Step-by-Step Instructions for Two-Part Application Submission Process

FY2011 COPS Grant On-line Application Procedures

Note: If your agency has previously applied for grants using Grants.gov, and you already have an account set up with your username and password, please skip Step 1 and proceed to Step 2. For additional instructions on how to register with Grants.gov please visit

www07.grants.gov/applicants/get_registered.jsp.

STEP 1

Please click the link below for details on how to register with Grants.gov.

> **Steps for registering with Grants.gov**
> **www.grants.gov/assets/OrgRegUserGuide.pdf.**

STEP 2

Submitting a COPS Grant Application Using Grants.gov

1. Log into www.grants.gov.

2. Scroll to the center of the page and click the **"Apply for Grants"** link in the center of the page.

3. Click on the **"Download a Grant Application Package"** link.

4. Scroll down to the **Funding Opportunity Number Box**, and enter **COPS-Application-2011**. Then click on

    > **Download Package**

5. Click the **"Download"** link at the bottom right of the page, under the **Instructions & Application** heading.

6. To view the SF-424 instructions, click the **"Download Application Instructions"** link.

7. To start the application, click the **"Download Application Package"** which is the second link.

8. Enter an **Application Filing Name** of your choice (e.g., agency legal name and program type for which you are applying) into the Application File Name Text Box, which is highlighted yellow with red border.

9. In the **Mandatory Documents** field:

   a) Select the Application for Federal Assistance (SF-424) document, then click on the

   > **Move Form to Complete**

   button, so that the form appears under the **Mandatory Documents for Submission** field.

   b) Select **"COPS Short Application Attachment to SF-424",** then click the

   > **Move Form to Complete**

   button, so that the form appears under the **Mandatory Documents for Submission** field.

10. Select the **Application for Federal Assistance** and click on the

    > **Open Form**

    button. Be sure to fill in all required fields on the displayed documents, which are highlighted yellow with red borders. Lastly, select the program to which you are applying and enter/re-enter a correct ORI.

11. Click the **Save** button at the very top of the document.

12. In the **Save As** dialogue box:

    a) Select a location that is easy to find within your computer (e.g., Desktop or My Documents).

    b) Select the **Save** button to save the file to your selected location on your computer.

** Note: You will be required to save this document twice. You may either save it in the same location which will overwrite the first one or save it in a different location for redundancy.

13. Click on the **Save & Submit** button at the top of the document.

14. In the **Save As** dialogue box:

    a) Select a location that is easy to find within your computer (e.g., Desktop or My Documents).

    b) Select the **Save** button to save the file to your selected location on your computer.

15. Enter your Username and Password for the Authorized Organizational Representative (AOR). This is set up while registering with Grants.gov.

16. Wait until Confirmation Page appears to close the document.
    Take note of the grant ID number provided by Grants.gov for your file.

17. After the SF-424 has been successfully submitted you will receive three emails from Grants.gov:

    a) One email thanking the applicant for submission.

    b) A second email confirming Grants.gov validation.

    c) A third email stating the application was received by the agency.

18. Within one business day you will then receive an email from the COPS Office, either:

    a) An email stating your application passed the COPS validation and providing a link to the COPS Application Program System (CAPS).

    Or

    b) An email stating that the COPS validation failed and that the issues must be corrected and resubmitted.

Correcting COPS Validation Errors

1. Open the application that was saved in step 12 above

2. Edit fields that had errors.

3. Select the [**Save & Submit**] button

4. In the [**Save As**] dialogue box:

    a) Select a location that is easy to find within your computer (e.g., Desktop or My Documents).

    b) Select the [**Save**] button to save the file to your selected location on your computer.

    Overwrite the existing application or save as a different file name on your computer.

5. Enter your Username and Password for the AOR account

6. Wait until the Confirmation Page appears to close the document.
   Take note of the new grant ID number provided by Grants.gov for your file.

7. After the SF-424 has been successfully submitted you will receive three emails from Grants.gov.

    a) One email thanking the applicant for submission.

    b) A second email confirming Grants.gov validation.

    c) A third email stating the application was received by the agency.

8. Within one business day you will then receive an email from the COPS Office, either:

    a) An email stating your application passed the COPS validation and providing a link to the COPS Application Program System (CAPS)

    Or

    b) An email stating that the COPS validation failed and that the issues must be corrected and resubmitted.