

FederalReporting.gov Recovery Act Report Instructions

Recovery Act Template Field Name	Grantee Instructions
Award Type	Enter "Grant."
Award Number	Enter the Grant Number of your award. This can be found on your COPS CHRP award document.
Final Report	Enter "N" until the last quarter of your grant period.
Recipient DUNS Number	Enter your agency's DUNS #.
Recipient Account Number	Leave Blank
Recipient Congressional District	Enter the Congressional District of your agency's location. If your jurisdiction crosses Congressional districts, please enter the district where the main law enforcement headquarters are located.
Funding Agency Code	Enter Department of Justice (DOJ) code 1500. Please note that as of 9/9/09, OMB was in the process of correcting this field to allow input of code 1500.
Awarding Agency Code	Enter Department of Justice (DOJ) code 1500. Please note that as of 9/9/09, OMB was in the process of correcting this field to allow input of code 1501.
Award Date	Enter project start date 07/01/2009
Amount of Award	Enter the total amount of your grant award. The total amount of federal funding can be found on your COPS award document.
CFDA Number	Enter 16.710
Program Source	Enter 15-0412
Sub account number for Program Source CTAS	Leave Blank
Total number of sub awards to individuals	Enter 0
Total amount of sub awards to individuals	Enter \$0.00
Total number of payments to vendors less than \$25,000/award	Enter 0
Total amount of payments to vendors less than \$25,000/award	Enter \$0.00
Total number of sub awards less than \$25,000/award	Enter 0
Total amount of sub awards less than \$25,000/award	Enter 0
Award Description	Enter the following statement "The COPS Hiring Recovery Program (CHRP) provides funding directly to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to create and preserve jobs, and to increase their community policing capacity and crime prevention efforts"

Project Name or Project/Program Title	Enter "COPS Hiring Recovery Program (CHRP)"
Project Status	Choose the correct choice from the drop down menu: Not started / <50% completed / >50% completed / or fully completed
Total Federal Amount ARRA Funds Received/Invoiced	Enter the total amount of funds your agency has drawn down from the PAPRS payment system.
Number of Jobs	Enter the number of FTE's created and/or preserved. The COPS Office strongly encourages all grantees to track the FTEs through the life of the grant by using the CHRP FTE Calculation Tool found at : http://www.cops.usdoj.gov/Default.asp?Item=2283
Description of Jobs Created	Enter the total number of officer positions that your agency was awarded broken out into the following three categories: i.e. New Hires, Rehire (Pre-Application layoffs), Rehire (Post-Application layoffs). This information can be found on your COPS CHRP award document.
Quarterly Activities/Project Description	Provide a narrative description of the activities your COPS-funded officers were engaged in during the quarter.
Activity Code (NAIC or NTEE-NPC)	Enter I04
Total Federal Amount of ARRA expenditure	Enter amount expended on create/preserved officers. Typically, this figure would match the amount of drawn down funds.
Total Federal ARRA Infrastructure Expenditure	Leave blank
Infrastructure Contact Name	Leave blank
Infrastructure Contact Email	Leave blank
Infrastructure Contact Phone	Leave blank
Infrastructure Contact Phone Ext	Leave blank
Infrastructure Contact Street Address 1	Leave blank
Infrastructure Contact Street Address 2	Leave blank
Infrastructure Contact Street Address 3	Leave blank
Infrastructure City	Leave blank
Infrastructure State	Leave blank
Infrastructure Zip Code+4	Leave blank
Infrastructure Purpose and Rationale	Leave blank
Street Address 1	Enter agency street address
Street Address 2	Enter agency street address 2, if applicable
City	Enter agency city
State	Enter agency state Abbreviation
Zip Code+4	Enter agency Zip Code

Congressional District	Enter the Congressional District of your agency's location. If your jurisdiction crosses Congressional districts, please enter the district where the main law enforcement headquarters are located.
Prime Recipient Indication of Reporting Applicability	Enter "Y" (yes) or "N" (No)
Officer Name	Enter, if applicable
Officer Compensation	Enter, if applicable