



FY24 COPS Hiring Program (CHP)

Pre-Award Frequently Asked Questions (FAQ)

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Overview and Eligibility

Q. What is the purpose of the COPS Hiring Program (CHP)?

A. The goal of the COPS Hiring Program is to provide funding directly to law enforcement agencies to hire and/or rehire additional career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts. Anticipated outcomes of CHP awards include engagement in planned community partnerships, implementation of projects to analyze and assess problems, implementation of changes to personnel and agency management in support of community policing, and increased capacity of agencies to engage in community policing activities.

Q. Who is eligible to apply for funding?

A. All state, local, territorial, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within the jurisdiction served.

This is a competitive, discretionary program.

Q. How long is the award period for CHP?

A. CHP is a five-year award (60 months), with federal funds provided for three years for each officer funded.

Q. Is there a cost share or matching funds requirement under CHP?

A. Yes. 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. See the “Maximum Federal Share and Local Cost Share or Matching Funds” section for additional information.

Q. Is there a nonsupplanting requirement for this program?

A. Yes. The nonsupplanting requirement is a legal requirement in the Public Safety and Community Policing Act, which is the COPS Office’s authorizing statute. The nonsupplanting requirement means COPS Office award funds must be used to supplement (not replace) state, territorial, local, or Bureau of Indian Affairs (BIA) funds that would have been dedicated toward law enforcement if federal funding had not been awarded. As it applies to your agency’s CHP award, recipients must not reduce the level of state, local, or BIA funding that would have been dedicated toward sworn officer positions as a result of receiving federal funding. Requests may be made only for positions that are not otherwise budgeted with state, territorial, local, or BIA funds and that would not be funded in the absence of the CHP award.

Q. What is the formula for disbursing these CHP awards?

A. CHP is not a “formula” program. All applications will be reviewed based on their answers to the fiscal health questions, crime statistics, community policing strategy, and other relevant factors determined by the COPS Office. Awards will be made on a competitive basis.

Q. How much funding is anticipated to be awarded under CHP and how many awards does COPS expect make under CHP in FY24?

A. More than \$139 million is anticipated to be awarded under CHP through an estimated 250 awards in FY24.

Q. Are there priority focus areas in FY24 CHP?

A. Yes. Additional consideration in the application review process will be given to applicants that propose a community-based approach to the following problem/focus areas: Building Legitimacy and Trust, Violent Crime/gun Violence, and Combating Hate and Domestic Extremism, and Police-Based Response to Persons in Crisis. If awarded CHP funding, recipients that chose any of these specific community policing problem areas will not be allowed to change the problem area post-award.

Additional consideration will also be given to applicants that meet any of the following criteria:

- **Persistent Poverty:** Applicants in an area with persistent poverty.
- **Preventing Radicalization of Personnel:** Applicants seeking support for screening and counseling programs to identify and prevent the radicalization of applicants and personnel who endorse violent and hateful extremist movements.
- **Community-Based Hires:** Applicants that commit to recruiting officers from the community in which they will serve.
- **Community-Based Officer Relocation:** Applicants that commit to recruiting officers who are willing to relocate to areas characterized by fragmented relations between police and community residents or to areas of high crime.
- **Diversity Training:** Agencies that require evidence-based cultural sensitivity training for officers.

- **Safe Harbor:** Applicants in states with certain anti–human trafficking laws that treat minors engaged in commercial sex as victims (referred to as “safe harbor” laws) and permit individuals to vacate arrest or prosecution records for nonviolent offenses as a result of being trafficked.
- **Catastrophic Incident:** Applicants that experienced an unanticipated catastrophic event or Attorney General–declared area in crime-related crisis.
- **Hiring Veterans:** Applicants that commit to hiring at least one military veteran.
- **Rural Designation:** Applicants from rural areas
- **Agency Not Funded in FY23:** Applicants that did not receive a CHP award in FY23.

In addition, responses to the list of questions related to the activities outlined in the Federal Priorities for Policing Inventory will help the U.S. Department of Justice evaluate the possibility for priority consideration, where appropriate, and identify potential gaps in training and technical assistance.

Q. When will CHP awards be announced?

- A.** It is anticipated that awards will be announced on or after September 30, 2024. Any public announcements will be posted on the [COPS Office website](#).

Q. May our agency request funding under CHP if we have an active COPS Office hiring award for sworn officer positions?

- A.** Yes. Agencies with an active COPS Office hiring award are not disqualified from applying for a CHP award, but the CHP-funded position(s) must be over and above the number of officer positions funded in the agency’s local budget and under any other COPS Office hiring award.

Note: Recipients may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice award.

Application Process and Requirements

Q. What is the application process?

- A.** CHP applications are a two-part process. Applicants will submit the Application for Federal Assistance (SF-424) and the Disclosure of Lobbying Activities (SF-LLL) Grants.gov and the full application, including attachments, in JustGrants. For further guidance and resources, read the solicitation document carefully, access the [DOJ Application Submission Checklist](#) and see the [JustGrants Application Submission training page](#).

Note: Active registration with the System for Award Management (SAM) database is required in order to register for Grants.gov. Go to [SAM.gov | Entity Registrations](#) for additional information.

Q. What am I required to submit in the application?

- A.** In addition to the Application for Federal Assistance (SF-424) and the Disclosure of Lobbying Activities (SF-LLL) submitted in Grants.gov, applicants will be required to submit the application in JustGrants that consists of a series of questions and a budget worksheet with accompanying narrative justifications. The complete list of questions is located [COPS Hiring Program \(CHP\) | COPS OFFICE \(usdoj.gov\)](#). Applicants are encouraged to read through the online application questions in advance to ensure sufficient time to prepare answers to the questions.

See the CHP solicitation at [COPS Hiring Program \(CHP\) | COPS OFFICE \(usdoj.gov\)](#) for a complete list of required and optional attachments.

Q. I found the application on Grants.gov but the “Apply” button is not active.

- A.** If the “Apply” button is greyed out, it means the person who logged in has not been given the rights to apply on behalf of the organization in Grants.gov. Contact your organization’s Grants.gov E-Biz POC. That person may need to assign you a role, add you to a workspace, or authorize you to create a workspace.

Q. How do I complete the Disclosure of Lobbying Activities (SF-LLL) form?

- A.** All applicants must complete and submit the Disclosure of Lobbying Activities (SF-LLL) form in Grants.gov. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields. Applicants that expend any funds for lobbying activities must provide the information requested in the SF-LLL.

Q. When are applications due under CHP?

- A.** Applicants are urged to begin the application process in Grants.gov as soon as your agency believes it will apply for CHP funding.

The Application for Federal Assistance (SF-424) and the Disclosure of Lobbying Activities (SF-LLL) must be submitted in Grants.gov by 4:59 p.m. ET on June 6, 2024.

The complete application package must be submitted in JustGrants by 4:59 p.m. ET on June 12, 2024.

Note: Hard copy or emailed applications will not be accepted.

Q. Should any documents be printed in preparation to complete the CHP application?

- A.** Hard copy applications are not accepted. However, applicants may print the solicitation to review the solicitation and required questions and, if applicable, the attachments. A PDF version of the solicitation may be found on the [CHP page](#).

Q. Is CHP subject to subject to Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs?

- A. Yes. CHP is subject to E.O. 12372, “Intergovernmental Review of Federal Programs,” which requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state single point of contact (SPOC) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs (<https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf>) to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 that refers to EO 12372.

Q. What is the budget submission process?

- A. Applicants will first enter the estimated federal and local budget request on the SF-424. The federal amount should not exceed \$125,000 per requested officer, and the local share must be at least 25 percent of the total cost. Applicants must also complete the web-based budget worksheet form in JustGrants. No separate budget narrative is required. It is important to enter accurate information in the budget worksheet, as the information provided will be used to determine the amount of your CHP grant, if awarded.

Budget requests may be made in the following categories:

- Sworn Officer Personnel
- Fringe Benefits

In the JustGrants budget, enter the number of officers you are requesting, then provide the current entry-level salary and fringe benefits for one full-time sworn officer. The total request will calculate automatically.

The local cost share or matching funds will calculate automatically once the overall salary and fringe rates are entered. There is a minimum local cost share or matching funds requirement of 25 percent. The local cost share or matching funds requirement may exceed 25 percent if the entry-level salary and fringe costs total more than \$167,000 over three years.

Allowable Activities and Costs

Q. What may my agency request funding for under CHP?

- A. FY24 CHP awards will cover up to 75 percent of the entry-level salary and fringe benefits for each approved position for a three-year period, based on the applicant’s current entry-level salary for full-time officers. There is a *minimum* 25 percent local cost share or matching funds requirement, which must be in the form of cash, unless a waiver is approved. The maximum federal share per officer position is \$125,000 over the three-year period (not \$125,000 per year) unless a local cost share or matching funds waiver is approved. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the recipient agency.

Funding under this program 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 12 months following the three years of funding for that position. The additional officer positions should be added to your agency's law enforcement budget with state and/or local funds over and above the number of locally funded officer positions that would have existed in the absence of the award. Absorbing CHP-funded positions through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

Funding under this program may be used to hire or rehire career law enforcement officers in the following categories:

- Hire new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to your current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official award start date on the notice of award.
- Rehire officers laid off by any jurisdiction as a result of state, territorial, local, or BIA budget reductions. The rehired officers must be rehired on or after the official award start date on the notice of award. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.
- 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, territorial, local, or Bureau of Indian Affairs budget reductions. Recipients will be required to continue funding the positions with local funding until the date(s) of the scheduled layoffs. The dates of the scheduled layoffs and the number of positions affected must be identified in the CHP application. The recipient may rehire the officers with CHP funding on or immediately after the date of the scheduled layoff. Unless required by a recipient jurisdiction, the agency is not required to formally complete the administrative steps associated with the layoff of the individual officers it is seeking to rehire so long as the agency can document that a final, approved budget decision was made to lay off those individual officers on the identified layoff date. Documentation must be maintained detailing the dates and reason(s) for the layoffs. Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled layoffs are occurring for local economic reasons unrelated to the availability of CHP award funds; such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the layoffs, budget documents ordering jurisdiction-wide budget reductions, and/or notices provided to the individual officers regarding the layoffs.

Note: An applicant may request funding in one or more of the above-referenced hiring categories under CHP. If an application is approved for funding, the notice of award will specify the number of positions approved in each category. Once awarded, recipient agencies may not move funded positions between the hiring categories without receiving written prior approval from the COPS Office.

All items other than entry-level personnel costs (salaries and fringe benefits), as described in the solicitation, are considered unallowable under CHP. Therefore, requests for equipment, training, uniforms, vehicles, and indirect costs are not permitted under CHP.

In addition, the following personnel costs are unallowable:

- Salaries and fringe benefits of existing locally funded officers, unless those officers are currently scheduled to be laid off on a specific future date
- 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
- Salaries and fringe benefits for furloughed officers
- Overtime costs
- Severance pay
- Hazard pay

This is not an exhaustive list, and items not listed above will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's CHP project. All requests must contribute directly to the specific purpose of the award project and relate to the appropriations language enacted for FY24.

Q. Is there a limit to how many officers an agency can request?

- A.** Yes. Requests will be capped at 20 percent of actual sworn force, with a maximum of 50 officers for any agency. For example, agencies with an actual sworn force of 30 will be allowed to request up to 6 positions. Agencies with fewer than 10 officers may request one position.

Q. May CHP funding be used to pay for officer overtime or eliminate officer furloughs?

- A.** No. CHP funding may only be used to hire and rehire full-time law enforcement officers in order to increase law enforcement agencies' community policing capacity.

Q. May CHP funding be used to fill sworn officer positions that are vacant at the time we apply for CHP funding?

- A.** No. Officers funded with CHP funds must be in addition to any officers funded in your agency's local budget. However, CHP funding may be used to fill vacant sworn officer positions if the positions are unfunded in the law enforcement budget (i.e., if state, territorial, local, or BIA funding has not been budgeted to pay for the salary and benefits costs of the positions) because of a hiring freeze or budget reductions due to local fiscal distress.

Q. How does the COPS Office define a "career law enforcement officer?" Does this include sworn jail or correctional officers?

- A.** The COPS Office statute defines a "career law enforcement officer" as an officer hired on a permanent basis who is authorized by law or by a state, territorial, or local public agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. 34 U.S.C.

§10389(1). CHP only funds sworn officer or deputy positions who are first responders to calls for service. The State of Alaska, and any Indian tribe or tribal organization in that State, may also use hiring funds for village public safety officers defined as “an individual employed as a village public safety officer under the program established by the State pursuant to Alaska Statute 18.65.670. Tribal Law and Order Act of 2010, Pub. L. 111-211, title II, § 247 (a)(2).”

Sworn jail or correctional officers are not funded through this program.

Q. Is there a retention requirement for offices hired under CHP??

- A.** Yes. All applicants are required to affirm that their agency plans to retain all officer positions awarded, following three years of federally funded salary, for at least 12 months and to identify their planned source(s) of retention funding. The retention period may begin during the five-year period of performance of the award and may extend beyond the end date of the award. Agencies that do not plan to retain all officer positions under this award program at the time of application are ineligible to apply for CHP funding. The retention requirement cannot be satisfied through attrition. The retained CHP-funded officer positions should be added to your agency’s law enforcement budget with state and/or local funds for at least 12 months over and above the number of locally funded officer positions that would have existed in the absence of the award. At the conclusion of federal funding, agencies that fail to retain the additional officer positions awarded under the CHP award for a period of 12 months may be ineligible to receive future COPS Office awards for a period of one to three years.

Q. What documentation does my agency need to maintain in the event of an audit or monitoring site visit to demonstrate compliance with the retention requirement?

- A.** Your agency should maintain documentation demonstrating its intent to retain the CHP-funded officer positions, the anticipated funding source(s), the employment dates for each officer position funded under the CHP award, and the date each officer position started the retention period.

Q. How are fringe benefits defined under CHP?

- A.** Fringe benefits typically covered by the applicant agency, as specified in agency personnel and salary policies or contractual agreements, and allowable under 2 C.F.R. 200, will be allowed. Examples of allowable fringe benefits include Social Security, Medicare, insurance (life, health, dental, etc.), shift differential, retirement plans, and holiday pay.

The following are considered unallowable costs under CHP: **overtime costs, training, equipment (e.g., uniforms, weapons, or vehicles), severance pay, and hazard pay.** If your agency pays those benefits for locally funded officer positions, your agency will be required to use local funds to do so for CHP-funded officer positions.

For agencies that do not include fringe benefits (e.g., vacation, holiday, shift differential) as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included with personnel costs. Any fringe benefits that are already included as part of the agency’s base salary should not be repeated in the separate fringe listing.

Shift differential pay is a premium hourly rate paid for those hours that are not considered normal day work hours as defined by your agency. Typically, shift differential pay is for the hours worked outside of normal day work hours, where the majority of hours worked are from 3:00 p.m. of one day until 8:00 a.m. of the following day. This would include the evening shift, midnight shift, overlap shift or power shift, or any other designated shift between those hours that would qualify for the shift differential pay as defined by your agency and/or a contractual or union agreement. Overtime beyond any defined shift work hours is an unallowable cost under FY24 CHP.

Q. How do I determine the health care and fringe benefits costs for my agency?

A. An agency should contact its human resources/benefits office to help determine their costs for healthcare and fringe benefits.

Q. May CHP award funds be used to pay the salaries and benefits of officer recruits while they are in the academy, prior to being sworn in?

A. Yes. An agency may use CHP funding to pay the CHP-funded positions while in the academy if it is the standard practice of the agency to do so with locally funded recruits. To comply with the nonsupplanting requirement, the agency should hire the recruits post-award.

Q. How should an agency calculate the first-year salary and benefits package of officers who will be recruits promoted to sworn officer positions, given that a recruit and sworn officer fall under different pay and benefit levels?

A. The first-year salary and benefits package should cover the “blend” of both the recruitment academy and the post-graduation amounts, with the sworn officer salary and benefits amount used to cover the salary and benefits of the officer post-graduate.

Q. Are indirect costs allowable under the CHP award?

A. No. CHP funding may not be used for indirect costs. CHP only pays for approved entry-level salaries and fringe benefits of full-time sworn officers over three years.

Q. May CHP funding be used to retain officers hired under other COPS Office hiring programs?

A. No. CHP funding may not be used to comply with the retention requirement of your other COPS Office hiring awards. Instead, your agency must use state, local, or tribal funding to retain the COPS Office- funded positions for the required retention period following the conclusion of the award period. In addition, the retained officer position(s) must be over and above your agency’s locally funded sworn force and any full-time sworn positions awarded under the CHP award.

Q. Are School Resource Officers (SROs) allowable under CHP?

A. Yes. SROs are allowable under CHP, but must fall under the hiring categories in “What may my agency request funding for under CHP?”

Q. How do you define a School Resource Officer (SRO)?

A. See the [SRO Guiding Principles](#) for the definition and roles of an SRO.

Q. May I apply for both SRO positions and non-SRO positions?

A. Yes. Applicants can request a combination of SRO and non-SRO positions.

Q. Are there any other application requirements if my agency wants to request CHP funds to hire SROs?

A. Recipients awarded CHP funding to hire and/or deploy SRO(s) into schools will be required to submit to the COPS Office a signed memorandum of understanding (MOU) between the law enforcement agency and the school partner(s) within 90 days of the start date of the award, and before expending or drawing down funds under the award. An MOU is not required at time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be uploaded as an attachment under the Section in JustGrants titled “MOUs and Other Supporting Documents.”

The MOU must contain the following: the purpose of the MOU; clearly defined roles and responsibilities of the school district and the law enforcement agency, with officers’ roles focusing on safety, information sharing, supervision responsibility, and chain of command for the SRO; and signatures. The MOU is an agreement among parties that defines the roles and responsibilities of the individuals and partners involved, including SROs, school administrators, law enforcement and education departments, students, and parents. The MOU should explicitly state the proposed programs and daily activities that the SRO will develop and/or administer. It should also address the policies and procedures and the extent to which information will be shared between the law enforcement agency and school or school district partners throughout the course of the award. The MOU should be signed by the law enforcement executive and designated representative for the school or school district who has general educational oversight within that jurisdiction.

Please refer to the MOU fact sheet at <https://cops.usdoj.gov/chp> for a full description of the MOU requirements, and to the [SRO Guiding Principles](#) for more information.

Note: Applicants requesting funding for SROs should enter in contact information for each school partner where the SROs will be deployed, if known at time of application. This information is not required at the time of application but will be required for any agency awarded CHP funding for officers to be deployed as SROs.

Q. Are there mandatory training requirements for SROs?

A. Yes. COPS Office–funded SROs are also required to complete a 40-hour SRO basic training course from any of a list of COPS Officer 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. The new SRO must complete the training no later

than nine months after being placed in the school. If the officer has completed the 40-hour basic training within the last 12 months prior to the award date, the condition has been fulfilled. Any gap longer than 12 months will require the officer(s) to retake the course.

Q. Are new-hire officer positions required to be military veterans under CHP?

A. No. Under FY24 CHP, new-hire officer positions are not required to be military veterans. However, because the COPS Office supports the priority to hire military veterans whenever possible, applicants who commit to hiring or rehiring at least one military veteran under CHP will receive additional consideration for FY24 CHP funding. These military veterans may be in any of the three hiring categories described under “What may my agency request funding for under CHP,” not just new hires.

Q. How do you define a military veteran?

A. Under the CHP solicitation, a military veteran is defined as a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

Hiring/Layoff Guidance

Q. If my agency receives CHP funding to rehire officers who were laid off at the time of our application, do we need to maintain documentation in the CHP award file regarding the layoffs?

A. Yes. Your agency should keep a record of the date(s) the officers were laid off and the date(s) the positions were rehired with CHP funding in your award file for future monitoring or audit purposes. Please note that CHP funding is based on your agency’s entry-level salary and benefits package and that any additional costs beyond entry-level for rehired officers are the responsibility of your agency.

Q. If my agency is awarded CHP funding to rehire officers who were laid off, when may we rehire those officers?

A. Your agency may rehire the officers on or after the official award start date. In addition, your agency should maintain documentation showing the date(s) that the positions were laid off and rehired.

Q. If my agency receives CHP funding to rehire officers that are scheduled to be laid off on a specific date in the future, do we need to maintain documentations in the CHP award file regarding the layoffs?

A. Yes. Your agency must keep documentation in your award file for future monitoring or audit purposes that shows the following:

- The dates of the scheduled layoff(s)
- The number of officers scheduled to be laid off
- The number of officers rehired with CHP funds

- The date of the rehire(s)
- The reason(s) for the scheduled layoff(s)

Only layoffs that will occur for reasons unrelated to the receipt of CHP funds may be rehired with CHP funds.

Q. What kind of documentation may be helpful to demonstrate that the layoff(s) is not related to the receipt of CHP funds?

- A.** Any records showing that the layoff(s) occurred as a result of state, territorial, local, tribal, or BIA budget reductions. To show that the layoffs did not occur as a direct result of the availability of CHP funds, it is especially helpful to demonstrate that budget reductions occurred in the entire (or at least additional) municipal or tribal governmental departments, not just the law enforcement department—or, if budget reductions occurred only in the law enforcement agency’s budget, that they were across all categories and not just sworn officer positions. Such documents might include (but are not limited to) (a) council meeting minutes discussing the budget reductions and layoffs; (b) budget orders directing municipal departments to reduce their operating budgets; (c) personnel directives given to the officers who are scheduled for layoff(s); (d) any other local documents explaining why the layoffs occurred; or (e) notices provided to the individual officers regarding the date(s) of the layoffs.

Q. Our agency has applied for CHP funding to rehire officers who are scheduled to be laid off on a specific date in the future. Do we need to actually lay off officers before using COPS funds and then rehire them?

- A.** Unless required by your jurisdiction, your agency is not required to formally complete the administrative steps associated with the layoff of the individual officers you are seeking to rehire. As long as your agency can document that a final, approved budget decision, unrelated to the receipt of CHP funding, was made to lay off those particular individual officers on the identified layoff date(s), it may transfer the officers to the CHP funding on or after the date of the layoff. However, it must continue to fund the officers with its own funds from the award start date until the date of the scheduled layoff (for example, if the COPS Office award start date is September 1 and the layoff is scheduled for November 1, then the COPS Office funds may not be used to fund the officers until November 1, the date of the scheduled layoff).

Q. If our agency’s economic conditions change after receiving a CHP award and we want to change the hiring categories from what we identified in our CHP application because of post-application layoffs, what should our agency do?

- A.** If your agency receives a CHP award and after receiving the award your agency needs to change the hiring category(s) it received funding under, your agency must request a post-award modification and must receive prior approval before spending CHP funding. To be considered for a post-application modification into the rehire post-application layoff category, an agency must

demonstrate that the officers to be rehired were officially laid off post-application or are now officially scheduled for layoff on a specific future date as the result of financial reasons unrelated to the receipt of COPS Office funding.

The COPS Office will only consider a modification request into the rehire category for post-application layoffs after an agency has made final, approved budget or personnel decisions. To obtain information on modifying a CHP award, please contact the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov.

Q. How will the COPS Office monitor my agency's use of CHP funds for rehiring laid-off officers?

- A.** The COPS Office monitors recipient compliance with all award requirements in a variety of ways. For example, your agency may receive an onsite monitoring visit from the COPS Office during the award period or an onsite financial monitoring visit from the Office of Justice Programs, Office of the Chief Financial Officer, or it may be audited by the Office of the Inspector General's Audit Division. Your agency also may be asked to submit written documentation demonstrating its compliance with the award conditions or in response to evaluations by outside organizations.

Q. How long must we keep copies of all of these records to demonstrate when and why we rehired laid-off officers?

- A.** Your agency is required to maintain award records to demonstrate your proper use of award funds throughout the active award period and then for at least an additional three years after the submission date for the final expenditure report.

Maximum Federal Share and Local Cost Share or Matching Funds

Q. What is the maximum federal share and the local cost share or matching funds under CHP?

- A.** The maximum federal amount of funding per officer is \$125,000 over three years; any costs above that are covered by the applicant's local cost share or matching funds (unless waived). The local cost share or matching funds requirement is a minimum of 25 percent, but in many cases it is higher.

Local Cost Share or Matching Funds Progression Table. Recipients are also required to pay a progressively larger share of the cost of the award with local funds over the award period. The applicant will also be asked for a projection of the planned federal and local shares of the total project costs over the three years of funding for each position. While your agency may deviate from these specific projections during the award period, it must still ensure that the federal share decreases, and the local share increases over the three years.

Q. How do I calculate the local cost share or matching funds?

- A.** SF-424: Applicants enter an estimated federal and local share on the SF-424 application in Grants.gov. The maximum federal share is \$125,000 per officer over three years; any costs above that are covered by the applicant's local cost share or matching funds. The local cost share or

matching funds must be at least 25 percent of the total project cost for all officers requested. The original estimates will carry over into JustGrants, and you may be asked to update those original estimates in the JustGrants “Standard Applicant Information” section once you have completed the web-based budget. You do not need to submit an updated SF-424 in Grants.gov.

In JustGrants, applicants complete the budget by doing the following:

- Entering the number of officers requested
- Entering the entry-level salary and allowable fringe for one officer for each of the three years

The system will automatically calculate the total for the number of officers requested and the local cost share or matching funds.

Q. Why is the local match on the budget higher than 25 percent?

- A.** The 25 percent local match is a minimum requirement. In some cases, the local match will be higher. This is because the federal share of costs cannot exceed \$125,000 per officer over three years. Any other costs above \$125,000 must be covered by an applicant’s local cost share or matching funds.

Q. Can the local cost share or matching funds requirement be waived?

- A.** The COPS Office may waive some or all of an applicant’s local cost share or matching funds requirement. During the application review process, your agency’s waiver request will be evaluated based on the availability of funding, a demonstration of severe fiscal distress as supported by the fiscal health data provided in the application, and comparison of your fiscal health data with that of the overall CHP applicant pool. If your agency wishes to be considered for a waiver, you must respond to the applicable question. The question will ask you to indicate the maximum local share (dollar amount) your agency would be able to contribute to the total project cost in order to implement the award. Please indicate whether the COPS Office should continue to consider your application if the waiver request is not granted or whether it should be removed from consideration if the waiver is not granted. If a full or partial waiver is granted, and your application is funded for a reduced number of officer positions, the percentage of local share provided will be applied to the total project cost of the awarded officers.

Q. The officers we plan to rehire are experienced officers who are paid a higher than entry-level salary and benefits package. May we use the CHP funds to pay their salaries?

- A.** Yes, but only up to the entry-level portion of their salary and benefits package and up to \$125,000 per officer over three years. CHP funds are awarded based on your agency’s current entry-level sworn officer salary and benefits package. You may use CHP funding to hire or rehire experienced officers, but any additional costs higher than entry-level must be paid with local agency funds, not CHP funds.

Q. CHP states it will provide “up to 75 percent of funding for approved entry-level salaries and fringe benefits of full-time officers.” How does this apply in cases where law enforcement agencies have various base pay rates based on the prior education level of the officer?

A. In the limited cases of agencies that offer more than one entry-level salary and benefits package based on prior education for new officers with no prior law enforcement experience, you may average those salaries and benefits to report your entry-level salary and benefits. Please note, however, that any higher salaries and benefits that are paid to compensate for prior law enforcement experience are not considered entry-level and should not be included in this average or otherwise reported as entry-level. If awarded CHP funding, an agency must only use CHP funding to pay the actual entry-level officer’s salary and benefits, and any CHP funds remaining after the five-year period of performance will be deobligated.

Q. If awarded funding under CHP, will our agency be obligated to keep the total number of officers on staff at the time the award was granted, or are we only required to keep the award position at the end of the program?

A. To comply with the nonsupplanting requirement of the CHP award, the recipient must maintain its locally funded sworn force baseline and any planned increases of officer positions during the award period through the retention period. To comply with the retention requirement of the CHP award, the recipient must add all awarded officer positions to its law enforcement budget with state and/or local funds for at least 12 months at the conclusion of 36 months of federal funding for each position over and above the locally funded sworn force baseline. The purpose of CHP is to increase the total number of sworn officer positions above what would have otherwise existed in the absence of the award.

Contact Information and Resources

Q. Who can I contact for assistance with Grants.gov?

A. For technical assistance with submitting the Application for Federal Assistance, Standard Form 424 (SF-424), please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov or consult the [Grants.gov Organization Applicant User Guide](#). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Q. Who can I contact for assistance with JustGrants?

A. For technical support with the Justice Grants System (JustGrants) application, please contact JustGrants Support at JustGrants.Support@usdoj.gov or 833-872-5175. JustGrants Support operates Monday through Friday between the hours of 5:00 a.m. and 9:00 p.m. Eastern Time (ET) and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET. Training on JustGrants can also be found at <https://justicegrants.usdoj.gov/training-resources>.

Q. Who can I contact for programmatic assistance with the requirements of CHP?

A. For programmatic assistance with the requirements of this program, please call the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. ET, except on federal holidays.

Q. Is the list of anticipated FY24 CHP award conditions and requirements available online?

A. Yes. See the [FY24 Application Resource Guide](#).

Q. Does the COPS Office have a website that contains application resources, fact sheets, and instructions?

A. Yes. See [How To Apply | COPS OFFICE \(usdoj.gov\)](#).

Q. How do I stay up to date on other COPS Office funding opportunities?

A. COPS Office funding opportunities are posted at [GRANTS | COPS OFFICE \(usdoj.gov\)](#). To receive notifications on funding opportunities and announcements, subscribe to GovDelivery email updates.