

FY24 COPS Office Solicitations

Frequently Asked Questions

Does the COPS Office offer any pre-application webinars for potential applicants?

The COPS Office provides resources to potential applicants on its [How to Apply](#) web page, including tips for applying to COPS Office solicitations.

How do I complete the SF-LLL Lobbying Form in Grants.gov? My organization does not lobby.

All applicants must complete the SF-LLL in Grants.gov. If your organization does not have lobbying to disclose, mark “N/A” in all required fields.

What is the Intergovernmental Review on the SF-424?

Intergovernmental Review (SF-424 question 19): COPS Office solicitations are subject to Executive Order (EO) 12372, Intergovernmental Review of Federal Programs. Applicants must check the Office of Management and Budget’s website for the names and addresses of Single Points of Contact (SPOC) under Intergovernmental Review: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-1-3-20.pdf>. If the applicant’s state appears on the SPOC list, the applicant must contact the state SPOC to find out about and comply with the state’s process under EO 12372. In completing the SF-424, such an applicant is to make the appropriate selection in response to question 19 once the applicant has complied with its state EO12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the following response: “Program is subject to EO 12372 but has not been selected by the state for review.”

How do I get started using JustGrants?

For more detailed information on how to use each specific functionality within JustGrants and to apply to a solicitation, please refer to the JustGrants Training page or frequently asked questions (FAQ) at <https://justicegrants.usdoj.gov/getting-started#secureOnboarding>.

I am trying to sign into JustGrants and have requested a code or token but have not received it. What do I do?

Wait a few minutes. There is a short delay between when a code is requested and when it is sent. If you still have not received your code within 30 minutes, refer to DIAMD’s Frequently Asked Questions at <https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/diamd-faqs.pdf#receive-sms-login-code> (pages 8–14). You may need to try a different browser. If that doesn’t work, please contact the JustGrants Help Desk for assistance at JustGrants.Support@usdoj.gov or 833-872-5175, Monday through Friday from 5:00 a.m. to 9:00 p.m. ET and Saturdays, Sundays, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

Do I need to assign two authorized representatives in the JustGrants application?

Yes, 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). The Authorized Representatives are officials who have ultimate and final responsibility for all programmatic and financial decisions regarding this COPS Office award as representatives of your agency, as the legal recipient. For guidance, please see the following:

For law enforcement agencies

- Authorized Representative—top law enforcement executive (e.g., chief of police, sheriff, or equivalent)
- Authorized Representative—top government executive (e.g., mayor, board chairman, or equivalent)

For non-law enforcement agencies

- Authorized Representative—top programmatic official (e.g., executive director, chief executive officer, or equivalent)
- Authorized Representative—top financial official (e.g., chief financial officer, treasurer, or equivalent)

Please note that nonexecutive positions (e.g., clerks, trustees) are not acceptable Authorized Representatives.

If an Authorized Representative does not have a JustGrants account, the Entity Administrator will need to invite the individual to receive 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, and logs in, the Authorized Representative will be available in JustGrants.

Review the [JustGrants User Roles Guide](#) to become familiar with the various JustGrants Entity User roles.

Do I need to confirm my two authorized representatives in the Just Grants application?

Yes, one of the final steps to submitting your application is to confirm your two authorized representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official).

The Application Submitter will need to select two authorized representatives via dropdown field in the “Confirm Authorized Representative” section of the application. The dropdown will display all authorized representatives that have been assigned for your entity if they have created an account and logged in (see the [Application Submission Job Aid Reference Guide](#) for this step).

What happens if I don't see my authorized representative's name in the dropdown in JustGrants?

If you do not see authorized representatives for your entity in the dropdown field in the “Confirmed Authorized Representative” section of the application, you will need to contact your agency's Entity Administrator. Only the Entity Administrator for your organization can invite the authorized representatives to create accounts and add and assign the role for each authorized representative for your entity. Each authorized representative must log in at least once before their name will be visible.

Please note: Please be aware user names will not be visible in JustGrants until users have successfully logged into JustGrants. If you need assistance adding users and assigning roles for your entity, please refer to the Entity Management Job Aid Reference Guide.

I can see my authorized representative in the “Confirm Authorized Representative” section of the application, but the system will not allow me to select my representatives. How do I rectify this issue?

To help move beyond this issue, click on the trash can icon to clear your prior selections. Once the selections are cleared, go back to the drop-down fields to select your authorized representatives and click the “Confirm” button.

How do I answer the survey questions in the application?

Please refer to the following steps to help guide you through initiating, completing, modifying, and obtaining the status of solicitation surveys in the JustGrants system:

- To **initiate** a survey, please click on the **survey title** to open.
- When you have **completed** the survey, please click the **“Finish”** button on the lower right corner of the screen. The system will direct you to a review screen displaying your survey responses. **The survey is not yet complete until it reads “Resolved-Completed.”**
- To go back to the initial **list of surveys**, go to the **“Actions”** menu at the top right corner of the screen and select **“Close”** to exit the survey review screen. The survey you just completed will still display an **“Open”** status.

- To **confirm the completed status** of your survey, go back to the **“Actions”** menu and select **“Refresh.”** The status of your completed survey will change to **“Resolved-Completed.”**
- If you would like to **verify** the survey responses of a completed survey, you may click the **survey title** to reopen the selected survey and **view** your saved responses.
- If you would like to **change and/or update** the survey responses of a completed survey, you may click the **“Re-open”** option to **update** your saved responses.
- Remember, to **confirm the status** of a completed survey, you will need to click the **“Actions”** menu and **“Refresh.”**

When I attempt to complete the eligibility survey, I receive the following error message: “You may not be eligible to apply for this solicitation. Please contact the COPS Office Response Center at 800-421-6770.” I am unable to complete the survey or move forward in the application process. What should I do?

If you receive this error message, your organization is ineligible to apply for the solicitation, but you may be eligible for other COPS Office solicitations. Do not continue this application; instead, search for new grant opportunities at <https://cops.usdoj.gov/grants>.

Grant Package (A-463211)

FY23 LEMHWA Grants Elig (C-799241) Actions ▾

⚠ • **Based on the definition above, does your agency have primary:** You may not be eligible to apply for this solicitation. Please contact the COPS Response Center at (800) 421-6770.

• **Is your agency established and currently operational? A law:** You may not be eligible to apply for this solicitation. Please contact the COPS Response Center at (800) 421-6770.

1. FY23 LEMHWA Implementation Projects Eligibility

FY23 LEMHWA Implementation Projects Eligibility

Instructions: The following questions will be used to determine eligibility for the LEMHWA program. NOTE: If you select “no” to any of the below questions, you will be considered ineligible for the LEMHWA program and will not receive consideration for funding.

Please indicate if your jurisdiction is primarily considered rural, urban, or suburban. *

Urban ▾

A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation and it has a current operating budget.

Based on the definition above, is your agency established and currently operational? *

No ▾

An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only respond to or investigate specific type(s) of crime(s), respond to or investigate crimes within a correctional institution, serve warrants, provide courthouse security, transport prisoners, have cases referred to them for investigation or investigational support or only some combination of these. *

Based on the definition above, does your agency have primary law enforcement authority? [Or, if contracting to receive services, does the agency that will be providing law enforcement services have primary law enforcement authority for the population to be served?]

Yes

No

[Clear Selection](#)

Next

When I attempt to submit my application, I receive the following error message: “Solicitation Specific/Survey Questions are a critical component for this application. Please return to the Data Requested with Application section to complete it.” What should I do?

If you receive this error message, return to the Data Requested with Application section to complete any unfinished surveys to submit a complete application. If you receive the error message “You may not be eligible to apply for this solicitation. Please contact the COPS Office Response Center at 800-421-6770,” your organization is ineligible for this solicitation and will not be able to submit. Your organization may be eligible for other COPS Office solicitations. Additional funding opportunities can be found at <https://cops.usdoj.gov/grants>.

The screenshot shows the Grants.gov application interface. At the top, it displays "Grant Package (00787732) PENDING-DRAFT" and a due date of "April 21, 2023 4:59:00 PM EDT". Below this, a red error message box states: "Before proceeding, please address the error(s) indicated below." An "Expand to view errors" section lists the following: "Attachment for Budget Narrative is missing. Please attach required file to the following section, Budget and Associated Documentation.", "Attachment for Timeline is missing. Please attach required file to the following section, Additional Application Components.", "Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit.", and "Solicitation Specific/Survey Questions are a critical component for this application. Please return to the Data Requested with Application section to complete it." The main section is titled "Certify and Submit" and contains several expandable sections: "Standard Applicant Information", "Proposal Abstract", "Data Requested with Application" (with a red error icon and a link to "Edit application"), "Proposal Narrative", "Budget and Associated Documentation", "Memoranda of Understanding (MOUs) and Other Supportive Documents", and "Additional Application Components". On the right side, there is a "Solicitation Instructions" sidebar with a checklist of sections, including "Standard Applicant Information", "Proposal Abstract", "Data Requested with Application", "Budget and Associated Documentation", "MOUs and Other Supportive Documents", "Additional Application Components", "Disclosure And Assurances", and "Other". Below this is a "Participants (4)" section listing "JohnElectronicBusinessPoc Doe Entity Administrator" and "Dave Gaetani". At the bottom, there are "Back", "Save", "Check for Errors", and "Submit" buttons.

Can I submit an application if I am a current COPS Office award recipient?

As long as you meet the solicitation eligibility requirements, you are eligible to apply. For some programs, as outlined in the “Review Criteria” section of the solicitation guide, the COPS Office includes the following criterion: “Project will not result in unnecessary duplication of other efforts by the COPS Office or other DOJ components.”

Can I apply to more than one COPS Office program?

Yes, applicants that meet the eligibility requirements for multiple programs may submit one application for each of those programs. However, you may not submit multiple applications for the same proposed project. We strongly recommend that you complete the application process in Grants.gov and begin the JustGrants application before starting another application. This will ensure that the correct SF-424 will be assigned within JustGrants Application System.

Can you provide assistance or feedback on proposed ideas?

The COPS Office is committed to ensuring a fair and open process, so we are unable to evaluate the merits of proposals during the open solicitation period. Please carefully review the solicitation materials for the types of projects the COPS Office is looking to invest in this year. Once the solicitation closes, COPS Office staff screen and score applications according to the review process and criteria as set forth in the Application Review Information section of the FY 2024 Solicitation Guide.

What else should I consider as I am writing my project narrative or responding to application questions?

Most responses are evaluated in a highly competitive forum, with hundreds of solicitation proposals competing for the same funds. Most solicitation proposals do not receive funding. Your proposal must meet at least two goals: (1) Inform the reader of your plans and (2) persuade the reader that your project is worthy of funding.

Applicants should consider addressing the following points:

- The need or problem that you will address or fix with the award is significant and worthy of funding.
- The project or program can be funded under the solicitation, i.e., it meets the requirements of the program.
- The project or program is well planned to ensure a successful implementation if the funds are awarded.
- You are capable of successfully managing the funds and completing the proposed project on schedule and meeting your goals and requirements.

Respond to reviewers' needs and expectations by

- including details that sufficiently clarify your plans for the reviewers, who may be unfamiliar with them and who may be reading several other proposals at the same time;
- providing good reasons for funding the proposed project in view of the solicitation's purpose and goals;
- ensuring that the responses are well written and that important information is easily accessible. Reviewers who have trouble accessing or understanding important information will not be convinced that the proposed project deserves funding.

It might help to read the solicitation several times, making note of the overarching theme, its specific requirements, costs that may be prohibited, the performance data that you will need to report, and all tasks that will be required if an award is made.

Finally, pay particular attention to the review process criteria and the percentages allocated for each section as a way to gauge the importance and how much space should be allocated.

How long is the award period?

Please refer to the individual program solicitation guide for the award period. Budgets should accurately reflect the appropriate performance period.

I am trying to move forward in the application process, and the system will not allow me to move forward without submitting a document that is not required or not applicable. What should I do?

Please refer to the solicitation guide to confirm the document is not required. If it is not applicable or required, upload a document with the text “Not applicable” to the “Additional Application Components” section of the application. This should allow you to proceed. If it does not, please contact the JustGrants Help Desk.

Is there an appeal process?

All award decisions are final and not subject to appeal.

When should I expect notification if awarded program funds?

It is anticipated that awards will be announced on or after October 1, 2024. Notifications will be sent electronically. Any public announcements will be posted on the COPS Office website at <https://cops.usdoj.gov>.

I will not be able to submit my application before the solicitation deadline. What is the COPS Office process for submitting a request for extension?

Please refer to the individual program solicitation guide for instruction on late submissions.

I submitted a request for late submission, when should I expect a response from the COPS Office regarding my request?

The COPS Office will respond to each applicant as soon as possible with an approval and instructions for submission, or a rejection. If the technical issues you reported cannot be validated, your request for an extension will be rejected. You may follow up on your request by sending an email directly to AskCopsRC@usdoj.gov.

Please note: To ensure a fair competition for limited discretionary funds, **the following conditions are not valid reasons for extensions of the submission deadline:** (1) failure to begin the registration process in sufficient time; (2) failure to follow instructions on Grants.gov or JustGrants; (3) failure of the two assigned authorized representatives, with the proper authority, to activate accounts in JustGrants prior to application submission; (4) failure to follow all of the instructions in the solicitation; (5) failure to register or update information on the SAM website; and (6) failure to register or complete SF-424 in Grants.gov.