



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

**COPS**

April 22, 2013

**RE: 2013 COPS Hiring Program (CHP) Application Period – NOW OPEN!**

Dear Colleague:

I am pleased to announce that **the application period for the 2013 COPS Hiring Program (CHP) is now open.** Applications for this year's CHP solicitation must be complete and submitted by 7:59 PM EDT on **Wednesday, May 22, 2013**, in order to receive consideration. 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.

Under Fiscal Year (FY) 2013 CHP, awardees may receive up to 75 percent of the approved entry-level officer salary and fringe benefit costs, with a minimum 25 percent local cash match requirement and a **maximum federal share of \$125,000 per officer position** over a three-year grant period. Grant funds may be used to hire new, full-time sworn officer positions, to rehire officers who have been laid off, or to rehire officers who are scheduled to be laid off on a specific future date as a result of local budget cuts. As in the past, CHP requires that each position awarded be retained with local funds for a minimum of 12 months at the conclusion of 36 months of federal funding for each position. Applicants must also use awarded CHP funding to supplement (increase) state, local and or Bureau of Indian Affairs funds that otherwise would have been dedicated to sworn officer positions in the absence of the grant. FY 2013 CHP funding is limited, and all awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. **For detailed information on CHP program requirements, application instructions, FAQs and more, please visit the CHP page on the COPS website at [www.cops.usdoj.gov/Default.asp?Item=2367](http://www.cops.usdoj.gov/Default.asp?Item=2367).**

Please note that applications for this program must be submitted in two parts. First, applicants must apply online via [www.grants.gov](http://www.grants.gov) to complete the SF-424, the government-wide standard form required for competitive grant application packages. Once the SF-424 has been submitted, you will receive an e-mail with instructions on completing the second part of the CHP application through the COPS Office Online Application System (CAPS), found on the COPS Office website at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) through the "Account Access" link in the upper right hand corner.

We thank you for your time and cooperation during the CHP application review process. If you have questions about completing a 2013 CHP application, please contact the COPS Response Center at 1.800.421.6770.

Sincerely,

Joshua A. Ederheimer  
Acting Director

## **Important Changes to the FY2013 COPS Hiring Program**

### **School Resource Officers (SRO)**

The issue of school safety has emerged as a national priority with the law enforcement community, educators, and the general public. As such, additional consideration will be given for applicants who indicate that the officer positions requested will be deployed as SROs. If your agency requests officer position(s) to deploy as SROs, you must select “School Based Policing through School Resource Officers” as your community policing problem area in Section 6B of the online application. Please note that if your agency is awarded CHP funding under this problem area, your agency will not be able to change the problem area in your community policing plans post-award.

Additionally, **all** of the officer position(s) requested must be used to deploy full-time SROs; do not request more officer positions than your agency can expect to deploy in this capacity. Please note that the COPS Office requires that the officer(s) deployed into the SRO position(s) spend a minimum of 75 percent of their time in and around primary and/or secondary schools, working on youth-related activities. There must be an increase in the level of community policing activities performed in and around primary and/or secondary schools as a result of the grant. CHP grantees who use CHP funding to deploy SROs will also be required to submit to the COPS Office the contact information for each school partner where they intend to deploy the SROs, and to provide a Memorandum of Understanding between the CHP grantee and the school partner.

### **Military Veterans**

Under FY2012 CHP, grantees awarded funding under the **new hire** category were required to hire a “military veteran who served on active duty for a period of at least 180 days, any part of which occurred beginning on or after September 11, 2001, to the present, and who has been discharged or released from active duty in the armed forces under honorable conditions.” Please note that while **hiring military veterans as new hires is not a grant requirement under 2013 CHP**, the COPS Office supports the Attorney General’s commitment to hiring military veterans whenever possible. To this end, applicants who commit to taking active steps to recruit, hire and deploy at least one military veteran under FY2013 CHP will receive additional consideration for CHP funding (these military veterans may be in any of the three hiring categories, not just new hires.)

### **Homicide and Gun Violence**

The COPS Office supports the Attorney General’s priority goal of reducing violent crime, especially if gun related. Applicants who choose “Homicide” or “Gun Violence” as their community policing problem area in Section 6B of their 2013 CHP application will receive additional consideration for CHP funding. However, if awarded CHP funding, grantees that chose these specific community policing problem areas will not be allowed to change them post-award.

Additional details about these and other FY2013 CHP requirements can be found in the program’s Application Guide (instructions), available to your agency at [www.cops.usdoj.gov/pdf/2013AwardDocs/CHP/2013-CHP-AppGuide.pdf](http://www.cops.usdoj.gov/pdf/2013AwardDocs/CHP/2013-CHP-AppGuide.pdf); frequently asked questions are also available and can be found at [www.cops.usdoj.gov/pdf/2013AwardDocs/CHP/2013-CHP-FAQs.pdf](http://www.cops.usdoj.gov/pdf/2013AwardDocs/CHP/2013-CHP-FAQs.pdf).

## **Preparing Your Application**

The COPS Office wants to ensure that your agency has sufficient time to complete your CHP application; we strongly recommend that your agency begin preparations for your application at this time. To minimize delays in submitting your application, please take some time now to address the following:

- It is strongly recommended that applicants register immediately on [www.grants.gov](http://www.grants.gov). For instructions on how to register with Grants.gov please visit [www.grants.gov/assets/OrgRegUserGuide.pdf](http://www.grants.gov/assets/OrgRegUserGuide.pdf). In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 1.800.518.4726 or e-mail [support@grants.gov](mailto:support@grants.gov).
- Visit the “Account Access” portion of the COPS web site at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) to determine if your agency currently has an active online account and/or how to create one. 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: [www.cops.usdoj.gov/Default.asp?Item=2566](http://www.cops.usdoj.gov/Default.asp?Item=2566) or by contacting the COPS Response Center at 1.800.421.6770.
- If you do not remember your password or user name and need assistance with 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 AM and 5:00 PM EDT, or e-mail [askCopsRC@usdoj.gov](mailto: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 ensure that your agency’s Law Enforcement Executive, Government Executive, and point of contact information are current with our office.
- A Data Universal Numbering System (DUNS) number is required to submit applications for COPS funding. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Please note that obtaining a DUNS number may take one to two business days. Visit [www.dnb.com/us](http://www.dnb.com/us) to obtain or verify your number.
- In addition to the DUNS number requirement, all applicants for federal financial assistance must be registered in the System for Award Management (SAM) database **prior** to submitting an application. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must maintain an active SAM registration with current information at all times during the grant application process and, if awarded, the grant award period. If you have an active SAM registration that is set to expire before September 30, 2013, you must renew your SAM registration before completing the application. Please note that the SAM verification process may take up to two weeks to complete. To register or to verify that your SAM registration has not expired, please visit [www.sam.gov](http://www.sam.gov).
- You will be required to provide the unique Geographic Names Information System (GNIS) identification number assigned to your agency. To look up your GNIS Feature ID, please visit: <http://geonames.usgs.gov/domestic/index.html>.
- Prepare to identify one community policing problem your agency will address with the requested funding. Consider your current and planned community policing efforts and how they build community partnerships, complement other community initiatives, and lead to organizational transformation.
- Gather information devoted to the need for federal assistance, including layoff and furlough information, and unemployment rates.
- Prepare current budgetary information, such as current and projected entry-level officer salary and benefits.

- Determine if your agency can meet the local cash match and federal share requirements, or whether a waiver of the local cash match will be requested based on severe fiscal distress.
- 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 via the Internet at [www.fsrs.gov](http://www.fsrs.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](http://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 (and will require any subgrantees, contractors, successors, transferees, and assignees not to), on the ground of race, color, religion, national origin, sex, 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 Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the Age Discrimination Act of 1975 (42 U.S.C. §6101, et seq.); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.); and the corresponding DOJ regulations implementing those statutes at 28 C.F.R. part 42 (subparts C, D, E, G, and I). It will also comply with Executive Order 13279 Equal Treatment for Faith-Based Organizations and its implementing regulations at 28 C.F.R Part 38, which requires equal treatment of religious organizations in the funding process and nondiscrimination of beneficiaries by Faith-Based Organizations on the basis of belief or non-belief.