



# 2019 COPS Office Financial Toolkit for Agency Points of Contact

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# 1. Introduction

Welcome to the COPS Office grant program! This guide will provide you with vital instructions and information to get you oriented to your COPS Office award. In addition to describing the quarterly reporting process, it will explain how to draw down your funds and provide other facts and information regarding monitoring and managing your COPS Office award. For more detailed information on managing your award, see your program specific award owner's manual linked in section 6.

## 2. Your Award Information

To get started, you will need the information specific to your COPS Office award that states how much funding you have received and how the money should be expended. You will need to gather the following documentation:

- Award document, which identifies the award type, grant or cooperative agreement number, award amount, and award period
- Financial clearance memorandum, which includes the approved budget breakdown
- SF-425 Financial Report, which includes the status of expenditures
- Payment History Report from the Grant Payment Request System, which lists the funds that have been drawn down
- The Award Owner's Manual for your specific award
- The terms and conditions section of the award package

This information can be obtained through the COPS Office's Agency Portal; to request assistance, please contact the COPS Office Response Center at 800-421-6770 or via email at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov) or log onto the Agency Portal.

## 3. Administrative Items

### Gaining Access to COPS Office Systems

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To use your award, you will need access to two key systems. The first is the COPS Office's Agency Portal, which will allow you to update agency contact information and perform other award management functions including modifications, extensions, and award withdrawals. The portal is where you will go each quarter to submit your federal financial report (SF-425) and programmatic progress report. The second system you will use is the Grant Payment Request System (GPRS), which is how you will draw down your funding.

## *COPS Office Agency Portal*

The User Moderator or Law Enforcement Executive (LE) must add you to the Agency Portal user pool. If you are having trouble with this, contact the COPS Office Response Center at 800-421-6770.

To register a new user:

1. After the user logs into the Agency Portal, the system will display the **Agency Portal Home** page. From the **Agency Portal Menu** on the left, the user selects **Agency Users**.
2. To add a new user, the user selects the **Add** button. 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.
3. Once the user selects the **Add** button, the system will display the **Add/Edit User** page.
4. First, the user will complete the required information in the top section (i.e., the new user's email, title, name, etc.).

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

- a. **Agency Moderator** – This role allows the assignee to create, edit, and manage the agency information such as LE/GE information, agency address and phone and fax number.
- b. **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; he or she will need to ask the LE/GE to do so.
- c. **Law Enforcement Executive (LE) / Agency Executive** – This role should be reserved for the LE as this role provides signature access for grant documentation.
- d. **Government Executive (GE) / Financial Official** – This role should be reserved for the GE as this role provides signature access for grant documentation.

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.

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

For more information regarding the Agency Portal and all that it offers, please reference the [Agency Portal User Guide](#).

## *Grant Payment Request System (GPRS)*

To register as a new COPS Office award and GPRS user:

1. Go to the [GPRS login page](#).
2. Select “New GPRS User Registration for COPS.”
3. Fill in the required information. Note: Recipients with both OJP/OVW and COPS Office active awards are required to create separate accounts with a unique GPRS username for each. The accounts can then be consolidated into one username (your choice, but you must sign in with that account to consolidate usernames).
4. Click “Award Selection.”
5. Enter your COPS Office vendor number (a 9-digit number, which can be found on your award documents), and click “Add Vendor.”
6. A listing of all awards associated with this vendor number will display on the bottom half of the screen.
7. Use the check boxes to the left to identify the awards for which you would like to have drawdown access.
8. Click “Submit Registration.”

You will receive a confirmation email with a temporary password after your request has been reviewed and approved. Do not register a second time while your request is being reviewed. Once you receive the email, you should [log in to the GPRS system](#) immediately by entering the username you selected and the temporary password you received via email. The system will instruct you to change your password to something permanent. Please read the password restrictions when creating your permanent password.

From there, you should have access to draw down from the accounts that you have selected. If you do not receive your temporary password within two business days, please check your junk mail box. You also have the option to use the “Forgot Password” link on the webpage. It will email you a new temporary password that you will need to change to a permanent password.

**Keep in mind, these passwords are temporary, so you must log in and change them as soon as possible.** If this does not work, please contact the GMS Helpdesk (888-549-9901, option 3) for a password reset for GPRS with the username you selected upon registration.

To add an award to an existing COPS Office username GPRS account:

If you are currently registered for an active COPS Office award username in GPRS and would like to add a recently funded COPS Office award number to your existing COPS Office award username, contact the COPS Office GPRS registration team via email at [COPSGPRSRegistration@usdoj.gov](mailto:COPSGPRSRegistration@usdoj.gov) and provide the following information:

- COPS Office award username (for COPS Office awards)
- First/last name
- Vendor number (as listed on your award document)
- Award number(s) to be added

For additional details, please consult the following:

- [GPRS FAQs](#)
- [GPRS Mandatory Username Consolidation Job Aid](#)

## Instructions for Removing Old Users

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### *COPS Office Agency Portal*

To remove users:

1. Call the COPS Office Response Center at 800-421-6770.
2. Provide the names of the users you want to remove from accessing the COPS Office Agency Portal. You must give a reason and provide proof of the change.

To remove the LE or GE:

1. Call the COPS Office Response Center at 800-421-6770.
2. Provide a [Change of Information \(COI\) form](#) to the Response Center point of contact, along with the contact information for the new LE/GE.
3. The COPS Office Response Center will send a new registration letter via email.
4. The new LE/GE will register on the COPS Office Agency Portal.

### *Grant Payment Request System (GPRS)*

To remove users:

1. Send an e-mail to [COPSGPRSRegistration@usdoj.gov](mailto:COPSGPRSRegistration@usdoj.gov) and state that you have GPRS users who can be removed. Please ensure you remove users who are no longer affiliated with the COPS Office award.
2. Identify yourself as a current user of the GPRS system.
3. Provide the account usernames and the names of the individuals, along with the reasons for removals.

## 4. Filing Reports

Reporting is an essential part of managing your award. The resources listed below will assist you in filing your financial and programmatic reports.

### Filing the Quarterly SF-425 Financial Report

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- [SF-425 Helpful Hints](#): This PDF discusses how to file your report.
- [SF-425 Fact Sheet](#)
- [SF-425 FAQs](#): This PDF answers common questions regarding submission.
- [SF-425 Interactive Tutorial](#): This web page will help you fill out your report prior to submission.

### Filing the Progress Report

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- [Compliance and Reporting](#): This web page addresses the process of filing your award's progress report.

## 5. Financial Reimbursement Process

It is important to note that filing your financial and programmatic quarterly reports is completely separate from drawing down your funding for reimbursement of allowed expenses. Following is information and resources regarding accessing your funds in the GPRS system.

- [GPRS User Guide](#): This user guide contains information including how to create payment requests and how to view a transaction history.
- [ACH Enrollment Form](#)

Please validate your current banking information by contacting your staff accountant through the COPS Office Response Center at 800-421-6770.

## 6. Award Administration Documents

### Award Information

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All award administration documents, such as the award owner's manual—which provides the requirements and procedures for your award—as well as fact sheets, award selection methodologies, and other useful information, can be found at the [COPS Office website](#) under the particular section for your program in your fiscal year (the four-digit date at the beginning of your grant number). For further assistance, please contact the COPS Office Response Center at 800-421-6770.

If you would like to request a modification or extension of your award or would like to withdraw from your award, please look at section 2.2 of the Agency Portal User Guide: [Agency Portal User Guide](#).

# 7. Award Monitoring and Management

## Methods of COPS Office Monitoring

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- [COPS Office Award Monitoring and Audits](#): This pdf discusses how the COPS Office monitors your award and will help you to learn more about what compliance reviews and audits mean for your agency.

# 8. Closeout of Awards

An essential part of any federal award program is a proper programmatic and financial "closeout" of each award at the end of the award period. The COPS Office has created a closeout process to expedite the closure of our awards and contacts recipients when their awards are due to close. During the closeout process, the COPS Office will determine whether your agency has met and fulfilled all of the programmatic and financial requirements and conditions of your award.

Recipients can prepare for the closeout of their award(s) by saving all pertinent paperwork associated with the closing awards. In addition, recipients must submit a final Federal Financial Report (SF-425) for their award, which is due to the COPS Office after the end of the award period. Your SF-425 should reflect the total amount of federal expenditures, the total amount of agency matching contributions (if applicable), and the amount of unobligated funds, if any. Any unobligated or unspent funds will be deobligated during the closeout process.

For your reference, please read this [closeout toolkit PDF](#), and you will be contacted once the closeout process has begun.

Please note that all documentation associated with a COPS Office award must be saved for at least three years following the closure of the award.

If you have any additional questions regarding the COPS Office closeout process, please contact your grant program specialist at 800-421-6770.



**COPS**  
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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](http://www.cops.usdoj.gov).

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