

U.S. Department of Justice
Office of Community Oriented Policing Services (COPS Office)

COPS Hiring Program (CHP) Informational Webinar for FY24 Award Recipients

February 19, 2024, 1:00 – 2:00 p.m. ET



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Community Oriented Policing Services
U.S. Department of Justice

Questions?

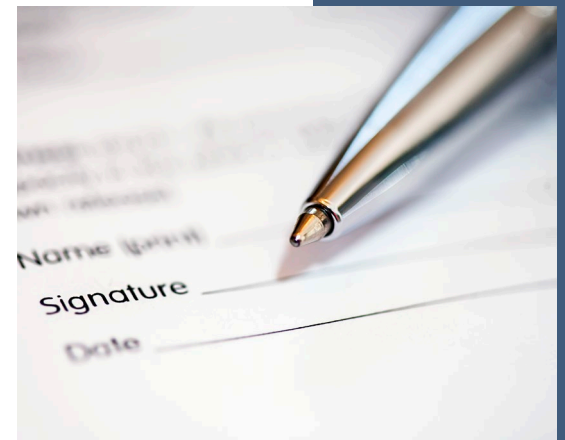
Please enter
your questions in
the Q&A



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Accepting Your Award

- Once an entity receives notification of a new award, Entity Users must take steps within JustGrants to assign key users to the new award and officially accept or decline the award.
- The Office of Community Oriented Policing Services (COPS Office) awards require two Authorized Representatives (AR) assigned to each award; both are required to accept the award.
 - Authorized Representative = Highest Ranking Government and Law Enforcement Executive
- NOTE: Accepting or declining an award can only be done through JustGrants.



Award Acceptance Overview



Notification



Assignment



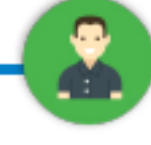
Accept or Decline



Entity Administrator (EA)



Application Submitter (AS)



Authorized Representative (AR)



Authorized Representative (AR)



Grant Award Administrator (GAA)



Financial Manager (FM)



Authorized Representative (AR)

Three Entity users are notified by email of award decisions. Notifications are sent to the users assigned to the submitted application.

The EA must assign these critical users and roles to every award. The award cannot be accepted until the EA has confirmed the assignments.

The AR will then follow steps to review the award document, including all award conditions, and accept or decline the award on behalf of their entity.

Award Acceptance Checklist

See [DOJ Award Acceptance Checklist](#)

Step 1. [Confirm or Assign Award Participants](#)

- The Entity Administrator (EA) will assign or confirm entity users—specifically an Authorized Representative (two for COPS Office awards), Financial Manager, and Grant Award Administrator.

Only the EA can complete this task, which is found on the EA's worklist.

Step 2. [Accept or Decline Award](#)

- After the Entity Administrator completes step 1, the assigned Authorized Representative(s) will see a task on their worklist to accept or decline the award.
- New Award: Appears with a case type of “Funded Award” and a case status of “Pending-Award Acceptance.”



Authorized Representative 1 must first accept or decline the award, then Authorized Representative 2 can accept or decline the award.

JustGrants User Roles

Entity Administrator



1 per entity

Manages users and assignments.

Authorized Representative



1 - 2 per application & award

Accepts or declines awards on behalf of an entity.

Application Submitter



1 - 3 per application

Completes and submits applications on behalf of an entity.



Grant Award Administrator

1 per award

Submits Performance Reports (PR), GAMs, and portions of the Closeout.



Alternate Grant Award Administrator

1 per award (optional)

Supports the Grant Award Administrator in completing programmatic requirements.



Financial Manager

1 per award

Certifies and submits the Federal Financial Reports (FFR).



Authorized Representatives

Common Authorized Representative Titles

FOR POLICE DEPARTMENTS

AR #1. **Law Enforcement Executives:** Chief of Police, Sheriff, and Commissioner (acting positions are acceptable)

AR #2. **Government Executives:** Mayor, City Manager, County Manager (for county agencies), and university president for campus police departments.

FOR STATE LAW ENFORCEMENT AGENCIES

AR #1. **Law Enforcement Executives:** Director of Public Safety, Attorney General, Colonel, Law Enforcement Director

AR #2. **Government Executives:** Governor, Commissioner, Executive Director

FOR TRIBAL AGENCIES

AR #1. **Law Enforcement Executives:** Chairman, Tribal Administrator, Chief of Police

AR #2. **Government Executives:** Judge, Tribal Administrator, Tribal President, Tribal Council Chairman

Award Status Stages

Case Status	Description
Pending-Award External Assignee	The Entity Administrator needs to assign a Grant Award Administrator, Financial Manager, and confirm the Authorized Representative on the award.
Pending-Award Acceptance	The Authorized Representative needs to electronically sign and accept or decline the award.
Pending-ASAP Entity Enrollment	New entities will need to register with the Automated Standard Application for Payments (ASAP). The steps to complete this process can be found at https://fiscal.treasury.gov/asap/
Pending-Account Creation	An ASAP Account is created for the award and forwarded to ASAP. The grantee must go into ASAP to confirm banking information. Once both steps are completed, the ASAP account is activated.
Pending-Active	The award is active. Performance Reports, Federal Financial Reports, Monitoring, daily ASAP authorizations and other post-award activities can occur at this stage before Closeout.

Award Owner's Manual (AOM)

- The Award Owner's manual contains the requirements, laws, regulations, and policies that apply to your award.
- Your agency will be responsible for implementing your award in compliance with the applicable terms, conditions, and regulations.
- More detailed guidance regarding any particular award requirement or your agency's specific circumstances can be requested through your COPS Office Grant Program Manager.



Terms and Conditions

- Five (5)-year implementation period.
- 36-month cumulative hiring requirement for each grant funded position.
- Following the three years of funding per awarded position, agencies must retain each CHP-funded position for a minimum of 12 months.





Funding Categories

- New hire positions
- Rehire scheduled to be laid off
- Rehire of previously laid-off position(s)

Unallowable Costs



Salaries and fringe benefits of existing locally funded officers, unless those officers are currently scheduled to be laid off on a specific future date



Overtime costs, severance pay, hazard pay

Salaries and fringe benefits for correctional officers

Salaries and fringe benefits for furloughed officers



Salaries and fringe benefits over and above an agency's entry-level salary and fringe benefits for officers

Salaries and fringe benefits for civilian or nonsworn personnel

Salaries and fringe benefits for part-time officer positions

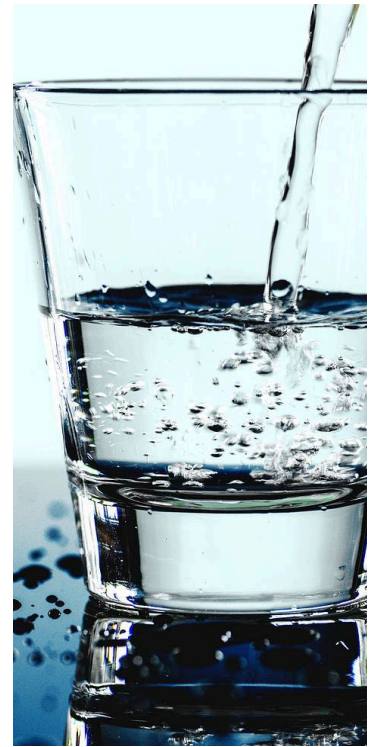


Supplanting Prohibition

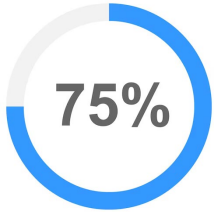
- Funds must be used to supplement, not replace, local funds (nonsupplanting).
- A recipient may not reduce its existing current fiscal year budget for sworn officers just to make use of the CHP award.
- Any budget cut must be unrelated to the receipt of CHP award funds to avoid a violation of the COPS Office statutory nonsupplanting requirement.

Agencies Operating Below Budgeted Strength

- Because of hiring and attrition realities, law enforcement agencies may experience rolling locally funded officer vacancies.
- As a result, agencies may hire officers to fill COPS Office–funded positions while they continue to fill locally funded vacancies.
- Agencies are encouraged to phase in the hiring of COPS Office–funded officers with officers who are hired to fill locally funded officer vacancies.
- Agencies that phase in the hiring of COPS Office–funded officers with locally funded officers should do so in proportion to the number of COPS Office–funded and locally funded officer vacancies.
- Although agencies may hire to fill both the locally funded and COPS Office–funded officer position vacancies, they must continue to hire officers to fill all locally funded officer position vacancies during the implementation of the CHP grant.



Cost Share (Match)



- CHP funding will cover up to 75 percent of the entry-level salary and fringe benefits for each approved position for a three-year funding period, based on the applicant's current entry level salary levels for full-time officers.



- A minimum 25 percent* local cost share or matching funds is required, which must be in the form of cash, unless a waiver is approved.
- Absent an approved matching funds waiver, the maximum federal share per officer position is \$125,000 over the three-year period (not \$125,000 per year) and any additional costs exceeding entry level salaries and fringe benefits will be the responsibility of the recipient agency.



***NOTE:** The local cost share or matching funds requirement may be higher than 25 percent. For example, if salary and fringe for an entry-level officer totals \$190,000 over three years, the CHP award will cover only \$125,000 and the recipient agency will be responsible for the remaining amount: \$65,000, or 34% of the \$190,000 award, unless a local match waiver is granted.

Background Investigations

- Officers hired with CHP funding must be subject to a background investigation.
- See FY 2024 TRGP-Hire, CHP, AHTF, and CAMP External Background Investigations FAQs (usdoj.gov).

Who qualifies as an SRO on a CHP award?

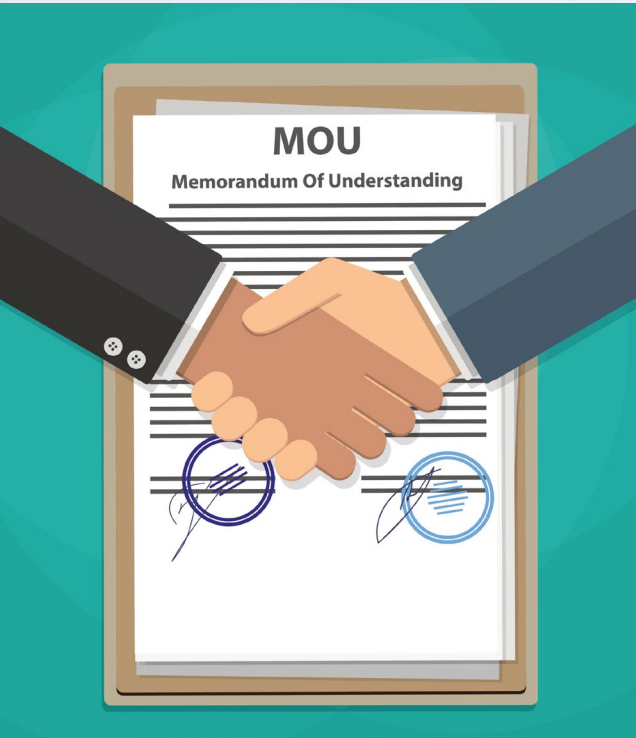
- A career law enforcement officer, with sworn authority, deployed in community-oriented policing, and assigned by the employing police department to a local educational agency.



SRO-specific requirements

- Develop a memorandum of understanding (MOU) between the law enforcement agency and the school partner(s)
- COPS Office-funded SRO(s) are required to complete a NASRO 40-hour basic training course

SRO MOU Requirements



Your agency's MOU must contain the following information.

1. The purpose of the MOU
2. Clearly defined roles and responsibilities of the school district and the law enforcement agency, focusing officers' roles on safety.
3. Information sharing
4. Supervision responsibility and chain of command for the SRO
5. Signatures and dates



IMPORTANT NOTES:



See [School Resource Officer Memorandum of Understanding Fact Sheet \(usdoj.gov\)](https://www.usdoj.gov).

SRO Training Requirements

- COPS Office–funded SRO(s) are required to complete an SRO 40-hour basic training course from list of National Association of School Resource Officers (NASRO) approved providers.
- Training must be completed no later than nine months after the date shown on the award congratulatory letter or six months from the SRO hire date, whichever comes first.
- If a COPS Office–funded SRO leaves the recipient agency after completing the training, the recipient agrees to pay for the new SRO, who is assigned to backfill this position, to attend a 40-hour basic training course.

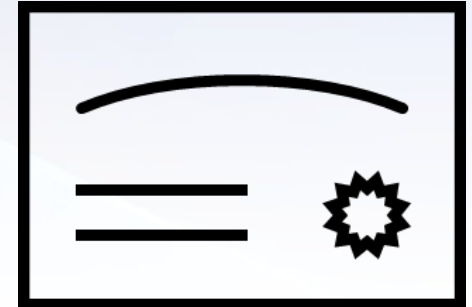


SRO Training Requirements *cont'd*

- The new SRO must complete the training no later than nine months after being placed in the school.
- If the officer has completed 40-hour basic training within the last 12 months prior to the award date, the condition has been fulfilled. Any longer than 12 months will require the officers to retake the course.
- The agency must coordinate with the training provider if they want funds to cover registration and travel costs.



- A list of all upcoming classes and locations are available on the NASRO website course calendar found at: <https://www.nasro.org/events/>
- COPS Office covers NASRO's class registration cost (\$495) and SRO travel costs up to \$1000.
- All class and travel arrangements are handled through NASRO.



Performance Reporting Requirements



Performance Reports

- Your agency will be required to submit semiannual performance reports.
- This is where you will report the date that each COPS Office–funded officer position was filled as well as the current status of the implementation of your award.

Table 1. Due dates of performance reports by semiannual dates

Reporting period	Due date of report
Oct. 1 – Jan. 31	Mar. 1
Feb. 1 – Jul. 31	Aug. 30



Financial Reporting Requirements

Federal Financial Report (FFR) SF-425

- Your agency is required to submit quarterly Federal Financial Reports using Standard Form 425 (SF-425) within 30 days after the end of each calendar quarter.
- This report reflects the actual cumulative federal expenditures incurred during the funding period and the remaining unobligated balance of federal funds.

Table 2. Due dates of SF-425 by quarter

Reporting period	Due date of report
Jan. 1 – Mar. 31	Apr. 30
Apr. 1 – Jun. 30	Jul. 30
Jul. 1 – Sep. 30	Oct. 30
Oct. 1 – Dec. 31	Jan. 30

Important Reporting Reminder

- All reports must be submitted within the deadlines given to avoid suspension or possible termination of award funds or other remedial actions.
- Failure to submit required reports may also impact future funding opportunities.



Grant Award Modifications (GAM)



Have your agency's needs or circumstances changed?

Grant Award Modifications (GAM) *cont'd*

The purpose of a Grant Award Modification (GAM) is to update award details, modifying key facts or details about the award.



GAMs can be created to extend the project period, update the project scope, seek approval of programmatic costs, or modify the budget.



If you determine that your agency will need to change hiring categories, reduce the total number of positions awarded, or make other changes to the entry-level salary and benefit amounts or categories, please notify the COPS Office Grant Program Manager.



All GAMs are started in the same basic way, but each has specific fields and sub-types depending on the information needed for the specific type of GAM.

Project Period Extension GAMs

A project period extension GAM is used to extend a funded award's length.

Project period extension GAMs may be submitted by the Grant Award Administrator to request an extension to the project period.

Please refer to the **Grant Award Modifications Job Aid** located on the **JustGrants website** (<https://justicegrants.usdoj.gov/>) for help initiating a Project Period Extension GAM

Project Period Extension GAMs are the most common GAM type for CHP awards.

Programmatic GAMs

Programmatic cost GAMs

- Used to obtain prior approval for changes with programmatic costs and activities
- Used to obtain prior approval for consultant rates in excess of the consultant rate threshold

Scope change GAMs

- Used alter programmatic activities

Financial GAMs

Budget Modification GAMs

- Used to modify an approved budget to reallocate funds among budget categories.
- The original award amount may not be increased by this process.

Budget Reduction GAMs

- Used to reduce the amount of Federal funding (e.g., to decrease the number of awarded grant-funded positions)

Initiating a Payment Request (in ASAP)

Initiate Payment Request

1. Log in to ASAP.gov
2. Mouse over the “Payment Requests” tab
3. Scroll down and select “Initiate Payment Requests (PR)”



Note:

All DOJ-related ASAP accounts will be temporarily suspended the last three business days of the month to carry out required account reconciliation activities. Grantees that attempt to drawdown in ASAP will receive the following message, “**Error 839: No accounts found matching criteria**” and will not be able to request drawdowns during this period.

Closeout Process

At the end of your agency's award period, the COPS Office is responsible for the closeout of your award. As part of this process, the COPS Office requires documentation demonstrating that your agency has met all the financial and programmatic requirements of the award.

Your agency is required to submit the following within 120 days of the end of the award period:



- A Final Performance Report and;
- A final Federal Financial Report (SF-425)



You will have a 120-day period after the award end date during which you can drawdown funds for eligible expenditures incurred before the award end date.



Closeouts are automatically generated in JustGrants one day after the grant end date or automatically if an award is declined. Closeouts are automatically submitted 121 days after the end date of the grant.

Financial Reconciliation

- At the conclusion of your award, it is possible that your agency may have award funds remaining in your (ASAP) account because of a cost savings experienced during the award period.
- Your agency should review its records carefully to ensure that it draws down and expends only the amount required for actual costs incurred during the award period.
- Any unobligated or unspent funds should remain in your account and will be deobligated during the closeout process.





Retention Requirement

- CHP funding will support three years of officer or deputy salaries within a five-year period of performance to accommodate time needed for recruitment and hiring.
- Agencies must retain each CHP-funded position for a minimum of 12 months following the three years of funding for that position.
- Your agency may not use federal funding from other COPS Office awards to retain positions awarded under a previous COPS Office hiring award.



Hiring Incentives
for Recruitment

Recruitment and Retention

Recruitment, hiring and retention of the best law enforcement officers is critical for a safe, thriving community. A diverse and inclusive agency workforce that reflects the community residents leads to increased trust, collaboration, and transparency. The COPS Office is working with other DOJ components and the Administration to help agencies evolve their recruitment and hiring process through new initiatives, policy changes and best practices implemented by innovative agencies.



Community Collective: Innovation in Recruitment & Retention

International Association of Chiefs of Police (IACP) Resources

- Community Collective: Innovation in Recruitment & Retention
 - A secure online community for CHP sites to foster peer-to-peer collaboration
 - Will house resources from the IACP and COPS Office, webinar recordings, and shared resources from CHP sites
- Upcoming Resources
 - Discover Policing
 - Recruitment and Retention Toolkit
- Contact Us: recruitmentretention@theiacp.org

[Award Owner's Manual \(AOM\)](#)

[CHP Post-Award Fact Sheet](#)

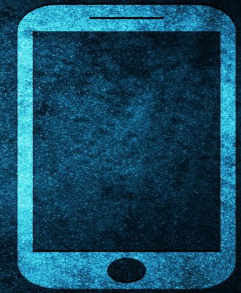
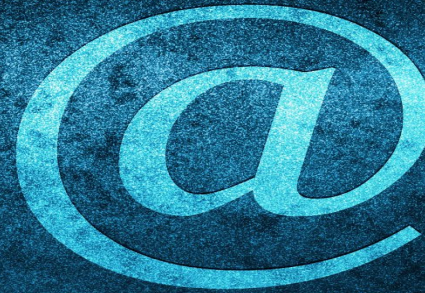
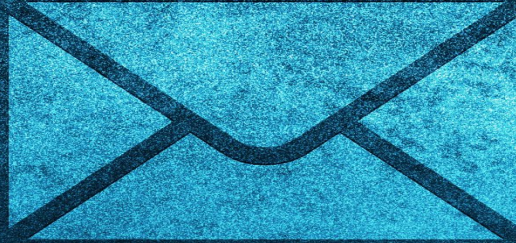
[Background Investigation FAQs](#)

[SRO MOU Fact Sheet](#)

[SRO Mandatory Training Fact Sheet](#)

[Grant Award Modification Job Aid](#)

[SF-425 \(FFR\) Fact Sheet](#)



Contact Information

For General Questions or Information:

COPS Office website:

<https://cops.usdoj.gov/>

COPS Office Response Center email:

AskCopsRC@usdoj.gov

COPS Office Response Center phone:

1-800-421-6770

For help with JustGrants:

JustGrants helpdesk email:

justgrants.support@usdoj.gov

JustGrants helpdesk phone:

833-872-5175

For help with ASAP:

ASAP helpdesk email:

Asaphelpdesk@fiscal.treasury.gov

ASAP helpdesk phone: 800-458-0786

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Visit <https://cops.usdoj.gov/> for the latest COPS Office updates and resources.



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Common Questions—SROs

- **Can grant-funded SROs work outside of their SRO assignments?**

Yes. School resource officer positions funded under CHP are required to work a minimum of 75% of their time in the school, supporting the approved CHP Purpose Area. The officer can be assigned to special projects and paid under the grant, as long as those activities continue to enhance your community policing efforts. Note: Overtime expenses are unallowable under the COPS Hiring Program.



- **Can a seasoned officer be assigned to a newly created SRO position?**

Yes, you can place a seasoned officer to the SRO position; you will then be required to backfill that position with an entry level salaried COPS Office–funded officer.

- **If we place a seasoned officer in the SRO position and backfill the position, is the hire date the same as the date an SRO was assigned or the date of the backfill?**

No. The hire date will be the date the new hire officer backfilled the position.



- **What is the maximum amount of award funds that may be drawn down in a specific time frame?**

Recipients should request funds based upon **immediate disbursement or reimbursement requirements**. Funds will not be paid in a lump sum, but rather disbursed over time as project costs are incurred or anticipated.

Drawdown requests should be timed to ensure that Federal cash on hand is the minimum needed for disbursements or reimbursements to be made immediately or within 10 days. If not spent or disbursed within 10 days, funds must be returned to the COPS Office.

- **How often can drawdowns be requested?**

There are no limitations on how often your organization may request reimbursements; however, your reimbursement requests should cover a specific time frame and include only costs that were approved in the award package. As a general guideline, most organizations request reimbursement on a monthly or quarterly basis. Also, please note that a date range for a reimbursement request can only be used once.

- **Does the 36-month funding period for an officer or deputy salary have to be consecutive? We hired an officer who resigned after three months. If it takes three months to fill that position again, does the 36 months pause until we hire to fill that position again, or do we lose out on three months of funding?**



Funding under this program supports **three years of officer or deputy salaries within a five-year period of performance** to accommodate time needed for recruitment and hiring. Agencies are required to fill the grant-funded position for a term of 36 months. If a position funded by the CHP award becomes vacant during the performance period, your agency is required to take active and timely steps consistent with your agency's hiring policies and procedures to fill the position with a new officer to complete the remainder of the 36-month term.



- **We were awarded two additional officers through the COPS Office hiring grant. We are currently down four officers total (before the two additional we were awarded). Do we need to fill the four local vacancies before we hire the two grant funded positions?**

No. Agencies may hire officers to fill COPS Office–funded positions while they continue to fill locally funded vacancies. Agencies are encouraged to phase in the hiring of COPS Office–funded officers with officers who are hired to fill locally funded officer vacancies. Agencies that phase in the hiring of COPS Office–funded officers with locally funded officers should do so in proportion to the number of COPS Office–funded and locally funded officer vacancies. Although agencies may hire to fill both the locally funded and COPS Office–funded officer position vacancies, they must continue to hire officers to fill all locally funded officer position vacancies during the implementation of the CHP grant.

THANK YOU!



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