

# COPS Hiring Award Questions and Answers

*February 19, 2025*

1. Q. Are you going to forward the power point presentation to everyone?  
A. It will be posted on the COP[S Office] webpage.
2. Q. When does the hiring and start date have to be initiated by?  
A. After you accept the award, you can start the hiring process.
3. Q. How long does the organization have to hire the officers?  
A. You have five years to implement the 36-month funding period.
4. Q. Is there a time limitation to maintain our highest number of officers?  
A. CHP award funds may not be used to supplant (replace) local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired with state or local funds. Your agency must be able to document efforts to fill local vacancies first before filling grant-funded positions. Agencies must take active and timely steps to fill both local[ly] and grant-funded vacancies. Grant-funded positions must be filled during the award period.
5. Q. Have the COPS [Office] grants awarded last year been paused? Can we be assured the grant will be paid?  
A. Any changes to existing COPS Office awards will be communicated to recipients in writing, as applicable.
6. Q. Is there currently a federal hold or freeze on funds provided through the COPS [Office] hiring grant due to Trump's executive orders?  
A. Any changes to existing COPS Office awards will be communicated to recipients in writing, as applicable. Grant funds are available for drawdown, as normal. However, please note that all DOJ-related ASAP accounts will be temporarily suspended for the last three business days of the month to carry out required account reconciliation activities. Grantees that attempt to drawdown in ASAP will receive an "Error 839: No accounts found matching criteria" message and will not be able to request or receive drawdowns during this period.
7. Q. When trying to submit a Performance Report in JustGrants for COPS Hiring, the Performance Measure Question Set does not appear. It says, "Nothing but space." How should one proceed in this case?  
A. Please contact your grant manager for assistance.

8. Q. We've sent a record of a 40-hour, NASRO–approved training for our SRO. We've yet to hear back as to whether this training is approved per COPS [Office] standards. When could we expect an answer on that?
- A. Please send the NASRO Certificate to your grant manager in the COPS Office and they will let you know if it's accepted. Contact your grant manager to make sure the SRO Certificate was received.
9. Q. Can we use grant funding to pay the background investigation? Is it only a criminal background investigation or also financial, etc.?
- A. The 2024 CHP Grant funds will not pay for background checks.
10. Q. Our finance director received an email stating our COPS [Office] hiring grant was on hold. When would we be notified that the COPS [Office] hiring grant funds are no longer on hold and be able to proceed?
- A. Grant funds are available for drawdown, as normal. However, please note that all DOJ–related ASAP accounts will be temporarily suspended for the last three business days of the month to carry out required account reconciliation activities. Grantees that attempt to drawdown in ASAP will receive an “Error 839: No accounts found matching criteria” message and will not be able to request or receive drawdowns during this period.
11. Q. If the agency does not intend to utilize the grant for SRO use, is the MOU still required?
- A. Your agency will need to submit a scope modification in the JustGrants system if you no longer plan to fill the SRO position. Contact your grant manager if you need guidance on the—
- Q. Did he say that only the Entity Administrator can submit a Performance Report? Sorry if I misunderstood.
- A. The grant award administrator is the one to submit the report.
12. Q. We got an award for one officer. Can we reapply for additional grant funding for more officers if that becomes available during our five-year window?
- A. Yes, you may apply for CHP grant funding in future years with an active award.
13. Q. Will an agency be required to hire an additional officer if the officer leaves during the 12-month period after the mandatory three years?
- A. Yes, your agency will be required to fill the vacancy during the 12-month retention period.
14. Q. Are we able to get a copy of the slides/recording?
- A. It will be posted on the COPS [Office] website.

15. Q. Where will the slides be made available?
- A. Yes, the presentation will be posted on the COPS Office website, specifically on the CHP page.
16. Q. Can you explain how an agency must increase the use of local funds and decrease the use of grant funds during the grant period?
- A. As you increase the local share each year the federal share decreases, so you've prepared for the retention period that's paid 100 percent with local funds.
17. Q. The form SF-425 is located where?
- A. It is located in JustGrants and the financial manager listed in the grant will be able to view and submit it.
18. Q. We are only required to keep them 36 months?
- A. Each position is required to be filled for 36 months and then retained for 12 months after that.
19. Q. Our department at the time of the award had 66 officers. We had been awarded six with the grant. We did hire four new officers but during the hiring process after the grant was awarded, we had two officers retire from the department. Do we have to fill those spots immediately?
- A. CHP award funds may not be used to supplant (replace) local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired with state or local funds. Your agency must be able to document efforts to fill local vacancies first before filling grant-funded positions.
20. Q. Do financial managers get notified to complete the SF-425?
- A. Your agency should receive a system-generated notification. However, the SF-425s are due quarterly.
21. Q. In the event that we have further questions, who should we email?
- A. If you have specific questions about your grant, please contact your grant program manager. If you have JustGrants questions, contact JustGrants, and if you have ASAP questions, reach out to ASAP.
22. Q. How do we get access to ASAP?
- A. Your agency should have received an email to complete your ASAP registration. Please contact your grant manager if it wasn't received.
23. Q. How do we know who our COPS [Office] grant manager is?

- A. You can find it in your award letter and also when you log in your grants in JustGrants you will be able to see who your GM is.
24. Q. Is there a login option available that is not ID.me?
- A. ID.me is used to authenticate your agency and cannot be bypassed.
25. Q. My grant award status in JustGrants is ASAP Notification Sent. I'm having trouble getting approved for ASAP. I got an email stating my Access Request has been denied. How can I get this corrected?
- A. Please contact your grant manager for assistance.
26. Q. If a regular officer leaves, can they fill that slot at the end of 36 months?
- A. You must fill the grant-funded position if you experience any vacancies during that time. You may not use CHP grant funds to fill locally budgeted positions.
27. Q. When speaking of the "grant manager," is that the JustGrants grant manager or the COPS Office grant manager?
- A. The COPS [Office] grants manager is the person assigned to your award and the grant award administrator is the one listed in your grant.
28. Q. Yes, but after the 36 months, during the 12 months we have to keep it, can we move them to a regular spot?
- A. After the position is filled, with 36-month requirement, with COPS [Office] funds, then the position must be kept for 12 months' retention and paid with local funds.
29. Q. Sorry just to clarify: We would also have to maintain the same amount of non-COPS officers as well in that 12-month period.
- A. That is correct. Your agency must take active and timely steps to fill all vacancies.