



**United States Department of Justice  
Office of Community Oriented Policing Services (COPS)**

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Office of the Director  
1100 Vermont Avenue, N.W.  
Washington, DC 20530

<<DATE>>

Agency Name: <<Agency Name>>  
Agency Address: <<Agency Address>>  
ORI Number: <<ORI #>>

RE: COPS Hiring Program (CHP) Application Update Period

Dear [LE and GE]:

Your agency was recently contacted by the COPS Office regarding the 2010 COPS Hiring Program (CHP). Because your agency submitted an application under the 2009 COPS Hiring Recovery Program (CHRP), and either did not receive funding or only received partial funding of your capped request during fiscal year 2009, the COPS Office is now considering your pending application for funding this fiscal year under CHP.

As part of the application review process, the COPS Office is requesting that your agency provide updates to your application so that your request can be evaluated based on current information. The application update period will open at **9:00 a.m. E.D.T. on Wednesday, June 2, 2010**, and you will have until **11:59 p.m. E.D.T. on Wednesday, June 16, 2010**, to submit your application updates. To compete for 2010 CHP funding, your agency *must* submit an updated application by the deadline, or it will be eliminated from consideration.

Similar to CHRP, CHP is a competitive grant program that provides funding directly to state, local and tribal law enforcement agencies nationwide to hire and/or rehire full-time sworn officers to increase their community policing capacity and crime prevention efforts. CHP grants will provide 100 percent funding for approved entry-level salaries and fringe benefits for three years (36 months) for newly-hired, full-time sworn officer positions, or for rehired officers who have been laid off or are scheduled to be laid off on a future date as a result of local budget cuts. Up to \$298 million was appropriated and is available for CHP in fiscal year 2010. The COPS Office will select 2010 CHP grantees from the pool of updated applications submitted by the deadline, and expects to make approximately 500 awards with the amount of funding available. We anticipate making these awards by September 30, 2010.

Please be aware that there is a maximum number of officer positions that can be requested under CHP, and that the number of positions available to your agency under CHP may be fewer than the number of positions requested in your original CHRP application. The maximum number of officer positions that your agency may request under CHP in 2010 is noted in Section 5 of your application. In addition, if awarded a CHP grant, your agency may not receive its full current officer request.

Please carefully review the detailed instructions in the CHP Application Guide before updating your application. The CHP Application Guide is available on the COPS website at <http://www.cops.usdoj.gov/Default.asp?Item=2365> and frequently asked questions can be found at <http://www.cops.usdoj.gov/Default.asp?Item=2364>. Your agency must update information in the following sections of your application:

- Section 1: COPS Program Request
- Section 2: Agency Eligibility Information
- Section 3: Agency Information
- Section 4: Executive Information
- Section 5: COPS Hiring Program Officer Request
- Section 6: Law Enforcement and Community Policing Strategy
- Section 7: Need for Federal Assistance
- Section 8: Continuation of Project After Federal Funding Ends
- Section 14: Budget Detail Worksheets
- Section 15: Assurances and Certifications
- Section 16: Disclosure of Lobbying Activities
- Section 17: Certification of Review and Representation of Compliance with Requirements
- Section 18: COPS Hiring Program Certifications

To access your application, please go to the COPS website at [www.cops.usdoj.gov/](http://www.cops.usdoj.gov/) and click on the “Account Access” link in the upper right-hand corner. Please enter your username and password and select “COPS Application.”

If you have any questions about updating your application, please contact the COPS Office Response Center at 800-421-6770, or by e-mail at [CHP2010@usdoj.gov](mailto:CHP2010@usdoj.gov). The COPS Office may also contact your agency by e-mail, letter, or telephone for additional information or clarification as necessary.

**As a final reminder, application updates must be submitted online via the COPS website ([www.cops.usdoj.gov/](http://www.cops.usdoj.gov/)) by 11:59 p.m. E.D.T. on Wednesday, June 16, 2010.**

Thank you for your interest in the COPS Office and our programs.

Sincerely,



Bernard K. Melekian  
Director