



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

COPS

May 18, 2011

RE: REMINDER NOTIFICATION (One week left to apply for the 2011 COPS Hiring Program). If you have already submitted your application and received confirmation from the COPS Office please disregard this notification.

Dear Colleague:

The Office of Community Oriented Policing Services (the COPS Office) recently announced the availability of funding under the Fiscal Year (FY) 2011 COPS Hiring Program (CHP). A copy of this correspondence can be found on the COPS Office website at <http://www.cops.usdoj.gov/pdf/CHP/2011CHPOpenSolicitationLetter.pdf>. CHP is a competitive grant program that provides funding directly to law enforcement agencies having primary law enforcement authority to increase their community policing capacity and crime-prevention efforts. Just over \$200 million will be available for the hiring and rehiring of additional career law enforcement officers.

This is a reminder that applications must be completed and submitted by **May 25, 2011, at 8:59 PM, EDT**. Any incomplete applications submitted after this deadline will not be accepted or considered for funding under this program. Please note that applications for this program must be submitted in two parts. First, applicants must apply online via www.grants.gov to complete the SF-424. For more information on completing the SF-424, please refer to the <http://www.cops.usdoj.gov/pdf/cap/Online-Step-by-Step-Instructions.pdf>. Once the SF-424 has been submitted, you will receive an e-mail from the COPS Office with instructions on completing the second part of the CHP application through the COPS Office Online Application System found on the COPS Office website at www.cops.usdoj.gov. We strongly urge your agency to review this information prior to applying.

To ensure that your agency has sufficient time to complete all required pre-application steps, please visit the COPS Office website at www.cops.usdoj.gov to establish or update your online account through the "Account Access" feature. Applicants who do not complete the required pre-application steps as outlined on the COPS website at www.cops.usdoj.gov in time to submit the application will not be considered for funding; therefore, if your agency is interested in this funding opportunity, you are encouraged to begin the necessary steps immediately.

To access the CHP Application Guide (i.e., application instructions) and other documents to assist you in completing a CHP application, please visit COPS online at <http://www.cops.usdoj.gov/Default.asp?Item=2367>. If you have additional questions about how to apply, please contact the COPS Office Response Center at 800-421-6770, or by e-mail at askCopsRC@usdoj.gov.

The COPS Office expects to announce CHP funding decisions by September 30, 2011, and all awards are subject to the availability of funding. We thank you for your time and cooperation during the CHP open solicitation process.

Sincerely,

Andrew A. Dorr
Assistant Director for Grants Administration