



# COPS Fact Sheet

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COMMUNITY ORIENTED POLICING SERVICES  
U.S. DEPARTMENT OF JUSTICE

## HSOP Grant Management Tip Sheet

The Homeland Security Overtime Program (HSOP) offers state and local law enforcement agencies the opportunity to supplement their officer overtime budgets for a period of one year. HSOP funds may support the overtime efforts of non-supervisory, sworn personnel such as intelligence officers, crime analysts, undercover officers, and others who work on homeland security or terrorism task forces.

### Your HSOP Award

The federal funds awarded to your agency under the HSOP grant represent up to 75 percent of the total projected overtime costs submitted by your agency in the original HSOP application. HSOP grant funds must be used for overtime activities above and beyond what the department's budget has or would obligate or fund for overtime activities with state or local funds. While your agency may use funds awarded under HSOP simultaneously with locally budgeted overtime funds, your agency must ensure that all locally budgeted overtime funds are expended within your fiscal cycle and tracked separately from HSOP funds. If your agency is unable to meet this grant requirement, please contact your Grant Program Specialist for guidance. *Agencies may not rely on the availability of HSOP grant funding to reduce the amount of state or local funds budgeted for officer overtime in their current or future budget cycles.*

The HSOP grant requires grantees to contribute a local match of at least 25 percent towards the total cost of the approved grant project. The match must be a cash match, made from local, state, or other non-COPS funds, and may not be paid through reallocating funds otherwise budgeted for specific law enforcement purposes. Your agency may not use funds that have been locally budgeted or obligated for overtime to meet this 25 percent matching requirement unless explicitly stated during the budgeting process.

### Permissible Use of HSOP Funds

HSOP funding is for the payment of the overtime costs for non-supervisory sworn personnel. HSOP grants may fund overtime activities associated with homeland security training sessions and other law enforcement activities that help prevent and protect against acts of terrorism and other violent and drug-related crime.

To be eligible for reimbursement under this grant, the expenditure of overtime funds must be made on or after the grant award start date, be over and above your department's locally funded budget for overtime, and fund only non-supervisory sworn personnel. The positions listed in your application and approved by the COPS Office are assumed to be non-supervisory sworn personnel by nature of their rank and not defined by their current task. Therefore, grantees should not reimburse for overtime expenses for personnel that hold a rank of a supervisory nature even if the person is not currently supervising a staff, or is performing a non-supervisory task, even if the grantee agrees to pay the difference in hourly rates.

The Financial Clearance Memorandum included in your award packet lists an average overtime rate per hour, and the number of additional overtime hours requested. Due to the variance in rates that may be paid to non-supervisory sworn personnel, grantees will not be required to expend overtime at the exact average overtime rate per hour and at the level of hours initially requested. While you may use the grant to fund overtime for any non-supervisory sworn personnel within your agency that are in addition to those positions originally defined at the time of application, your department is expected to remain consistent with your local pay rates, and within approved fringe benefit categories. While the grant does provide some flexibility for the non-supervisory sworn positions you may fund under the grant, you must only

fund those fringe benefits and at the corresponding rate approved by the COPS Office as explicitly stated in the Financial Clearance Memorandum.

### ***Extensions***

All overtime activities funded under the HSOP grant must occur within the grant period defined on your HSOP Award Document, September 1, 2003 - August 31, 2004, and may not include any overtime expended either before or after this grant period.

In some instances, an extension of time may be granted to use any remaining funds and to complete the implementation of the HSOP grant. Extension requests will be considered on a case-by-case basis, but will only be granted for extenuating circumstances that prevented a grantee agency from completing the grant project within the original 12-month period. Requests for time extensions should be submitted in writing to your Grant Program Specialist approximately 90 days before the end of your grant period.

*Remember: extensions do not affect the amount of the grant, only the end date of the grant.*

### ***Modifications***

At the time of application, your agency submitted a project narrative (*Homeland Security Overtime Program Application Packet, page 10*) outlining your agency's intended use for HSOP funds if awarded. COPS therefore assumes that your agency will use the HSOP grant to fund only those overtime activities that support and advance the initial goals and objectives set forth within this narrative.

If during the course of the HSOP grant your agency's goals or objectives shift to include activities other than those initially defined, your agency may request a modification.

#### **Modifications are necessary for:**

- Major programmatic changes to your overtime project from what was originally described in your grant application;
- Significant changes in your community policing plan;
- A reduction in the fringe benefits offered under the grant (*your agency may not add or significantly modify your fringe benefits to include any that were not approved in your Financial Clearance Memorandum*);

- Any reduction of the federal funding awarded under the HSOP program based on changes in the overtime needs for your jurisdiction, along with related changes to your local match.

You do not need to request a modification for:

- A change in the personnel category to a position other than what was originally requested under the grant. As a reminder, the grant can be used to fund the overtime hourly rate for any non-supervisory, sworn personnel working within the department.
- A change in the number of hours used under the grant. Since the hourly rate paid out under the grant may vary, this in turn will affect the total number of hours the grant will fund. You do not need to request a modification unless the number of hours paid out under the grant increases or decreases by more than 50 percent of the total overtime hours initially approved.

In order to make any of these changes, you will need to submit your plans in writing to your Grant Program Specialist. Please include the nature of the modification, your reasons for the proposed changes, new budget detail worksheets (if applicable), a new description of how the scope of your overtime project will change (if applicable), a timeline detailing the project to date, and the proposed end date of the grant not to exceed 12 months. Programmatic changes will be reviewed on a case-by-case basis, but must still include overtime activities in the areas of terrorism, illegal drug activity, and/or the prevention of violent crimes. HSOP overtime funds can be used in these areas in a global or programmatic manner, and may not be used to fund overtime for a specific case or incident unless approved as a special circumstance.

### ***Contact COPS***

For a more detailed explanation of any of the grant requirements outlined above, please refer to the *Homeland Security Overtime Program (HSOP) Grant Owner's Manual*, or contact your Grant Program Specialist.

For more information, call the U.S. Department of Justice Response Center at 800.421.6770, or visit COPS Online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).