



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

**COPS**

April 21, 2014

**RE: 2014 COPS Hiring Program (CHP) Open Solicitation for Grant Applications – COMING SOON!**

Dear colleague:

The Office of Community Oriented Policing Services (COPS Office) is pleased to announce that **we anticipate launching a new, open solicitation for Fiscal Year (FY) 2014 COPS Hiring Program (CHP) applications in mid- to late May.** 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. While all CHP applications must be submitted electronically following the mid- to late May opening of the program, a preview copy of the 2014 CHP Application and Application Guide (instructions) has been posted on the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). This will allow your agency to begin making preparations and gathering necessary information in advance of the actual solicitation. Please pay particular attention to the requirements of the separate federal systems you must be registered for BEFORE you can apply to the COPS Office. This includes grants.gov, DUNS, and other systems explained on the next page. These registrations take extra time so you should begin work towards meeting those requirements now, in anticipation of the 2014 COPS Hiring Program opening. The solicitation opening date, submission deadline, and other detailed information on CHP program requirements will be available on the COPS Office website in the coming weeks.

As in years past, 2014 CHP applicants with primary law enforcement authority for the population to be served are eligible to apply. Applicants may apply for the number of officer positions equal to 5 percent of their actual sworn force strength, up to a maximum of 15 officers for agencies with a service population of less than 1 million, or 25 officers for agencies with a service population of over 1 million. Officer requests may be made to (a) hire new officer positions, (b), rehire officers who have been laid off as a result of state, local, or tribal budget cuts, and/or (c) rehire officers who are (at the time of application) currently scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or tribal budget cuts.

All applicants will be asked to identify a specific crime and disorder problem and how 2014 CHP funding would be used to initiate or enhance your agency's capacity to implement community policing approaches to that problem. In FY2014, additional consideration will be given for CHP applicants who select "Homicide/Gun Violence," "Homeland Security Problems," or "Trust Problems" as their focus area. In addition, the issue of school safety continues to be a national priority with the law enforcement community, educators, and the general public. As such, additional consideration will also be given for applicants who indicate that the officer position(s) requested will be deployed as a School Resource Officer (SRO).

You may visit the COPS Office website to learn more about all upcoming grant opportunities in the COPS Office, including the new COPS Anti-Methamphetamine Program, Community Policing Development, and the Collaborative Reform Model of Technical Assistance. For more information or assistance, please call the COPS Office Response Center at 800-421-6770. The COPS Office looks forward to working with your agency.

Sincerely,

Ronald L. Davis  
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 <http://www.grants.gov/documents/19/18243/GrantsGovApplicantUserGuide.pdf/0ed6bbba-3b87-4600-8449-4bb1603b4e70>. 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 Office website 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 Office Agency Portal (“Account Access”) has recently been modified. Answers to frequently asked questions regarding the COPS Office 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 Office Response Center at 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 800-421-6770 between 9:00 a.m. and 5:00 p.m. 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 Office 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, 2014, 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.
- If your agency indicates that your jurisdiction has experienced an unanticipated catastrophic event, you will be required to submit a narrative description of the catastrophic event with as much detail as possible.
- 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.