



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

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*Administration Division  
145 N Street, N.E.,  
Washington, DC 20530*

Date

«chief\_exec\_title» «chief\_exec\_first\_name» «chief\_exec\_last\_name»  
«legal\_name»  
«agency\_address1»  
«agency\_address2»  
«agency\_city», «agency\_state» «agency\_zip»

«govt\_exec\_title» «govt\_exec\_first\_name» «govt\_exec\_last\_name»  
«legal\_name»  
«govt\_exec\_address1»  
«govt\_exec\_address2»

«govt\_exec\_city», «govt\_exec\_state» «govt\_exec\_zip»

**Status of COPS {Insert Program Name} Grant Implementation**

Dear «chief\_exec\_title» «chief\_exec\_last\_name» and «govt\_exec\_title» «govt\_exec\_last\_name»:

Our records indicate that you have not yet started implementing the COPS grant program and/or project identified above. Please advise regarding the status of implementation by checking the appropriate box and following the directions below. Please complete, sign, and fax this form to the COPS Office at **(202) 616-4428**. In order to ensure accurate records and verify your grant status, please return your completed form as soon as possible.

No, we have not yet started implementing the program, but have plans to do so by the following date:  
\_\_\_\_\_.

Yes, we are currently implementing the program. If yes, please complete and submit a current Financial Status Report (Form SF-425) by visiting the COPS website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) and selecting the “Account Access” link in the upper right-hand corner to log in. If assistance is needed to complete your SF-425 properly, please contact the **COPS Response Center** at **1-800-421-6770** and ask to be referred to the COPS Staff Accountant assigned to your state. Failure to submit a completed SF-425 will result in your inability to access grant funds.

We do not intend to implement this program and wish to withdraw from the grant. Please note that the Government or Law Enforcement Executive with ultimate responsibility for the grant (i.e., Mayor, Chief of Police or equivalent) must sign and return this form to initiate withdrawal from the grant. Your agency will be contacted by the appropriate COPS Grants Administration Division staff member if additional information is required.

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Signature and Title of Government or Law Enforcement Executive

Date