



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

COPS

May 20, 2013

Dear Colleague,

On May 14, 2013 we advised grant applicants that we were experiencing technical difficulties with the COPS Application System (CAPS) and it was placed off-line. The CAPS system has resumed normal operations, and we have formally extended the deadline for both our COPS Hiring Program (CHP) and Community Policing Development (CPD) programs.

The deadline to submit a CHP application has been *extended* to **June 4, 2013 at 7:59 PM EDT**. The deadline to submit a CPD application has been *extended* to **June 4, 2013 at 7:59 PM EDT** as well.

There are a few very important things we ask that all applicants do immediately. **This applies to both agencies that have started the application process as well as those that have already submitted a completed application.** Please take the following steps to ensure your CAPS application is complete and accurate:

1. Log onto CAPS by visiting "Account Access" on the COPS Website at www.cops.usdoj.gov.
2. Open your CAPS application by selecting "edit".
3. Review all the data provided in your application by going first to Section 1 of the application.
4. Continue the data verification process by going to each section, in order, and reviewing the data saved to ensure accuracy. Continue this process until you reach the last section you completed and at that point finish completing the application, and submit it.
5. If you have already completed and submitted your application, please ensure that all sections of your application are completely and accurately filled out. If you do make changes to your submitted application, please ensure that you resubmit your application after reviewing and verifying the data.

We apologize for any inconvenience this may have caused your agency and thank you for your understanding. If you have questions about completing a 2013 CHP or CPD application, please contact the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Joshua A. Ederheimer
Acting Director