



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

COPS

May 2, 2011

RE: COPS Hiring Program (CHP) Solicitation – NOW OPEN!

Dear Colleague,

The Office of Community Oriented Policing Services (COPS) is pleased to announce that the application period for the Fiscal Year (FY) 2011 COPS Hiring Program (CHP) is now open. CHP is a competitive grant program that provides funding directly to law enforcement agencies having primary law enforcement authority to impact their community policing capacity and problem solving efforts. Subject to funding availability, just over \$200 million in grant funding may be available for the hiring and rehiring of career law enforcement officers.

FY 2011 CHP grants will provide 100 percent funding for approved entry-level salaries and benefits for three years (36 months) for newly-hired, full-time sworn officer positions (including filling existing unfunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid off on a specific future date, as a result of local budget cuts. There is no local match requirement or cap on the amount of funding that can be requested per officer position, but CHP grant funding will be based on your agency's current entry-level salary and fringe benefits packages. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency. All agencies' requests will be capped at no more than 5% of their actual sworn force strength reported at the time of application, up to a maximum of 50 officers. The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer.

At the conclusion of federal funding, grantees must retain all sworn officer positions awarded under the CHP grant for a minimum of one year (12 months). The retained CHP-funded position(s) should be added to the grantee's law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant.

All applicants should thoroughly review the *Before Preparing Your Application* guidance, which is attached to this letter, for detailed information on how to begin preparations for submitting your application.

Applications for FY 2011 CHP grants are currently being accepted in a two-part process. Please note that both parts of the application must be completed by the deadline. First, applicants must apply online via www.grants.gov to complete the Standard Form 424 (SF-424). The SF-424 is a government-wide standard form required for competitive grant application packages. 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 application process through the COPS Office Online Application System found on the COPS Office website at www.cops.usdoj.gov. The COPS Office wants to ensure that your agency has sufficient time to complete all required pre-application steps, and therefore encourages you to join the thousands of law enforcement agencies that have already visited the COPS Office website at www.cops.usdoj.gov to establish or update their online account through the "Account Access" feature. For more information on the two-part process required to apply for the CHP program this year, please refer to the **Step-by-Step Instructions for Two-Part Application Submission Process** by visiting the following link (<http://www.cops.usdoj.gov/Default.asp?Item=2367>). We strongly urge your agency to review this information prior to applying.

To access the CHP Application Guide (i.e., application instructions), please visit COPS online at www.cops.usdoj.gov/ and choose the COPS Hiring Program from the “Grants & Funding” link at the top. The website will also allow you to review important information regarding FY 2011 CHP eligibility, details on application procedures, the COPS nonsupplanting requirement, and other frequently asked questions regarding the program.

Applications must be submitted by **May 25, 2011, at 8:59 PM, EDT**. Please note that both parts of the two-part application process must be completed by this deadline. Any incomplete applications submitted after this deadline will not be accepted or considered for funding under this program. Also, note that applicants who do not complete the required pre-application steps as outlined on the COPS website 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.

The COPS Office looks forward to working with your agency. If you would like more information or require technical assistance during the solicitation process, please visit the COPS Office website at www.cops.usdoj.gov, or call the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Bernard K. Melekian
Director

Before Preparing Your Application

The COPS Office wants to ensure that your agency has sufficient time to complete your FY 2011 CHP application now that the solicitation is open. We strongly recommend that your agency begin preparations for submitting your application at this time. To minimize delays in submitting your application, please take some time now to address the following items.

- Register at www.grants.gov to apply for federal funding. In order to apply for a grant, your agency must complete the Grants.gov registration process. The registration process can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. Therefore, you should register early. You must have a Data Universal Numbering System (DUNS) number and be registered with the Central Contractor Registration (CCR) database to begin your application with Grants.gov. For additional instructions on how to register with Grants.gov please visit http://www.grants.gov/applicants/get_registered.jsp.
- All Applicants must have a Data Universal Numbering System (DUNS) number prior to submitting an application for COPS funding. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. Please note that obtaining a DUNS number may take one to two business days. To obtain or verify your DUNS number, please call 1.866.705.5711 or visit <http://fedgov.dnb.com/webform>.
- All Applicants must be registered with the Central Contractor Registration (CCR) database prior to submitting an application for COPS funding. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must maintain an active CCR registration with current information at all times during the grant application process. If awarded, you must also maintain the currency of your information in the CCR until you submit the final financial report or receive the final payment under this grant, whichever is later. This requires that you review and update your information at least annually after the initial registration, and more frequently if required by changes in your information or another award term. If you have an active CCR registration that is set to expire before September 30, 2011, you must renew your CCR registration before completing the application. Please note that the CCR verification process may take up to two weeks to complete. To register or to verify that your CCR registration has not expired, please visit www.ccr.gov.
- Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible at www.fsr.gov, is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA. The subaward information entered in FSRS will then be displayed on www.USASpending.gov associated with the prime award, furthering Federal spending transparency. **Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.**
- All applicants should note that all recipients, as a condition of receipt of federal assistance, must acknowledge and agree that they will not, on the ground of race, color, religion, national origin (which includes limited English proficiency), gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E, G and I) of the Code of Federal Regulations.
- Visit the “Account Access” portion of the COPS web site at www.cops.usdoj.gov to determine if your agency currently has an active online account and/or how to create one. If you do not remember your password, you can use this site to

have a password reminder sent to you. Please note that the COPS Agency Portal (“Account Access”) has recently been modified. Answers to frequently asked questions regarding the COPS Agency Portal can be found at: <http://www.cops.usdoj.gov/Default.asp?Item=2566> or by contacting the COPS Office Response Center at 1.800.421.6770.

- If your agency was never assigned a password or you need assistance creating an account and/or system access, or you would like to verify your agency’s correct ORI number, call 1.800.421.6770 between 9:00 a.m. and 5:00 p.m. Eastern Daylight Time, or e-mail askcopsrc@usdoj.gov.
- Once logged into “Account Access,” your agency will be able to add additional user accounts and also update your agency contact and address information. Please take this time to ensure that your agency’s Law Enforcement Executive, Government Executive, and point of contact information are current with our office.
- You will be required to provide the unique Geographic Names Information System (GNIS) identification number assigned to your agency. The GNIS database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. To look up your GNIS Feature ID, please visit their website at: <http://geonames.usgs.gov/domestic/index.html>.
- This year’s program will place a stronger emphasis upon the three tenets of community policing (community partnerships, problem-solving, and organizational transformation) as outlined by the COPS Office and as it relates to the CHP grant. For more information on community policing, please refer to “Community Policing Defined” by visiting the following link <http://www.cops.usdoj.gov/Default.asp?Item=36>.