



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street, NE, Washington, D.C. 20530

COPS

March 25, 2013

Re: The new COPS Grant Management System, NexGen, has been released!

Dear Colleague:

I am writing to inform you that the planned updates to Office of Community Oriented Policing Services (COPS) Grant Management Systems called NexGen have officially been launched! These system enhancements will greatly improve your ability to manage your COPS grants via the COPS Agency Portal.

In November 2012 and March 2013, you should have received a letter with information about these upcoming enhancements, along with a few steps we asked your agency to complete in preparation for the new grants management system. A copy of those letters can be found on our website.

An Agency Portal Grants Management User Manual is currently available on the COPS website at <https://portal.cops.usdoj.gov/GrantsManagement/HelpContents/UserGuide.pdf>. This manual will provide your agency with all of the information needed to successfully navigate the new system and manage many aspects of your COPS grant online. A complete list of the new system enhancements is available following this letter. Please review this list carefully, **as some grant management functions will only be available online via the COPS Agency Portal.** These include requesting changes of contact information, grant extension requests, grant modification requests, and withdrawal requests.

Thank you for your assistance -- we are very excited about these enhanced online grant management capabilities! If you have any questions or require assistance, you may reach out to the COPS Office Response Center or your Grant Program Specialist at 1.800.421.6770. We look forward to working with you to further your agency's community policing efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew A. Dorr". The signature is fluid and cursive, with a long horizontal stroke at the end.

Andrew A. Dorr
Assistant Director for Grants Administration

Your agency is now able to easily request and submit numerous grant management actions online via the COPS Agency Portal, including:

- Changes of information requests*
- Grant extension requests*
- Grant modification requests*
- Withdrawals*
- Other grant requests

**Please note: the three grant management functions denoted with an asterisk above will no longer be completed using paper, and will only be available online via the COPS Agency Portal.*

Another significant enhancement is the ability to assign a Point of Contact to a number of grant management tasks such as:

- Law Enforcement Executive/Program Official
- Government Executive/Financial Official
- Agency Primary Point of Contact
- SF-425 Contact
- Progress Reports Contact
- Grant Monitoring Contact

You will also have the ability to assign alternate points of contact for each of the above tasks.

Please note that the COPS Office has also increased security requirements related to customer passwords in response to recent cyber-attacks on government IT systems. The three most significant security changes your agency will experience are:

1. Increased password complexity to meet federal government system regulations (i.e. your password will be required to have a combination of 12 characters, including upper and lower case letters, special characters, etc.);
2. Passwords will now expire every 90 days; And
3. Your account will be locked out after five (5) unsuccessful login attempts. The account will remain locked for 15 minutes, at which time it will be unlocked to allow the user to try again. After 15 unsuccessful login attempts, your account will be administratively locked out. If this occurs, you will need to contact the Response Center at 1.800.421.6770 to have the account unlocked.