Progress Reports

Frequently Asked Questions

Q1. How can I complete my COPS Office Progress Report online?

A. Please access the COPS Office website at www.cops.usdoj.gov and click on “Account Access” and Agency Portal Login will appear. Once you are logged in, select “Applications” from the Agency Portal Menu. Click on the “Progress Report” icon and follow the instructions to complete your report(s).

Q2. How do I obtain a user name and password?

A. If you do not have your user name and/or password, please go to the COPS Office website at www.cops.usdoj.gov and select the “Reset Your Password” link. If your agency has not registered with the COPS Office and you are the administrative contact for your agency, please select the “Register Your Agency” link. If you have changes in executives or officials and cannot make updates in Agency Portal, please complete the “Change of Information Form”. For all other related problems, please email the COPS Office Response Center at AskCopsRC@usdoj.gov or contact the COPS Office Response Center by phone at 800-421-6770 (Monday through Friday between 9:00 a.m. and 5:00 p.m. Eastern time).

Q3. What if I cannot complete my COPS Office Progress Report online?

A. A hard copy may be faxed to assist in formulating your response. Please contact a Progress Report Information Specialist at 800-659-7379 and request assistance with the submission of your report.

Q4. How do I obtain a copy of my Progress Report for my records?

A. You can print a copy from your computer or cut, paste, and save a copy to your computer. You may also obtain a copy of your progress report by calling a Progress Report Information Specialist at 800-659-7379.

Q5. Will I receive confirmation after submitting a Progress Report online or over the phone?

A. Yes. After submitting your progress report online, a confirmation page will appear informing you that the COPS Office has received your progress report. If the COPS Office completed your progress report over the phone, you may call a Progress Report Information Specialist at 800-659-7379 to request a copy of the completed report for confirmation.

Q6. What should I do if I experience technical difficulties with the online COPS Office Progress Report?

A. Please contact an Information Specialist at 800-659-7379 or email the COPS Office at CopsProgressReport@usdoj.gov.
Q7.  How do I update my contact information?

A. If you would like to update your contact information, please access the COPS Office website at www.cops.usdoj.gov and click on “Account Access”. Select the “Change of Information Form” link and proceed accordingly. You may also select the “Edit Contact Information Link” in the Progress Report.

Q8.  Can the COPS Office email Progress Report notifications to several Points of Contact (POC)?

A. The COPS Office sends automated notifications to the Agency’s Law Enforcement/Agency Executive, the Government Executive/Financial Official, and the Progress Report POC.

Q9.  Can I complete my progress report before the survey period officially opens?

A. No, your COPS Office Semiannual Progress Report is available for completion the first day of March and first day of August, and the Final Progress Reports become available for completion the day after the end of the month in which the grant ended.

Q10.  Can I see future Progress Reports that I will be required to submit?

A. At this time, grantees are unable to view future progress reports.

Q11.  How do I modify my Progress Report after it is submitted?

A. You may call a Progress Report Information Specialist at 800-659-7379 for any assistance including if you need to correct a mistake or make any other changes.

Q12.  What is the difference between a Semiannual Progress Report and a Final Progress Report?

A. A Semiannual Progress Report is for an award whose end date has not yet passed. You must complete a semiannual progress report in the months of March and August for all active awards to your agency. You must complete a Final Progress Report if your agency has any expired (but not officially closed) COPS Office awards. Both reports are used to determine the progress your agency has made with the award during the reporting period.

Q13.  How often are grantees required to submit Progress Reports?

A. Notification of Semiannual Progress Report collection will be sent to grantees in the months of March and August. The information provided in the progress report will cover all your COPS Office award activities for the preceding calendar six months; the report is due 30 days after the notification is sent. Notification of the Final Progress Report collection will be sent monthly to grantees with recently expired grants or cooperative agreements, with the report due 30 days thereafter. Award activities from August–January are due in March and award activities from February–July are due in August.

Q14.  Our agency received a grant award, but a Progress Report is not available in the system?

A. The progress report is generated based on the Award Signed Date.

Q15.  How long will I have to report on this award?

A. The COPS Office tracks progress of award activities until the award end date. The Final Progress Report will be sent to grantees following your award’s expiration. The official closeout of your grant may not take place immediately following that end date.
Q16. What does "as of the reporting period" mean?

A. It means that all answers are based on activities from the previous six months for active awards. For the “Final” Progress Report, grantees should report on all award activities from the start of the grant up to the award end date.

Q17. If we have never accepted the award or have accepted it but plan to withdraw, do we still need to submit a report?

A. If you have not accepted the award by electronically signing it, you are not required to submit a progress report. However, if you have accepted the award but plan to withdraw and the COPS Office has not officially confirmed withdrawal of your grant, you must complete a progress report. We encourage grantees to contact your Grant Program Specialist or Program Manager by calling the COPS Office Response Center at 800-421-6770 to ensure that you have submitted the proper paperwork to withdraw from the award.

Q18. Do I have to submit a report even if my agency has disbanded?

A. Yes. If your agency is contacted to complete a progress report, the COPS Office has not officially withdrawn your award and you must complete the report. Please complete the report and contact your Grant Program Specialist or Program Manager by calling the COPS Office Response Center at 800-421-6770 to ensure that you have submitted the proper paperwork notifying the COPS Office that your agency has disbanded.

Q19. How do I withdraw from or decline a grant award?

A. You must login to Agency Portal to withdraw from or decline a grant award. Select the “Withdraw” option under “Action”. Please read the withdrawal information then select “Continue”. The user completes questions 1–3 and attaches any supporting documents by selecting the “Browse...” and “Add” buttons located within the gray box. When done the user must select the “Submit Withdrawal” button and the system will submit the request to the COPS Office.

Q20. How do I get in touch with my Grant Program Specialist (GPS) or Program Manager?

A. Please contact the COPS Office Response Center by phone at 800-421-6770 (Monday through Friday between 9:00 a.m. and 5:00 p.m. Eastern time) or email the COPS Office Response Center at AskCopsRC@usdoj.gov.

Q21. Can I submit a progress report in my agency's format?

A. No, for data analysis purposes and to ensure consistency of reporting, the COPS Office requires that progress reports be submitted in our standardized format.

Q22. Our agency completed a Progress Report for our award, and then a few months later we received a Final Progress Report for the same award. Do we need to complete this report as well, since we just submitted our Semiannual or annual report?

A. Yes, your agency will need to complete the Final Progress Report regardless of how recently your agency submitted a Semiannual or Annual version of this report. The Semiannual/Annual report documents the progress made on the grant project during the previous calendar six months. The Final
report provides information regarding the completion of the entire award project that may span several years. In addition, the final progress report is used by the COPS Office to ascertain whether your award is ready for the closeout process.

Q23. Who should be responsible for completing the Progress Report?

A. The person most responsible for the overall management of the award and/or the funded program or project should complete the progress report. However, in some instances, the person responsible for completing the progress report may not be the person responsible for implementing the award. Therefore, it may be necessary to solicit answers to the progress report questions from those individuals who have the appropriate knowledge.

Q24. What happens if a grantee fails to submit a Progress Report?

A. The COPS Office will initiate immediate enforcement action, which may include but is not limited to the suspension or termination of your COPS Office funding. Your agency may also be restricted from receiving new COPS Office award funding and may be required to repay previously expended awarded funds.

Q25. What does “filled/hired” mean?

A. This means that the COPS Office–funded positions were filled as of the end of the previous reporting period. In other words, an officer was actually hired to fill the COPS Office grant–funded position(s) as of that day.

Q26. What does “intend to fill” mean?

A. This means that your agency plans to fill any COPS Office–funded vacancies. It is quite common for agencies to experience periods of vacancy during the standard 36-month grant period because of delays in hiring, officer turnover, etc. It is expected that your agency will take active and timely steps to fill any vacancies that occur during the 36-month award period.

Q27. What does “rehired” mean?

A. “Rehire” refers to officers that were already laid off at the time of the application because of state, local, or tribal budget cuts.

Q28. What should I do if any of the expired award position(s) were never filled during the award period?

A. Because your award is expired, you should contact your Grant Program Specialist at 800-421-6770 to modify your grant to negate the unused position(s) or withdraw from the grant if none of the award positions were ever filled.

Q29. What does “Waiting for Review” mean?

A. When the report is submitted, the status changes to “Waiting for Review”. The Progress Report Team will review the progress report. Your agency will be notified if there are errors or discrepancies found in the report; you will then be requested to make edits and resubmit the report. Please call the Progress Report Information Specialist at 800-659-7379 for assistance.