



COPS Grant Management Workshop

Grant Maintenance and Administration



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COPS

Grant Maintenance and Administration

Presentation Topics:

- COPS Programs
- COPS Agency Portal Usage
- Award Acceptance
- Extending the Award
- Award Modification
- Sole Source Justification
- Withdrawal
- Closeout
- Questions





COPS COPS Programs

2011 COPS Program award announcements (Sept 2011)

Program	Funding Amount	Objective
Coordinated Tribal Assistance Solicitation (CTAS)	\$33,133,600	American Indian and Alaska Native communities to enhance law enforcement, bolster justice systems, prevent youth substance abuse, address violence against women, serve crime victims, and support other efforts to combat crime.





COPS COPS Programs

Program	Funding Amount	Objective
Community Policing Development (CPD)	\$9,940,080	to advance the practice of community policing in law enforcement agencies through training and technical assistance, the development of innovative community policing strategies, applied research, guidebooks, and best practices that are national in scope.





COPS COPS Programs

Program	Funding Amount	Objective
Child Sexual Predator Prosecution (CSPP)	\$9,940,080	is aimed at reducing and preventing child endangerment and protecting communities from sexual predators. Provides grants to help locate, arrest, and prosecute child sexual predators and exploiters, and enforce state sex offender registration laws.



COPS COPS Programs

Program	Funding Amount	Objective
COPS Hiring Program (CHP)	\$ 246,845,320	is designed to advance public safety through community policing by addressing the full-time sworn officer needs of state, local, and tribal law enforcement agencies nationwide. CHP provides funds directly to law enforcement agencies to hire new and/or rehire career law enforcement officers, and to increase their community policing capacity and crime prevention efforts.



COPS COPS Programs

Program	Funding Amount	Objective
Secure our Schools (SOS)	\$ 13,253,440	to state, local, or tribal governments to assist with the development of school safety resources. This funding allows recipients the opportunity to establish and enhance a variety of school safety equipment and/or programs to encourage the continuation and enhancement of school safety efforts to prevent violence within their communities.





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COPS Agency Portal Usage



COPS COPS Agency Portal

Visit the COPS website at www.cops.usdoj.gov.

Used for maintaining agency contact information

- Completing the SF-425
- Progress Reports
- COPS Application Program System [CAPS]





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COPS Application Program [CAPS]

- Applying for COPS funds

All applications must be submitted on line
by the application deadline:

www.cops.usdoj.gov

Applications are carefully reviewed and
evaluated to ensure program criteria is
met.





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Award Acceptance



COPS Award Acceptance

The award package are mailed to the *awarded agencies* to the attention of the Law Enforcement Executive.

- Congratulations Letter
- Award document
- Financial Clearance Memorandum





COPS Award Acceptance

Signing the Award Document

- The Law Enforcement Executive (LE) and Government Executive (GE) listed on the award document must sign and date in the proper location indicated on the award document.
- Return your award document with conditions pages within **90 days** of the award congratulations letter.





COPS Award Acceptance

Top 4 common mistakes when accepting the award document:

1. Incorrect LE and GE signatures on the award document. *If the executives change, please update in COPS Agency Portal.*
2. **Altered** award documents (whiteout, scratched out, etc.). Do not make annotations to correct the LE or GE name/title/address.
3. Incomplete award document [missing dates and titles].
4. Failing to contact your state Grant Program Specialist when requesting additional time to return the award document.





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Extending the Award

Requesting an extension

- Supplemental Extension Form
- 30 & 60 day reminder notices
- **Do not let your award expire**
- Your approval letter

Remember - Extensions only provide additional time, not additional funding.

Reference Sheet #5



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Award Modification



COPS Award Modification

What do I do if I need to modify my award?

- **Contact your Grant Program Specialist at 1.800.421.6770 to discuss changes to your budget and/or projects.**

Please note that the award amount will not be increased.





COPS Award Modification

Required when requesting a modification.

1. A modification request letter (on department letterhead)
2. A budget detailed worksheet
3. A budget narrative (Sponsored program awards only)

Reference Sheet #6





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Sole Source Justification



COPS Sole Source Justification

What is a Sole Source?

- Procurement of item(s) or services in excess of \$100,000
- Using a single vendor identified without a competitive bidding process

May not draw down or expend funds on that procurement prior to written approval by COPS

Reference Sheet #7



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Withdrawal



COPS Withdrawal

- Grantees may request to have a grant “withdrawn” at any point prior to the initial obligation of grant funds or prior to the grant end date.
- Submit a letter for withdrawal on department letterhead signed by the Law Enforcement or Government Executive.
 - Include the agency legal name
 - ORI number
 - Grant number
 - Reason for withdrawal



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Closeout



COPS Closeout

- A grant is eligible for closeout when it reaches the award end date; absent an authorized no-cost extension of time, and all grant conditions have been met.
- Following a comprehensive programmatic and financial review of the grant award file, the grant is closed and administrative adjustments to program and financial database systems are complete.
- Once the grant is closed, it is recommended that you retain your COPS program record for (3) years.

Reference Sheet #8-9





COPS Questions





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Contact COPS

- Response Center:
800.421.6770
- Website:
www.cops.usdoj.gov
- Email
askCopsRC@usdoj.gov