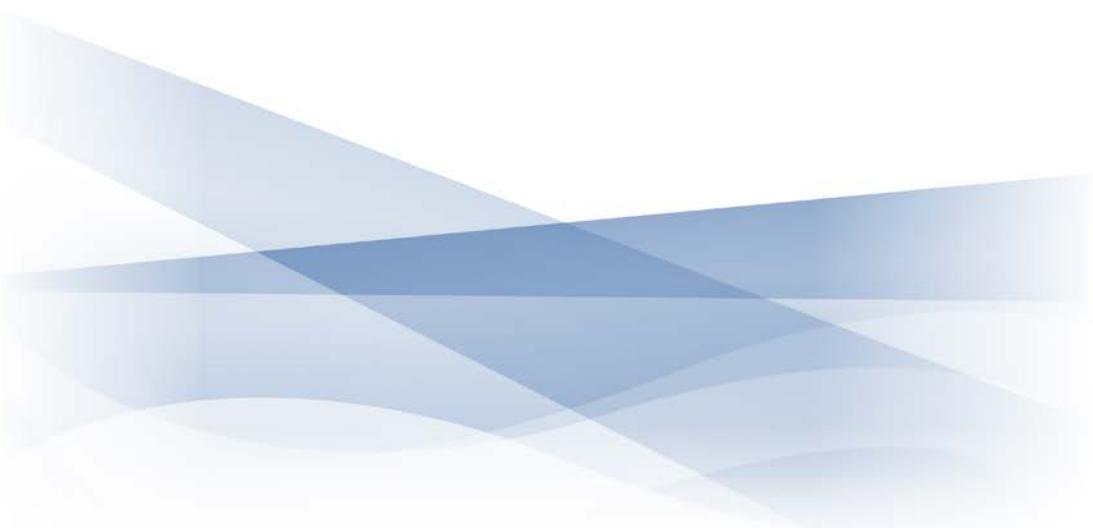# 2015 COPS Office Financial Toolkit
# for Agency Points of Contact

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

# Contents

# 1. Introduction

Welcome to the COPS Office grant program! This guide will provide you with vital instructions and information to get you oriented to your COPS Office grant. In addition to describing the quarterly reporting process, it will also explain how to draw down your funds and provide other facts and information regarding monitoring and managing your COPS Office grant.

# 2. Your Grant Information

To get started, you will need the information specific to your COPS Office grant that states how much funding you have received and how the money should be expended. You will need to gather the following documentation:

- Award document, which identifies the grant type, grant number, award amount, and award period
- Financial clearance memorandum, which includes the approved budget breakdown
- SF-425 Financial Report, which includes the status of expenditures
- Payment History Report from the Grant Payment Request System, which lists the funds that have been drawn down
- The Grant Owner's Manual for your specific grant
- The terms and conditions section of the grant award package

This information can be obtained through the COPS Office's Agency Portal; to request assistance, please contact the COPS Office Response Center at 800-421-6770 or via e-mail at AskCOPSRC@usdoj.gov or log onto the Agency Portal.

# 3. Administrative Items

## Gaining Access to COPS Office Systems

To use your grant, you will need access to two key systems. The first is the COPS Office's Agency Portal, which will allow you to update agency contact information and perform other grants management functions, including modifications, extensions, and grant withdrawals. The portal is where you will go each quarter to submit your federal financial report (SF-425) and programmatic progress report. The second system you will use is the Grant Payment Request System (GPRS), which is how you will draw down your funding.

### COPS Office Agency Portal

The User Moderator or Law Enforcement Executive (LE) must add you to the Agency Portal user pool. If you are having trouble with this, contact the COPS Office Response Center at 800-421-6770.

To register a new user:

1.  After the user logs into the Agency Portal, the system will display the **Agency Portal Home** page. From the **Agency Portal Menu** on the left, the user selects **Agency Users**.

2.  To add a new user, the user selects the **Add** button. If the user is not the Law Enforcement Executive (LE) or Government Executive (GE), then the user must first establish the LE/GE's account, roles, and permissions.

3.  Once the user selects the **Add** button, the system will display the **Add/Edit User** page.

4.  First, the user will complete the required information in the top section (i.e., the new user's e-mail, title, name, etc.). Second, under the **Agency Portal** section, the system will also require the user to assign you, the new user (i.e., assignee), the appropriate role(s) by checking the desired box.

    a.  **Agency Moderator –** This role allows the assignee to create, edit, and/or manage the agency information, such as LE/GE information, agency address and phone and fax number.

    b.  **User Moderator –** If the LE/GE assigns this role to another user, that user can manage agency user information, such as adding or deleting users and changing user permissions and 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.

    c.  **Law Enforcement Executive (LE) –** This role should be reserved for the LE as this role provides signature access for grant documentation.

    d.  **Government Executive (GE) –** This role should be reserved for the GE as this role provides signature access for grant documentation.

    Only one user should be assigned the LE role, and only one user should be assigned the GE role. Third, 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. <u>Last</u>, once the user has established the roles and permissions for each new assignee, the user selects the **Update** button.

5.  After the user informs you (the assignee) that your account has been created, you must then visit the **Agency Portal Login** page (Figure 1), click the **Reset Password** link and follow that page's instructions.

For more information regarding the Agency Portal and all that it offers, please reference the Agency Portal User Guide: **<u>Agency Portal User Guide</u>**

## Grant Payment Request System (GPRS)

To register as a new user:

1.  Go to the GPRS login page at https://grants.ojp.usdoj.gov/gprs/welcome.

2.  Select "New GPRS User Registration for COPS."

3.  Fill in the required information.  Note: Recipients with both OJP/OVW and COPS awards will be required to select and maintain two separate username accounts in GPRS. The username must be unique to each system.

4.  Click "Award Selection."

5.  Enter your COPS Office vendor number (a 9-digit number, which can be found on your award documents), and click "Add Vendor."

6.  A listing of all grants associated with this vendor number will display on the bottom half of the screen.

7.  Use the check boxes to the left, and select those grants to which you would like drawdown access.

8.  Click "Submit Registration."

You should receive a temporary password within a couple of hours if you are listed as a point of contact on the grant. Using the username you selected and the temporary password you receive via e-mail, you should login to the GPRS site (https://grants.ojp.usdoj.gov/gprs/welcome). The system will force you to change your password to something permanent. Please read the password restrictions when creating your permanent password.

From there, you should have access to draw down from the accounts selected. If you do not receive your temporary password within 24 hours, please check your junk mail box.

You also have the option to use the "Forgot Password" link on the webpage. It will e-mail you a new temporary password. **Keep in mind, these passwords are temporary, so you must log in and change them as soon as possible.** If this does not work, please contact the GMS Helpdesk (888-549-9901, option 3) for a password reset for GPRS with the username you selected upon registration.

## Instructions for Removing Old Users

## COPS Office Agency Portal

To remove users:

1.  Call the COPS Office Response Center at 800-421-6770.

2. Provide the names of the users you want to remove from accessing the COPS Office Agency Portal. You must give a reason and provide proof of the change.

To remove the LE or GE:

1. Call the COPS Office Response Center at 800-421-6770.

2. Provide a "Change of Information" (COI) form to the Response Center point of contact, along with the contact information for the new LE/GE.

3. The COPS Office Response Center will send a new registration letter via e-mail.

4. The new LE/GE will register on the COPS Office Agency Portal.

### *Grant Payment Request System (GPRS)*

To remove users:

1. Send an e-mail to COPSGPRSRegistration@usdoj.gov, and state that you have GPRS users who can be removed. Please ensure you remove users who are no longer affiliated with the COPS Office grant.

2. Identify yourself as a current user of the GPRS system.

3. Provide the account usernames and the names of the individuals, along with the reasons for removals.

# 4. Filing Reports

Reporting is an essential part of managing your grant. The resources listed below will assist you in filing your financial and programmatic reports.

## Filing the Quarterly SF-425 Financial Report

- SF-425 Helpful Hints: This PDF discusses how to file your report.
- SF-425 Fact Sheet
- SF-425 FAQs: This PDF answers common questions regarding submission.
- SF-425 Interactive Tutorial: This web page will help you fill out your report prior to submission.

## Filing the Progress Report

- Progress Report FAQs: This web page addresses the process of filing your grant's progress report.
- Non-Hiring Grant Progress Report FAQs

# 5. Financial Reimbursement Process

It is important to note that filing your financial and programmatic quarterly reports is completely separate from drawing down your funding for reimbursement of allowed expenses. Below is information and resources regarding accessing your funds in the GPRS system.

## How to Drawdown Funds

GPRS User Guide
This user guide contains information including how to create payment requests and how to view a transaction history.

**ACH Enrollment Form:** To access the ACH form, please visit http://www.cops.usdoj.gov/pdf/ach_form_new.pdf.

Please validate your current banking information by contacting your staff accountant through the COPS Office Response Center at 800-421-6770.

# 6. Grant Administration Documents

## Grant Award Information

### *General Grant Information*

- Indirect Costs Fact Sheet
- Program Income Fact Sheet

### *COPS Anti-Methamphetamine (CAMP)*

- CAMP Grant Selection Methodology
- CAMP Grant Owner's Manual: This document provides the grant requirements and procedures throughout the life of the COPS CAMP grants.
- CAMP Grant Fact Sheet

### *COPS Hiring Program (CHP)*

- CHP Grant Selection Methodology
- CHP Grant Owner's Manual: This document provides the grant requirements and procedures throughout the life of the COPS CHP hiring grants.
- CHP Grant Fact Sheet
- Information on Hiring Veterans and CHP
- Supporting Safe Schools: This website provides information regarding the CHP grant program and school resource officers (SRO).

### COPS Community Police Development (CPD)

- CPD Award Owner's Manual: This document provides the requirements and procedures for COPS CPD grants.

### Coordinated Tribal Assistance Solicitation (CTAS) Grant Documents

- CTAS Grant FAQs
- CTAS Award Instructions
- Indirect Cost Rate Fact Sheet
- CTAS Grant Owner's Manual: This document provides the requirements and procedures for COPS Coordinated Tribal Assistance Solicitation grants.

### Anti-Heroin Task Force (AHTF) Grant Documents

- AHTF Grant Selection Methodology
- AHTF Fact Sheet
- AHTF Grant Owner's Manual: This document provides the requirements and procedures for COPS Anti-Heroin Task Force grants.

### COPS Anti-Gang Initiative (CAGI) Grant Documents

- CAGI Grant Selection Methodology
- CAGI Fact Sheet
- CAGI Grant Owner's Manual: This document provides the requirements and procedures for COPS Anti-Gang Initiative grants.

## Grant Modifications, Extensions, and Withdrawals

If you would like to request a modification or extension of your grant or would like to withdrawal from your grant, please look at section 2.2 of the Agency Portal User Guide: Agency Portal User Guide.

# 7. Grant Monitoring and Management

## Methods of COPS Office Monitoring

- COPS Office Grant Management FAQs
- COPS Office Grant Monitoring and Audits: This webpage discusses how the COPS Office monitors your grant and will help you to learn more about what compliance reviews and audits mean for your agency.  Click on the sub-links on the right side of the page to learn specifics about site visits, audits, definitions and compliance measurements of allowable costs, community policing, programmatic reporting, and many other important items.

## Terms and Compliance Definitions

<u>Areas of Compliance Review</u>: This web page will help you to learn more about what compliance reviews mean for you. Please be sure to click on the sub-links on the right side of the page to learn about the definitions and compliance measurements of allowable costs, community policing, programmatic reporting, and many other important items.

## Community Policing Self-Assessment Tool (CP-SAT) Survey

CP-SAT is an online survey that helps your agency to measure its progress with implementing community policing. This tool confidentially captures information about community partnerships, problem solving, and organizational change. Upon completion, agencies receive an easy-to-use summary report about their data so COPS Office management can identify the agencies' community policing strengths and areas for improvement.

For more details regarding the survey, including benefits, FAQs, and the process of taking the survey, please click on this link: <u>CP-SAT Survey Information</u>.

# 8. Closeout of Grants

An essential part of any federal grant program is a proper programmatic and financial "closeout" of each award at the end of the grant period. The COPS Office has created a closeout process to expedite the closure of our grant awards and contacts grantees when their awards are due to close. During the closeout process, the COPS Office will determine whether your agency has met and fulfilled all of the programmatic and financial requirements and conditions of your grant.

Grantees can prepare for the closeout of their award(s) by saving all pertinent paperwork associated with the closing grants. In addition, grantees must submit a final Federal Financial Report (SF-425) for your grant, which is due to the COPS Office after the end of the grant period. Your SF-425 should reflect the total amount of federal expenditures, the total amount of agency matching contributions (if applicable), and the amount of unobligated funds, if any. Any unobligated or unspent funds will be de-obligated during the closeout process.

For your reference, please read this <u>closeout toolkit PDF</u>, and you will be contacted once the closeout process has begun.

Please note that all documentation associated with a COPS Office grant must be saved for at least three years following the closure of the grant award.

If you have any additional questions regarding the COPS Office closeout process, please contact your grant program specialist at 800-421-6770.