

# Informational Webinar for FY23 and FY24 Technology and Equipment Program (TEP) Award Recipients

## Question and Answer Session Transcript

Q: Vallejo Police Department is awaiting a response on our budget modification request. We have reached out to our DOJ grant manager but haven't received a response. Can you please let me know what else we can do to expedite the process?

A: The JustGrants System allocates approximately 14 days for the review and 14 days for the approval of a modification. We have been averaging about two weeks to complete the modification process. If your Grant Manager has not reached out to you, please contact the Customer Service Center at 1-800-421-6770 or contact the [askcopsrc@usdoj.gov](mailto:askcopsrc@usdoj.gov) email and please be sure to include your award number with your inquiry.

Q: Prices have changed since we submitted our grant application. Can we move around total cost amounts between equipment items under our Equipment budget category, as long as it is all spent on equipment items?

A: You can reprogram costs within the Equipment category. If you anticipate changes that exceed 10 percent of the total project cost, a Grant Award Modification (GAM) will be needed. GAM's are submitted via the JustGrants system. Before submitting a GAM, please contact your Grant Manager for assistance.

Q: Can we Sole Source if the equipment/service has already been bid by another public agency?

A: Yes, it may be possible. See Chapter 6 of <https://www.ojp.gov/doj-guide-to-procurement-procedures>.

Q: Is there someone I can speak to directly about an ASAP login?

A: ASAP help desk at [asaphelpdesk@fiscal.treasury.gov](mailto:asaphelpdesk@fiscal.treasury.gov) or call 855-868-0151.

Q: Trying to log into ASAP but cannot get past ID.Me as I have a prior account, but it is expired on a different email address. I'm not able to get help through ID.Me.

A: Contact the ASAP help desk at [asaphelpdesk@fiscal.treasury.gov](mailto:asaphelpdesk@fiscal.treasury.gov) or call 855-868-0151.

Q: To confirm, if funds are not being used from the grant for construction, remodeling, etc. then the NEPA forms are not required?

A: Yes, that is correct.

Q: Would we need to get approval for an award over \$250,000 from a sole source provider if we are piggybacking a GSA Multiple Award Schedule (MAS) contract?

A: Please contact your Grant Manager for assistance.

Q: Do we have to do a sole source request if we did a competitive bid and the amount of the award is over \$250,000?

A: No, a sole source justification review would not be needed if you already did a competitive bid.

Q: Are competitive purchasing contracts allowed to fulfill the bid process?

A: Please contact your Grant Manager to discuss specific competitive purchasing contracts.

Q: What documents are required for closeout—just the Final Performance Report and the Federal Financial Report (SF-425)?

A: Yes, all of the reports, including the Final Performance report and the final Federal Financial Report (FFR), are required for award closeout.

Q: If our notice of award indicates a 90-day closeout, do we still have 120 days?

A: The 120 days is to complete your final drawdown of funds.

Q: Can you clarify if you can submit sole source after contracting?

A: No, the Sole Source GAM should be completed prior to obligation of funds.

Q: Will proof of payment need to be submitted to the COPS Office for expenditures to receive reimbursement from ASAP?

A: No; your agency will need to track your expenses, complete the Financial Status Reports, and maintain your receipts in case of an audit; but proof of payment is not necessary to receive reimbursement.

Q: Do you happen to have the link where we can view this recording later?

A: It will be uploaded within a few weeks to our website.

Q: Is a copy of this presentation available anywhere?

A: It will be uploaded to the COPS office website, specifically on the TEP page

Q: If you are purchasing items off a state contract, do you still need to fill out a Sole Source GAM?

A: Please contact your Grant Manager with more details regarding state contracts.

Q: If our agency is part of a consortium/state that has negotiated contracts with vendors, do we need sole source GAM?

A: A Sole Source GAM may still be needed. Please contact your Grant Manager for more case-specific details.

Q: Our county is in the midst of a 911 project upgrade to the entire system, publicly bid, cleared through PA DCED, paid for with CDBG CV funds, following all federal requirements. As part of the project, we want to purchase additional radios through our low bidder (Motorola) for law enforcement, which was awarded by COPS. Do we have to submit a sole source request? Or do we have to competitively bid the additional radios separately?

A: A Sole Source GAM may still be needed. Please contact your Grant Manager for more case-specific details.

Q: If we are making a purchase of equipment on one order, do we still have to draw down our account on several reimbursement requests?

A: No, you can draw down funds from several reimbursement requests in one ASAP transaction.

Q: If we're paying for software/licenses for FY 25–26 and the grant period ends March 30, 2026, do we need a GAM to extend the service period out to June 30, 2026?

A: Please contact your Grant Manager for assistance to ensure the licenses don't exceed the current award period. An extension may be needed.

Q: If three agencies are participating in a grant and we are each purchasing the same equipment, do we need to group the aggregate cost of the three same items?

A: Yes, you will need to show all costs, as we would need to see the number of items and costs per items to get the total for all items.

Q: But how does that relate to the \$250,000 threshold if each item is \$200,000?

A: If the total amount exceeds \$250,000 for one vendor, then you must file a Sole Source Justification.

Q: Is it collectively \$600,000? Or \$200,000 for each agency?

A: Since each case differs, you should contact your Grant Manager for clarification.