



## ACCEPTING YOUR 2010 COPS GRANT AWARD

### Frequently Asked Questions

#### **HOW DO I ACCEPT THIS AWARD?**

Accepting your COPS award is a simple and straightforward process. The award document to accept your new grant can be found in the award packet. Other important information about your award can be found online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). You should carefully read all award information prior to signing the award document and accepting your grant.

- **COPS Grant Award Document** – To accept your award, this document must be signed by the top law enforcement and government executives or agency executives as indicated on your award document, 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](http://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)	Grant Payment Request System Information	SF-425 Fact Sheet
Change of Information Form	Publication Request Form	Federal Civil Rights Letter

#### **WHO MUST SIGN THE AWARD DOCUMENT?**

The law enforcement and government executives (as indicated on your award document) that have ultimate financial and programmatic authority for the grant must sign the award document. They are generally the highest-ranking officials within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent for law enforcement executives, and Mayor, City Administrator, Tribal Chairman, or equivalent for government executives). For non-law enforcement agencies (universities, private organizations, etc.), the authorized officials are the programmatic and financial officials who have the ultimate signatory authority to sign contracts on behalf of your organization. Typically, these are the same executives who signed the forms located in your application package.

#### **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 90 days from the date listed on the award congratulatory letter to return your signed award document to the COPS Office. Failure to return your signed award document within the 90-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 90 days to sign and return the award document, please contact your Grant Program Specialist at 1.800.421.6770 to request an extension of the return period. All time extension requests for the purposes of returning the award document will be considered on a case-by-case basis.

**WHERE DO I MAIL THE SIGNED AWARD DOCUMENT?**

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

For the Methamphetamine Initiative and Technology Program:

U.S. Department of Justice, COPS Office  
ATTN: [Grant Program Name] Control Desk, 9<sup>th</sup> Floor  
1100 Vermont Avenue, NW  
Washington, DC 20530 (20005 for overnight delivery)

For the COPS Hiring Program (CHP), Child Sexual Predator Program (CSPP), Secure Our Schools Program (SOS), or the Tribal Methamphetamine Initiative (Tribal –Meth):

U.S. Department of Justice, COPS Office  
ATTN: [Grant Program Name] Control Desk, 8<sup>th</sup> Floor  
1100 Vermont Avenue, NW  
Washington, DC 20530 (20005 for overnight delivery)

**PLEASE NOTE:** Beginning **October 18, 2010**, your signed COPS award document and all other correspondence should be directed to the new COPS Office mailing address:

**U.S. Department of Justice, COPS Office  
Grants Administration Division  
ATTN: [Insert Program Name] Control Desk  
145 N Street N.E., 11th Floor  
Washington, DC 20530**

**Before you can draw down these grant funds, the COPS Office must receive the 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.**

**WHAT IF THE GOVERNMENT AND/OR LAW ENFORCEMENT EXECUTIVE INFORMATION ON THE AWARD DOCUMENT HAS CHANGED?**

Please review the information on your award document carefully. If a change in information (address, phone number, etc.) has occurred, **do not change or correct that information on the award document.** Rather, a Change of Information form should be submitted to our office along with the original, signed award document. Any alterations to the original award will invalidate the document. You may submit a Change of Information form online through “Account Access” at [www.cops.usdoj.gov](http://www.cops.usdoj.gov), or you may print a fillable form to submit via fax or mail. Complete the relevant part(s) of that document and submit it to the COPS Office. The COPS Office will then update our records to reflect any changes.

If the actual law enforcement or government executive 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?**

Beginning on the reverse side of your award document, you will find your award's grant terms and conditions. The same conditions can also be found in the Grant Owner's Manual, which is available online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). Please read and familiarize yourself with these conditions.

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

If you still have questions, please feel free to call the COPS Office Response Center at 1.800.421.6770 and ask to speak with your Grant Program Specialist.