

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

COPS Hiring Program (CHP) Informational Webinar for FY23 Award Recipients

May 29, 2024, 1:00 – 2:00 p.m. EDT



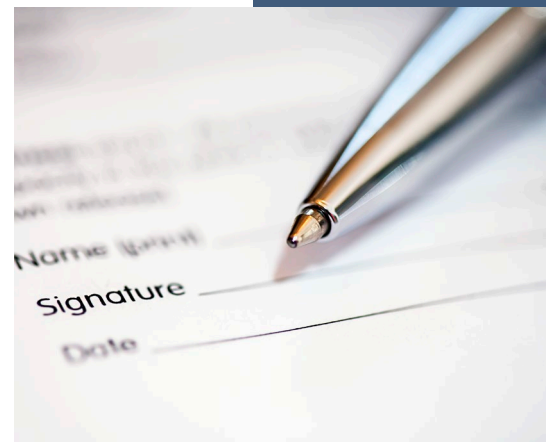
COPS
Community Oriented Policing Services
U.S. Department of Justice

Questions?

PLEASE ENTER
YOUR QUESTIONS
IN THE Q&A

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) awards require two Authorized Representatives (ARs) 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.





Accepting Your Award

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 Owner's Manual (AOM)

- The Award Owner's manual contains the requirements, laws, regulations, and policies that are applicable 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 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.



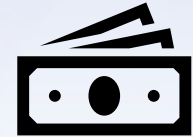
Funding Categories

- 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 (non-supplanting).
- 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 non-supplanting requirement.

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 has been granted.*

Background Investigations

- Officers hired with CHP funding must be subject to a background investigation.
- See FY 2023 TRGP-Hire, CHP, AHTF, and CAMP External Background Investigations FAQs (usdoj.gov).

Who qualifies as an SRO on a CHP award?

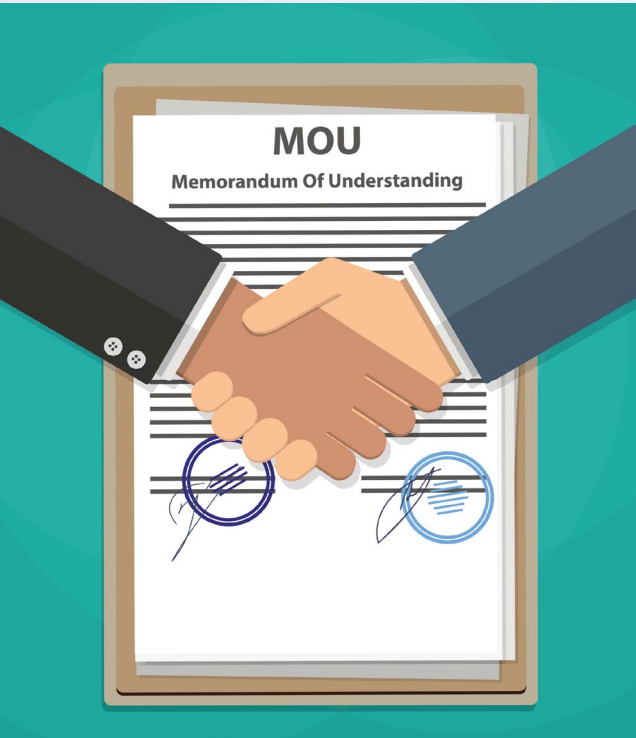
- A career law enforcement officer, with sworn authority, deployed in community-oriented policing, and assigned by the employing police department to a local educational agency.



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.



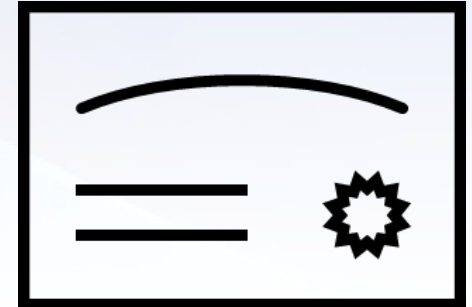
SRO Training Requirements *cont'd*

- 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.



SRO Training Continued

- 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 semi-annual 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 in order 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 the needs or circumstances
of your agency 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 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.

Grant Award Modification

Job Aid Reference Guide

Programmatic Cost GAMs

- Used to gain prior approval for changes with programmatic costs and activities.
- Used to change the awarded hiring categories.

Scope Change GAMs

- Used to 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., used to decrease the number of awarded grant funded positions)

Initiating a Payment Request (in ASAP)

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

Initiate Payment Request



The screenshot shows the ASAP.gov website interface. The top navigation bar includes links for Home, Enrollments, Payment Requests, Agency Functions, Reports, Inquiries, Help, and Log Off. The 'Payment Requests' tab is highlighted with an orange circle labeled '2'. A dropdown menu is open under this tab, listing various actions. The 'Initiate Payment Requests (PR)' option is highlighted with an orange circle labeled '3'. In the top right corner, the text 'Recipient PR' is visible. At the bottom right of the dropdown menu, there is a notification: '4 notifications awaiting review'.

Note:

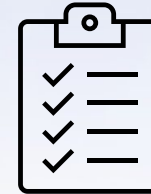
All DOJ-related ASAP accounts will be temporarily suspended the last three business days of the month to carry out required account reconciliation activities. Grantees that attempt to drawdown in ASAP will receive the following message, “**Error 839: No accounts found matching criteria**” and will not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

Your agency is required to submit:

- A Final Performance Report and;
- A Final Federal Financial Report (SF-425) within 120 days after the end of the award period.



****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 due to 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.

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

[CHP Post-Award Fact Sheet](#)

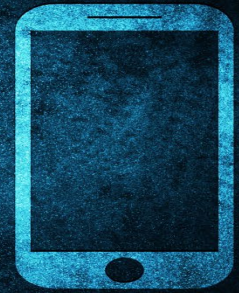
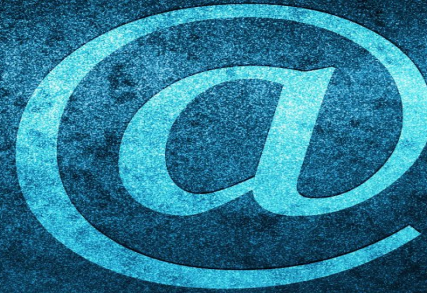
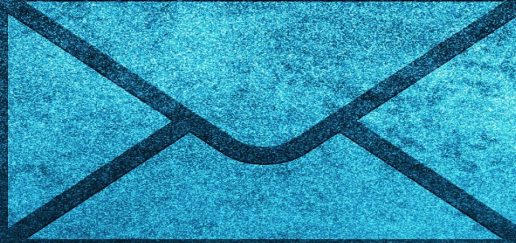
[Background Investigation FAQs](#)

[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 Web Site:

<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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THANK YOU!



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