

Applying to a COPS Office Notice of Funding Opportunity



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



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Objective

Objective:

To provide guidance on the COPS Office funding opportunity application process.



Applying for COPS Office Funding Opportunity

Before You Apply

Application

Resources

Before You Apply

Websites integral to your application:

► **SAM.gov**



► **Grants.gov**



► **JustGrants**



SAM.gov

- **All** entities seeking Department of Justice (DOJ) grant funding must have an “active” registration in SAM.gov. Begin the SAM.gov registration or renewal process **30 days prior** to any deadlines to allow time to complete the full process.
- **Unique Entity Identifier (UEI).** UEI is the primary means of identifying entities registered for federal awards government-wide in the System for Award Management (SAM). The UEI is a unique 12-character alphanumeric value assigned to all entities (businesses, organizations, and people) who register to do business with the federal government.

Grants.gov

- Acquire an **Authorized Organization Representative (AOR)** and a Grants.gov username and password and confirm registration. <https://www.grants.gov/applicants/applicant-registration>
- Acquire confirmation for the **AOR from the E-Business Point of Contact (E-Biz POC)**. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.

JustGrants

- **New Entity (without JustGrants Account).** Register the Entity Administrator (E-Biz POC) and the Application Submitter with DOJ's Justice Grants System (JustGrants).
 - Within 24 hours of JustGrants receiving an application from Grants.gov, the user submitting the application in Grants.gov and SAM E-Biz POC will receive an email to register for a JustGrants account. The email is from DOJ's secure user management system (DIAMD) and will include instructions on how to create an account.
 - To ensure you receive these emails and that they are not flagged as spam, we recommend adding DIAMD-NoReply@usdoj.gov to the trusted sender list in your email settings.

JustGrants *cont'd*

- **Assign Authorized Representatives.** The E-Biz POC at the applicant organization serves as the Entity Administrator and must log in to JustGrants to confirm the entity's profile, add users, and assign the two required Authorized Representatives (Law Enforcement Executive/Program Official and Government Executive/Financial Official).

Where do I complete the application?

Completing an application for a funding opportunity with the COPS Office is a two-step process.

After acquiring your Unique Entity Identifier (UEI) on SAM.gov:

STEP 1. [Grants.gov](#)

- Application for Federal Assistance: SF-424
- Section 8F-Applicant Point of Contact
- Section 19-Intergovernmental Review

STEP 2. [JustGrants](#)

- The remainder of the application process is completed here.

Where do I find COPS Office Funding Opportunities?

[COPS Office NOFO Finder](#)

COPS Office Webpage-[Grants Section](#)



Where do I complete the application?

Recap:

- ▶ **COPS.usdoj.gov**

Where funding opportunities are located

- ▶ **Grants.gov**

Where the application is initiated

- ▶ **JustGrants**

Where the application is completed

Tips for Applying

- Prepare.
- Read instructions and review thoroughly.
- Save frequently while submitting your applications in JustGrants.
- Pay attention to opening and closing dates.
- [DOJ Grant Application Submission Checklist](#)

Application

- Proposal Abstract
- Application Questions/Proposal Narrative (template)
- Budget
- Timeline
- Project Scope
- Deliverables
- Basic Minimum Review (BMR)
- Selection Criteria



Proposal Abstract

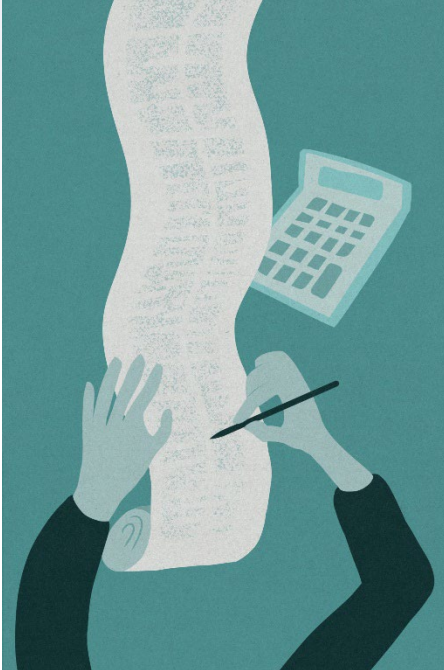
- A summary highlighting your main points.
- Completed **after** your proposal
- Overview of:
 - Background
 - Problem
 - Approach
 - Results

Application Questions/Proposal Narrative (template)

- Depending on the funding opportunity, you may be required to complete application questions or a proposal narrative.

Budget

- Base Salary and Fringe Benefits
 - Sworn Personnel (unallowable for some COPS Office programs)
 - Civilian Personnel
- Travel
- Supplies
- Equipment
- Subawards
- Procurement Contracts
- Other Costs
- Indirect Costs



Budget Worksheet

- In JustGrants
- Contains the numeric accounting of proposed expenditures
- JustGrants guidance: [Web Based Budget Job Aid](#)
- Unallowable/Allowable Costs: located on each program page

Budget Narrative Worksheet

- The COPS Office [Budget Narrative Template](#) supports applicants in developing a budget narrative and explain:
 - **Rationale**
 - Why do you need this to succeed?
 - **Purpose**
 - What will this do?
 - How will it support the work completed on the project?
 - **Calculation**
 - How did you arrive at that specific dollar amount?





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Application *cont'd*

Timeline

Demonstrate how you plan to execute your project



Application *cont'd*

Element	Focus	The question you are answering
Specific	Clarity	Exactly what are you doing and where?
Measurable	Metrics	How will we know you succeeded?
Achievable	Reality	Can you do this with the funds requested?
Relevant	Alignment	Does this solve the problem defined in the NOFO?
Time-bound	Deadlines	When will each phase be completed?

Timeline Example

Timeline of Project Deliverables

Project Abstract Provide a brief summary of the project in 2,000 characters or less. It can be the same as your application abstract. Upload this PDF in the "Additional Application Components" section of the application.

GOAL: A major aspiration that the organization intends to achieve that aligns with the goals of the grant program for which you are applying. You can determine your goals by asking "What does success look like?" for this project.

OBJECTIVES: Measurable milestones on the way to achieving a GOAL. Each goal may have several objectives.

ACTIVITIES: Specific steps that must be taken to reach the OBJECTIVE. Each objective may have several supporting activities.

DELIVERABLES: Goods or services that will result from completion of the activity. You can leave the field blank if there is no deliverable.

Goal #EXAMPLE: Increase the wellness of law enforcement personnel by reducing barriers to accessing mental health services for personnel and their families.							
Objectives	Activities	RP1 10/1/2025 – 1/31/2026	RP2 2/1/2026 – 7/31/2026	RP3 8/1/2026 – 1/31/2027	RP4 2/1/2027 – 7/31/2027	Responsible Party	Deliverables
Familiarize law enforcement personnel with a mental health provider to increase use if the need for structured services arises.	Create and disseminate a baseline anonymous survey on how to access mental health services.	✓				Wellness Team	100% of personnel will have completed wellness check-ins by Dec. 31.
(See above)	Establish policies and procedures to mandate annual wellness check-ins provided by a licensed behavioral health provider.	✓				Command Staff	Policy and procedure manual
(See above)	Secure a procurement contract with a mental health provider to provide services.		✓			Finance Team	



Deliverables

What will your project achieve?



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Application *cont'd*

Basic Minimum Review



Project Scope

Project scope defines the boundaries of a project, outlining all activities, deliverables, tasks, resources, timelines, and constraints necessary to achieve project goals



Selection Criteria

- Organizational Readiness/Problem Identification
- Management and Implementation
- Reach and Impact
- Experience and Capacity

COPS Office Resources

COPS Office Grants page: <https://cops.usdoj.gov/grants>

Check out the list of OPEN Notice of Funding Opportunities

Each NOFO page contains the following:

- Grants.gov and JustGrants deadlines
- Funding Opportunity Number/Title
- NOFO Guide
- Program Pre-Award Fact Sheet
- Reference materials, if applicable
- Link to the supplemental materials

COPS Office Resources *cont'd*

How to Apply webpage:

<https://cops.usdoj.gov/how-to-apply>

Frequently asked questions

- How to register for JustGrants Virtual Sessions.
- CPA application materials
 - Reference Guide for Community Policing Advancement (CPA) Programs: Award Certifications and Assurance, Award Terms and Conditions, and additional requirements Project Narrative template
 - Project Narrative template (as applicable)
 - Budget Narrative Template

COPS Office Resources *cont'd*

- Technical assistance contacts
- Program Fact Sheets
 - Background Screening
 - Grant Adjustment Modifications – Budget Modification
 - Consultant Contractor Rates
 - Indirect Costs
 - Program Income
 - Sole Source Justification
 - Training Fact Sheet
 - Webinar Fact Sheet
 - SF-425 Helpful Hints

More COPS Office Resources

Community Policing Defined:

<https://cops.usdoj.gov/RIC/ric.php?page=detail&id=COPS-P157>

Freedom of Information Act (FOIA):

<https://cops.usdoj.gov/foia>

Training resources:

<https://cops.usdoj.gov/training>

JustGrants Resources

JustGrants page: <https://justicegrants.usdoj.gov/>

- Frequently Asked Questions
- Training
- User Support
- Getting Started
- Resources
- Announcements

Grants.gov Resources

Grants.gov: <https://www.grants.gov>

Customer Service Hotline: 1-800-518-4726

Email: support@Grants.gov

Grants.gov Organization Applicant User Guide:

<https://www.grants.gov/help/get-started/>

Standard Form-Application for Federal Assistance(SF-424):

<https://www.grants.gov/forms/forms-repository/>

Standard Form- Disclosure of Lobbying Activities Form (SF-LLL): <https://www.grants.gov/forms/forms-repository/>

Helpful Online Resources

System for Award Management (SAM):

<https://www.sam.gov>

DOJ Grants Financial Guide:

<https://ojp.gov/financialguide/doj/index.htm>

Uniform Guidance:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02l

Automated Standard Application for Payments (ASAP)

<https://fiscal.treasury.gov/asap/>

THANK YOU!

Email your questions to
AskCopsRC@usdoj.gov



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