



## ACCEPTING YOUR COPS OFFICE AWARD

### Frequently Asked Questions

#### **How do we accept this award?**

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, a Financial Clearance Memo (FCM), and—if applicable—a cooperative agreement. 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" tab in the upper right corner to log in, review, and electronically sign the Award Document (including Award Terms and Conditions) within 45 days of the date shown on the award congratulatory letter.

The 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 COPS Office Agency Portal. The Agency Portal Instruction Manual, currently available on the COPS Office website at [https://cops.usdoj.gov/pdf/2020AwardDocs/Agency\\_Portal\\_GrantsMgt\\_Manual.pdf](https://cops.usdoj.gov/pdf/2020AwardDocs/Agency_Portal_GrantsMgt_Manual.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. If you have any additional questions, please feel free to call the COPS Office Response Center at 800-421-6770.

#### **Who must sign the award document?**

The authorized officials are the law enforcement and government executives who have ultimate and final responsibility for all programmatic and financial decisions regarding this award as representatives of the legal award recipient. COPS Office awards require that both the top law enforcement executive (e.g., chief of police, sheriff, or equivalent) and the top government executive (e.g., mayor, board chairman, or equivalent) sign the award document.

For 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 your funds. Our Grant Payment Request System (GPRS) can provide you with specific financial information.

For non-law enforcement agencies (universities, etc.), the authorized officials are the programmatic and financial officials who have the ultimate signatory authority to sign contracts on behalf of your organization. Typically, these are the same executives named on your organization's application. If you have any questions as to who should sign the award, please contact your local legal advisor.

### **By when must the award document be signed?**

Please electronically sign the award document and all award condition pages within 45 days of the date on the award congratulatory letter. Award funds will not be released until we have received your agency's signed award document, your budget has received final clearance, and any other relevant award conditions particular to your agency have been satisfied. Failure to submit your signed award document within the 45-day award acceptance period may result in your award being withdrawn and the funds deobligated without additional notification. If your agency requires an extension for accepting the award beyond the 45-day acceptance timeframe (for example, if the governing body needs more time before giving final approval), please submit a request through "Account Access" at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). Be sure to explain the circumstances that prevent your agency from signing the award document within the 45-day period and identify the date by which the award document will be electronically signed. The COPS Office will review such requests on a case-by-case basis. The COPS Office reserves the right to deny requests to extend the 45-day award acceptance period.

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

Please review the information on your award document carefully. If the actual law enforcement or government executive listed on the award document has changed, simply update that information through "Account Access". Instructions can be found at [https://cops.usdoj.gov/pdf/2020AwardDocs/Agency\\_Portal\\_GrantsMgt\\_Manual.pdf](https://cops.usdoj.gov/pdf/2020AwardDocs/Agency_Portal_GrantsMgt_Manual.pdf). If you have any additional questions, please feel free to call the COPS Office Response Center at 800-421-6770.

### **Where can we find a list of conditions that apply to our award?**

Attached to your award document are the award terms and conditions. The same conditions can also be found in the Award Owner's Manual, which is available online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). In addition, if applicable, the special award conditions or high risk conditions are included in the award document supplement. Please read and familiarize yourself with these conditions.

### **Where can we find the supporting paperwork for our award, such as the Award Owner's Manual?**

For your convenience, we have several supporting documents available online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) to assist you in implementing your award. These resources include the following:

- Award Owner's Manual
- Frequently Asked Questions about the Federal Financial Report (SF-425)
- Helpful Hints Guide for Completing the Federal Financial Report (SF-425)
- Fact Sheet—Online Filing of FFR SF-425 Quarterly Federal Financial Reports

- Frequently Asked Questions (FAQs) About the Grant Payment Request System (GPRS)
- Memorandum of Understanding (MOU) Fact Sheet
- Federal Civil Rights Statutes and Regulations Memorandum

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

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

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