



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street, NE, Washington, D.C. 20530

**COPS**

April 16, 2013

**RE: 2013 COPS Hiring Program (CHP) Application Period – COMING SOON!**

Dear Colleague:

The Office of Community Oriented Policing Services (COPS Office) is pleased to announce that **during the week of April 22, 2013 we will begin accepting grant applications for the Fiscal Year (FY) 2013 COPS Hiring Program (CHP)**. Applications for this year's CHP solicitation must be complete and submitted by **7:59 PM EDT on Wednesday, May 22, 2013**, in order to receive consideration. CHP is a competitive grant program that provides funding directly to law enforcement agencies having primary law enforcement authority to hire and/or rehire career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts.

2013 CHP grants will cover up to 75 percent of the approved entry-level salary and benefits for three years (36 months) for newly hired, full-time sworn officer positions (including filling existing unfunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid off on a specific future date, as a result of local budget cuts. A minimum 25 percent local cash match is therefore required. Under 2013 CHP, there is also a maximum federal contribution of \$125,000 per position over the three-year grant period. Please note that at the conclusion of federal funding, grantees must retain all sworn officer positions awarded under the CHP grant. The retained CHP-funded position(s) should be added to the grantee's law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant.

There are two major changes to this year's program. While hiring military veterans is not a grant requirement under 2013 CHP, **applicants who commit to taking active steps to recruit, hire and deploy at least one military veteran under FY2013 CHP will receive additional consideration for CHP funding**. In addition, the issue of school safety has emerged as a national priority with the law enforcement community, educators, and the general public. As such, additional consideration will be given for applicants who indicate that the officer positions requested will be deployed as a School Resource Officer (SRO).

Please note that applications for this program must be submitted in two parts. First, applicants must apply online via [www.grants.gov](http://www.grants.gov) to complete the SF-424, the government-wide standard form required for competitive grant application packages. Once the SF-424 has been submitted, you will receive an e-mail from the COPS Office with instructions on completing the second part of the CHP application through the COPS Office Online Application System (CAPS). For more detailed information about preparing for this year's program, please see the following pages.

You may also visit the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) the week of April 22, 2013 for detailed information on CHP program requirements, or call the COPS Office Response Center at 1.800.421.6770. The COPS Office looks forward to working with your agency.

Sincerely,

Joshua A. Ederheimer  
Acting Director

## *Preparing Your Application*

The COPS Office wants to ensure that your agency has sufficient time to complete your CHP 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:

- It is strongly recommended that applicants register immediately on [www.grants.gov](http://www.grants.gov). For instructions on how to register with Grants.gov please visit [www.grants.gov/assets/OrgRegUserGuide.pdf](http://www.grants.gov/assets/OrgRegUserGuide.pdf). In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 800.518.4726 or e-mail [support@grants.gov](mailto:support@grants.gov).
- Visit the “Account Access” portion of the COPS web site at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) to determine if your agency currently has an active online account and/or how to create one. Please note that the COPS Agency Portal (“Account Access”) has recently been modified. Answers to frequently asked questions regarding the COPS Agency Portal can be found at: [www.cops.usdoj.gov/Default.asp?Item=2566](http://www.cops.usdoj.gov/Default.asp?Item=2566) or by contacting the COPS Response Center at 1.800.421.6770.
- 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 AM and 5:00 PM EDT, or e-mail [askcopsrc@usdoj.gov](mailto:askcopsrc@usdoj.gov).
- Once logged into “Account Access,” your agency will be able to add additional user accounts and also update your agency contact and address information. Please ensure that your agency’s Law Enforcement Executive, Government Executive, and point of contact information are current with our office.
- A Data Universal Numbering System (DUNS) number is required to submit applications for COPS funding. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Please note that obtaining a DUNS number may take one to two business days. Visit [www.dnb.com/us](http://www.dnb.com/us) to obtain or verify your number.
- In addition to the DUNS number requirement, all applicants for federal financial assistance must be registered in the System for Award Management (SAM) database **prior** to submitting an application. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must maintain an active SAM registration with current information at all times during the grant application process and, if awarded, the grant award period. If you have an active SAM registration that is set to expire before September 30, 2013, you must renew your SAM registration before completing the application. Please note that the SAM verification process may take up to two weeks to complete. To register or to verify that your SAM registration has not expired, please visit [www.sam.gov](http://www.sam.gov).
- You will be required to provide the unique Geographic Names Information System (GNIS) identification number assigned to your agency. To look up your GNIS Feature ID, please visit: <http://geonames.usgs.gov/domestic/index.html>.
- Prepare to identify one community policing problem 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.
- Gather information devoted to the need for federal assistance, including layoff and furlough information, and unemployment rates.
- Prepare current budgetary information, such as current and projected entry-level officer salary and benefits.

- Determine if your agency can meet the local cash match and federal share requirements, or whether a waiver of the local cash match will be requested based on severe fiscal distress.
- 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.fsr.gov](http://www.fsr.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.
- All applicants should note that all recipients, as a condition of receipt of federal assistance, must acknowledge and agree that they will not (and will require any subgrantees, contractors, successors, transferees, and assignees not to), on the ground of race, color, religion, national origin, sex, disability, or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the Age Discrimination Act of 1975 (42 U.S.C. §6101, et seq.); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.); and the corresponding DOJ regulations implementing those statutes at 28 C.F.R. part 42 (subparts C, D, E, G, and I). It will also comply with Executive Order 13279 Equal Treatment for Faith-Based Organizations and its implementing regulations at 28 C.F.R Part 38, which requires equal treatment of religious organizations in the funding process and nondiscrimination of beneficiaries by Faith-Based Organizations on the basis of belief or non-belief.
- 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.