another request for a modification, extension, or withdrawal.

In the case of an approval, the COPS Office will send a notification via email, and the system may need to regenerate and submit the award document package to the user for signing (see step 15D, figures 14d and 15d on pages 31 and 32).

**Step 15D.** 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 1c), 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 2c) 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 14d on page 31). 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 15d), which the system will add to the updated Award Document page (figure 14d).

Once the signatures have been captured, the grant’s status will change to the blue “Processing by COPS” icon.
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 14d), 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 14d on page 31).

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 1c).

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 a 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.
Grant extension process

**Step 1E.** After completing steps 1–3C, the user initiates an extension by selecting the *Extend* option from the *Action* menu, as discussed in step 4C.

**Step 2E.** After the system opens a notification page (figure 1e), the user selects the *Continue* button to close the notification.

Figure 1e. Grant extension notification
Step 3E. After the system opens section I of the Grants Management Extension form (figure 2e), the user must complete parts A through C.

Figure 2e. Grants Management Extension form, section I

<table>
<thead>
<tr>
<th>Grant Cooperative Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Number</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Months this award has already been extended: 29

Section I

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

- A 6-month extension is needed from the date the award is currently set to expire.
- A 12-month extension is needed from the date the award is currently set to expire.
- An 18-month extension is needed from the date the award is currently set to expire.
- Other, provide a new end date below:

New requested end date: 12/21/2016

B. 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, not delivered, not fully operational, etc.).
- [ ] Administrative delays (change in executive/administration, delays in accepting award, environmental assessments, etc.).
- [ ] Delays in implementing approved research project.
- [ ] Other (please explain):

C. Verify COPPS System agency contact information and make any relevant changes below:

Currently On File

<table>
<thead>
<tr>
<th>Law Enforcement Executive:</th>
<th>Chief of Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name:</td>
<td></td>
</tr>
<tr>
<td>Street Address 1:</td>
<td></td>
</tr>
<tr>
<td>Street Address 2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
</tr>
<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Fax</th>
</tr>
</thead>
</table>

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

C. Name, Title and Signature Requestor:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Town Attorney</td>
<td>05/22/2013</td>
</tr>
</tbody>
</table>

[Cancel] [Save and Continue]
To update the contact information displayed in part B, the user selects the Click Here hyperlink, which will open the agency’s Contact Information form in a pop-up window (figure 3e on page 35).

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 2e). The changes made to the contact information will immediately appear in the Grants Management Extension form, section I.

Figure 3e. Contact Information pop-up window

Step 4E. After completing parts A through C on the Grants Management Extension form, the user selects the Save and Continue button (see figure 2e).
Step 5E. After the system opens section II of the *Grants Management Extensions* form (figures 4e and 5e), the user completes parts A and B and proceeds to step 6E.

Figure 4e. Extension Section II for nonhiring grants
Figure 5e. Extension Section II for hiring grants

Section II

JUSTIFICATION FOR THE AMOUNT OF TIME REQUESTED

Please respond as thoroughly and completely as possible. Failure to answer all questions thoroughly could delay processing of your extension request, or result in your request being denied.

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.

B. For each full-time position under this specific grant, you are required to provide the information requested below. Use the format below for your response.

Step 1: In the "Total Months Position Filled" column, indicate the total amount of time, in months, that the position has been filled from the grant award start date to the date the grant award is currently set to expire. If multiple officers have held a COPS-funded position due to turnover, please determine the cumulative number of months for all officers that have been employed in that position, and then indicate the total amount of time as a single figure.

Step 2: Indicate if the position listed is currently filled.

Step 3: If a position is currently vacant, please provide us with an expected hire date.

Step 4: Repeat steps 1-3 as needed for all COPS funded positions under this grant.

<table>
<thead>
<tr>
<th>Type of Position (Sworn)</th>
<th>Total Months Position Filled (From Award Start Date to Current Award End Date)</th>
<th>Positions Currently Filled (Y/N)</th>
<th>If Position is not Filled, Expected Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td></td>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>
Step 6E. 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 email, and the grant’s status changes to the green “No Action Required” icon within the Grants Management list (figure 1c), from which the user can initiate another request for a modification, extension, or withdrawal.

Grant withdrawal process

Step 1F. After completing steps 1–3C, the user initiates a withdrawal by selecting the Withdraw option from the Action menu, as discussed in step 4C.

Note: For CPD awards, the law enforcement executive (LE) is the program official (PO), and the government executive (GE) is the financial official (FO).

Step 2F. After the system opens a notification page (figure 1f), the user selects the Continue button to close the notification.

Figure 1f. Grants withdrawal notification
Step 3F. On the *Grants Management Withdrawal* form (figure 2f), the user completes questions 1–3 and attaches any supporting documents by selecting the Browse... and Add buttons located within the gray box.

Figure 2f. Grant Management Withdrawal form
**Step 4F.** When done, 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 1c).

If the COPS Office approves a withdrawal request, the COPS Office will send a notification via email 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 via email, 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 a modification, extension, or withdrawal.

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**Grant decline process**

**Step 1G.** After completing steps 1–3C, the user initiates a decline by selecting the **Decline** option from the **Action** menu, as discussed in step 4C.

*Note: For CPD awards, the law enforcement executive (LE) is the program official (PO), and the government executive (GE) is the financial official (FO).*

**Step 2G.** After the system opens a notification page (figure 1g), the user selects the **Continue** button to close the notification.

**Figure 1g. Grants decline notification**
Step 3G. On the *Grants Management Decline* form (figure 2g), the user completes question 1 and provides a reason for the decline.

Figure 2g. Grant Management Decline form

![Grant Management Decline form](image)

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

1. Has your agency signed and submitted an award document for this grant?  
   - [ ] Yes  
   - [ ] No

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

   

2. Your agency will be contacted within five business days of receipt of the decline form.

Step 4G. When done, the user selects the **Decline** button, and the system submits the form to the COPS Office for processing.

After the user submits a decline request, the system sends the grant to the COPS Office, and the grant is removed from the Agency Portal.

When the COPS Office approves a decline request, the COPS Office will send a notification via email that the grant is declined, and the process ends.
About the COPS Office

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

Community policing begins with a commitment to building trust and mutual respect between police and communities. It supports public safety by encouraging all stakeholders to work together to address our nation’s crime challenges. When police and communities collaborate, they more effectively address underlying issues, change negative behavioral patterns, and allocate resources.

Rather than simply responding to crime, community policing focuses on preventing it through strategic problem-solving approaches based on collaboration. The COPS Office awards grants to hire community policing officers and support the development and testing of innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders, as well as all levels of law enforcement.

Since 1994, the COPS Office has invested more than $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. Other achievements include the following:

- To date, the COPS Office has funded the hiring of approximately 130,000 additional officers by more than 13,000 of the nation’s 18,000 law enforcement agencies in both small and large jurisdictions.
- 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 eight million topic-specific publications, training curricula, white papers, and resource CDs and flash drives.
- The COPS Office also sponsors conferences, round tables, and other forums focused on issues critical to law enforcement.

COPS Office information resources, covering a wide range of community policing topics such as school and campus safety, violent crime, and officer safety and wellness, can be downloaded via the [COPS Office Resource Center](#). The [COPS Office website](#) is also the grant application portal, providing access to online application forms.