



## Preparing for Your COPS Office Application

The COPS Office wants to ensure that your agency has sufficient time to complete your application; we strongly recommend that your agency begin preparations for your application at this time. To minimize delays in submitting your application, please take some time now to address the following:

### Step 1. Obtain or confirm a DUNS number/Confirm DUNS number

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**Obtain your Data Universal Numeric System (DUNS) number first; you cannot complete any of the steps below without it.**

► **It can take up to 2 business days to obtain the DUNS number.**

Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply at [www.dnb.com](http://www.dnb.com).

### Step 2. Register with SAM database/Confirm SAM number

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System of Award Management (SAM) registration and renewal can take as long as 10 business days to complete.

► **If you do not have an Employer Identification Number (EIN), the process can take up to 5 weeks.**

SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

The person registering with SAM will be the designated E-Business Point of Contact, who can assign the people who will submit applications for the organization (your Authorized Organization Representatives). **You must have a DUNS number to submit a SAM registration. In addition, you must renew your SAM registration once a year.**

### Step 3. Obtain an ORI number

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If you do not currently have an Originating Agency Identification (ORI) number (state abbreviation followed by 5 digits/characters), submit a request for one at <https://portal.cops.usdoj.gov/ORIRequest.aspx> or through the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800-421-6770.

Requests for an ORI number are processed within 2–3 business days.

## Step 4. Register with Grants.gov/Confirm registration

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- ▶ **It can take anywhere from a few days to 2 weeks for your registration to become active and for you to be able to submit an application.**

To register, begin the process at <https://apply07.grants.gov/apply/register.faces>.

## Step 5. Register or update your organization's current contact and user information in the COPS Office Agency Portal

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- Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies
- Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies
- Begin this process at <https://portal.cops.usdoj.gov>.

## Step 6. Set up e-Signatures via COPS Office Agency Portal

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- Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies
- Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies
- Add additional user accounts for individual(s) authorized to complete application in the Agency Portal at <https://portal.cops.usdoj.gov>.

## Step 7. Brainstorm Project Ideas

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Brainstorm potential community policing problems, focus areas, or projects your agency will address with the requested funding. Consider your current and planned community policing efforts and how they build community partnerships, complement other community initiatives, and lead to organizational transformation.

## Step 8. Gather Budgetary Information

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Prepare budgetary information, such as current and projected entry-level officer salary and benefits, training costs, contracts, etc. Gather information relating to the need for federal assistance, including layoff and unemployment rates.