

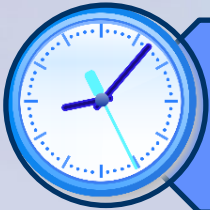
Tips for Applying to COPS Office Solicitations



COPS
Community Oriented Policing Services
U.S. Department of Justice

Tips for applying, preparing for application submission, and guidance on how to apply to COPS Office solicitations.

TIPS FOR SUCCESS



Start early



Prepare



Create a support team



Make the case



Read and follow all instructions



Review

Tips while applying

- ▶ **Start early.**
 - ▶ Register with SAM and Grants.gov well in advance of the JustGrants deadline.
 - ▶ Applicants are strongly encouraged to complete the SF-424, section 1, and if applicable, the SF-LLL on Grants.gov as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or JustGrants.
 - ▶ Please note: The COPS Office requires two authorized representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official) for its grant applications. Confirm your two authorized representatives completes the steps to create their account. If not, this delay may prevent timely submission of your application.
 - ▶ Do not wait until the application deadline date to begin the application process. The application may take several days to complete, and if you wait until the application deadline date, you may be unable to submit your application by the deadline.

Tips while applying

▶ **Prepare.**

- ▶ Print out and refer to the Solicitation Guide. The solicitation guide contains detailed information on how to complete your application. Pay special attention to the Grants.gov and JustGrants deadlines when planning your timeframe for application submission.

▶ **Read instructions and review thoroughly.**

- ▶ Please return to each application section page using the table of contents on the right side of the page.
- ▶ When submitting your budget, make sure that every field is populated, using zeroes in areas where an amount is not applicable.
- ▶ Before submitting your application, confirm that all required fields are completed and that you have attached all required supporting documents.

Tips while applying

▶ Read instructions and review thoroughly (cont.).

- ▶ Make sure to address the applications elements the COPS Office has designated critical and submit the required additional application attachments.
- ▶ Applications with errors or missing information may be disqualified or rated accordingly.

▶ Save frequently while submitting your applications in JustGrants.

- ▶ To prevent the loss of information, save your information frequently as the system does not auto save. The system times out and **you will lose unsaved information.**
- ▶ Applications cannot be edited after submission.

Preparing to Apply

- ▶ Obtain or update a System for Award Management (SAM) ID
 - ▶ <https://sam.gov/SAM/>
- ▶ Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password and confirm registration
 - ▶ <https://www.grants.gov/web/grants/applicants/organization-registration.html>
- ▶ Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).
 - ▶ The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.

Preparing to Apply

▶ **Grants.gov**

- ▶ Search for the funding opportunity identifier found on our solicitation web pages to apply for each solicitation.
 - ▶ Select “Apply for Grants” under the “Applicants” column. Enter your email address to be notified of any changes to the opportunity package before the closing date.
- ▶ Complete the Standard Form (SF) 424 and if applicable the SF-LLL Disclosure of Lobbying Form via Grants.gov.
- ▶ Within 48 hours after submitting the Grants.gov application, the applicant should receive four email notifications: (1) a submission receipt, (2) a validation receipt, (3) a grantor agency retrieval receipt, and (4) an agency tracking number assignment.

Preparing to Apply

▶ **JustGrants.gov**

- ▶ Within 24 hours AFTER receiving confirmation emails from Grants.gov, the individual identified in Section 8.F of the SF-424 will receive an email from JustGrants with instructions for JustGrants login.
 - ▶ The email is from DOJ's secure user management system (DIAMD) and will include instructions on how to create an account.
 - ▶ To ensure that you receive these emails and that they are not flagged as spam, we recommend adding "DIAMD-NoReply@usdoj.gov" to the trusted sender list in your email settings.
 - ▶ The E-Biz POC at the applicant organization serves as the Entity Administrator and must log-in to JustGrants to confirm the entity's profile, add users, and assign the two required Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official).

Who should be your Authorized Representatives

For law enforcement agencies

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 application and (if awarded funding) accept the award package. Both the top law enforcement executive and the top government executive must be assigned the role of Authorized Representative in Just Grants.

For non-law enforcement agencies (institutions of higher education, school districts, private organizations, etc.)

COPS Office awards require that both the programmatic official (e.g., executive director, chief executive officer, or equivalent) and financial official (e.g., chief financial officer, treasurer, or equivalent) sign the application and (if awarded funding) accept the award package. These two officials must have the ultimate signatory authority to sign contracts on behalf of your organization. Both the programmatic official and the financial official must be assigned the role of Authorized Representative in Just Grants.

Preparing to Apply

▶ **JustGrants.gov**

- ▶ The user who submitted the application in Grants.gov serves as the Application Submitter. Within minutes of completing your JustGrants account registration, the Application Submitter and the E-Biz POC (Entity Administrator) users will receive an email from JustGrants with a link to the application started in Grants.gov.
- ▶ Review and invite the two required Authorized Representatives in JustGrants.
 - ▶ The Entity Administrator will need to log in to JustGrants to review and assign the required two Authorized Representatives. (Law Enforcement Executive/Program Official and Government Executive/Financial Official).
 - ▶ If you need assistance adding users and assigning roles for your entity, please refer to the **Entity Management Job Aid Reference Guide**.

Preparing to Apply

▶ **JustGrants.gov**

- ▶ The Entity Administrator will need to invite the **two required authorized representatives** to set up a JustGrants account. These actions are required before an application can be submitted.
- ▶ Within minutes of being invited to be an Authorized Representative, the individual will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create an account in DOJ's secure user management system.
- ▶ Once the Authorized Representatives receives the email and completes the steps to create an account, the Authorized Representative will be available in JustGrants.
- ▶ Confirm your two authorized representatives completes the steps to create their account.
 - ▶ Delayed account creation for the two authorized representatives may prevent timely submission of your application.

Solicitation Open and Close Dates

Opening and closing dates are located on each solicitation page on **cops.usdoj.gov/grants**.



Starting an Application

- ▶ **cops.usdoj.gov/grants**
 - ▶ Find the open COPS Office solicitations you are eligible to apply for and that could be used to meet your local needs.
- ▶ **Grants.gov**
 - ▶ Search for the funding opportunity identifier found on our solicitation web pages to apply for each solicitation.
- ▶ **JustGrants**
 - ▶ You will receive an email to complete your solicitation application in JustGrants.
 - ▶ Complete the application by entering data into web-based forms, uploading attachments, and accepting assurances and certifications. Before you submit your application, each section must be completed and free of validation errors.
 - ▶ Applicant will need to confirm to the two Authorized Representatives to submit their application. The entity administrator and the two authorized representatives will receive an email from JustGrants confirming application submission.
 - ▶ The Application Submitter should closely monitor their email and JustGrants accounts for any notifications from Grants.gov or JustGrants about a possible failed submission. The user who is authorized to submit applications on behalf of the organization is the one who will receive these notifications. The COPS Office does not send out these notifications, nor does the COPS Office receive a copy of these notifications. It is the applicant's responsibility to notify the COPS Office of any problems with the application submission process.
 - ▶ Submitting the application components **at least 48 hours prior to the solicitation deadline** will enable the applicant to receive notice of a failed submission and provide an opportunity to correct the error before the applicable deadline.

COPS Office Resources

COPS Office Grants page: <https://cops.usdoj.gov/grants>

- Check out the list of **OPEN SOLICITATIONS**
- ▶ **Each solicitation page contains the following:**
 - Grants.gov and JustGrants deadlines
 - Funding Opportunity Number/Title
 - Solicitation Guide
 - Program Pre-Award Fact Sheet
 - Reference materials, if applicable
 - Link to the supplemental materials

COPS Office Resources

How to Apply webpage: <https://cops.usdoj.gov/How-to-apply>

- ▶ Frequently asked questions
- ▶ Informational webinars
- ▶ **Additional application materials**
 - Program appendices
 - Project Narrative template
 - Budget Narrative template
 - JustGrants DOJ application submission checklist
 - COPS Office compliance, programmatic, and financial report guidance
 - Navigating Solicitation Surveys in JustGrants
- ▶ **Technical assistance contacts**

COPS Office Resources (cont.)

▶ Program Fact Sheets

- Background Screening
- Grant Adjustment Modifications – Budget Modification
- Consultant Contractor Rates
- Indirect Costs
- Program Income
- Sole Source Justification
- Training

COPS Office Resources

- ▶ **Community Policing Defined:** <https://cops.usdoj.gov/RIC/ric.php?page=detail&id=COPS-P157>
- ▶ **Freedom of Information Act (FOIA):** <https://cops.usdoj.gov/foia>
- ▶ **Training resources:** <https://cops.usdoj.gov/training>

JustGrants Resources

JustGrants page: <https://justicegrants.usdoj.gov/>

- ▶ Frequently Asked Questions
- ▶ Training
- ▶ User Support
- ▶ Getting Started
- ▶ Resources
- ▶ Announcements

Grants.gov

Grants.gov: <https://www.grants.gov>

▶ **Grants.gov Organization Applicant User Guide:**

<https://www.grants.gov/help/html/help/index.htm>

▶ **Standard Form-Application for Federal Assistance(SF-424):**

<https://www.grants.gov/web/grants/forms.html>

▶ **Standard Form- Disclosure of Lobbying Activities Form (SF-LLL):**

<https://www.grants.gov/web/grants/forms/r-r-family.html>

Helpful Online Resources

- ▶ **System for Award Management (SAM):** <https://www.sam.gov>
- ▶ **DOJ Grants Financial Guide:**
<https://ojp.gov/financialguide/doj/index.htm>
- ▶ **Uniform Guidance:** https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02l
- ▶ **Automated Standard Application for Payments (ASAP)**
<https://fiscal.treasury.gov/asap/>

ALL AWARDS ARE SUBJECT TO THE AVAILABILITY OF
APPROPRIATED FUNDS AND ANY MODIFICATIONS OR
ADDITIONAL REQUIREMENTS
THAT MAY BE IMPOSED BY LAW.

PRIORITIES TO KEEP IN MIND

The Office of Community Oriented Policing Services (COPS Office) is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.



THANK YOU!

Email your questions to AskCopsRC@usdoj.gov.