Pre-Award Frequently Asked Questions (FAQs) for COPS Hiring Program (CHP)

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1. Getting Started

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

A: CHP is a competitive grant program that provides funding directly to law enforcement agencies to address the full-time sworn officer needs of state, local, and tribal law enforcement agencies nationwide to increase their community policing capacity and crime prevention efforts. CHP grants provide 100 percent funding for approved entry-level salaries and 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. There is no local match requirement. Up to $298 million was appropriated and is available for CHP in Fiscal Year 2010.

Q: Is CHP the same as the 2009 COPS Hiring Recovery Program?

A: Although many programmatic aspects of CHP are similar to the 2009 COPS Hiring Recovery Program, CHP grants are not funded through the American Recovery and Reinvestment Act (ARRA) of 2009 and are therefore not subject to the same reporting requirements as CHRP. Specifically, CHP grantees are not required to submit quarterly Recovery Act progress reports through www.FederalReporting.gov. CHP grantees will still be required to submit quarterly COPS Program Progress Reports and quarterly Federal Financial Reports through the COPS Office website at

www.cops.usdoj.gov. However, for three out of the four quarters, the Program Progress Report will include only questions on officer hiring status and will be shorter in length.

Q: Is CHP an open solicitation?

A: No. Only agencies with a pending 2009 COPS Hiring Recovery Program application will be invited to provide targeted updates for CHP funding consideration.

Q: Do I have to update my 2009 COPS Hiring Recovery Program application in order to be eligible for CHP funding, even if my agency's request is the same?

A: Yes. Only agencies that update their 2009 COPS Hiring Recovery Program applications will be considered for CHP funding. For example, agencies must provide current budget requests and crime statistics.

Q: How do I access my 2009 COPS Hiring Recovery Program application to provide updates?

A: Agencies should click on the "Account Access" link on the COPS website (www.cops.usdoj.gov) and then use their username and password to log on. Applicants must then click on the "COPS Applications" link at the menu of services (not the "Recovery" link), and then choose "COPS Hiring Program" to begin their CHP application. COPS will not accept updates through the mail, or via fax or email.

Q: What is my username?

A: Your user name is your law enforcement agency's Originating Agency Identifier, assigned by the FBI and commonly referred to as the ORI number. The ORI number is the first two letters of your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. When you contact the COPS Office with a question, you can use the ORI number, and we will be able to assist you. If you are a previous COPS grant recipient, you may have been assigned an ORI number through the COPS Office if the FBI had not previously assigned your agency this identifier number. In such cases, the last two digits will be "ZZ."

Q: I do not know my agency's ORI number, how can I obtain it?

A: Please contact the COPS Office Response Center at 800.421.6770 and a representative will be able to look up your ORI number.

Q: The person who originally wrote the application is no longer with my agency, and nobody else knew the password. How do I obtain it?

A: After clicking on the "Account Access" link on the COPS website, the log-on page has a "Forgot your password?" link that will enable you to have your password emailed to the current law enforcement executive on file with the COPS Office.

Q: Is my DUNS number about to expire? How do I renew it?

A: To determine the status of your DUNS number, you may contact Dun & Bradstreet either by calling their toll-free number at 866.705.5711 or by logging onto http://fedgov.dnb.com/webform. If your DUNS number is due to expire on or before September 30, 2010, you should renew it as soon as possible.

Q: Can I print out a blank CHP application so I can see it on paper first?

A: Yes. The COPS website has provided a link to a PDF version of the application for agencies to use for reference only. To access the PDF version of the application, please go to the COPS website at www.cops.usdoj.gov and click on the "Funding" link. Once you access the funding page, a link titled "CHP Application PDF" will be located on the left side of the web page. As a reminder, applications are accepted online via the COPS website. The PDF version of the application serves as a reference document only and should not be used to submit your application. Note that not all fields in the printed version of the application are required; the required fields will be specified in the online application.

Q: Is there any way to print the finished application so that I can review a hard copy prior to submission?

A: Yes, before submitting the application on the last page of the online application, you will be able to print a copy for review; however, you will only be able to print the entire application, not individual sections of it. After submission, you will also be able to print the entire completed application.

Q: How much time do I have before the application times out?

A: The applications will time out after 20 minutes of non-activity. If your application times out, you will only lose the current page of data. It is advisable to click the save button once you complete each page of the application. This will prevent you from losing data in the event your application is timed out. You will only be able to save pages that are completely filled out.

2. Allowable Costs under CHP

Q: What may my agency request funding for under the CHP grant program?

A: Agencies may request funding to pay for the entry-level salaries and fringe benefits of full-time sworn officers.

The CHP funding may be allocated among three hiring categories to:

(a) hire new officer positions, which includes filling existing officer vacancies that are no longer funded in your agency's budget due to state, local, or tribal budget cuts;

(b) rehire officers who have *already been laid off* (at the time of updated application) as a result of state, local, or tribal budget cuts; and/or

(c) rehire officers who are (at the time of updated application) *currently scheduled to be laid off on a future date* as a result of state, local, or tribal budget cuts.

CHP grant awards will be made for officer positions requested in the above three hiring categories, and recipients of CHP grant awards are required to use grant funds for the specific hiring categories awarded.

Your agency may not reduce its sworn officer budget just to take advantage of the CHP grant. Any budget cuts must be occurring for fiscal reasons unrelated to the receipt of CHP grant funds (to avoid a violation of the non-supplanting requirement).

If your agency receives CHP funding to prevent a scheduled lay-off(s), your agency must continue to fund the officers with local funds until the date of the scheduled lay-off, identify the number and date of the scheduled lay-off(s) in the CHP application, and maintain documentation showing the date(s) and reason(s) for the lay-off(s).

If your agency receives a CHP grant and *after receiving the grant,* your agency needs to change the hiring category(s) it received funding under, your agency must request a post-award grant modification and must receive prior approval before spending CHP funding. To obtain information on modifying a CHP grant award, please contact the COPS Office Response Center at 800.421.6770.

Q: Can CHP grant funding be used to pay for officer overtime and/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 and crime prevention efforts.

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

A: Yes, if the vacancies are no longer funded in your agency's budget. CHP funding may be used to fill vacant sworn officer positions if the positions are unfunded in the law enforcement budget (state, local, or tribal funding has not been budgeted to pay for the salary and benefits costs of the positions) because of a hiring freeze or budget cuts due to local fiscal distress.

Q: How does COPS define a "career law enforcement officer?" Does this include sworn jail/correctional officers?

A: The COPS statute defines a "career law enforcement officer" as an officer hired on a permanent basis who is authorized by law or by a state/local public agency to engage in or supervise the prevention, detection, or investigation of criminal law violations. Sworn officers/deputies who are first responders to calls for service are positions funded through this grant program; sworn jail/correctional officers are NOT funded through this program.

Q: Are there any restrictions on using CHP grant funds to hire School Resource Officers?

A: No. Deploying officers in a School Resource Officer capacity is acceptable under CHP. Note that funding for School Resource position must be based on your

agency's standard salary and benefits for entry level sworn officer positions. If the school resource officer position salary and benefits are higher than those for entry level positions, the difference in dollar amount is the responsibility of the agency.

3. Rehiring Officers under CHP

I. Officer Positions Already Laid Off at the Time of Updated Application:

Q: If my agency receives CHP funding to rehire officers who were already laid off at the time we updated our application, do we need to maintain documentation in the CHP grant file regarding the lay-offs?

A: Yes. Your agency should keep a record of the date(s) of their lay-off(s) and the date(s) the positions were rehired in your grant file for future monitoring or audit purposes.

Q: If my agency is awarded CHP funding to rehire officers laid off before we receive the grant, when can we rehire those officers?

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

II. Officer Positions Scheduled to be Laid Off at the Time of Updated Application:

Q: If my agency receives CHP funding to rehire officers that are *scheduled* to be laid off in the future, do we need to maintain documentation in the CHP grant file regarding the lay-offs?

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

(a) the date of the scheduled lay-off(s);
(b) the number of officers scheduled to be laid off;
(c) the number of officers rehired with CHP funds;
(d) the date of the rehire(s); and
(e) the reason(s) for the scheduled lay-off(s) (specifically showing reasons unrelated to the receipt of CHP funds).

Q: What kind of documentation can prove that the lay-off(s) are not related to the receipt of CHP funds?

A: Any records showing that the lay-off(s) occurred as a result of state, local, or tribal budget cuts. To show that the lay-offs did not occur as a direct result of the availability of CHP funds, it is especially helpful to demonstrate that budget cuts occurred in the entire (or at least additional) municipal or tribal governmental departments, *not just the law enforcement department* – or, if budget cuts 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:

(a) council meeting minutes discussing the budget cuts and lay-offs;
(b) budget orders directing municipal departments to reduce their operating budgets;

(c) personnel directives given to the officers who are scheduled for lay-off(s);
(d) any other local documents explaining why the lay-offs occurred; and/or
(e) notices provided to the individual officers regarding the date(s) of the lay-offs.

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

A: No, the rehired officers do not need to have a break in service. As long as your agency can document the date the lay-off(s) would occur if the CHP funds were not available, it may transfer the officers to the CHP funding on or after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual officer. However, it must continue to fund the officers with its own funds from the grant award start date until the date of the scheduled lay-off (for example, if the COPS award start date is September 1 and the lay-off is scheduled for November 1, then the COPS funds may not be used to fund the officers until November 1, the date of the scheduled lay-off).

III. Future Officer Lay-Offs:

Q: If our agency's economic conditions change after receiving a CHP grant and we want to change the hiring categories from what we identified in our CHP application, what should our agency do?

A: If your agency receives a CHP grant and *after receiving the grant,* your agency needs to change the hiring category(s) it received funding under, your agency must request a post-award grant modification and must receive prior approval before spending CHP funding. To obtain information on modifying a CHP grant award, please contact the COPS Office Response Center at 800.421.6770.

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

A: The COPS Office monitors grantee compliance with all grant requirements in a variety of ways. For example, your agency may receive an on-site monitoring visit from the COPS Office during the grant period, an on-site 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 grant 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 by law to maintain grant records to demonstrate your proper use of grant funds throughout the active grant period and then for at least an additional three years after the grant is officially closed out by the COPS Office.

4. Updating the Application

Q: Section 1, Question G.3 requests the law enforcement agency's "service population." What does this mean and how should this be determined?

Service population usually refers to the persons living in the geographic jurisdiction for which your agency provides primary law enforcement services. An agency with primary law enforcement authority is defined as having first responder responsibility to calls for service for all types of criminal incidents within its jurisdiction. In most instances, the service population for a city, village, or town law enforcement agency will be the same as the latest available U.S. Census for that geographic entity. In some instances, the service population is not the same as the census population reported under question G.1. A county sheriffs department or county police department, for example, might only provide primary law enforcement services to areas within the county that do not have their own municipal police agencies. In these instances, the service population should be equal to the census population for the county minus the population of all municipalities that provide their own primary police services. For law enforcement agencies without standard political jurisdictions, service population may be estimates of ridership for transit police or visitors for park police or student/employee counts for school police.

Q: For the narrative sections, does the 3000-character limit include spaces and special characters, or just letters?

A: The 3000-character limit includes letters, numbers, spaces, and special characters.

Q: My agency's economic situation has changed since we applied for the 2009 COPS Hiring Recovery Program. May we change the hiring categories of the officers from our original request?

A: Yes. For example, if under the 2009 COPS Hiring Recovery Program you requested 5 new hires, you may change some or all of those positions to rehire positions when you update your application for CHP.

Q: My agency's economic situation has changed since we applied for the 2009 COPS Hiring Recovery Program. May we request additional officer positions under CHP, above what we requested under the 2009 COPS Hiring Recovery Program?

A: No. You may request fewer officer positions under CHP than you requested under the 2009 COPS Hiring Recovery Program, but NOT more officer positions.

Q: I noticed that the number of officers I am allowed to request has been capped. How was the cap established, and can I still allocate those officers across the three hiring categories?

A: The COPS Office intentionally did not impose a cap on officer requests prior to the original solicitation in 2009 because of the uncertainty with respect to how high the actual demand for officers would be. However, because of the relatively limited funding available compared to the amount requested, and the desire to distribute funding for officers to a larger number of agencies, the COPS Office imposed caps on the total number of officers that were awarded to any individual agency. All agencies will be capped at no more than 5% of their actual sworn force strength as reported in 2009, up to a maximum of 50 officers. (The request of any agency with a sworn force strength less than or equal to 20 was capped at 1 officer.) The COPS Office believes this cap ensures the maximum number of agencies is funded without

reducing any particular agency's award to a level that it would no longer be a meaningful increase to their force strength. Applicants may allocate the capped number of officers, as indicated, across new hires, rehires of officers already laid off, and rehires of officers scheduled to be laid off on a future date.

Q: Should an agency include federal and state reimbursable grants (grant and county's match) to their budgetary and jurisdictional operating budget?

A: The operating budget includes ALL funding budgeted for the agency and jurisdiction and should include the entire budget, including federal and state grants.

Q: When answering the questions about "jurisdictional budget," should an agency include the budgets that are administered by a board OR should the agency only include budgets administered by county commissioners or county elected officials?

A: Ultimately, the applicant should provide budget figures for the entire jurisdiction for which they provide law enforcement services. In the case of a county, we would need to know about the county's entire budget.

Q: Section 7C, Question 1 requests the law enforcement agency's total operating budget for the current AND previous two fiscal years, but my agency's fiscal year hasn't begun, and we haven't received our operating budget yet. What should we enter for this year's operating budget?

A: Please enter a projected budget amount for your agency.

Q: Section 7C, Question 1 requests the law enforcement agency's total operating budget for the current AND previous two fiscal years. Should I just list my agency's operating budget, or should I include the entire budget in which law enforcement is included?

A: This question applies only to the law enforcement agency's budget. The answer should not include funding for any other departments.

Q: Section 7C, Question 1 requests the law enforcement agency's total operating budget for the current AND previous two fiscal years. How should I enter my agency's total operating budget if my agency is under a larger public safety agency (including fire, EMS, etc.)?

A: You should enter the part of the budget that directly impacts and accounts for your specific law enforcement agency.

Q: Section 7C, Question 2 requests the total jurisdictional (city, county, state, tribal) locally generated revenues for the current AND previous two fiscal years. What are considered "locally generated" revenues?

A: Applicants should consult with their jurisdiction's budget office for advice in completing this answer. Generally speaking, "locally generated" revenues are those revenues that are generated locally (property and sales taxes, for example), as opposed to revenue coming from outside sources such as state or federal grants.

For example, colleges/universities would include tuition and fees; park police would include entrance fees, parking fees, etc.

Q: Section 7C, Question 8 requests the estimated foreclosure rate. What if my jurisdiction does not maintain data regarding an estimated foreclosure rate?

A: If your jurisdiction does not maintain data regarding an estimated foreclosure rate, then you may provide the next best geographic-level of reportable data (e.g., from the surrounding city or county), or check the box indicating that the information is unavailable.

Q: Section 7C, Question 10 requests the total jurisdictional operating budget for the current AND previous two fiscal years, but my jurisdiction's fiscal year has not yet begun. What should we enter for this year's operating budget?

A: Please enter your jurisdiction's projected budget for this fiscal year.

Q: Section 7C, Question 10 requests the total jurisdictional operating budget for the current AND previous two fiscal years. Does this include the entire budget (all general funds, special revenue, debt service, and enterprise fund) or just the general fund in which law enforcement is included?

A: This includes the entire operating budget for the jurisdiction, not just the law enforcement budget. The total jurisdictional operating budget should indeed encompass your entire budget such as debt service, enterprise fund, etc.

Q: Section 7C, Question 11 asks for UCR crime statistics, but my agency does not currently report to the UCR. How do I convert my NIBRS incident data to UCR format?

A: In addition to the UCR guidelines document referenced in the CHP Application Guide, the FBI also offers a guide to converting NIBRS incident data to UCR Summary data, which can be found at http://www.fbi.gov/ucr/nibrs/manuals/nibrsconversion/index.html. Generally, when converting NIBRS data to Summary data, only one offense is taken from each NIBRS incident. The offense to be reported is selected based on the Hierarchy Rule, which ranks Index offenses from high to low as follows:

(NIBRS offense code) 09A - Murder and Non-negligent Manslaughter
11A - Forcible Rape
120 - Robbery
13A - Aggravated Assault
220 - Burglary/Breaking and Entering
23A-23H - Larceny-theft
240 - Motor Vehicle Theft

Q: Section 7C, Question 11 asks for UCR crime statistics, but my agency does not currently report to the UCR or NIBRS. How do I convert my incident data to UCR format?

A: The reporting of your crime data must be consistent with the UCR guidelines document referenced in the CHP Application Guide. Crime data published in your agency's annual report might be an appropriate source, but it is the agency's responsibility to ensure that these numbers do not over- or under-count data relative to UCR reporting rules. Any incident counts with more than one underlying offense, for instance, must only be counted as the most serious offense consistent with the UCR hierarchy rule. Detailed instructions on applying the hierarchy rule can be found at http://www.fbi.gov/filelink.html?file=/ucr/handbook/ucrhandbook04.pdf.

Q: Can a sheriff's department include budget and UCR data in their application of the smaller local townships with whom they were contracted to provide police services, but which have since gone under due to financial crisis?

A: Agencies should include UCR data regarding the total number of offenses that were reported to them during calendar year 2009, regardless of the status of the cities/townships to which they provide services. If the township no longer exists and the land and services have been wholly taken over by the county, then the county should include this township in their jurisdictional budget and other data (e.g., layoffs, furloughs, hiring freezes), but only for the period(s) in which the township ceased existing as a separate entity. If the township is still in existence as a separate entity from the county, the agency should not include the township's information in its calculations.

5. Budget-Related Questions

Q. What are allowable fringe benefits?

A. In addition to Social Security, Medicare, health insurance, life insurance, vacation, sick leave, retirement, Worker's Compensation, and unemployment insurance, the following are allowable fringe benefits:

1. Dental Insurance
2. Vision Insurance
3. Prescription Drugs
4. Sick Days
5. Vacation Days
6. Holiday Pay
7. Retirement Pension
8. Worker's Compensation
9. Unemployment
10. Disability Insurance
11. Accidental Death and Disability
12. 401K Plan
13. Liability Insurance
14. Night Differential Payments
15. Accident Insurance
16. Bonding Insurance
17. Police Trust
18. State Funded Retirement System
19. Professional Liability Insurance
20. Federal Unemployment Tax Act (FUTA) Tax

21. Survivor Benefit

Other benefits, such as training, equipment (e.g., uniforms, weapons, vehicles), severance pay, hazard pay, etc., are not allowed. The COPS Office will not pay for any fringe benefits not listed, and if your agency pays those benefits for locally-funded officer positions, your agency will be required to do so for CHP-funded officer positions with local funds.

Q: How do I determine the healthcare 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: How should an agency calculate the first-year salary and benefit 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 salaries and benefits of the officer post-graduation.

Q: My agency has officers that are exempt from Social Security benefit deductions. How should I address this in the CHP application?

A: Agencies who have officers that are exempt from Social Security benefit deductions should check the exempt option on the application. By checking exempt, the agency is not required to submit additional information.

Q: Are indirect costs allowable under the CHP grant?

A: No, CHP does not pay for any indirect costs. CHP only pays for approved salaries and fringe benefits of entry-level full-time sworn officers over three years.

Q: May CHP grant 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 non-supplanting requirement, the agency should hire the recruits post-award.

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

A: Yes, but only for the entry-level portion of their salary and benefits package. 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: Does the CHP grant have a time limit on the amount of time a police department can spend recruiting and hiring police officers?

A: No. CHP grantees should follow their standard recruiting and hiring procedures to fill any grant positions. Grantees will be able to request a no-cost extension of time at the end of their original award period to provide any additional time necessary to implement the grant based on initial delays in filling the positions during the recruiting and hiring process.

Q: CHP states it will provide "100 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 benefit 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 36-month award period will be de-obligated.

Q: If awarded funding from the CHP grant program, will our agency be obligated to keep the total number of officers on staff at the time the grant was awarded, or are we only required to keep the grant position at the end of the three-year program?

A: To comply with the non-supplanting requirement of the CHP grant, the grantee must maintain its locally-funded sworn force baseline and any planned increases of officer positions during the grant award period through the retention period. To comply with the retention requirement of the CHP grant, the grantee 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 that would have otherwise existed in the absence of the grant.

6. Non-supplanting Frequently Asked Questions

Q: Does the non-supplanting requirement apply to the CHP grant program?

A: Yes. The non-supplanting requirement is a legal requirement in the Public Safety and Community Policing Act, which is the COPS Office's authorizing statute.

The non-supplanting requirement means COPS grant funds must be used to supplement (not replace) state, 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 grant, grantees 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.

7. CHP Funding and the Retention Requirement of Other COPS Grants

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

A: Yes. Agencies with an active COPS hiring grant are not disqualified from applying for a CHP grant, but the CHP-funded position must be over and above the number of officer positions funded under another COPS hiring grant and/or those officer positions the agency is required to retain under its other COPS hiring grant.

Q: Can CHP funding be used to retain officers hired under other COPS hiring programs?

A: No. CHP grant funding may not be used to comply with the retention requirement of your other COPS hiring grants. Instead, your agency must use state, local, or tribal funding to retain the COPS-funded positions for the required retention period following the conclusion of the grant 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 grant.

Q: Is our agency required to retain the CHP-funded positions following the conclusion of the 36 months of grant funding?

A: Yes. At the conclusion of federal funding, CHP grantees are required to retain all officer positions awarded for at least one year (12 months) after the grant end date – including positions awarded to rehire laid off officers or to prevent lay-offs. The additional officer positions should be added to the grantee'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 grant. Absorbing CHP-funded officers through attrition, rather than by adding the extra positions to your budget with additional funding, does not meet the retention requirement.

8. Retention Frequently Asked Questions

Q: What is the retention requirement?

A: Under CHP, the retention requirement establishes that grant recipients will plan to and retain officer positions awarded following the conclusion of the grant award period. According to Section 42 U.S.C. § 3796dd-1(c)(8) of the Public Safety Partnership and Community Policing Act of 1994: "If the application is for a grant for hiring or rehiring additional career law enforcement officers, specify plans for the assumption by the applicant of a progressively larger share of the cost in the course of time, looking toward the continuation of the increased hiring level using state or local sources of funding following the conclusion of federal support." The COPS Office has established a requirement to plan to retain during the life of the grant and actual retention of each officer position upon expiration of grant funding for each position.

CHP-funded positions must be retained for at least one year (12 months) beyond the conclusion of federal funding. The retained positions must be in addition to the number of locally-funded positions that would otherwise have existed without federal funding. This requirement helps to ensure a long-term increase in the number of sworn officer positions serving the community. These additional positions must be retained using state, local, or other non-federal funding. You may not use attrition to meet the retention requirement.

Q: Does my agency have to certify that it will retain positions awarded under CHP?

A: Yes, at the time of your agency's original COPS Hiring Recovery Program grant application, your agency affirmed that it planned to retain the position(s) and identified the planned source(s) of retention funding. We understand that your agency's source(s) of retention funding may change during the life of the grant. Your agency should maintain explanatory documentation of any changes in the event of an audit, monitoring or other evaluation of your grant compliance.

CHP grantees are required to retain all officer positions awarded for at least one year from the time that the 36 months of grant funding for each CHP position expires. 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 grant. Absorbing CHP-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

Q: How long must my agency retain the officer positions?

A: Your agency must retain each awarded CHP position(s) for at least one year (12 months) after each position has fulfilled the 36-month (three-year) grant funding period.

Q: When does the actual retention period begin?

A: The actual retention period begins after each awarded CHP position has completed the 36-month (three-year) grant funding period.

Q: When does the 36-month grant award period begin for each awarded officer position?

A: There is a standard grant award period. The grant has a start and end date; however, the actual 36-month period begins for an awarded officer position when that position has been filled. If the position becomes vacant during the award period, your agency must hire a new, additional officer to fill the position. The retention period begins for an awarded officer position once that position has completed the 36-month implementation period. If an agency is awarded several officer positions, the retention period for each individual officer position begins based on the completion of 36 months of funding for each position (not based on the cumulative overall grant award end date).

Q: When does my agency have to begin funding the position(s) in the local budget?

A: Your agency should fund the awarded officer position(s) in your local budget as each position completes the 36-month grant period. If a funded position becomes vacant during the award period, your agency would need to fill the position with a new, additional officer to complete the entire 36-month grant period before retaining and adding the position into the local budget.

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 dates of employment under the CHP grant, and the dates each officer position started the retention period.

9. Other Questions

Q: What is the formula for disbursing these CHP grant funds?

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

Q: How does an agency verify their updated application was received?

A: Agencies should log back into the "Account Access" page on the COPS website and click on the "CHP" link to access their application and verify that their updated application was submitted and received by the COPS Office before 11:59 p.m. EDT on June 16, 2010 (the current application status will be "Completed and submitted"). Agencies whose updated applications were not received by the COPS Office before the deadline will receive a message in red stating that the application deadline has passed and they will not be able to proceed further.

Q: When should I expect notification if awarded CHP grant funds?

A: The COPS Office anticipates making CHP grant award announcements prior to September 30, 2010.

10. Application Data Verification

Q: My organization received a letter from COPS notifying us that there are "responses within your agency's application that require further review and verification by your agency." What does this mean?

A: Your agency recently submitted an updated application for funding under the 2010 COPS Hiring Program (CHP). During the application review process, the COPS Office identified one or more responses within your agency's application that require further review and verification by your agency. At this time, your agency must review, confirm and correct (as necessary) <u>and resubmit your application through the COPS website by 6:00 pm E.D.T. on Wednesday, July 21, 2010. Agencies whose</u>

responses are not received by the deadline will be eliminated from consideration for 2010 CHP funding.

Q: How do I update and/or correct the response(s)?

A: To access your application and review the aforementioned items, please visit COPS online at www.cops.usdoj.gov. In the upper right hand corner, click on the "Account Access" link and enter your agency's username and password, and select "COPS Applications" from the menu of services. Make sure you carefully review each item specified on the Application Verification Letter- Response Required letter you received, dated July 7, 2010. If an item is incorrect, please correct it. If an item is accurate, simply leave the information as it is.

Q. How do I resubmit my application?

A: After updating/correcting the necessary responses you must complete the Application Certification (Part II) in Section 18, and then resubmit your application. You **must** complete this certification and resubmit even if no additional changes are necessary to your application in order to be considered for CHP funding.

Q: All of my answers are correct, and require no correction. Do I still have to resubmit my application?

A: Yes, you are required to complete the Application Certification (Part II) in Section 18, and then resubmit your application. You **must** complete this certification and resubmit even if no additional changes are necessary to your application in order to be considered for CHP funding.

Q: How long do I have to update/or correct my response?

A: You have until **6:00 pm E.D.T. on Wednesday, July 21, 2010**. Agencies whose applications are not reviewed and resubmitted by the deadline will be eliminated from consideration for 2010 CHP funding. Therefore, we strongly encourage you to review the item(s) in question as soon as possible.

Q: Does this reminder letter mean that I'm going to receive CHP funding?

A: COPS is currently reviewing **all** CHP applications; this confirmation/correction request in no way indicates that your agency has been awarded or will be awarded funding under CHP.

Any Questions?

Contact the COPS Office Response Center 800.421.6770