

U.S. Department of Justice
Office of Community Oriented Policing Services (COPS Office)

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

April 15, 2025, 1:00 – 2:00 p.m. ET



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

Questions?

Please enter
your questions in
the Q&A

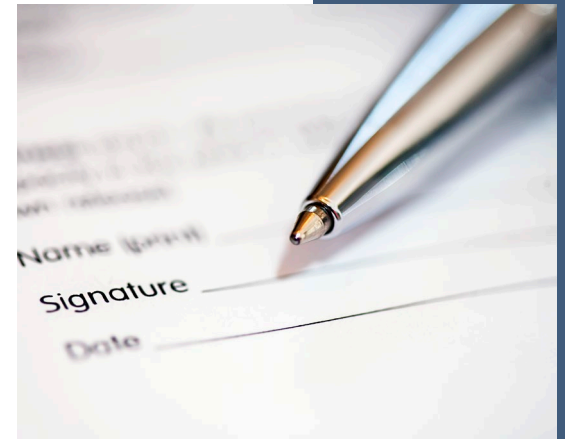


COPS

Community Oriented Policing Services
U.S. Department of Justice

Accepting Your Award

- Once an entity receives notification of a new award, Entity Users must take steps within JustGrants to assign key users to the new award and officially accept or decline the award.
- The Office of Community Oriented Policing Services (COPS Office) awards require two Authorized Representatives (AR) assigned to each award; both are required to accept the award.
 - Authorized Representative = Highest Ranking Government and Law Enforcement Executive
- NOTE: Accepting or declining an award can only be done through JustGrants.



Award Acceptance Checklist

See [DOJ Award Acceptance Checklist](#)

Step 1. [Confirm or Assign Award Participants](#)

- The Entity Administrator (EA) will assign or confirm entity users—specifically an Authorized Representative (two for COPS Office awards), Financial Manager, and Grant Award Administrator.

Only the EA can complete this task, which is found on the EA's worklist.

Step 2. [Accept or Decline Award](#)

- After the Entity Administrator completes step 1, the assigned Authorized Representative(s) will see a task on their worklist to accept or decline the award.
- New Award: Appears with a case type of “Funded Award” and a case status of “Pending-Award Acceptance.”



Authorized Representative 1 must first accept or decline the award, then Authorized Representative 2 can accept or decline the award.

Common Authorized Representative Titles

FOR LAW ENFORCEMENT AGENCIES

AR #1: Law enforcement executive	Chief of Police, Sheriff, or equivalent
AR #2: Government executive	Mayor, Board Chairman, or equivalent

FOR NON-LAW ENFORCEMENT AGENCIES

(institutes of higher education, private organizations, etc.)

AR #1: Programmatic official	Provost, Superintendent, Executive Director, Chief Executive Officer, or equivalent
AR #2: Financial official	Chief Financial Officer, Treasurer, or equivalent (with ultimate signatory authority to enter into contracts on the organization's behalf)

FOR TRIBAL AGENCIES

AR #1: Law enforcement executive	Chairman, Tribal Administrator, Chief of Police
AR #2: Government executive	Judge, Tribal Administrator, Tribal President, Tribal Council Chairman

JustGrants User Roles

Entity Administrator



1 per entity

Manages users and assignments.

Authorized Representative



1 - 2 per application & award

Accepts or declines awards on behalf of an entity.

Application Submitter



1 - 3 per application

Completes and submits applications on behalf of an entity.



Grant Award Administrator

1 per award

Submits Performance Reports (PR), GAMs, and portions of the Closeout.



Alternate Grant Award Administrator

1 per award (optional)

Supports the Grant Award Administrator in completing programmatic requirements.



Financial Manager

1 per award

Certifies and submits the Federal Financial Reports (FFR).



Award Status Stages

Case Status

Description

**Pending-Award
External
Assignee**



The Entity Administrator needs to assign a Grant Award Administrator and Financial Manager and confirm the Authorized Representative on the award.

**Pending-Award
Acceptance**



The Authorized Representative needs to electronically sign and accept or decline the award.

**Pending-ASAP
Entity Enrollment**



New entities will need to **register** with the Automated Standard Application for Payments (ASAP). The steps to complete this process can be found at <https://fiscal.treasury.gov/asap/>

**Pending-Account
Creation**



An ASAP Account is created for the award and forwarded to ASAP. The grantee must go into ASAP to confirm banking information. Once both steps are completed, the ASAP account is activated.

Pending-Active



The award is active. Performance Reports, Federal Financial Reports, Monitoring, daily ASAP authorizations, and other post-award activities can occur at this stage before Closeout.

Award Owner's Manual (AOM)

- The Award Owner's manual contains the requirements, laws, regulations, and policies that apply to your award.
- Your agency will be responsible for implementing your award in compliance with the applicable terms, conditions, and regulations.
- More detailed guidance regarding any particular award requirement or your agency's specific circumstances can be requested through your COPS Office Grant Manager.



Lifespan of the Award

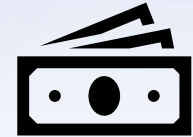
- The award is for a 2-year term. If additional time is needed, you may request a no-cost extension which will be discussed later in the webinar.
- The project period starts when appropriations are allocated.
- Once award has been accepted, several Federal Financial Reports are generated.



Unallowable Costs



Maintenance, service contracts, software licenses, or any other license agreement longer than 24 months



Facial recognition technology

Weaponized aircraft and vessels and weaponized vehicles of any kind

Unmanned Aircraft Systems (drones)



Explosives

Armored vehicles

Handcuffs, weapons, and ammunition (including training ammunition)

Sole Source Justification

- If you are making a purchase over \$250,000 and the purchase is going to one source. Funds cannot be obligated without prior approval from the COPS Office.
- Prior to the purchase, a Grant Award Modification–Sole Source must be submitted to the COPS Office through the Just Grants System. Information that needs to be provided for the Sole Source GAM can be found on the Sole Source Fact Sheet, located on the COPS Office website at https://cops.usdoj.gov/pdf/2024AwardDocs/Sole_Source_Justification_Fact_Sheet.pdf



Sole Source Justification

A sole source justification should be submitted to the COPS Office if a recipient determines that the award of a contract through a competitive process is infeasible and one or more of the following circumstances apply:

- The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold.
- The procurement transaction can be fulfilled only by a single source.
- The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation.
- The COPS Office authorizes a noncompetitive proposal in response to a written request from the recipient.
- Competition is determined inadequate after soliciting several sources.



National Environmental Policy Act

- The National Environmental Policy Act (NEPA) establishes a national goal of protecting the environment.
- NEPA's requirements apply to federal projects, decisions, or actions, including grants in aid, that might have a significant impact on the quality of the human environment.
- Construction and renovation initiated by recipients with COPS Office grant funding are subject to NEPA. NEPA 28 C.F.R. Part 61

Performance Reporting Requirements



Performance Reports

- Your agency will be required to submit semiannual performance reports.
- This is where you will report on the implementation of your award.

Table 1. Semiannual due dates of performance reports by reporting period

Reporting period	Due date of report
Mar. 1 – Jan. 31	Mar. 2
Feb. 1 – Jul. 31	Aug. 30



Federal Financial Report (FFR) SF-425

- Your agency is required to submit quarterly Federal Financial Reports using Standard Form 425 (SF-425) within 30 days after the end of each calendar quarter.
- This report reflects the actual cumulative federal expenditures incurred during the funding period and the remaining unobligated balance of federal funds.

Financial Reporting Requirements

Table 2. Due dates of SF-425 by quarter

Reporting period	Due date of report
Mar. 9 – Mar. 31	Apr. 30
Apr. 1 – Jun. 30	Jul. 30
Jul. 1 – Sep. 30	Oct. 30
Oct. 1 – Dec. 31	Jan. 30

Important Reporting Reminder

- All reports must be submitted within the deadlines given to avoid suspension or possible termination of award funds or other remedial actions.
- Failure to submit required reports may also impact future funding opportunities.



Initiating a Payment Request (in ASAP)

Initiate Payment Request

1. Log in to ASAP.gov
2. Mouse over the “Payment Requests” tab
3. Scroll down and select “Initiate Payment Requests (PR)”



Note:

All DOJ-related ASAP accounts will be temporarily suspended the last three business days of the month to carry out required account reconciliation activities. Grantees that attempt to drawdown in ASAP will receive the following message, “**Error 839: No accounts found matching criteria**” and will not be able to request drawdowns during this period.

Grant Award Modifications (GAM)



Have your agency's needs or circumstances changed?

Grant Award Modifications (GAM) *cont'd*

The purpose of a Grant Award Modification (GAM) is to update award details, modifying key facts or details about the award.



GAMs can be created to extend the project period, submit a sole source justification, seek approval of programmatic costs, or modify the budget.



If you determine that your agency will need to change the budget, extend the project period, submit a sole source justification, or make other changes, please notify the COPS Office Grant Program Manager.



All GAMs are started in the same basic way, but each has specific fields and subtypes depending on the information needed for the specific type of GAM.

Project Period Extension GAMs

A project period extension GAM is used to extend a funded award's length.

Project period extension GAMs may be submitted by the Grant Award Administrator to request an extension to the project period.

Please refer to the **Grant Award Modifications Job Aid** located on the **JustGrants website** (<https://justicegrants.usdoj.gov/>) for help initiating a Project Period Extension GAM

Project Period Extension GAMs are the most common GAM type for TEP awards.

Types of GAMs

Programmatic GAMs

- Used to obtain prior approval for changes with programmatic costs and activities that fall within the appropriation language for the award
- Used to obtain prior approval for consultant rates in excess of the consultant rate threshold

Sole Source GAMs

- Submit a Sole Source GAM for review through the Just Grants portal

Financial GAMs

Budget Modification GAMs

- Used to modify an approved budget to reallocate funds among budget categories.
- The original award amount may not be increased by this process.
- An organization may not expend award funds or drawdown reimbursements for budget modifications until after the modification has been approved by the COPS Office.


Closeout Process


At the end of your agency's award period, the COPS Office is responsible for the closeout of your award. As part of this process, the COPS Office requires documentation demonstrating that your agency has met all the financial and programmatic requirements of the award.

Your agency is required to submit the following within 120 days of the end of the award period:

- A Final Performance Report
- A final Federal Financial Report (SF-425)



 You will have a 120-day period after the award end date during which you can drawdown funds for eligible expenditures incurred before the award end date.

 Closeouts are automatically generated in JustGrants one day after the grant end date or automatically if an award is declined. Closeouts are automatically submitted 121 days after the end date of the grant.

Financial Reconciliation

- At the conclusion of your award, it is possible that your agency may have award funds remaining in your (ASAP) account because of a cost savings experienced during the award period.
- Your agency should review its records carefully to ensure that it draws down and expends only the amount required for actual costs incurred during the award period.
- Any unobligated or unspent funds should remain in your account and will be deobligated during the closeout process.



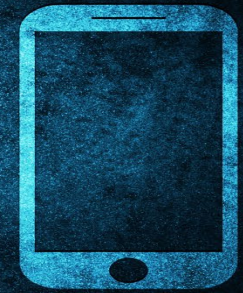
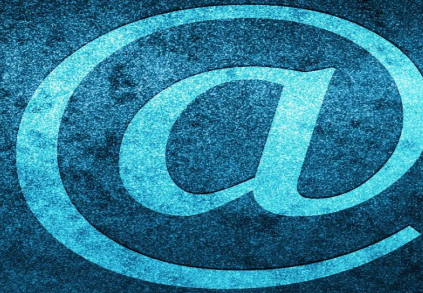
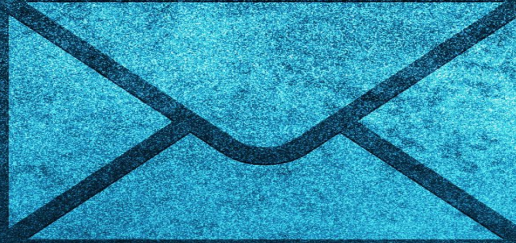
[Award Owner's Manual \(AOM\)](#)

[Budget Modification Fact Sheet](#)

[SF-425 \(FFR\) Fact Sheet](#)

[Grant Award Modification Job Aid](#)

[Sole Source Justification Fact Sheet](#)



Contact Information

For General Questions or Information:

COPS Office website:

<https://cops.usdoj.gov/>

COPS Office Response Center email:

AskCopsRC@usdoj.gov

COPS Office Response Center phone:
1-800-421-6770

For help with JustGrants:

JustGrants helpdesk email:

justgrants.support@usdoj.gov

JustGrants helpdesk phone:

833-872-5175

For help with ASAP:

ASAP helpdesk email:

Asaphelpdesk@fiscal.treasury.gov

ASAP helpdesk phone: 800-458-0786

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Common Questions

- **A warranty is included in the quote that we were given. Can we purchase the warranty?**

Yes. Maintenance, service contracts, software licenses, or any other license agreement can be purchased as long as it is not longer than the award period. For example, if you purchase an item a year into the award period but the warranty on the quote is for 3 years, you would only be able to purchase a warranty for a year. For further, questions on warranties, please contact your Grant Manager.

- **Can the Grant Manager change the Entity Administrator or roles of others on the award?**

No. the Entity Administrator is the only role with permissions to change roles. If your Entity Administrator leaves, please contact SAM.gov to change the Entity Administrator.

- **How do we submit our performance and financial reports?**

The Grant Award Administrator role has the assignment to submit the performance reports. The Financial Manager has the assignment to submit the financial reports.

Common Questions



- **What is the maximum amount of award funds that may be drawn down in a specific time frame?**

Recipients should request funds based upon **immediate disbursement or reimbursement requirements**. Funds will not be paid in a lump sum, but rather disbursed over time as project costs are incurred or anticipated.

Drawdown requests should be timed to ensure that Federal cash on hand is the minimum needed for disbursements or reimbursements to be made immediately or within 10 days. If not spent or disbursed within 10 days, funds must be returned to the COPS Office.

- **How often can drawdowns be requested?**

There are no limitations on how often your organization may request reimbursements; however, your reimbursement requests should cover a specific time frame and include only costs that were approved in the award package. As a general guideline, most organizations request reimbursement on a monthly or quarterly basis. Also, please note that a date range for a reimbursement request can only be used once.

Common Questions

- I have a red banner showing at the top that says **ASAP account suspended, what does that mean?**

ASAP Account is in Suspend status. Drawdown is not available. For more information, view the Funding Balance and Availability tab.

The most common reason for this red banner at the top of the screen is because there is a performance report or financial report that is delinquent. Submitting the performance report is now a 2-step process. Even if the report reads “Resolved-Completed” it is not submitted until you click “submit” and the purple banner changes from “Pending-Delinquent” to “Pending-Review”.

The second most common reason for the red banner is that the SAM.gov registration has expired. Please contact your Grant Manager to determine what the reason for the banner is.





- **Our ASAP account is suspended because there are delinquent federal financial reports. We did not expend any funds, Do we need to submit the delinquent federal financial reports?**

Yes. Agencies are required to submit all delinquent federal financial reports per your award conditions. Please contact your Grant Manager for assistance.

- **Can we complete the final reports as soon as we are done with our project?**

Yes. Once you submit the final performance report and financial report, the Grant Manager will initiate the closeout process on the award. Once the closeout is initiated you will have 120 days to complete the final drawdown of funds.

THANK YOU!



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