



## ACCEPTING YOUR 2011 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 grant, the award document must be signed by the top law enforcement and government executives or agency executives as indicated on the award document. Please return both sides of the award document, along with all award condition pages to the COPS Office by e-mail, fax or standard mail within 90 days of the date shown on the award congratulatory letter. Stamps and/or electronic signatures will not be accepted.

#### **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	Frequently Asked Questions about the Federal Financial Report (SF-425)
Helpful Hints Guide for Completing the Federal Financial Report (SF-425)	Fact Sheet- Online Filing of FFR SF-425 Quarterly Federal Financial Reports
Frequently Asked Questions (FAQs) Grant Payment Request System (GPRS)	Publication Request Form
Change of Information Form	Federal Civil Rights Statutes and Regulations Memorandum

#### **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 STAMPED OR ELECTRONIC SIGNATURES ACCEPTABLE ON THE AWARD DOCUMENT?**

No. Stamped and/or electronic signatures will not be accepted.

**MAY I RETURN A SIGNED PHOTOCOPY OF THE AWARD DOCUMENT?**

Yes. Signed photocopies of the award document will be accepted by e-mail or fax. Please remember to copy both sides of the award document.

**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 both sides of your signed award document and all award condition pages 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?**

Both the front and back of your signed award document along with all award condition pages can be returned to the COPS Office via one of three options listed:

**Electronic Mail:**

The COPS Hiring Program	<a href="mailto:CHP@usdoj.gov">CHP@usdoj.gov</a>
The Child Sexual Predator Program	<a href="mailto:COPSCSPP@usdoj.gov">COPSCSPP@usdoj.gov</a>
The Secure Our Schools Program	<a href="mailto:COPS.SOS@usdoj.gov">COPS.SOS@usdoj.gov</a>

**Fax:**

202.514.1335

**Mail:**

U.S. Department of Justice  
Office of Community Policing Services  
ATTN: [Grant 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 both sides of the signed award document and all of the award conditions pages from your agency. To ensure that we receive your signed award in a timely manner, we encourage you to submit your signed award by electronic mail.**

**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. 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.