



ACCEPTING YOUR GRANT AWARD AND/OR COOPERATIVE AGREEMENT

Frequently Asked Questions

HOW DO I ACCEPT THIS AWARD?

Accepting your COPS award is a simple and straightforward process. All the documents needed to accept and start your grant can be found in this packet. You should carefully read all information in the award packet prior to accepting your grant.

- **COPS Grant Award** – This document must be signed by the top law enforcement executive/program official and government executive/financial officer in your jurisdiction, and then returned to the COPS Office.
- **COPS Cooperative Agreement (if applicable)** – This document must be signed by the top law enforcement executive/program official and government executive/financial officer in your jurisdiction, and then returned to the COPS Office.

WHERE CAN I FIND THE SUPPORTING PAPERWORK FOR MY AWARD, SUCH AS THE GRANT OWNER'S MANUAL?

For your convenience, we have several supporting documents available online at www.cops.usdoj.gov to assist you in implementing your grant. These resources include:

- *Grant Owner's Manual
- *Federal Financial Report (SF-425)
- *Frequently Asked Questions (SF-425)
- *Helpful Hints Guide (SF-425)
- *SF-425 Fact Sheet
- *Grant Payment Request System Information
- *Change of Information Sheet
- *Publication Request Form
- *Federal Civil Rights Letter

WHO MUST SIGN THE AWARD DOCUMENT(S)?

The individuals listed on the award document must be the individual signing. If for some reason this individual is unavailable or has changed, please notify your COPS Program Manager identified on your award document immediately. Typically, these are the same individuals who signed the signature pages in your grant application. Moreover, these are generally the highest-ranking officials within your jurisdiction or agency (e.g., Chief of Police, Sheriff, President, Chairperson, Mayor, City Administrator, Chief Financial Officer, or equivalent).

ARE PHOTOCOPIED OR STAMPED SIGNATURES ACCEPTABLE ON THE AWARD DOCUMENT?

No. All signatures on the award document must be original. Stamped or photocopied signatures will not be accepted.

MAY I RETURN A SIGNED PHOTOCOPY OF THE AWARD DOCUMENT?

No. Only a signed, original award document (i.e., the actual document mailed to you by the COPS Office) will be accepted.

HOW LONG DO I HAVE TO RETURN THE SIGNED AWARD DOCUMENT?

Your agency has 45 days from the postmark date on your award packet to return your signed award document to the COPS Office. Failure to return your signed award document within the 45-day time frame will result in your inability to access grant funds, and may result in your agency being withdrawn from your COPS grant program.

THE GOVERNING BODY IN MY JURISDICTION NEEDS MORE TIME BEFORE GIVING FINAL APPROVAL TO ACCEPT THIS GRANT. WHAT DO I DO?

If your agency needs more than 45 days to sign and return the award document, please contact your COPS Program Manager identified in the award congratulations letter to request an extension of the return period. All time extensions for purposes of returning the award document will be considered on a case-by-case basis.

WHAT IF THE LAW ENFORCEMENT EXECUTIVE/PROGRAM OFFICIAL AND/OR GOVERNMENT EXECUTIVE/FINANCIAL OFFICER INFORMATION ON THE AWARD DOCUMENT HAS CHANGED?

Please review the information on your award document carefully. If a change in executive information (address, phone number, etc.) has occurred, **do not change or correct that information on the award document.** Rather, a Change of Information sheet has been included in the award packet for your convenience. Simply complete the relevant section(s) of that document and return it to the COPS Office along with your signed award document. The COPS Office will then update our records to reflect any changes.

If the actual law enforcement executive/program official or government executive/financial officer listed on the award document has changed, the new executive in that position should simply sign the award document. Again, **do not alter any executive information shown on your award document, even if it needs to be updated.** Simply complete a Change of Information form as described above in order to reflect the new executive.

WHERE CAN I FIND A LIST OF CONDITIONS THAT APPLY TO MY GRANT?

The award document and cooperative agreement (if applicable) contains the grant conditions that you are agreeing to. Please read and familiarize yourself with these conditions. If you have any questions about them please contact your COPS Program Manager immediately.

WHERE DO I MAIL THE SIGNED AWARD DOCUMENT?

Your signed award document should be mailed to the following address:

U.S. Department of Justice, COPS Office
ATTN: Research and Development Control Desk, 7th Floor
1100 Vermont Avenue, NW
Washington, DC 20530 (20005 for overnight delivery)

Before you can draw down grant funds, the COPS Office must receive the original, signed award document from your agency. To ensure that we receive your signed award in a timely manner, we encourage you to submit your signed award by express or overnight delivery service.

I STILL HAVE QUESTIONS ABOUT MY AWARD. WHAT DO I DO?

If you still have questions, please feel free to either call the COPS Office Response Center at 1.800.421.6770, or your COPS Program Manager.