

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

COPS School Violence Prevention Program (SVPP) Informational Webinar for FY25 Award Recipients

March 10, 2026, 3:00–4:00 p.m. ET



Questions?

Please enter
your questions in
the Q&A

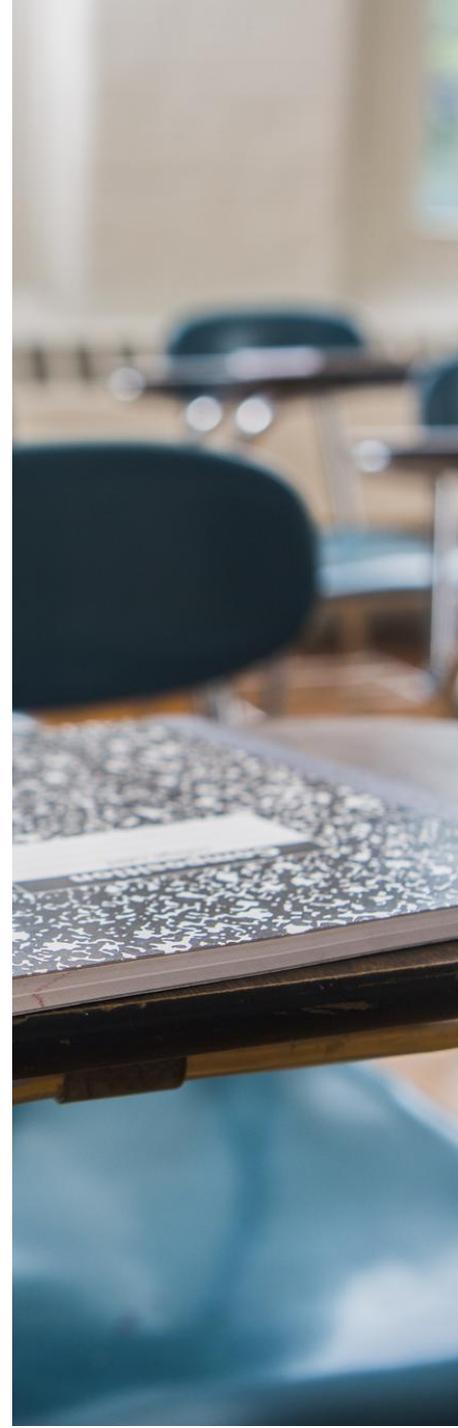


COPS

Community Oriented Policing Services
U.S. Department of Justice

Purposes of Today's Training

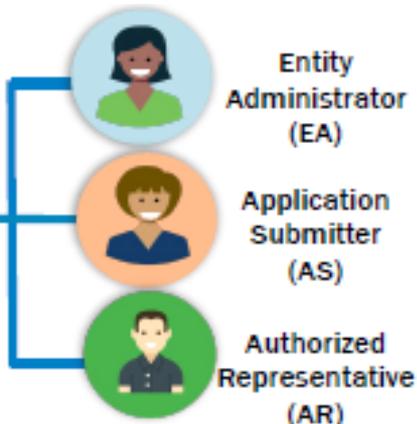
- Provide tools and resources to help you successfully implement your new COPS award
- Review common grant management requirements and responsibilities
- Help avoid common compliance issues
- Direct you where to go for help when questions arise



Award Acceptance Overview



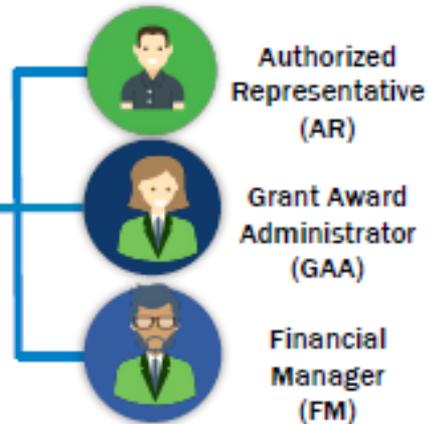
Notification



Three Entity users are notified by email of award decisions. Notifications are sent to the users assigned to the submitted application.



Assignment



The EA must assign these critical users and roles to every award. The award cannot be accepted until the EA has confirmed the assignments.



Accept or Decline



The AR will then follow steps to review the award document, including all award conditions, and accept or decline the award on behalf of their entity.

ASAP

Automated Standard Application for Payments



Award Owner's Manual

- The Award Owner's Manual is designed to inform you about the requirements, laws, regulations, and policies that apply to your award: [2025 COPS Office School Violence Prevention Program \(SVPP\) Award Owner's Manual](#)
- Your agency will be responsible for the information contained in this manual and for implementing your award in accordance with the applicable terms, conditions, and regulations.



Terms and Conditions

Information
Sharing

Safety
Assessments





Information Sharing with Law Enforcement

Recipients will be required to ensure that schools in their jurisdiction share school threat information and data with the appropriate local law enforcement agencies.

Comprehensive School Safety Assessments

Recipients awarded funding through the SVPP program must conduct comprehensive school safety assessments for all schools involved in the funded project.



Cost Sharing or Matching Funds

All awards will have at least a 25 percent local match.

Example: \$500,000 =
\$375,000 + \$125,000

Total project cost =
federal funding + local match





Performance Reporting Requirements

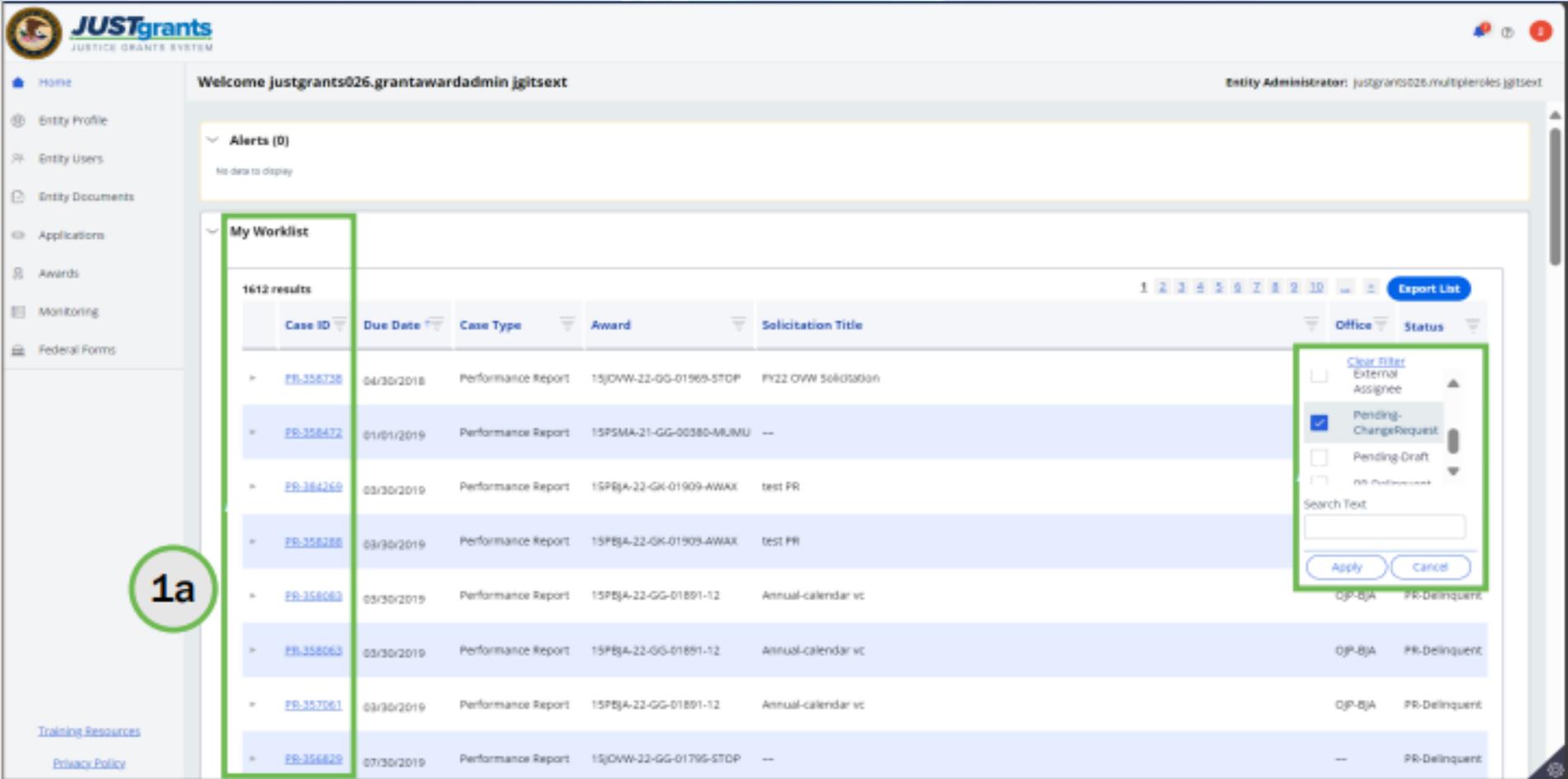
Performance reports

Your agency will be required to submit semiannual performance reports.

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

Submit PR with Question Set

Recipients working on a PR that originated in JustGrants will complete a Performance Measure Question Set.



1a

JUSTgrants JUSTICE GRANTS SYSTEM

Welcome justgrants026.grantawardadmin jgitsex Entity Administrator: justgrants026.multipieroles jgitsex

Alerts (0)
No data to display

My Worklist

1612 results 1 2 3 4 5 6 7 8 9 10 [Export List](#)

Case ID	Due Date	Case Type	Award	Solicitation Title	Office	Status
FR-356728	04/30/2018	Performance Report	15JOWW-22-GG-01969-STDP	FY22 OWW Solidation		
FR-358472	01/01/2019	Performance Report	15PSMA-21-GG-00380-MUMU	--		
FR-384260	03/30/2019	Performance Report	15PBJA-22-GK-01909-AWAX	test PR		
FR-356288	03/30/2019	Performance Report	15PBJA-22-GK-01909-AWAX	test PR		
FR-358083	03/30/2019	Performance Report	15PBJA-22-GG-01891-12	Annual-calendar vc	OP-BJA	PR-Delinquent
FR-358063	03/30/2019	Performance Report	15PBJA-22-GG-01891-12	Annual-calendar vc	OP-BJA	PR-Delinquent
FR-357961	03/30/2019	Performance Report	15PBJA-22-GG-01891-12	Annual-calendar vc	OP-BJA	PR-Delinquent
FR-356820	07/30/2019	Performance Report	15JOWW-22-GG-01795-STDP	--	--	PR-Delinquent

Filter dropdown menu options:

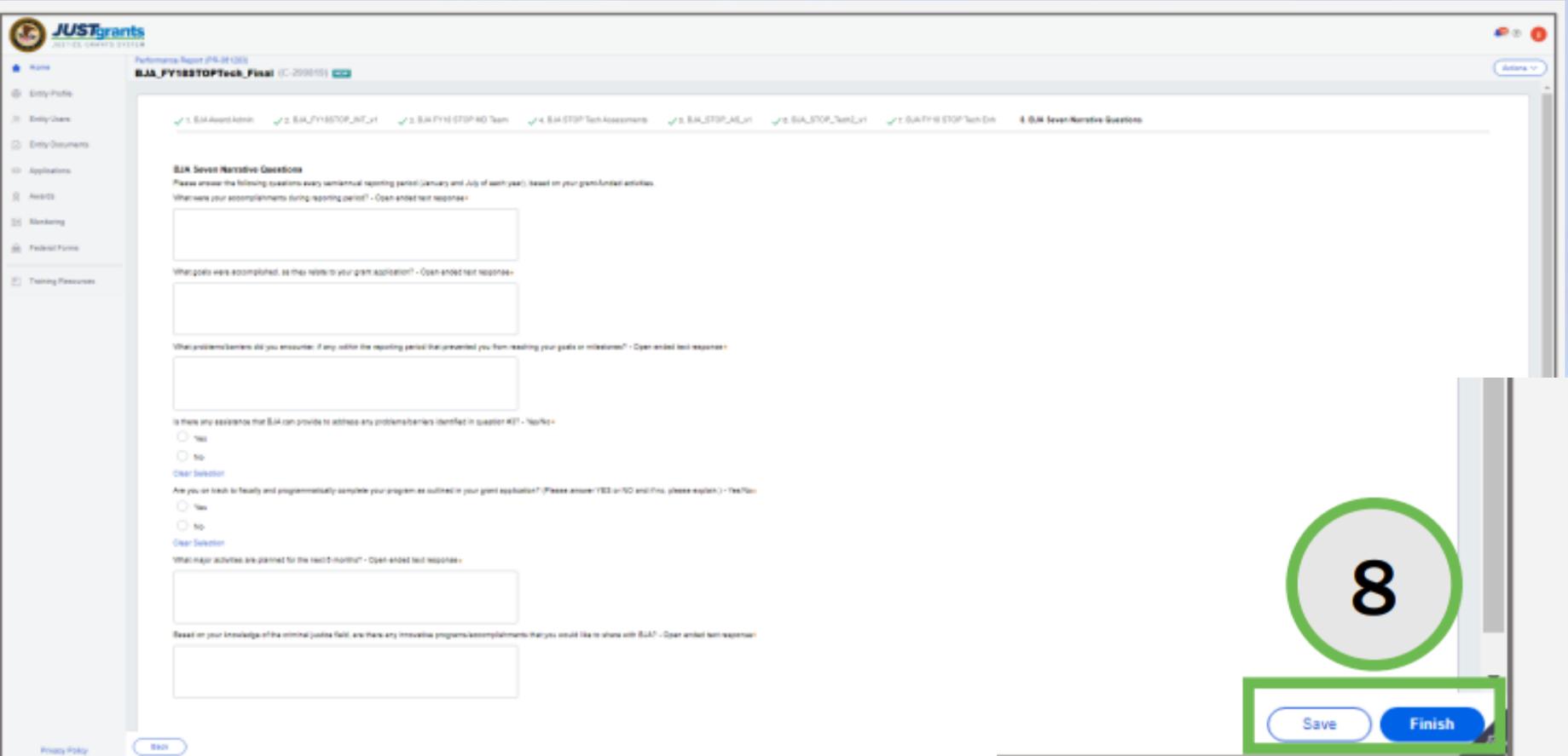
- Clear Filter
- External Assignee
- Pending-ChangeRequest
- Pending Draft
- PR Performance

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Submit PR with Question Set



JUSTgrants
JUSTICE GRANTS SYSTEM

Performance Report (PR) (006)
BJA_FY18STOP_Tech_Final (C-200810) Actions

✓ 1. BJA Award Admin ✓ 2. BJA FY18STOP_INT_Lyr ✓ 3. BJA FY18 STOP HD Team ✓ 4. BJA STOP Tech Assessments ✓ 5. BJA_STOP_ALYr ✓ 6. BJA_STOP_TechLyr ✓ 7. BJA FY18 STOP Tech Dts 8. BJA Seven Narrative Questions

BJA Seven Narrative Questions
Please answer the following questions every semiannual reporting period (January and July of each year) based on your grant/fundal activities.
When were your accomplishments during reporting period? - Open ended text response
What goals were accomplished, as they relate to your grant application? - Open ended text response
What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones? - Open ended text response
Is there any assistance that BJA can provide to address any problems/barriers identified in question #3? - Yes/No
 Yes
 No
Clear Selection
Are you on track to timely and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if No, please explain.) - Yes/No
 Yes
 No
Clear Selection
What major activities are planned for the next 3 months? - Open ended text response
Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA? - Open ended text response

Privacy Policy Back Save Finish

8

NOTE: If the **Resolved-Completed** status is not displayed, open the **Actions** menu and select the **Refresh** option.



Financial Reporting Requirements

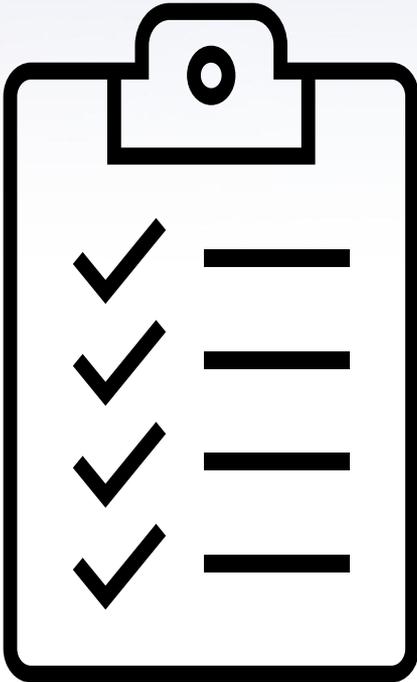
Federal Financial Report (FFR) SF-425

- 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.
- Awarded agencies should be prepared to track and report award funding separately from other funding sources (including other COPS Office and federal awards) to ensure accurate financial reporting on a timely basis.

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

ASAP Suspension

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



Common reasons an account is suspended:

- Delinquent performance reports
- Delinquent Federal Financial Reports
- Expired SAM.gov registration
- Expired award (more than 120 days beyond the end date)
- The ASAP system is down for updates

IMPORTANT NOTE: All DOJ-related ASAP accounts are temporarily suspended for the last 3 business days of the month to carry out required account reconciliation activities.

Sole Source Procurement

- Open and free competition is required, when feasible.
- Noncompetitive, or sole source, procurements in excess of \$350,000 require prior approval from the COPS Office.
- Additional information, including the steps required to obtain approval from the COPS office for sole source procurements, can be found in the [Sole Source Justification Fact Sheet](#).



Sole Source Justification

What is "sole source" justification?

Sole source procurement or procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source. Sole source procurements must adhere to the standards set forth in 2 C.F.R. § 200.320(c) in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.

When is sole source approval required by the COPS Office?

A recipient must request written approval from the COPS Office for sole source procurements in excess of \$350,000 prior to purchasing equipment, technology, or services; obligating funding for a contract; or entering into a contract with award funds.¹ For the purchase of equipment, technology, or services under a COPS Office award, recipients must use their own documented procurement procedures that reflect applicable state and local laws and regulations, as long as those requirements conform to the federal procurement standards set forth in 2 C.F.R. § 200.517 through 2 C.F.R. § 200.526. A sole source

An award recipient must request written approval from the COPS Office for sole source procurements in excess of \$350,000 prior to purchasing equipment, technology, or services; obligating funding for a contract; or entering into a contract with award funds. Receiving the award does not constitute approval of a sole source justification.

justification should be submitted to the COPS Office if a recipient determines that the award of a contract through a competitive process is infeasible. Recipients may conduct noncompetitive proposals (or "sole source" procurement) by procurement through solicitation from only one source when one of the following circumstances applies:

- 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.

Sole source procurement should be used only when competitive solicitation procedures like sealed bids or competitive proposals are not applicable to the requirements or are impractical.

What documentation must be submitted to the COPS Office for approval of a sole source procurement in excess of \$350,000?

Requests for sole source procurements of equipment, technology, or services in excess of \$350,000 must be submitted to the COPS Office in writing certifying that the award of the contract through full and open competition is infeasible. An organization may not expend award funds or drawdown reimbursements for sole source justification requests until after the sole source request has been approved by the COPS Office in writing.

1. See 2 C.F.R. § 200.325(b)(2).





Did You Know?



Consultant Rates

- The use of a consultant should be more economical than direct employment.
- Consultant rates must be reasonable and allocable consistent with the OMB cost principles and consistent with that paid for similar services in the marketplace.
- Any consultants hired through a noncompetitive bidding process and paid more than \$650 per day (or \$81.25 per hour) require prior approval from the COPS Office.

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



Fact Sheet

cops.usdoj.gov

Consultant/Contractor Rate Information for COPS Office Awards

Recipient guidelines on consultant rate approval requests

Compensation for individual consultant services procured under a COPS Office award must be reasonable and allocable in accordance with 2 C.F.R. Part 200, Subpart E—Cost Principles and consistent with that paid for similar services in the marketplace.

Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer, as applicable, up to \$650 per day (or \$81.25 per hour). If individuals receive fringe benefits from their primary employer, such fringe benefit costs should not be included in the calculation of consultant rates. For consultant or contractor rates that exceed \$650 per day, the COPS Office requires written justification. The recipient must provide justification for any consultant rate in excess of \$650 per day and receive COPS Office approval of that rate before drawing down award funds. An organization may not expend award funds

or drawdown reimbursements for consultant rate increase requests until after the request has been approved by the COPS Office in writing. Any organization that does not provide sufficient written justification as outlined in the following section will be limited to \$650 per day for each consultant or contractor. Please note that this does not mean that the rate can or should be \$650 for all consultants.

NOTE: Consultant and contractor daily rates do not include travel or subsistence costs but may include preparation, evaluation, and travel time.

Compensation for individual consultant services procured under a COPS Office award must be reasonable, allocable, and consistent with that paid for similar services in the marketplace. The recipient must provide justification for any consultant rate in excess of \$650 per day and receive COPS Office approval of that rate before drawing down funds.

Guidance for requesting a consultant rate based on employment

■ **Consultants associated with institutions of higher education (including state-run educational institutions).** If representing the academic institution, the maximum rate of compensation that will be allowed is the consultant's academic salary projected for 12 months, divided by 260. These individuals normally receive fringe benefits that include sick leave for a full 12-month period, even though they may only work 9 months per year in their academic positions. This does not apply to individuals

performing consultant work outside of their academic commitments. In such cases, the rate of compensation will be based on reasonable cost principles and requires documentation supporting the requested rate.

■ **Consultants employed by state and local government.** Compensation for these consultants will be allowed only when the unit of government will not provide these services without cost. If a state or local government employee is providing services under a federal award and is representing his or her agency without pay from the respective unit of government, the rate of compensation

Grant Award Modifications

Grant Award Modification is a request to update award details, including modifying key facts about the award.

There are three types of GAMs:

1. Project period extension
2. Programmatic
3. Financial

Project Extension GAM

- A no-cost project period extension GAM is used to extend the length of a funded award.
- Extensions can be submitted up to 30 days before the award expires.
- All extension requests are evaluated on a case-by-case basis, and the COPS Office reserves the right to deny any extension request.
- Extensions do not provide additional funding.



Programmatic GAMs

Programmatic cost GAMs

- Used to obtain prior approval for changes with programmatic costs and activities.
- Used to obtain prior approval for consultant rates in excess of the consultant rate threshold.
- Programmatic costs are costs that are tied directly to the delivery of a particular project, service, or activity undertaken by a grantee to achieve an outcome intended by the funding program.

Scope change GAMs

Provide the opportunity to

- alter programmatic activities;
- change the purpose of the project;
- change the project site;
- make changes in personnel that include changes to the organization or staff with primary responsibility for award implementation.

Budget modification GAM

- Used to modify an approved budget to reallocate funds among budget categories; the original award amount may not be increased by this process

Sole source GAM

- Used to request prior approval to enter a noncompetitive contractual relationship with a contractor under a grant where the contracted cost exceeds the simplified acquisition threshold (currently \$350,000)

Budget reduction GAM

- Used to reduce the amount of federal funding



GAM Justifications

- Explanation for request of modification
- List of item(s) changed/modified
- Description of changed item(s)
- Total of cost change(s)



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Where are GAMs submitted?



<https://justicegrants.usdoj.gov/training-resources/justgrants-training/grant-award-modifications>

Closeout Process

At the end of your agency's award period, the COPS Office is responsible for the closeout of your award.

Your agency is required to submit the following:

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

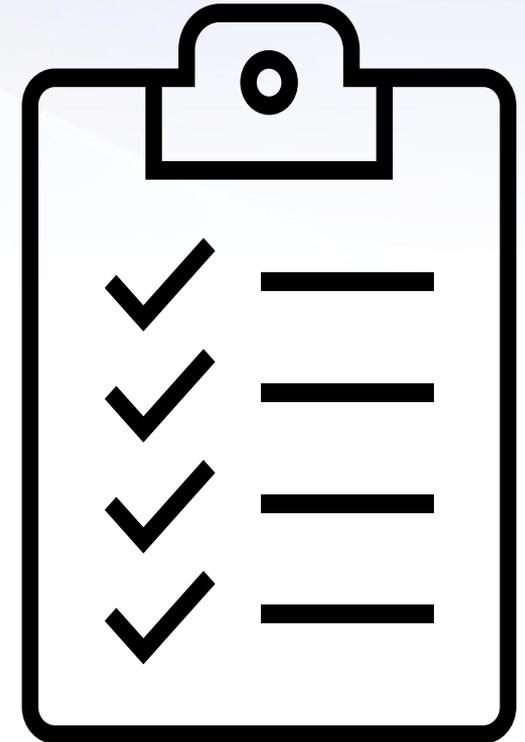
Both must be submitted within 120 days after the end of the award period.



Closeouts are automatically submitted 121 days after the end date of the grant.

Cost Savings

- It is possible that your agency may not obligate and expend all grant funds because of an overestimate of item costs 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.





Award Owner's Manual



SVPP Post-Award Fact Sheet



SF-425 (FFR) Fact Sheet



Grant Award Modification Job Aid

Stay Connected

The COPS Office produces hundreds of guides, white papers, and publications on the most successful proactive methods for improving public safety.

Visit <https://cops.usdoj.gov/> for the latest COPS Office updates and <https://justicegrants.usdoj.gov/training-resources/justgrants-training/grants-management-lifecycle> for JustGrants training resources.



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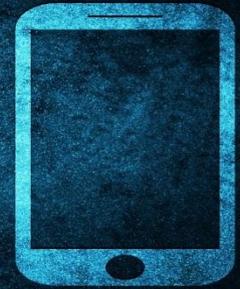
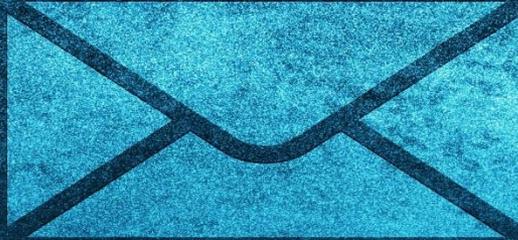


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Contact Information

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

THANK YOU!



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