

Agency Portal Grants Management User Manual



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Introduction

The Office of Community Oriented Policing Services (COPS Office) uses a web-based system to streamline grant management functions. The system allows for easily monitored processes and electronic records keeping. This manual contains step-by-step guidelines for setting up new users and e-signatures and for processing modifications, post-application modifications, withdrawals, and extensions for grants.

Setting up a new user

This option enables the user to establish accounts for the law enforcement executive (LE) and government executive (GE), or the program official (PO) and financial official (FO) for Community Policing Development (CPD) awards, whichever is applicable, and assign new users a number of grant management tasks associated with the various system applications (e.g., progress reports, SF-425, and COPS Office Application Program).

Note: At this time, the system displays only LE- and GE-type fields. Therefore, for CPD awards, the LE is the PO, and the GE is the FO.

Setting up an e-signature

The LE/PO or GE/FO will need to establish an electronic signature, which is critical for enabling an agency to sign important documents in the grant management process.

The process for setting up the e-signature should be performed only by the LE/PO or GE/FO. All signature fields within the Agency Portal will be validated against the signature provided on the **Account Information** page (see figure 3b on page 10).

Requesting grant modifications

A grant award modification is when the user submits a request to make changes to the approved COPS Office award.

The grant modification request workflow in the Agency Portal consists of the following steps:

- Generates a series of modification forms for the user based on the current contents of the award
- Allows the user to fill out the modification forms
- Accepts the completed forms from the user and stores the modification data in the database
- Submits modification details to the COPS Office for internal processing
- Receives an approval or denial notification from the COPS Office
- Receives a modified award document from the COPS Office, if applicable, reflecting the modifications
- Receives a modified Financial Clearance Memo from the COPS Office

Requesting grant extensions

A grant extension is when the user submits a request to extend the date of the grant award period.

The grant extension request workflow in the Agency Portal consists of the following steps:

- Generates an extension form for the user based on the current period of performance of the award
- Allows the user to fill out the extension form
- Accepts the completed form from the user and stores the extension data in the database
- Submits extension details to the COPS Office for internal processing
- Receives an approval or denial notification from the COPS Office

Requesting grant withdrawals

A grant withdrawal is when the user submits a request to terminate the award.

The grant withdrawal request workflow in the Agency Portal consists of the following steps:

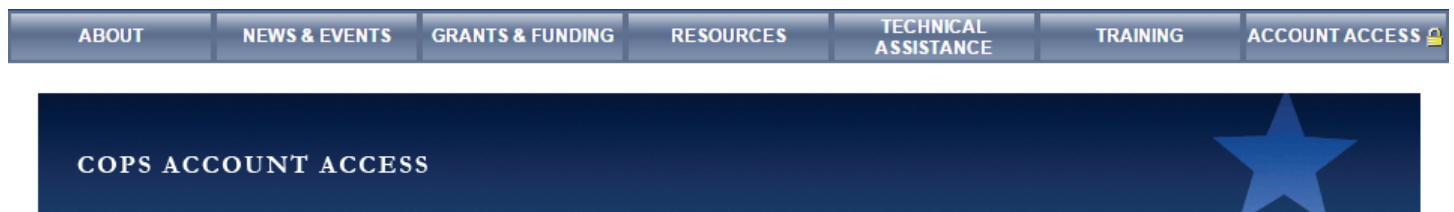
- Generates a withdrawal form for the user
- Allows the user to complete the withdrawal form
- Accepts the completed form from the user and stores the withdrawal data in the database
- Submits withdrawal details to the COPS Office for internal processing
- Notifies the user of the completion of the withdrawal process

Setting Up New Users and E-Signatures

New user set up

Step 1A. The user visits the **Agency Portal Login** page (figure 1a), enters his or her e-mail address and password into the associated fields, and selects **Login**.

Figure 1a. Agency Portal Login



* Note: Internet Explorer 11 users should add the COPS website to the Compatibility View settings in the browser by following the [step-by-step instructions](#) or contacting our Response Center at 800-421-6770.



* Existing users: Please contact your agency's Law Enforcement Executive for your new Agency Portal Registration and Login ID.

Step 2A. Under the *Agency Portal Menu* on the left, the user selects **Agency Users** (see figure 2a).

Note: Users cannot edit their own roles.

Figure 2a. Agency Portal Home

ABOUT NEWS & EVENTS GRANTS & FUNDING RESOURCES TECHNICAL ASSISTANCE TRAINING LOGOUT

Agency: Fairbanks Department of Public Safety (AK00102)

AGENCY PORTAL MENU

- HOME
- ACCOUNT INFORMATION
- AGENCY INFORMATION
- AGENCY USERS
- AGENCY CONTACTS
- APPLICATIONS
- GRANTS MANAGEMENT

AGENCY PORTAL HOME

Welcome, Margarita!

Below is a short description of Agency Portal sections available from the Agency Portal Menu:

- **Home** - This is where you will see any important news or messages regarding your agency.
- **Account Information** - Change your user account information such as email address, phone number or password.
- **Agency Information** (*Agency Moderators ONLY*) - Change your agency's information such as address or phone number.
- **Agency Users** (*User Moderators ONLY*) - View/Add/Edit/Delete users for your agency, or modify permissions for these users.
- **Agency Contacts** (*Agency Moderators ONLY*) - Change your agency officials' contact information.
- **Applications** - Links to grant submission, financial reporting and other applications.

For more information on using COPS Agency Portal, view the [Agency Portal FAQ](#)

I certify that all information provided is true and accurate to the best of my knowledge. False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law to the Federal Government.

[Privacy Notice](#)

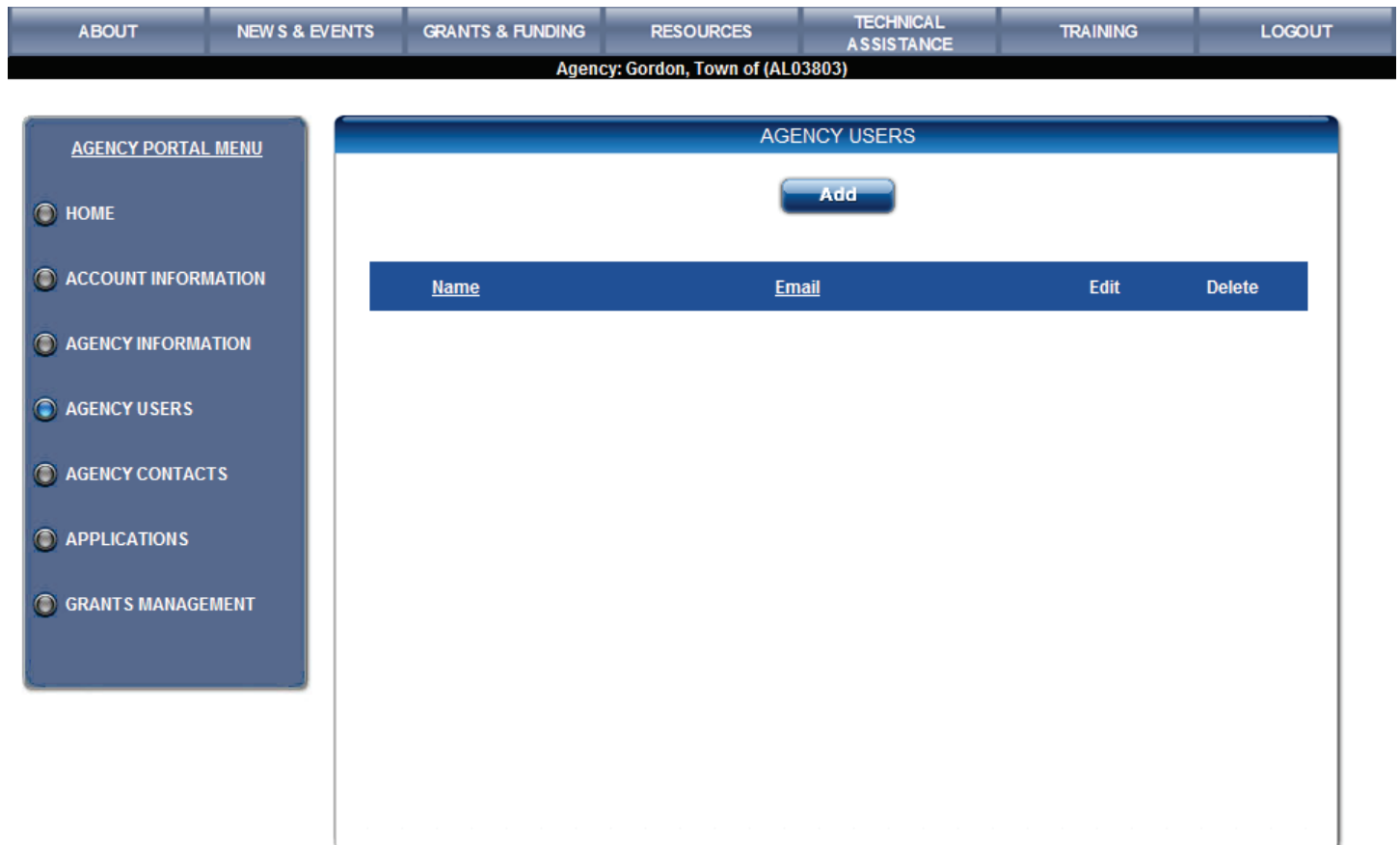
AGENCY PORTAL MESSAGES

You have 0 messages waiting.

Step 3A. To add a new user, the user selects the **Add** button (see figure 3a). If the user is not the law enforcement executive (LE) or government executive (GE), the user must first contact the COPS Office Response Center to establish the LE/GE’s account, roles, and permissions.

Note: At this time, the system displays only LE- and GE-type fields. Therefore, for Community Policing Development (CPD) awards, the LE is the program official (PO), and the GE is the financial official (FO).

Figure 3a. Agency Users



Step 4A. On the *Add/Edit User* page (figure 4a), the user completes the required information in the top section (i.e., the new user's e-mail, title, name, etc.).

Figure 4a. Add/Edit User

The screenshot shows the 'ADD/EDIT USER' page for the Anchorage Police Department (AK00101). The page is divided into several sections:

- Navigation:** A top bar with links for ABOUT, NEWS & EVENTS, GRANTS & FUNDING, RESOURCES, TECHNICAL ASSISTANCE, TRAINING, and LOGOUT. A left sidebar contains the 'AGENCY PORTAL MENU' with links to HOME, ACCOUNT INFORMATION, AGENCY INFORMATION, AGENCY USERS, AGENCY CONTACTS, APPLICATIONS, and GRANTS MANAGEMENT.
- User Information Form:** Located at the top right, it contains fields for Email, Title, First Name, Last Name, Phone, and Extension. Each field has a red asterisk and the word 'Required' next to it.
- Agency Portal Section:** Below the form, there is an 'Agency Portal' icon and a list of roles with checkboxes: Agency Moderator, User Moderator, Law Enforcement Executive LE, Government Executive GE, and Chief Legal Officer.
- Note:** A light blue box contains two notes: 'Agency Moderators are allowed to modify information in the Agency Information and Agency Contacts sections.' and 'User Moderators are allowed to modify information in the Agency Users section.'
- Program-Specific Roles:** A grid of boxes allows selecting roles for various programs:
 - Non-Hiring:** Role: User
 - CHRP:** Role: User
 - SF-425:** Role: GranteeOnly
 - Progress Report:** Role: User
 - COPS Office Online Application Program:** Role: User
 - CHRP Survey:** Role: User
 - Non-Hiring Archive:** Role: User
- Buttons:** At the bottom center, there are 'Update' and 'Cancel' buttons.

Step 5A. Under the **Agency Portal** section, the user assigns the new user (i.e., assignee) the appropriate role by checking the desired box (see figure 4a).

Available roles include the following:

- **Agency moderator** – This role allows the assignee to create, edit, or manage agency information, such as LE/GE information, the agency address, and the phone and fax number.
- **User moderator** – If the LE/GE assigns this role to another user, that user can manage agency users' information, such as adding or deleting users, changing user permissions, and updating contact information. However, the assigned user moderator cannot edit his or her own information; thus, he or she will need to ask the LE/GE to do so.
- **Law enforcement executive (LE)** – This role should be reserved for the LE/PO, as this role provides signature access for grant documentation.
NOTE: The e-signature must be that of the LE/PO because this name will be used for all official award and grant management documents, which only the LE/PO must sign; thus, the signatures must match exactly.
- **Government executive (GE)** – This role should be reserved for the GE/FO, as this role provides signature access for grant documentation.
NOTE: The e-signature must be that of the GE/FO because this name will be used for all official award and grant management documents, which only the GE/FO must sign; thus, the signatures must match exactly.
- **Chief legal officer** – This role should be reserved for the agency's principal legal staff member.

The LE, GE, and chief legal officer roles should each be assigned only one user; a single user should not be assigned to more than one of these roles.

Step 6A. Beneath the **Agency Portal** section, the user must check the permissions boxes associated with the various system applications (e.g., progress reports, SF-425, and COPS Application Program) to which the assignee should have access. The chief legal officer should be assigned access to the COPS Application Program.

Step 7A. After establishing the roles and permissions for each new assignee, the user selects the **Update** button.

Step 8A. After the user informs the assignee that his or her account has been created, the assignee must then visit the **Agency Portal Login** page (figure 1a), click the **Reset Password** link, and follow that page's instructions.

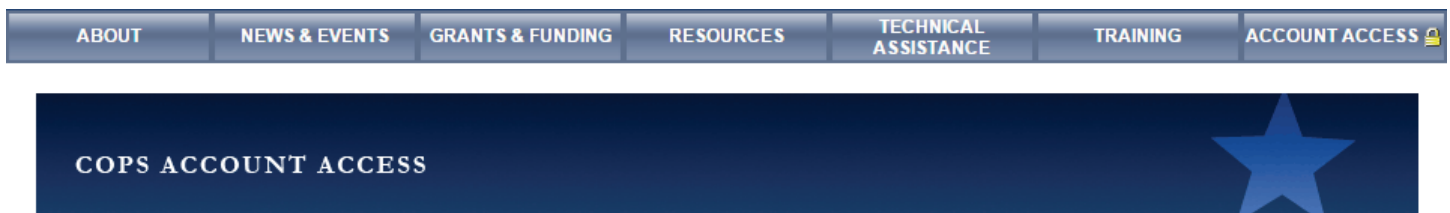
E-signature set up

Note: The process for setting up the e-signature must be performed only by the law enforcement executive (LE) or the government executive (GE). The system will validate all signature fields within the Agency Portal against the signature provided on the Account Information page (see figure 3b on page 10).

Note: At this time, the system displays only LE- and GE-type fields. Therefore, for Community Policing Development (CPD) awards, the LE is the program official (PO), and the GE is the financial official (FO).

Step 1B. The LE/GE visits the **Agency Portal Login** page (figure 1b), enters his or her e-mail address and password into the associated fields, and selects **Login**.

Figure 1b. Agency Portal Login



* Note: Internet Explorer 11 users should add the COPS website to the Compatibility View settings in the browser by following the [step-by-step instructions](#) or contacting our Response Center at 800-421-6770.

A screenshot of the "AGENCY PORTAL LOGIN" page. The page has a blue header with the text "AGENCY PORTAL LOGIN". Below the header is the "COPS Management System" logo, which includes a blue hexagon icon and the word "NEXGEN" in large, blue, stylized letters. Underneath the logo are two input fields: "Email Address:" and "Password:". Below the password field is a link that says "Reset Password?". At the bottom of the form is a blue "Login" button. At the very bottom of the page, there is a small note: "* If your agency has not registered with COPS and you are the administrative contact for your agency, click here to register your agency with COPS."

* Existing users: Please contact your agency's Law Enforcement Executive for your new Agency Portal Registration and Login ID.

Step 2B. Under the *Agency Portal Menu* on the left, the LE/GE selects **Account Information** (see figure 2b).

Figure 2b. Agency Portal Home

ABOUT NEW S & EVENTS GRANTS & FUNDING RESOURCES TECHNICAL ASSISTANCE TRAINING LOGOUT

Agency: Fairbanks Department of Public Safety (AK00102)

AGENCY PORTAL MENU

- HOME
- ACCOUNT INFORMATION
- AGENCY INFORMATION
- AGENCY USERS
- AGENCY CONTACTS
- APPLICATIONS
- GRANTS MANAGEMENT

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Below is a short description of Agency Portal sections available from the Agency Portal Menu:

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- **Agency Users** (*User Moderators ONLY*) - View/Add/Edit/Delete users for your agency, or modify permissions for these users.
- **Agency Contacts** (*Agency Moderators ONLY*) - Change your agency officials' contact information.
- **Applications** - Links to grant submission, financial reporting and other applications.

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[Privacy Notice](#)

AGENCY PORTAL MESSAGES

You have 0 messages waiting.

Step 3B. On the *Account Information* page (figure 3b), the LE/GE should verify the account information and enter his or her e-signature to the signature field. All signature fields within Agency Portal will be validated against the signature provided on this page.

Note: *The e-signature must be that of the LE/GE because this name will be used for all official award and grant management documents, which only the LE/GE must sign; thus, the signatures must match exactly.*

Figure 3b. Account Information

AGENCY PORTAL MENU

- HOME
- ACCOUNT INFORMATION
- AGENCY INFORMATION
- AGENCY USERS
- AGENCY CONTACTS
- APPLICATIONS
- GRANTS MANAGEMENT

ACCOUNT INFORMATION

Email:

Title:

First Name:

Last Name:

Phone:

Extension:

Please provide your electronic signature below. This signature will be used to authenticate your electronic signature across the various COPS IT systems that require an electronic signature (ex. Award Documents, Withdrawal Requests, etc...).

Signature:

Update

Step 4B. Once the user completes the required fields, the LE/GE selects the **Update** button, and the system will display a message that the user's information has been updated.

Processing Modifications, Withdrawals, and Extensions

Accessing individual grants

Step 1C. To access individual grants, the user logs into the Agency Portal.

Step 2C. Under the *Agency Portal Menu* on the left, the user selects the **Grants Management** option, which displays a list of all grants associated with that agency (see figure 1c).

Figure 1c. Grants Management list

The screenshot displays the Agency Portal interface for Grants Management. The top navigation bar includes: ABOUT, NEWS & EVENTS, GRANTS & FUNDING, RESOURCES, TECHNICAL ASSISTANCE, TRAINING, and LOGOUT. Below the navigation bar is an "Agency:" dropdown menu. On the left is the "AGENCY PORTAL MENU" with the following options: HOME, ACCOUNT INFORMATION, AGENCY INFORMATION, AGENCY USERS, AGENCY CONTACTS, APPLICATIONS, and GRANTS MANAGEMENT. The main content area is titled "GRANT MANAGEMENT" and contains four sections, each with a table of grants:

ACTION REQUIRED					
Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CSPP	7/8/2012	1/25/2013	7/8/2013	[Red Document Icon]

UNFINISHED MODIFICATION					
Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CSPP	7/8/2012	7/8/2012	7/8/2013	[Yellow Warning Triangle Icon]





PROCESSING BY COPS					
Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CHP	7/8/2012	7/8/2012	7/8/2013	[Gear Icon]

NO ACTION REQUIRED					
Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CHP	7/8/2012	7/8/2012	7/8/2013	[Green Checkmark Icon]
[REDACTED]	SOS	7/8/2012	1/23/2013	7/8/2013	[Green Checkmark Icon]

The grants are separated into four possible categories with designated status icons (see table 2c):

- **No Action Required.** The green icon indicates that the user can initiate a modification, extension, or withdrawal for that grant. The user cannot initiate these actions when any other icon is displayed.
- **Processing by COPS.** The blue icon indicates that the COPS Office is processing the grant, and therefore all options within the grant are disabled until processing is completed.
- **Unfinished Modification.** The yellow icon indicates that the user has begun modifying a grant but the modification is incomplete. When the user returns to this grant, the user has the option of cancelling or continuing the modification.
- **Action Required.** The red icon indicates that the COPS Office has approved the modification, and the modified grant requires signatures (see step 15D).

Table 2c. Status Icons

No Action Required	
Processing by COPS	
Unfinished Modification	
Action Required	

Step 3C. The user opens a specific grant by clicking its grant number (see figure 1c).

Step 4C. On the *Grant Details and Budget Summary* page (figure 2c), the user initiates a modification, extension, or withdrawal request from the **Action** menu located at the bottom of the page.

Figure 2c. Detailed view of selected grant

The screenshot displays the 'GRANT MANAGEMENT' interface. At the top, a blue header bar contains the text 'GRANT MANAGEMENT'. Below this, a 'DETAILS' section features a table with columns for Grant Number, Program Type, Initial Award Date, Last Modified Date, Grant End Date, and Status. A 'Modification complete' message and a 'User Guide' icon are also present. The 'GRANT DETAILS' section on the left lists key metrics such as Award Amount (\$496,606.00), Remaining Balance (\$0.00), As Of Date (09/25/2014), and Officers awarded (1). It also includes a breakdown of officer categories: New Hires (1), Rehirers-Previously Laid Off (0), Rehirers-Scheduled for Layoffs (0), and Uncategorized (0). The 'BUDGET SUMMARY' section on the right provides a detailed list of budget categories (A through H) and their respective totals, culminating in a summary of Total Project Amount (\$496,606.00), Total Federal Share Amount (\$496,606.00), and Total Local Share Amount (\$0.00). At the bottom, an 'ACTION' menu contains buttons for Modify, Extend, Withdraw, Continue Mod, Cancel Mod, Sign Award, and Documents.

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CSPP	7/29/2011	7/2/2014	1/31/2015	

Award Amount:	\$496,606.00
Remaining Balance:	\$0.00
As Of Date:	09/25/2014
Officers awarded:	1
Category:	
New Hires	1
Rehirers-Previously Laid Off	0
Rehirers-Scheduled for Layoffs	0
Uncategorized	0
Active Problem Type:	[Dropdown]

Budget Category	Category Total
A. Sworn Officer Positions:	\$58,968.60
Sworn Officer Fringe Benefits:	\$31,943.18
B. Civilian/Non-Sworn Officer Positions:	\$188,506.08
Civilian/Non-Sworn Officer Fringe Benefits:	\$14,379.87
C. Equipment/Technology:	\$15,762.28
D. Supplies:	\$0.00
E. Travel Training:	\$24,721.75
F. Contracts Consultants:	\$62,598.98
G. Other Costs:	\$99,725.26
H. Indirect Costs:	\$0.00
Total Project Amount:	\$496,606.00
Total Federal Share Amount: (Total Projected Amount X Federal Share Percentage Allowance)	\$496,606.00
Total Local Share Amount: (Total Projected Amount - Federal Share Amount)	\$0.00

ACTION						
Modify	Extend	Withdraw	Continue Mod	Cancel Mod	Sign Award	Documents

The **Grant Details** box to the left displays the current number of officers awarded, the groups into which the officers have been allocated, the award amount, and the remaining balance (if applicable).

The **Budget Summary** box to the right displays all **Budget Category** line items and associated amounts, including Total Project, Federal Share, and Local Share Amounts.

Buttons within the **Action** menu are enabled or disabled depending on the user's workflow.

Grant modification process

Step 1D. After completing steps 1–3C, the user initiates a modification by selecting the **Modify** option from the **Action** menu, as discussed in step 4C.

Step 2D. In the **Modification Details** box (right side of figure 1d), CHP grantees may reallocate officer resources between the **New Hires**, **Rehires-Previously Laid Off**, **Rehires-Scheduled for Layoffs**, and **Uncategorized** categories. CAMP, AHTF, and CAGI grantees may modify only the **New Hires** category; the system will not permit modifications to the other categories.

Figure 1d. Modification Details page for reallocating officers awarded

GRANT MANAGEMENT > GRANT DETAILS > MODIFICATION DETAILS

User Guide

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CSPP	7/29/2011	7/2/2014	1/31/2015	

GRANT DETAILS

Total Officer Awarded: 1

Category:

New Hires: 1 Rehires-Previously Laid Off: 0

Rehires-Scheduled for Layoffs: 0 Uncategorized: 0

MODIFICATION DETAILS

Total Officer Awarded: 1

Category:

New Hires: 1 Rehires-Previously Laid Off: 0

Rehires-Scheduled for Layoffs: 0 Uncategorized: 0

Cancel **NEXT >>**

For CHP grantees, the system *will not allow* the modification to exceed the original number of **Total Officers Awarded**, as shown in the read-only **Grant Details** box (left side of figure 1d).

For CAMP, AHTF, and CAGI grantees, the system *will allow* the modification to exceed the original number of **Total Officers Awarded**, but grantees must compensate for this increase by reducing costs elsewhere in their budget. The system will not allow the total budget for any modification to exceed the original grant award.

After making all necessary modifications, the user selects **Next**.

Note: If the LE modifies the **Rehires-Scheduled for Layoffs** field (highlighted red in figure 1d), the LE will proceed to step 2D-a. If this field is unaltered, the user will proceed to step 3D.

Step 2D-a. If the user modified the *Rehires-Scheduled for Layoffs* field discussed in step 2D, the user must complete all applicable fields on the *CHP Award Modification Request* form (figure 2d).

Figure 2d. CHP Award Modification Request form for post-application layoffs

GRANTS MANAGEMENT
User Guide

COPS Hiring Program Award Modification Request
 (for post-application lay-offs)

COPS grantees that wish to modify their original COPS hiring award to move funding into the category of *Rehiring Officers Laid Off Post-Application* must complete this form. To be considered for a post-application lay-off modification into the rehire category, the grantee must be seeking to use COPS hiring funds to rehire officers who were officially laid off after the date the hiring application was submitted or to rehire officers who are now scheduled for lay-off on a specific date. The COPS Office will only consider a modification request after an agency has made final, approved budget and/or personnel decisions. If approved, COPS hiring grant funds may only be applied to the salary and benefits of officers following the scheduled lay-off date.

Please answer each of the following questions and submit this form with the required supporting documentation (see below). Please contact the Legal Division at 202.514.3750 if you have any questions. For frequently asked questions, please see [COPS Hiring Program Modification FAQ's](#).

1. Agency Name:
2. Agency ORI:
3. Agency Law Enforcement Executive:
4. Name of Person Completing Form:
5. Agency Contact Phone Number:
6. Agency Contact Fax:
7. Total Number of COPS Positions Awarded:
8. Total Number of Positions to be Modified into this Rehiring Category:
9. Category where these Modified Positions were Originally Awarded:

New Hires (# of positions to be modified)

 Rehires laid off prior to application (# of positions to be modified)
10. Date(s) of Post-Application Lay-offs(s):

Supporting Documentation

Grantees must submit documentation showing the specific date(s) of the lay-off(s).

Grantees must submit documentation showing the reasons(s) for the lay-offs (a modification request will only be approved if the lay-offs occurred or will occur for reasons unrelated to the receipt of COPS funding).
Examples of supporting documentation follow, please check all that apply:

- Council or Departmental Meetings
- Agency memoranda, notices, orders or other official documents
- Notices provided to the individual officers regarding their lay-offs
- Documents ordering agency lay-offs or related budget cuts
- Budgets showing funding and/or personnel cuts in other departments
- Other:

Required Certifications (Signature below acknowledges agreement with each Certification):

My agency certifies that the officers we wish to move into category Rehiring Officers Laid Off Post Application were officially laid off and/or are now scheduled for lay-off on a specific date as the result of financial reasons unrelated to the receipt of COPS funding and therefore would have occurred even in the absence of the grant.

My agency will use COPS hiring funds to rehire the laid off officers only on or after the scheduled lay-off date;

My agency recognizes that the COPS hiring funding is based on our entry-level salary and benefit package and that any additional costs beyond entry-level for rehired officers are our responsibility to pay with other sources of funding.

Law Enforcement Executive Signature:

Date
06/03/2016

Back
Next

The user must fill out questions 8, 9, and 10 accurately and clarify if sworn officers were laid off prior to the application submittal or if sworn officers were expected to be laid off at the time of the application submittal.

The **Supporting Documentation** section identifies the proper documents the user needs to include to validate the modification request and support the re-categorization. The COPS Office will consider the request only if the user verifies that the layoffs occurred after the agency submitted its initial grant application and that the agency intends to use the funds to rehire the laid off officers.

Note: The user should understand that the agency must (1) rehire the officers on or after the official grant award start date, (2) maintain documentation showing the dates the sworn officers were laid off or rehired, and (3) comply with the nonsupplanting requirements described in detail in the Grant Owner's Manual.

Last, the LE/GE must provide an e-signature at the bottom of the page with the current, accurate date that the modification request is completed.

Note: The e-signature must be that of the GE/FO because this name will be used for all official award and grant management documents, which only the GE/FO must sign; thus, the signatures must match exactly.


After completing the form, the user clicks **Next** and proceeds to step 3D.


Step 3D. After the *Budget Summary* modification page opens (figure 3d), the user selects the **Modify** button located beside each of the *Budget Summary* line items to make modifications (see steps 4–11D).

Figure 3d. Budget Summary modification page

GRANT MANAGEMENT > GRANT DETAILS > BUDGET SUMMARY

DETAILS



Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CSPP	7/8/2012	2/7/2013	7/8/2013	

BUDGET SUMMARY

Budget Category	Category Total	
A. Sworn Officer Positions:	\$847,693.00	Modify
Sworn Officer Fringe Benefits:	\$805,903.00	
B. Civilian / Non-Sworn Officer Positions:	\$480,000.00	Modify
Civilian / Non-Sworn Officer Fringe Benefits:	\$111,332.00	
C. Equipment / Technology:	\$253.03	Modify
D. Supplies:	\$629.65	Modify
E. Travel Training:	\$134.00	Modify
F. Contracts Consultants:	\$276.00	Modify
G. Other Costs:	\$290.37	Modify
H. Indirect Costs:	\$122.45	Modify
Total Project Amount:	\$2,246,357.50	
Total Federal Share Amount: <small>(Total Projected Amount X Federal Share Percentage Allowance)</small>	\$1,684,768.13	
Total Local Share Amount: <small>(Total Projected Amount - Federal Share Amount)</small>	\$561,589.38	

Cancel
Validate

Step 5D. When the user selects the **Modify** button displayed beside budget category item **B** on the **Budget Summary** modifications page (figure 3d), the system displays the **Non-Sworn Officer Positions** modifications page (figure 5d).

Figure 5d. Budget B. Non-Sworn Officer Positions modifications page

GRANTS MANAGEMENT HELP ?

DETAILS User Guide ?

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
CPD	CPD	10/13/2016	10/13/2016	12/31/2018	

BUDGET SUMMARY

Budget Category	Category Total
B. Non-Sworn Officer Positions:	\$1,157,890.58
Fringe Benefits:	\$31,442.05

Modify: Non-Sworn Officer Positions/Salary

B. Base Salary Information:

	Year 1 Salary	Year 2 Salary	Year 3 Salary
Position Title:	Enter the current first year Modify level base salary for the non-sworn officer position	Enter the current second year Modify level base salary for the non-sworn officer position	Enter the current third year Modify level base salary for the non-sworn officer position
Associate Director	103168	106263.039	0
Description:	X 100 % of Time on Project	X 100 % of Time on Project	X 0 % of Time on Project
Jason Stamps, Associate Director, will be a member of	103,168.00	106,263.04	0
Does the base salary include Vacation costs? Select Yes or No	No	No	No
Does the base salary include Sick Leave costs? Select Yes or No	No	No	No

Cancel Save To Budget Summary

Modify: Non-Sworn Officer Positions/Fringe Benefits

B. Fringe Benefits Information:

	Year 1 Fringe Benefits		Year 2 Fringe Benefits		Year 3 Fringe Benefits	
	Cost	% of Base	Cost	% of Base	Cost	% of Base
Social Security						
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> 6.2% <input type="checkbox"/> Fixed Rate	0	0	0	0	0	0
Medicare						
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> 1.45% <input type="checkbox"/> Fixed Rate	29.92	0.03	154.08	0.14	0	0
Health Insurance						
<input type="checkbox"/> Family <input type="checkbox"/> Individual	521	0.51	2683.14	2.52	0	0
Life Insurance						
<input type="checkbox"/> Fixed Rate	0	0	0	0	0	0
Vacation Annual Hours: 192	0	0	0	0	0	0
Sick Leave Annual Hours: 192	0	0	0	0	0	0
Retirement						
<input type="checkbox"/> Fixed Rate	261.84	0.25	1348.48	1.27	0	0
Work Compensation						
<input type="checkbox"/> Exempt <input type="checkbox"/> Fixed Rate	0.21	0	1.06	0	0	0
Un-employment Insurance						
<input type="checkbox"/> Exempt <input type="checkbox"/> Fixed Rate	17.13	0.02	88.2	0.08	0	0
Other Select One	0	0	0	0	0	0
Other Select One	0	0	0	0	0	0
Other Select One	0	0	0	0	0	0
Benefits Subtotal Per Year (1 Position)	\$830.10		\$4,274.96		\$0.00	
Total Year Salary & Benefits (1 Position)	\$103,998.10		\$110,538.00		\$0.00	
Total Salary & Benefits for Years 1, 2, 3 (1 Position)	\$214,536.10	x 1	=	\$214,536.10		

Cancel Save To Budget Summary


Users can add or delete positions by using the plus or minus icons located beside the **Position Title** dropdown box. After entering all modifications in the appropriate fields, the user then selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the **Budget Summary** modifications page (figure 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.


Step 6D. When the user selects the **Modify** button displayed beside budget category item **C** on the **Budget Summary** modifications page (figure 3d), the system displays the **Equipment/Technology** modifications page (figure 6d).

Figure 6d. Equipment/Technology modifications page

GRANTS MANAGEMENT HELP ?



DETAILS

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CSPP	7/29/2011	8/15/2011	7/31/2013	

BUDGET SUMMARY

Budget Category	Category Total
C. Equipment / Technology:	\$71,886.28

Modify: Equipment Technology

Item Name	Computation (#Items * Unit Cost)	Per Item SubTotal	Add New
<u>4x4 Truck description:</u>			
4x4 Truck	1 X \$45,715.00	\$45,715.00	Edit Delete
<u>Cellebrite UFED description:</u>			
Cellebrite UFED	1 X \$3,999.00	\$3,999.00	Edit Delete
<u>Cellphone Forensic Device description:</u>			
Cellphone Forensic Device	1 X \$2,495.00	\$2,495.00	Edit Delete
<u>Digital Camera and Zoom Lens description:</u>			
Digital Camera and Zoom Lens	2 X \$2,675.64	\$5,351.28	Edit Delete
<u>Gold GPRS Package description:</u>			
Gold GPRS Package	2 X \$5,250.00	\$10,500.00	Edit Delete
<u>Laptop description:</u>			
Laptop	2 X \$1,913.00	\$3,826.00	Edit Delete
Total:			\$71,886.28

Cancel
Save To Budget Summary

From the *Equipment/Technology* modifications page, the user can make three types of modifications:

- **Add.** To enter a new line item, the user selects **Add New** and fills in all appropriate fields. Some fields such as the item name are required; if the user leaves required fields incomplete, the system will display an error message.
- **Edit.** To edit an existing line item, the user selects **Edit** to make changes to the number of items or unit cost. The *Item Name* and *Description* fields cannot be edited once an item has been added. Once the user has made all edits, the user selects the **Update** button.
- **Delete.** To remove an item, the user selects **Delete**.

When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the *Budget Summary* modifications page (figure 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.

Step 7D. When the user selects the **Modify** button displayed beside budget category item **D** on the **Budget Summary** modifications page (figure 3d), the system displays the **Supplies** modification page (figure 7d).

Figure 7d. Supplies modifications page

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Grant Number	Program Type	Intital Award Date	Last Modified Date	Grant End Date	Status
	CSPP	7/29/2011	8/15/2011	7/31/2013	

BUDGET SUMMARY

Budget Category	Category Total
D. Supplies:	\$49.00

Modify: Supplies Click description field to view full description

Item Name	Computation (#Items * Unit Cost)	Per Item SubTotal	Add New
<u>Photography Supplies description:</u> Speakers, Computer, Camera, Lenses, Tripod			
Photography Supplies	7 X \$7.00	\$49.00	Edit Delete
		Total: \$49.00	

Cancel **Save To Budget Summary**

From the **Supplies** modifications page, the user can make three types of modifications:

- **Add.** To enter a new line item, the user selects **Add New** and fills in all appropriate fields. Some fields such as the item name are required; if the user leaves required fields incomplete, the system will display an error message.
- **Edit.** To edit an existing line item, the user selects **Edit** to make changes to the number of items or unit cost. The **Item Name** and **Description** fields cannot be edited once an item has been added. Once the user has made all edits, the user selects the **Update** button.
- **Delete.** To remove an item, the user selects **Delete**.

When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the **Budget Summary** modifications page (figure 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.

Step 8D. When the user selects the **Modify** button displayed beside budget category item E on the **Budget Summary** modifications page (figure 3d), the system displays the **Travel & Training** modifications page (figure 8d).

Figure 8d. Travel & Training modifications page

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Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
	CSPP	7/8/2012	1/23/2013	7/8/2013	<input checked="" type="checkbox"/>

BUDGET SUMMARY

Budget Category	Category Total
E. Travel & Training:	\$500.00

Modify: Travel & Training

Event Title Location	# Of Staff	Registration Costs	Transportation Costs	Lodging Costs	PerDiem Costs	SubTotal	Add New
Thanks	10	\$11.00	\$12.00	\$13.00	\$14.00	\$500.00	Edit Delete

Travel Description

Total: \$500.00

From the **Travel & Training** modifications page, the user can make three types of modifications:

- **Add.** To enter a new line item, the user selects **Add New** and fills in all appropriate fields. Some fields such as the item name are required; if the user leaves required fields incomplete, the system will display an error message.
- **Edit.** To edit an existing line item, the user selects **Edit** to make changes to the number of items or unit cost. The **Item Name** and **Description** fields cannot be edited once an item has been added. Once the user has made all edits, the user selects the **Update** button.
- **Delete.** To remove an item, the user selects **Delete**.

When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the **Budget Summary** modifications page (figure 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.

Step 9D. When the user selects the **Modify** button displayed beside budget category item **F** on the **Budget Summary** modifications page (figure 3d), the system displays the **Contracts/Consultants** modifications page (figure 9d).

Figure 9d. Contracts/Consultants modifications page

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Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
██████████	OTHER-TECH	6/30/2007	9/1/2007	8/29/2013	

BUDGET SUMMARY

Budget Category	Category Total
F. Contracts / Consultants:	\$114.00

Modify: Contracts / Consultants
Click description field to view full description

Contracts / Consultants: Collapse all

▼ 1. Contracts

Contract Name	Per Contract SubTotal	Contract SubTotal	Add New
<u>Testing Names description:</u> This is a sample description of the Contract			
Testing Names	\$7.00	\$7.00	Edit Delete
Contracts SubTotal:			\$7.00

▶ 2. Consultant Fees

Consultant Name/ Title	Computation (# Days * Cost)	Subtotal	Add New
<u>Consultant Fee description:</u> This is a sample description of Consultant Fees.			
Consultant Fee	8 X \$9.00	\$72.00	Edit Delete
Consultant Fees SubTotal:			\$72.00

▶ 3. Consultant Travel

Consultant Name/ Event Title	Registration Costs	Transportation Costs	Lodging Costs	PerDiem Costs	SubTotal	Add New
<u>Travel description:</u> This is a sample description of Consultant Travel.						
Travel	\$7.00	\$7.00	\$7.00	\$7.00	\$28.00	Edit Delete
Consultant Travel SubTotal:						\$28.00

▶ 4. Consultant Expenses

Consultant Name/ Title	Items	Expenses Subtotal	Add New
<u>Consultant Name description:</u> This is a sample description of Consultant Expenses.			
Consultant Name	7	\$7.00	Edit Delete
Consultant Expenses SubTotal: \$			\$7.00

Contracts / Consultants TOTAL: \$114.00
(Contracts + Consultant Fees +
 Consultant Travel + Consultant Expenses)

Cancel
Save To Budget Summary

Users can expand the four sections of the **Contracts/Consultants** modifications page (**Contracts, Consultant Fees, Consultant Travel, and Consultant Expenses**) to show all four at the same time or collapse the sections to display a few or only one at a time.

From the **Contracts/Consultants** modification page, the user can make three types of modifications:

- **Add.** To enter a new line item to any section, the user selects **Add New** and fills in all appropriate fields. Some fields such as the item name are required; if the user leaves required fields incomplete, the system will display an error message.
- **Edit.** To edit an existing line item, the user selects **Edit** to make changes to the number of items or unit cost. The **Item Name** and **Description** fields cannot be edited once an item has been added. Once the user has made all edits, the user selects the **Update** button.
- **Delete.** To remove an item, the user selects **Delete**.

When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the **Budget Summary** modifications page (figure 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.

Step 10D. When the user selects the **Modify** button displayed beside budget category item **G** on the **Budget Summary** modifications page (figure 3d), the system displays the **Other Costs** modifications page (figure 10d).

Figure 10d. Other Costs modifications page

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Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[Redacted]	OTHER-TECH	6/30/2007	9/1/2007	8/29/2013	

BUDGET SUMMARY

Budget Category	Category Total
G. Other Costs:	\$827,347.99

Modify: Other Costs Click description field to view full description

Item Name	Computation (# Items * Unit Cost)	SubTotal	Add New
[Travel/Training] Travel/Training description: (Migrated data)			
[Travel/Training] Travel/Trainin	1 X \$5,914.33	\$5,914.33	Edit Delete
[Consultants/Contractors] Contracts description: (Migrated data)			
[Consultants/Contractors] Cor	1 X \$735,216.4	\$735,216.46	Edit Delete
Other description: (Migrated data)			
Other	1 X \$86,217.20	\$86,217.20	Edit Delete
Total:			\$827,347.99

Cancel
Save To Budget Summary

From the **Other Costs** modification page, the user can make three types of modifications:

- **Add.** To enter a new line item, the user selects **Add New** and fills in all appropriate fields. Some fields such as the item name are required; if the user leaves required fields incomplete, the system will display an error message.
- **Edit.** To edit an existing line item, the user selects **Edit** to make changes to the number of items or unit cost. The **Item Name** and **Description** fields cannot be edited once an item has been added. Once the user has made all edits, the user selects the **Update** button.
- **Delete.** To remove an item, the user selects **Delete**.

When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the **Budget Summary** modifications page (figure 3d).

If the user has no more modifications to make, the user can skip to step 12D on page 28.

Step 11D. When the user selects the **Modify** button displayed beside budget category item **H** on the **Budget Summary** modifications page (figure 3d), the system displays the **Indirect Costs** modifications page (figure 11d).

Figure 11d. Indirect Costs modifications page

The screenshot shows the 'GRANTS MANAGEMENT' interface. At the top, there is a 'DETAILS' section with a table containing the following data:

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[Redacted]	CPD	10/25/2013	10/25/2013	8/31/2015	

Below this is the 'BUDGET SUMMARY' section with a table:

Budget Category	Category Total
H. Indirect Costs:	\$2,300.00

The main section is titled 'Modify: Indirect Costs' and includes a table with the following columns: Indirect Cost Description, Budget Base Total (\$), Indirect Rate (%), Total Cost, and Add New. The table contains one row of data:

Indirect Cost Description	Budget Base Total (\$)	Indirect Rate (%)	Total Cost	Add New
[Redacted] indirect costs are calculated at the government approved rate of 23% of direct costs except for excludible costs. description: Indirect Costs	10000	23	\$2,300.00	Edit Delete

At the bottom right of the table area, a 'Total:' label is followed by a text box containing '\$2,300.00'. Below the table are two buttons: 'Cancel' and 'Save To Budget Summary'.

From the **Indirect Costs** modifications page, the user can make three types of modifications:

- **Add.** To enter a new line item, the user selects **Add New** and fills in all appropriate fields. Some fields such as the item name are required; if the user leaves required fields incomplete, the system will display an error message.
- **Edit.** To edit an existing line item, the user selects **Edit** to make changes to the number of items or unit cost. The **Item Name** and **Description** fields cannot be edited once an item has been added. Once the user has made all edits, the user selects the **Update** button.
- **Delete.** To remove an item, the user selects **Delete**.

When the user has finished adding, editing, or deleting a line item, the user selects the **Save to Budget Summary** button. The system saves the updated data and returns the user to the **Budget Summary** modifications page (figure 12d).


If the user has no more modifications to make, the user can proceed to step 12D on page 28.


Step 12D. After modifying all of the desired budget categories, the user selects the **Validate** button located at the bottom of the **Budget Summary** modifications page (figure 12d).

Figure 12d. Budget Summary modifications page

GRANT MANAGEMENT > GRANT DETAILS > BUDGET SUMMARY

DETAILS



Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
[REDACTED]	CSPP	7/8/2012	2/7/2013	7/8/2013	

BUDGET SUMMARY


Budget Category	Category Total	
A. Sworn Officer Positions:	\$847,693.00	Modify
Sworn Officer Fringe Benefits:	\$805,903.00	
B. Civilian / Non-Sworn Officer Positions:	\$480,000.00	Modify
Civilian / Non-Sworn Officer Fringe Benefits:	\$111,332.00	
C. Equipment / Technology:	\$253.03	Modify
D. Supplies:	\$629.65	Modify
E. Travel Training:	\$134.00	Modify
F. Contracts Consultants:	\$276.00	Modify
G. Other Costs:	\$290.37	Modify
H. Indirect Costs:	\$122.45	Modify
Total Project Amount:	\$2,246,357.50	
Total Federal Share Amount: <small>(Total Projected Amount X Federal Share Percentage Allowance)</small>	\$1,684,768.13	
Total Local Share Amount: <small>(Total Projected Amount - Federal Share Amount)</small>	\$561,589.38	

Cancel
Validate


Step 13D. The user compares the current and modified data for all *Budget Summary* items (see figure 13d).

Figure 13d. Modified and Current Budget Summary comparison page

GRANT MANAGEMENT > GRANT DETAILS > BUDGET SUMMARY



DETAILS

Grant Number	Program Type	Initial Award Date	Last Modified Date	Grant End Date	Status
XXXXXXXXXX	CSPP	7/29/2011	7/2/2014	1/31/2015	

BUDGET SUMMARY

Budget Category	Modified	Current
A. Sworn Officer Positions:	\$58,968.60	\$58,968.60
Sworn Officer Fringe Benefits:	\$31,943.11	\$31,943.18
B. Civilian / Non-Sworn Officer Positions:	\$188,506.08	\$188,506.08
Civilian / Non-Sworn Officer Fringe Benefits:	\$14,379.87	\$14,379.87
C. Equipment / Technology:	\$15,762.28	\$15,762.28
D. Supplies:	\$0.00	\$0.00
E. Travel Training:	\$24,721.75	\$24,721.75
F. Contracts Consultants:	\$62,598.98	\$62,598.98
G. Other Costs:	\$99,725.26	\$99,725.26
H. Indirect Costs:	\$0.00	\$0.00
Total Project Amount:	\$496,605.93	\$496,606.00
Total Federal Share Amount: <small>(Total Projected Amount X Federal Share Percentage Allowance)</small>	\$496,605.93	\$496,606.00
Total Local Share Amount: <small>(Total Projected Amount - Federal Share Amount)</small>	\$0.00	\$0.00

Explanation of Modifications


Upload additional support documents for Modifications

To inquire about new modification requirements and required documentation, please contact your Grant Program Specialist/Program Manager at 1.800.421.6770.

If the user needs to make further modifications, the user selects **Cancel**, and the system returns to the **Budget Summary** modifications page (see step 3D on page 17), which retained all previous modifications, and the user repeats steps 4–12D until the user has finished making all changes.


If the user agrees with all modifications, the user enters an explanation for the modifications in the provided text field and may choose to upload additional support documents. The user then selects the **Submit** button to submit the modifications to the COPS Office.

Step 14D. The COPS Office staff reviews the modifications and either approves or rejects them.

In the case of a rejection, the COPS Office will send a notification via e-mail, and the grant’s status changes to the green “No Action Required”  icon within the Grants Management list (figure 1c), from which the user can initiate another request for a modification, extension, or withdrawal.

In the case of an approval, the COPS Office will send a notification via e-mail, and the system may need to regenerate and submit the award document package to the user for signing (see step 15D, figures 14d and 15d on pages 31 and 32).

Step 15D. If the COPS Office approves the user’s request for a grant modification, the user needs to provide the law enforcement executive (LE) and government executive (GE) signature, or the program official (PO) and financial official (FO) for CPD awards, whichever is applicable.

Within the Grants Management list (figure 1c), the red “Action Required”  status icon will appear next to the modified grant. When the user hovers a mouse over the icon, text will appear indicating which signature is required.

Note: At this time, the mouseover will display only LE- and GE-type signatures. Therefore, for CPD awards, the LE is the program official (PO), and the GE is the financial official (FO).

When the icon indicates that signatures are required, the **Sign Award** button within the **Action** menu (figure 2c) becomes available.

When the user selects this button, the system will open the updated award document, to which the LE (PO) and GE (FO) users can apply their electronic signatures in the expandable fields, provided they have the appropriate permissions (see figure 14d on page 31). *For CPD awards, the PO should sign in the LE signature field, and the FO should sign in the GE signature field.*

Note: For TRGP-E/T grants, the LE (PO) and GE (FO) users must also apply their electronic signatures to a 28 CFR Special Condition box (figure 15d), which the system will add to the updated Award Document page (figure 14d).


Once the signatures have been captured, the grant’s status will change to the blue “Processing by COPS”  icon.

Figure 14d. Updated Award Document

Award Document

Please Scroll down to re view all Award Terms and Conditions established for the 2014 [REDACTED]

U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street, N.E., Washington, DC 20530

COPS

Grants Administration Division
[REDACTED] Program

Grant #: [REDACTED]
ORI #: [REDACTED]
Applicant Organization's Legal Name: [REDACTED]
DUNS #: [REDACTED]
Law Enforcement Executive: [REDACTED]
Government Executive: [REDACTED]

8.07 x 10.60 in

To view documents related to this grant [click here.](#)

Extend Signature

Request New Document

I have read and understand the above terms and conditions.

▼ Signature of Law Enforcement Executive/Agency Executive

By signing this Award Document, the grantee agrees to abide by all FY 2014 [REDACTED] grant terms and conditions and, if applicable, the Special Award Conditions and/or High Risk Conditions in the Award Document Supplement:

Signature of Law Enforcement Executive/Agency Executive

[REDACTED] Date: 09/29/2014 [Submit] [Cancel]

For your electronic signature, please type in your name.

By checking this box you understand that the use of your typed name above constitutes your electronic signature and that electronic signatures are the legal equivalent of handwritten signatures.

▶ Signature of Government Executive/Financial Officer

Figure 15d. Special Condition 28 CFR signature box for TRGP-E/T grants

Special Condition: Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance

This Special Condition must be signed and returned to the COPS Office. If your agency applied for the COPS Office grant funding for technology that will be used to operate an interjurisdictional criminal intelligence system, you must agree to comply with the operating principles found at 28 C.F.R. Part 23. An "interjurisdictional criminal intelligence system" is generally defined as a system, which receives, stores, analyzes, and exchanges or disseminates data regarding ongoing criminal activities (such activities may include, but are not limited to, loan sharking, drug or stolen property trafficking, gambling, extortion, smuggling, bribery, and public corruption) and shares this data with other law enforcement jurisdictions. 28 C.F.R. Part 23 contains operating principles for these interjurisdictional criminal information systems, which protect individual privacy and constitutional rights. If you applied for the COPS Office grant funds to operate a single agency database (or other unrelated forms of technology) and will not share criminal intelligence data with other jurisdictions, or if you did not apply for technology funds from this grant program, 28 C.F.R. Part 23 does not apply to this grant. You must still complete this Special Condition, however, to confirm that 28 C.F.R. Part 23 will not apply to your grant.

Please check one of the following lines, as applicable to your agency's intended use of this grant, and return this signed Special Condition.

No, my agency will not use these COPS Office grant funds to operate an interjurisdictional criminal intelligence system.

Yes, my agency will use these COPS Office grant funds to operate an interjurisdictional criminal intelligence system.
By signing below, we assure that our agency will comply with the requirements of 28 C.F.R. Part 23.


Government Executive: (For your electronic signature, please type in your name below.)


By checking this box you understand that the use of your typed name above constitutes your electronic signature and that electronic signatures are the legal equivalent of handwritten signatures.


Agency:

Date:

If the user wishes to view the documents associated with this grant, the user can select the [Click Here](#) hyperlink on the Award Document (figure 14d), which will open a pop-up listing of all available document titles. If the user selects any of the titles, the document will appear in another pop-up window. Closing all of these windows will return the user to the updated Award Document (figure 14d on page 31).

Once the user completes the signature process, the grant's status changes to the blue "Processing by COPS"  icon within the Grants Management list (figure 1c).

Once the COPS Office approves the grant, the status changes to the green "No Action Required"  icon within the Grants Management list, from which the user can initiate another request for a modification, extension, or withdrawal.

If the award document package was not regenerated as part of the COPS Office review process, the signature steps are not needed, and the grant status changes to the green "No Action Required"  icon within the Grants Management list as soon as the COPS Office approves the modification.

Grant extension process

Step 1E. After completing steps 1–3C, the user initiates an extension by selecting the **Extend** option from the **Action** menu, as discussed in step 4C.

Step 2E. After the system opens a notification page (figure 1e), the user selects the **Continue** button to close the notification.

Figure 1e. Grant extension notification

GRANTS MANAGEMENT

Grant Cooperative Agreement User Guide

Grant Number	ORI Number	Federal Funds Awarded	Project Start Date	Project End Date
2011-00000003	TX10139	\$203,175.00	1/1/0001 12:00:00 AM	12/31/2015 12:00:00 AM

IMPORTANT:

Extension

This extension request form will allow your agency the opportunity to request a "no-cost" time extension in order to complete the federal funding period and requirements for the grant/cooperative agreement award listed above.

Requesting and/or receiving a time extension will not provide additional funding nor does it approve programmatic changes or budget modifications.

Please read the enclosed "Frequently Asked Questions" document for more information on extending your grant/cooperative agreement.

Step 3E. After the system opens section I of the *Grants Management Extension* form (figure 2e), the user must complete parts A through C.

Figure 2e. Grants Management Extension form, section I

GRANT MANAGEMENT > EXTENSION SECTION 1
HELP ?

Grant Cooperative Agreement
User Guide

Grant Number	ORI Number	Federal Funds Awarded	Project Start Date	Project End Date
XXXXXXXXXX	XXXXXXXXXX	\$300,000.00	8/30/2012 12:00:00 AM	3/31/2016 12:00:00 AM

Months this award has already been extended: 19

Section I

A. Please select the option below that best meets your agency's needs:

A 6-month extension is needed.
 A 12-month extension is needed.
 An 18-month extension is needed.
 Other, provide a new end date below:
 New requested end date:

Please check the reason(s) below that best describe why this extension is being requested (check all that apply):

Hiring delays (initial hiring delays, extended vacancies, lack of qualified candidates, scheduled academy, etc.).
 Equipment delays (procurement, requests for proposals, installation difficulties, testing/training, not fully operational, etc.).
 Administrative delays (change in executives/administration, delay in accepting award, environmental assessments, etc.).
 Delays in implementing applied research project.
 Other (please explain):

B. Verify COPS System agency contact information and make any relevant changes below:

Currently On File

Law Enforcement Executive:	Principal
Legal Name:	
Street Address 1:	
Street Address 2:	
City:	
State:	
Zip:	
Phone:	
Fax:	

To change the current contact information related to this grant [click here](#).

C. Name, Title and Signature Requestor:

Name: Title:

e-Signature: Date:

To update the contact information displayed in part B, the user selects the **Click Here** hyperlink, which will open the agency's **Contact Information** form in a pop-up window (figure 3e on page 35).

After completing the **Contact Information** form, the user clicks the **Update** button, and the system closes the pop-up window, returning the user to the **Grants Management Extension** form (figure 2e). The changes made to the contact information will immediately appear in the **Grants Management Extension** form, section I.

Figure 3e. Contact Information pop-up window

Agency: [Redacted]

CONTACT INFORMATION

Please select the Agency Contact Type: Law Executive Point of Contact ▼

LAW EXECUTIVE POINT OF CONTACT

Title: Chief of Police ▼

First Name: [Redacted]

Middle Initial: [Redacted]

Last Name: [Redacted]

Address 1: [Redacted]

Address 2: [Redacted]

City: [Redacted]

State: CA ▼

Zip: [Redacted]

Phone: [Redacted]

Extension: [Redacted]

Fax: [Redacted]

Email: [Redacted]

Update

Step 4E. After completing parts A through C on the **Grants Management Extension** form, the user selects the **Save and Continue** button (see figure 2e).

Step 5E. After the system opens section II of the *Grants Management Extensions* form (figures 4e and 5e), the user completes parts A and B and proceeds to step 6E.

Figure 4e. Extension Section II for nonhiring grants

GRANT MANAGEMENT > EXTENSION SECTION 2
HELP ?

Grant Cooperative Agreement
User Guide

Grant Number	ORI Number	Federal Funds Awarded	Project Start Date	Project End Date
2011CKWVW33	TX10138	\$203,175.00	1/1/0001 12:00:00 AM	12/31/2015 12:00:00 AM

Section II

JUSTIFICATION FOR THE AMOUNT OF TIME REQUESTED

Please respond as thoroughly and completely as possible. **Failure to answer all questions thoroughly could delay processing of your extension request, or result in your request being denied.**

A. Please use the space below to explain the specific issues or problems that have caused delays in the implementation and/or completion of this grant/cooperative agreement. Additionally, please explain how your agency intends to address the delay(s) in order to complete this grant/project.

Question A for Non-Hiring grants

B. In the space below, please provide a new time line that reflects when your agency plans to complete any steps or phases of the project that are not currently finished. This timeline should be in a monthly and/or quarterly format, and indicate up to the newly requested end date what tasks your agency will be working on. During months in which you anticipate no activity taking place, please indicate that as well.

Question B for Non-Hiring grants

Cancel
Submit

Figure 5e. Extension Section II for hiring grants

GRANT MANAGEMENT > EXTENSION SECTION 2
HELP ?

Grant Cooperative Agreement
User Guide

Grant Number	ORI Number	Federal Funds Awarded	Project Start Date	Project End Date
[Redacted]	[Redacted]	\$189,121.00	9/9/2010 12:00:00 AM	2/27/2015 12:00:00 AM

Section II

JUSTIFICATION FOR THE AMOUNT OF TIME REQUESTED

Please respond as thoroughly and completely as possible. Failure to answer all questions thoroughly could delay processing of your extension request, or result in your request being denied.

A. Please use the space below to explain the specific issues or problems that have caused delays in the implementation and/or completion of this grant/cooperative agreement. Additionally, please explain how your agency intends to address the delay(s) in order to complete this grant/project.

B. For each full-time position under this specific grant, you are required to provide the information requested below. Use the format below for your response.

Step1: In the "Total Months Under Grant" column, indicate the total amount of time, in months, that the position has been filled from the grant award start date to present. If multiple officers have held a COPS-funded position due to turnover, please determine the cumulative number of months for all officers that have been employed in that position, and then indicate the total amount of time as a single figure.

Step2: Indicate if the position listed is currently filled.


Step3: If a position is currently vacant, please provide us with an expected hire date.


Step4: Repeat steps 1-3 as needed for all COPS funded positions under this grant.

Type of Position (Sworn)	Total Months Completed Under Grant	Positions Currently Filled (Y/N)	If Position is not Filled, Expected Hire Date
Full-Time ▼	<input style="width: 100%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input style="width: 100%;" type="text"/>

Cancel
Submit

Step 6E. The user selects the **Submit** button, and the system submits the form to the COPS Office for processing.

After the user submits an extension request, the system sends the grant to the COPS Office, and the grant's status changes to the blue "Processing by COPS"  icon.

If the COPS Office approves or denies an extension request, the COPS Office will send a notification via e-mail, and the grant's status changes to the green "No Action Required"  icon within the Grants Management list (figure 1c), from which the user can initiate another request for a modification, extension, or withdrawal.

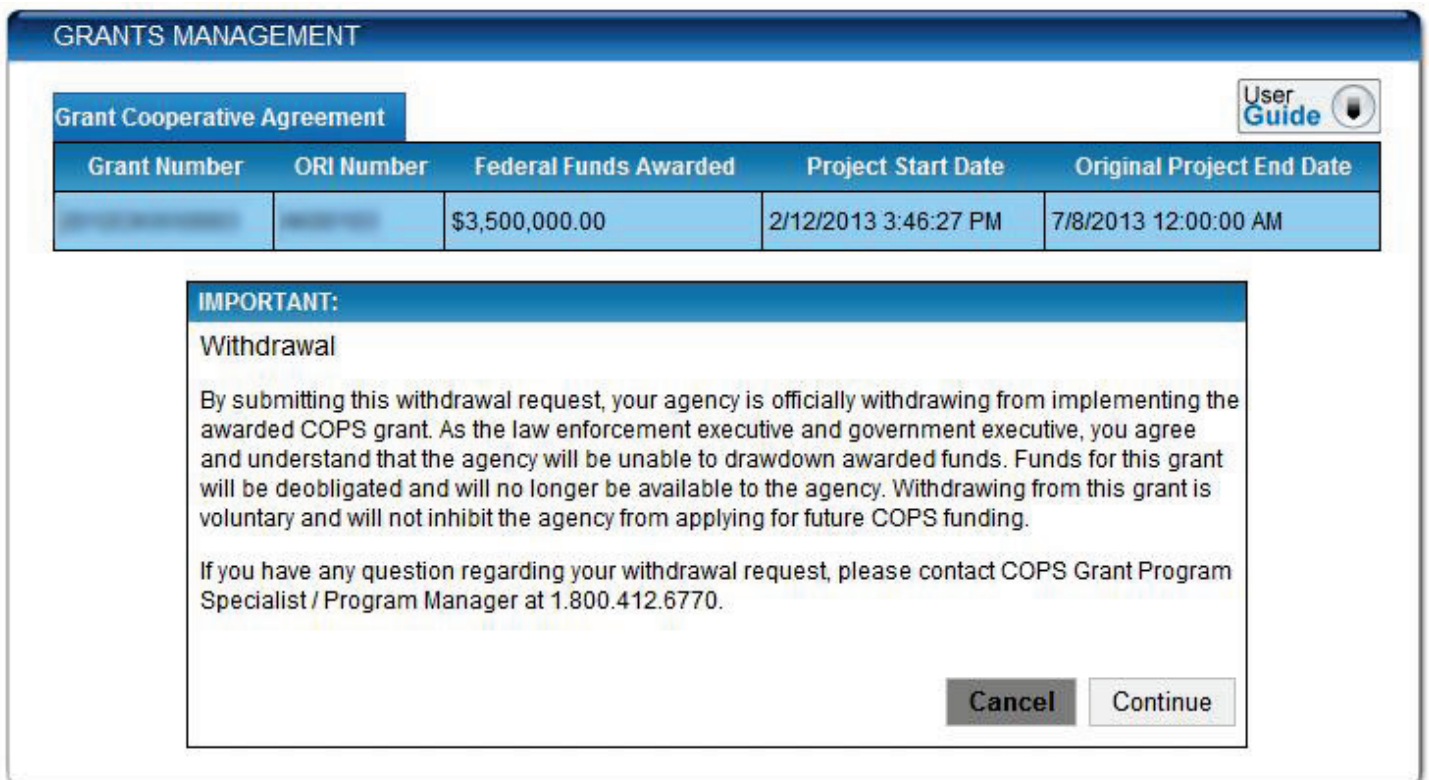
Grant withdrawal process

Step 1F. After completing steps 1–3C, the user initiates a withdrawal by selecting the **Withdraw** option from the **Action** menu, as discussed in step 4C.

Note: For CPD awards, the law enforcement executive (LE) is the program official (PO), and the government executive (GE) is the financial official (FO).

Step 2F. After the system opens a notification page (figure 1f), the user selects the **Continue** button to close the notification.

Figure 1f. Grants withdrawal notification



The screenshot displays the 'GRANTS MANAGEMENT' interface. At the top, there is a 'Grant Cooperative Agreement' tab and a 'User Guide' icon. Below this is a table with the following data:

Grant Number	ORI Number	Federal Funds Awarded	Project Start Date	Original Project End Date
		\$3,500,000.00	2/12/2013 3:46:27 PM	7/8/2013 12:00:00 AM

Below the table is a notification box with the following text:

IMPORTANT:
Withdrawal

By submitting this withdrawal request, your agency is officially withdrawing from implementing the awarded COPS grant. As the law enforcement executive and government executive, you agree and understand that the agency will be unable to drawdown awarded funds. Funds for this grant will be deobligated and will no longer be available to the agency. Withdrawing from this grant is voluntary and will not inhibit the agency from applying for future COPS funding.

If you have any question regarding your withdrawal request, please contact COPS Grant Program Specialist / Program Manager at 1.800.412.6770.

At the bottom right of the notification box are two buttons: 'Cancel' and 'Continue'.

Step 3F. On the *Grants Management Withdrawal* form (figure 2f), the user completes questions 1–3 and attaches any supporting documents by selecting the **Browse...** and **Add** buttons located within the gray box.

Figure 2f. Grant Management Withdrawal form

GRANT MANAGEMENT > WITHDRAWAL
HELP ?

Grant Cooperative Agreement
User Guide

Grant Number	ORI Number	Federal Funds Awarded	Project Start Date	Original Project End Date
		\$3,500,000.00	2/12/2013 3:50:21 PM	7/8/2013 12:00:00 AM

Please explain the reason for the withdrawal by answering the questions below:

1. Has your agency signed and submitted an award document from grant? Yes No

Please provide a detailed narrative explaining your reason to withdrawal from the grant:

Not needed any more

(Optional) Please provide any supporting documentations:

Description:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="button" value="Browse..."/>
			<input type="button" value="Add"/>

2. Please verify that you completed an up to date SF-425


(Select to verify)

3. Your agency will be contacted within five business days of receipt of the withdrawal form. Please ensure the contact information in your COPS Account Access Portal is accurate:


Name of the Requester:
(permission for submissions limited to L.E. or G.E.)

Date of the Request:

Step 4F. When done, the user selects the **Submit Withdrawal** button, and the system submits the form to the COPS Office for processing.

After the user submits a withdrawal request, the system sends the grant to the COPS Office, and the grant's status changes to the blue "Processing by COPS"  icon within the Grants Management list (figure 1c).

If the COPS Office approves a withdrawal request, the COPS Office will send a notification via e-mail that the grant has been withdrawn, and the process ends.

If the COPS Office cancels a withdrawal request, the COPS Office will send a notification via e-mail, and the grant's status changes to the green "No Action Required"  icon within the Grants Management list, from which the user can initiate another request for a modification, extension, or withdrawal.

About the COPS Office

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territorial, and tribal law enforcement agencies through information and grant resources.

Community policing begins with a commitment to building trust and mutual respect between police and communities. It supports public safety by encouraging all stakeholders to work together to address our nation's crime challenges. When police and communities collaborate, they more effectively address underlying issues, change negative behavioral patterns, and allocate resources.

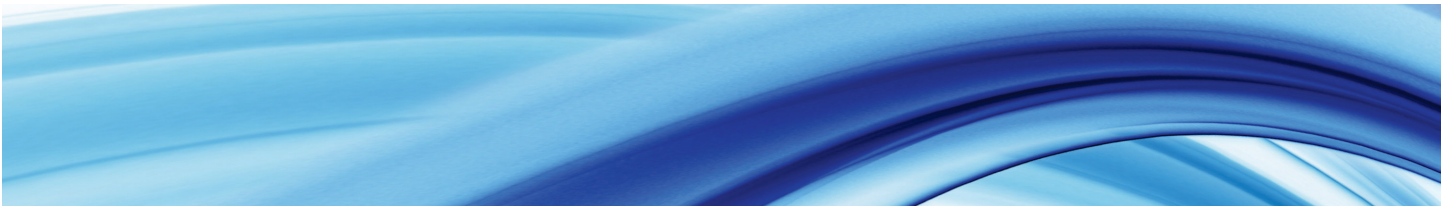
Rather than simply responding to crime, community policing focuses on preventing it through strategic problem solving approaches based on collaboration. The COPS Office awards grants to hire community police and support the development and testing of innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders, as well as all levels of law enforcement.

Another source of COPS Office assistance is the Collaborative Reform Initiative for Technical Assistance (CRI-TA). Developed to advance community policing and ensure constitutional practices, CRI-TA is an independent, objective process for organizational transformation. It provides recommendations based on expert analysis of policies, practices, training, tactics, and accountability methods related to issues of concern.

Since 1994, the COPS Office has invested more than \$14 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing.

- To date, the COPS Office has funded the hiring of approximately 129,000 additional officers by more than 13,000 of the nation's 18,000 law enforcement agencies in both small and large jurisdictions.
- Nearly 700,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.
- To date, the COPS Office has distributed more than eight million topic-specific publications, training curricula, white papers, and resource CDs.
- The COPS Office also sponsors conferences, roundtables, and other forums focused on issues critical to law enforcement.

The COPS Office information resources, covering a wide range of community policing topics—from school and campus safety to gang violence—can be downloaded at www.cops.usdoj.gov. This website is also the grant application portal, providing access to online application forms.



COPS

Community Oriented Policing Services
U.S. Department of Justice

U.S. Department of Justice
Office of Community Oriented Policing Services
145 N Street NE
Washington, DC 20530

To obtain details about COPS Office programs, call
the COPS Office Response Center at 800-421-6770.

Visit the COPS Office online at www.cops.usdoj.gov.

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