



April 27, 2011

**RE: New Solicitation Opening on May 2, 2011**

Dear Colleague:

We recently notified your agency of the upcoming 2011 Secure Our Schools program solicitation, which is currently scheduled to open on **May 2, 2011**. As a reminder, applications for 2011 COPS grants will follow a two-part process once the solicitation opens, both of which are required. First, applicants must apply online via [www.grants.gov](http://www.grants.gov) to complete the Standard Form 424 (SF-424). Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the second part of the application process through the COPS Office Online Application System found on the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). Additional information regarding the SOS program requirements and detailed instructions of the two-part application process will be available on the COPS website once the solicitation opens.

The COPS Office wants to ensure that your agency has sufficient time to complete the COPS online application, and therefore encourages you to join other law enforcement agencies that have already visited the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) to establish or update their online account through the "Account Access" feature. In addition, please review the chart below to ensure you complete these important steps prior to the opening of the solicitation on May 2, 2011. This will help save time during the application process.

Suggested Steps to Complete Prior to the Solicitation Opening	Completed?
If your agency does not already have an ORI number (assigned by the FBI for UCR reporting purposes), request an ORI through the COPS Office Response Center at <a href="mailto:AskCOPSRC@usdoj.gov">AskCOPSRC@usdoj.gov</a> or 800.421.6770.	
If you have not renewed your COPS Office Account Access information since February 8, 2011, contact the COPS Office Response Center at <a href="mailto:AskCOPSRC@usdoj.gov">AskCOPSRC@usdoj.gov</a> or 800.421.6770.	
Register with <a href="http://www.grants.gov">www.grants.gov</a> and/or confirm registration.	
<p>Register with CCR database/Confirm CCR number.</p> <p><i>All applicants for federal financial assistance must be registered in the Central Contractor Registration (CCR) database <b>prior</b> to submitting an application. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must maintain an active CCR registration with current information at all times during the grant application process. If awarded, you must also maintain the currency of your information in the CCR until you submit the final financial report or receive the final payment under this grant, whichever is later. This requires that you review and update your information at least annually after the initial registration, and more frequently if required by changes in your information or another award term. If you have an active CCR registration that is set to expire before September 30, 2011, you must renew your CCR registration before completing the application. Please note that the CCR verification process may take up to two weeks to complete. To register or to verify that your CCR registration has not expired please visit <a href="http://www.ccr.gov">www.ccr.gov</a>.</i></p>	

CCR number Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at [www.fsrs.gov](http://www.fsrs.gov), is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA. The subaward information entered in FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov) associated with the prime award, furthering Federal spending transparency. **Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.**

**It is important that you establish or update your online COPS account in order to ensure a timely submission of your COPS grant application.** If you do not remember your password or user name and need assistance with creating an account and/or system access, or you would like to verify your agency's correct ORI number, call 1.800.421.6770 between 9:00 a.m. and 5:00 p.m. E.D.T., or [e-mail askcopsrc@usdoj.gov](mailto:askcopsrc@usdoj.gov). Answers to frequently asked questions regarding the COPS Agency Portal can be found at: <http://www.cops.usdoj.gov/Default.asp?Item=2566> or by contacting the COPS Response Center at 1.800.421.6770.

We look forward to working with your agency during the application process.

Sincerely,



Andrew A. Dorr  
Assistant Director for Grants Administration