COPS
COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

COPS FY2012 Application Guide: COPS Hiring Program (CHP)

Eligibility

The FY2012 COPS Hiring Program will award up to $111 million in grants to address the full-time sworn officer needs of state, local, and tribal law enforcement agencies nationwide and to increase their community policing capacity and crime prevention efforts. The 2012 CHP grant program is not an open solicitation, and only agencies with a pending 2011 CHP application will be invited to provide targeted updates for FY2012 CHP funding consideration. Agencies whose requests were fully funded in FY2011, or that received 25 officer positions, are not eligible to apply for 2012 CHP.

All awards are subject to any modifications or additional requirements that may be imposed by law.

Deadline

All updated applications must be submitted by **March 22, 2012,** at **7:59 PM, EDT.**

Contact Information

For assistance with the requirements of this initiative, please contact the COPS Office Response Center at 800.421.6770 or via e-mail at AskCopsRC@usdoj.gov.

The updated application must be submitted through the COPS Office website (www.cops.usdoj.gov).

U.S. Department of Justice. Office of Community Oriented Policing Services
Bernard K. Melekian, Director
www.cops.usdoj.gov

COPS FY2012 Application Guide: COPS Hiring Program (CHP)

The COPS Application Guide is designed to assist applicants in applying for FY2012 CHP funding. This Guide includes general information on the administrative and legal requirements governing the COPS Hiring Program, as well as detailed program-specific information.

For more information about COPS grants, please call the COPS Office Response Center at 800.421.6770.

U.S. Department of Justice
Office of Community Oriented Policing Services
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Washington, DC 20530

COPS Online: www.cops.usdoj.gov

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COPS HIRING PROGRAM (CHP) (CFDA 16.710)

OVERVIEW

COPS Office Overview

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing public safety through the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and grant resources. The community policing philosophy promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. Rather than simply responding to crimes once they have been committed, community policing concentrates on preventing crime and eliminating the atmosphere of fear it creates. Earning the trust of the community and making individuals stakeholders in their own safety enables law enforcement to better understand and address both the needs of the community and the factors that contribute to crime.

The COPS Office awards grants to state, local, territory, and tribal law enforcement agencies to hire and train community policing professionals, acquire and deploy cutting-edge crime-fighting technologies, and develop and test innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders and all levels of law enforcement. The COPS Office has produced and compiled a broad range of information resources that can help law enforcement better address specific crime and operational issues, and help community leaders better understand how to work cooperatively with their law enforcement agency to reduce crime.

Since 1994, the COPS Office has invested more than $14 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing. More than 600,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.

The COPS Office has produced more than 1,000 information products—and distributed more than 6.6 million topic-specific publications—including Problem Oriented Policing Guides, Grant Owner's Manuals, Fact Sheets, best practices, resource CDs, and curricula. In 2010, the COPS Office participated in 45 law enforcement and public-safety conferences in 25 states in order to maximize the exposure and distribution of these knowledge products. More than 500 of these products, along with other products covering a wide area of community policing topics—from school and campus safety to gang violence—are currently available, at no cost, through its online Resource Information Center at www.cops.usdoj.gov/RIC/ResourceSearch.aspx. More than 2 million copies have been downloaded in FY2010 alone. The easy to navigate and up to date website is also the grant application portal, providing access to online application forms.

Additional information regarding the COPS Office can be found at www.cops.usdoj.gov**.**

COPS Hiring Program (CHP) Overview

The COPS Hiring Program (CHP) provides funding directly to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts.

In 2012, the COPS Office will use the existing pool of pending 2011 CHP applications that were not funded to make award selections. Agencies whose requests were fully funded in FY2011, or that received 25 officer positions, are not eligible to apply for 2012 CHP.

2012 CHP grants will cover up to 75 percent of the approved entry-level salary and fringe benefits of each newly-hired and/or rehired, full-time sworn career law enforcement officer over the 3-year (36 months) grant period, with a minimum 25 percent local cash match requirement and a maximum federal share of $125,000 per officer position. CHP grant funding will be based on your agency's current entry-level salary and fringe benefits for full-time sworn officers; any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency. All agencies' requests will be capped at no more than 5 percent of their actual sworn force strength as reported at the time of updated application, up to a maximum of 25 officers. [The request of any agency with a sworn force less than or equal to 20 will be capped at one officer.] Funding under this program may be used to:

- Hire new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. The newly-hired officers MUST be military veterans. Under 2012 CHP, a military veteran is defined as an individual who has served on active duty at any time in the armed forces for a period of more than 180 consecutive days, any part of which occurred on or after September 11, 2001, and who has been discharged or released from active duty in the armed forces under honorable conditions. These positions must be in addition to your current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official grant award start date as it is listed on your agency's award document. If your agency is awarded new hire positions, you will be required to take active and timely steps consistent with your departmental hiring policies to hire a military veteran.
- Rehire officers laid off by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget cuts. The rehired officers must be rehired on or after the official grant award start date as it appears on your agency's award document. Documentation must be maintained showing the dates that the positions were laid off and rehired.
- Rehire officers who are (at the time of updated application) currently scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or BIA budget cuts. Grantees will be required to continue funding the positions with local funding until the dates of the scheduled lay-offs. The dates of the scheduled lay-offs and the number of positions affected must be identified in the CHP application. In addition, documentation must be maintained detailing the dates and reasons for the lay-offs. Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled lay-offs are occurring for local economic reasons unrelated to the availability of CHP grant funds; such documentation may include local council meeting minutes; memoranda, notices, or orders discussing the lay-offs, budget documents ordering jurisdiction-wide budget cuts, and/or notices provided to the individual officers regarding the lay-offs.

Any applicant may request funding in one or more of the above-referenced hiring categories under CHP. If, after receiving a CHP grant, your agency needs to change one or more of the funded hiring categories 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.

An applicant may not reduce its existing current fiscal year budget for sworn officers just to take advantage of the CHP grant. Any budget cut must be unrelated to the receipt of CHP grant funds to avoid a violation of the COPS statutory nonsupplanting requirement.

The nonsupplanting requirement means that COPS funds must be used to supplement (increase) state, local, or BIA funds that would have been dedicated toward the grant purpose if federal funding had not been awarded. CHP grant funds must not be used to replace (supplant) local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring or rehiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired or rehired with local funds. For additional information on the COPS nonsupplanting requirement as it applies to CHP, please refer to the nonsupplanting FAQs at www.cops.usdoj.gov/Default.asp?Item=2282.

Furthermore, all grant recipients must retain any CHP-funded officer positions awarded for at least 12 months after the 36 months of federal funding has ended for each position. Applicants are required to affirm in their CHP grant application that their agency plans to retain any additional officer positions awarded following the expiration of the grant, and identify their planned source(s) of retention funding.

Please be advised that a hold may be placed on any application if it is deemed that the applicant agency is not in good standing on other U.S. Department of Justice grants, has other grant compliance issues that would make the applicant agency ineligible to receive COPS funding, and/or is not cooperating with an ongoing Department of Justice grant review or audit. A hold may also be placed on any application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

Misuse of CHP funds and/or failure to comply with all COPS grant requirements may result in suspension or termination of grant funds, the repayment of funds, and/or other remedies available by law.

Under the False Claim Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving COPS funds may be referred to the Office of Inspector General (OIG). The OIG may be contacted at oig.hotline@usdoj.gov, www.usdoj.gov/oig/FOIA/hotline.htm, and 800.869.4499.

DEADLINE: APPLICATION

Applications for this program must be submitted online via the COPS website by **March 22, 2012,** at **7:59 PM, EDT.**

ELIGIBILITY REQUIREMENTS

2012 CHP is not an open solicitation, and only agencies with a pending 2011 COPS Hiring Program application are eligible to apply for 2012 CHP funding consideration. Please note that CHP applicants must have a police department that is operational as of March 22, 2012, which is the close of this application, or receive services through a new or existing contract for law enforcement service. If funds under this program are to be used as part of a written contracting agreement for law enforcement services (e.g., a town that contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application.

For additional information, please contact your COPS Grant Program Specialist by calling the COPS Office Response Center at 800.421.6770.

PROGRAM-SPECIFIC INFORMATION

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Program Goal

CHP is designed to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers.

Length of Grant Term, Maximum Federal Share, Local Share Requirements, and Hiring Categories

CHP grants provide funding for 3 years (36 months) for each position awarded. No-cost extensions of time (not additional funding) may be provided on a case-by-case basis to provide additional time beyond the 3 years to complete the expenditure of grant funds. CHP grantees are required to retain each officer position awarded for at least 12 months following the conclusion of 36 months of grant funding for that position. 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.

2012 CHP grants cover up to 75 percent of the approved entry-level salary and fringe benefits of each newly-hired and/or rehired, full-time sworn career law enforcement officer over the 3-year (36 months) grant period, with a minimum 25 percent local cash match requirement and a maximum federal share of $125,000 per officer position. All budget calculations must be based on the current authorized salary and fringe benefits of an entry-level officer in your department. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the grantee agency.

CHP grants may be used on or after the official grant award start date as it appears on your agency's award document to (1) hire new officer positions (including filling existing officer vacancies that are no longer funded in your agency's budget) who are military veterans; (2) rehire officers laid off by any jurisdiction as a result of state, local, or BIA budget cuts; and/or (3) rehire officers who are (at the time of updated application) scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or BIA budget cuts.

CHP grant funds will be awarded for officer positions in the above three distinct hiring categories and grantees are required to use CHP funds for the specific categories awarded. An applicant may request funding in one or more of the hiring categories. However, funding requests must be based upon the applicant's current (at the time of application) need for funding in these three hiring categories. If an applicant receives an award for a specific hiring category and then needs to make changes to the hiring categories following the receipt of the CHP award, the grantee must request a post-award grant modification and receive prior approval from the COPS Office before expending CHP funding under the new category. To request a post-award grant modification, please contact the COPS Office Response Center at 800.421.6770.

The COPS statutory nonsupplanting requirement mandates that CHP funds must be used to supplement (increase) the grantee's law enforcement budget for sworn officer positions and may not replace (supplant) state, local, or BIA funds that a grantee would otherwise have spent on sworn officer positions in the absence of the CHP grant.

Awarded agencies are required to draw down grant funds based upon immediate cash disbursement needs throughout the 36-month funding period, and not as a lump sum payment.

Federal Funding: Allowable and Unallowable Costs

Allowable Costs: Fundable Requests

Allowable costs are costs that will be paid for by this grant program. **The only allowable costs under CHP are the approved full-time entry-level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers hired or rehired on or after the award start date.** A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law, or by state, local, or tribal agency, to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. New officers that an agency is seeking to hire with CHP funds must be military veterans. An agency seeking to rehire officers scheduled to be laid off on a specific future date with CHP funds must continue to fund them with local funds through the grant award date until the date of the scheduled lay-off. Officers previously employed by your agency who have been (or are currently scheduled to be) laid off as a result of budget cuts may be rehired using CHP grant funds, but funding requests must be limited to your agency's entry-level salaries and fringe benefits for full-time officers. Please be aware that your agency will be responsible for paying any costs that exceed entry-level salaries and fringe benefits with local funds.

CHP grants provide 36 months of funding for sworn officer positions. Funding requests must be based upon the applicant's current (at the time of application) need for funding in the three hiring categories (new hires, rehires of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date). When evaluating how many CHP positions to request, please be mindful of the military veteran requirement, the local match requirement, the maximum federal contribution per position, and your agency's ability to fill and retain the officer positions awarded, while following your agency's established hiring policies and procedures.

Requests may be made only for positions that are not otherwise budgeted with state, local, or BIA funds, and that would not be funded in the absence of the CHP grant.

Unallowable Costs: Requests Will NOT Be Funded

All items other than entry-level personnel costs (salaries and fringe benefits) as described in the preceding section are considered unallowable under CHP. Therefore, requests for equipment, training, uniforms, and vehicles are not permitted under CHP. In addition, the following personnel costs are unallowable:

- Salaries and benefits of existing locally funded officers, unless those officers are currently (at the time of updated application) scheduled to be laid off on a specific future date;
- Salaries and benefits of newly-hired sworn officers that are not military veterans;
- Salaries and fringe benefits over and above an agency's entry-level salary and fringe benefits for officers;
- Salaries and fringe benefits for civilian/non-sworn personnel;
- Salaries and fringe benefits for part-time officer positions;
- Salaries and benefits for furloughed officers; and
- Overtime costs.

This is not an inclusive list, and items not listed above will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's CHP project. All requests must contribute directly to the specific purpose of the grant project and relate to the appropriations language enacted for FY2012.

Monitoring, Reporting, and Evaluation Requirements

Federal regulations require that any financial assistance from the federal government be monitored to ensure that those funds are spent properly. Awarded agencies will be responsible for submitting quarterly Programmatic Progress Reports and quarterly Federal Financial Reports. [Please note that, for three out of the four calendar quarters, the Programmatic Progress Report will include only questions on officer hiring status and will be shorter in length.] All agencies will be required to submit a final closeout report. In addition, the COPS Office is interested in tracking the progress of its programs and the development of its grantees' community policing plans. Therefore, all CHP grantees will be required to participate in grant monitoring activities of the U.S. Department of Justice, including but not limited to the COPS Office, the Office of the Inspector General, or any entity designated by COPS.

The COPS Office Monitoring staff may take a number of monitoring approaches, such as site visits, office-based grant reviews, and periodic surveys to gather information. COPS may seek information including, but not limited to, your agency's compliance with nonsupplanting and financial requirements of the grant and progress toward achieving your community policing plan.

Though a formal assessment is not a requirement, departments are strongly encouraged to conduct an independent assessment of their respective projects. Project evaluations have proven to be valuable tools in helping departments identify areas in need of improvement, as well as providing data of successful processes.

Please feel free to contact your Grant Program Specialist at 800.421.6770 to discuss any questions or concerns you may have.

PERFORMANCE MEASURES

To assist in fulfilling the Department of Justice's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding must provide data that measures the results of their work. Performance measures for CHP are as follows:

Objective	Performance Measures	Data Grantee Provides
Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers.	Effectiveness rating of COPS knowledge resources (e.g., training, publications) in increasing community policing capacity.	Quarterly progress reports describing how CHP funding is being used to assist your jurisdiction in the implementation of community policing strategies.

All COPS Office grants target increasing grantee capacity to implement community policing strategies within the three primary elements of community policing: 1) problem solving; 2) partnerships; and 3) organizational transformation. The COPS Office requires all CHP applicants to describe how hiring and/or rehiring additional officers will assist the applicant in implementing community policing strategies. For more information on community policing, please go to the COPS website at: www.cops.usdoj.gov/Default.asp?Item=36.

- As part of the progress report, CHP grantees will be required to report on their progress toward implementing community policing strategies. The COPS Office will not require that grantees track statistics to respond to the performance measure questions, and the grantee's community policing capacity implementation rating will not be used in determining grant compliance.
- Based on the data collected from grantees, the COPS Office may make improvements to CHP to better meet the program's objective and law enforcement agency needs.

Audit Requirement

The Office of Management and Budget (OMB) Circular A-133 establishes the requirements for organizational audits that apply to COPS grantees. Grantees must arrange for the required organization-wide (not grant-by-grant) audit in accordance with the requirements of this circular.

Civil Rights

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for grant recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying using the COPS online system (www.cops.usdoj.gov), please contact:

Donte Turner
U.S. Department of Justice, COPS Office
202.616.9427 or Donte.Turner@usdoj.gov

Grant Terms and Conditions

The following section describes all of the compliance terms and conditions that applicants should be aware of before applying to COPS programs. The table below further defines which of the legal requirements are applicable to the program for which you are applying. Please review each section carefully. The signatures of the applicant's Authorized Organizational Representative, Law Enforcement Executive/Program Official, and Government Executive/Financial Official on Section 14: Certification of Review and Representation of Compliance with Requirements of the COPS Application Attachment to the SF-424 assures the COPS Office that your agency will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds.

Key: Y – Yes; N – No; P – Possibly (dependent upon particular agency regulations or items requested)	
FY2012 Program	**CHP**
I. Assurances	Y
II. Certifications	Y
III. Disclosure of Lobbying Activities	P
IV. Nonsupplanting	Y
V. Procurement and Sole Source Justification	N
VI. Criminal Intelligence Systems/28 C.F.R. Part 23	N
VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts	N
VIII. Community Policing Self Assessment Tool (CP-SAT)	Y
IX. Central Contractor Registration (CCR) and Universal Identifier Requirements	Y
X. Reporting Subaward and Executive Compensation Information	P

I. & II. Assurances and Certifications (included in Section 15 of this Application Guide and Standard Application forms)

Applicants to COPS programs are required to sign and submit the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

III. Disclosure of Lobbying Activities (included in Section 16 of this Application Guide and Standard Application forms)

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change reports. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to complete the disclosure form in Section 16 of the application. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

IV. Nonsupplanting Requirement

The COPS nonsupplanting requirement mandates that grant funds may not be used to replace state or local funds (or, for tribal grantees, Bureau of Indian Affairs funds) that would, in the absence of federal aid, be made available for the purpose of the grant. Instead, grant funds must be used to increase the total amount of funds that would otherwise be made available for the grant purposes.

Funds budgeted to pay for sworn officer positions irrespective of the grant may not be reallocated to other purposes or refunded should a CHP grant be awarded. Non-federal funds must remain available for and devoted to that purpose, with COPS funds supplementing those non-federal funds. Funding awarded cannot be obligated until after the grant award start date. This means that CHP funds cannot be applied to any agency cost prior to the award start date. In addition, awardees will be expected to take active and timely steps pursuant to their standard procedures to fully fund law enforcement costs already budgeted as well as fill all locally-funded vacancies resulting from attrition during the life of the grant.

Under CHP, the nonsupplanting requirement means that a grant recipient receiving CHP grant funds to hire a new officer position, including filling an existing officer vacancy that is no longer funded in the recipient's local budget, must hire the additional position on or after the official grant award start date, above its current budgeted (funded) level of sworn officer positions.

The nonsupplanting requirement also means that a grant recipient that receives CHP grant funds to rehire an officer who has already been laid off (at the time of updated application) as a result of state, local, or BIA budget cuts, must rehire the officer on or after the official grant award start date. If a CHP grant is awarded in this category, the grant recipient must maintain documentation showing the date(s) that the position(s) was laid off and rehired in its CHP grant file.

In addition, the nonsupplanting requirement means that a grant recipient that receives CHP grant funds to rehire an officer who is (at the time of updated application) currently scheduled to be laid off on a specific future date as a result of state, local, or BIA budget cuts, must continue to fund the officer with its own funds through the grant award start date until the date of the scheduled lay-off (for example, if the award start date is September 1 and the lay-off is scheduled for November 1, then the CHP funds may not be used to fund the officer until November 1, the date of the scheduled lay-off). An agency must identify the date(s) of the scheduled lay-offs and the number of officer(s) to be laid off in its application. If a CHP grant is awarded in this category, a grant recipient must maintain documentation showing the date(s) and reason(s) for the lay-offs, the number of officers laid off, the number of officers rehired and dates the officers were rehired. [Please note that your agency may rehire the officers scheduled for lay-off with CHP funding on or immediately after the date of the scheduled lay-off. Unless required by your jurisdiction, your agency is not required to formally complete the administrative steps associated with the lay-off of the individual officers you are seeking to rehire so long as your agency can document that a final, approved budget decision was made to lay-off those individual officers on the identified lay-off date.]

Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of CHP grant funds may include (but is not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual officers regarding the date(s) of the lay-offs; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's CHP grant records during the grant period and for 3 years following the official closeout of the CHP grant in the event of an audit, monitoring, or other evaluation of your grant compliance. For additional information on the COPS nonsupplanting requirement as it applies to CHP, please refer to the Frequently Asked Questions (FAQ) information sheet at www.cops.usdoj.gov/Default.asp?Item=2119.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office at 800.421.6770 for further information.

V. Procurement and Sole Source Justification—Not Applicable under CHP

VI. Criminal Intelligence Systems/28 C.F.R. Part 23 Compliance—Not Applicable under CHP

VII. Certification to Mitigate Possible Adverse Health, Safety, and Environmental Impacts—Not Applicable under CHP

VIII. Community Policing Self Assessment Tool (CP-SAT)

Applicants to COPS programs are required to administer the Community Policing Self Assessment Tool (CP-SAT) within 3 months after returning the signed grant award document to the COPS Office. The CP-SAT essentially consists of a short community policing survey which will be administered to your agency staff. The COPS Office, through a third-party provider, will conduct this survey and support the entire process, minimizing any burden on your agency personnel. Agencies awarded CHP funding will be provided with additional information on the CP-SAT at the beginning of the grant period.

IX. Central Contractor Registration (CCR) and Universal Identifier Requirements

Unless you are exempted from this requirement under 2 C.F.R. 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or other award term.

To review the Central Contractor and Universal Identifier Award Term, please see Appendix D.

X. Reporting Subaward and Executive Compensation Information

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires, among other things, that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov.

Applicants should note that all recipients of awards of $25,000 or more under this solicitation, consistent with 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, 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, 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.

To review the Reporting Subaward and Executive Compensation Award Term, please see Appendix C.

Suspension or Termination of Funding

The COPS Office may suspend, in whole or in part, or terminate funding, or impose other sanctions on a grantee for the following reasons:

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in this application
- Failure to adhere to grant agreement requirements or special conditions
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding
- Failure to submit required or requested reports
- Filing a false statement or certification in this application or other report or document
- Other good cause shown

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

Please be advised that grantees may not use COPS funding for the same item or service also funded by an Office of Justice Programs (OJP) award.

WHAT AN APPLICATION MUST INCLUDE

Required Application Documents and Sections for the COPS Hiring Program

Listed below is a chart that shows the required documentation that must be completed and submitted for your application to be considered complete. Failure to submit all required documentation at the time of application may delay processing and/or result in the denial of your application. Unless otherwise noted, each section listed must be completed in its entirety. You can use this chart as an application checklist to ensure you have met all of the necessary requirements.

Application Documents & Sections	Required? Yes, No, or Possible (dependent upon program)	Completed?
Standard Form 424	No	❑
COPS Application Attachment to SF-424	Yes	❑
Section 1: COPS Program Request	Yes	❑
Section 2: Agency Eligibility Information	Yes (Section 2A only)	❑
Section 3: General Agency Information	Yes	❑
Section 4: Executive Information	Yes	❑
Section 5: COPS Officer Request Form	Yes (Section 5A only)	❑
Section 6: Law Enforcement & Community Policing Strategy	Yes (Section 6B only)	❑
Section 7: Need for Federal Assistance	Yes	❑
Section 8: Continuation of Project After Federal Funding Ends	Yes (Section 8A only)	❑
Section 9: Program Specific Requirements	No	❑
Section 10: Executive Summary	No	❑
Section 11: Project Description (Narrative)	No	❑
Section 12: Official Partner(s) Contact Information	No	❑
Section 13: Application Attachments	No	❑
Section 14: Budget Detail Worksheets	Yes	❑
Section 15: Assurances and Certification	Yes	❑
Section 16: Disclosure of Lobbying Activities	Possible	❑
Section 17: Certification of Review and Representation of Compliance with Requirements	Yes	❑
Section 18: Application Data Verification	No	❑

Please note: When completing this application online, the system will time out after 20 minutes of inactivity. To prevent any loss of information, applicants are advised to save their information frequently. When completing sections where you are required to provide a significant amount of narrative or other information, the COPS Office suggests that you complete your response in a separate document offline, and then paste it into the application.

Because the online application will not be pre-populated with data from your 2011 CHP grant application, the COPS Office suggests that you first print out a copy of your 2011 CHP grant application, and use that as the basis for your 2012 CHP grant application. Only update the sections highlighted below.

Section 1: COPS Program Request

Select the program for which you are requesting federal assistance.

Section 2: Agency Eligibility Information

To be eligible to apply for the 2012 CHP solicitation, your agency must commit to at least one of the following:

1. Hire new, additional officer positions. The newly-hired officer(s) MUST be military veteran(s). Under the FY2012 CHP solicitation, a military veteran is defined as an individual who served on active duty at any time in the armed forces for a period of more than 180 consecutive days, any part of which occurred on or after September 11, 2001, and who has been discharged or released from active duty in the armed forces under honorable conditions. A department must hire the additional positions on or after the official grant award start date, above its current budgeted (funded) level of sworn officer positions, and otherwise comply with the nonsupplanting requirements as described in detail in the Grant Owner's Manual.

2. Rehire officers laid off by any jurisdiction as a result of state, local, or tribal budget cuts.

3. Rehire officers who are (at the time of updated application) currently scheduled to be laid off by your jurisdiction on a specific future date as a result of state, local, or tribal budget cuts.

If your agency is unwilling or unable to commit to any of the eligibility requirements listed above, you will have the opportunity to remove your application from consideration. If your agency chooses not to continue with the 2012 CHP Application, please identify your reason(s) for withdrawing and electronically submit your withdrawal notification.

Section 3: General Agency Information

Please provide accurate agency information as this information may be used, along with other data collected, to determine funding eligibility. Enter the following data from your 2011 CHP grant application:

B. Applicant Data Universal Numeric System (DUNS) Number

The federal government requires that all applicants for federal grants and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System DUNS) number *prior* to application submission. The DUNS number is used to identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866.705.7511 or via the Internet at http://fedgov.dnb.com/webform.

C. Central Contractor Registration (CCR)

If your CCR is set to expire prior to September 30, 2012, please renew your CCR prior to completing this application. All applicants are required to maintain current registrations in the CCR database. Please note that applicants must update or renew their CCR at least once per year to maintain an active status. Please contact the CCR Services Desk at 866.606.8220 or view/update your registration information at www.bpn.gov/ccr/default/aspx.

D. Geographic Names Information System (GNIS) ID

Your Geographic Names Information System (GNIS) Identification Number is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to http://geonames.usgs.gov/domestic/index.html.

E. Cognizant Federal Agency

A Cognizant Federal Agency is the federal agency from which your jurisdiction receives the most federal funding; it also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the "Department of Justice" as their Cognizant Federal Agency.

F. Fiscal Year

Enter the month and day of the legal applicant's fiscal year.

G. Law Enforcement Agency Sworn Force Information

Please note that "budgeted sworn force strength" refers to the number of sworn officer positions your agency has funded within its budget, including state, BIA, and locally-funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers.

H. Civilian Staffing

Enter the number of civilian positions funded in your agency's current fiscal year budget, both full-time and part-time.

Section 4: Executive Information

This information will be pre-populated with information from your agency's 2011 CHP grant application. Please confirm that the information provided is accurate. If the information for either executive has changed, please make the appropriate updates, ensuring that all information listed is current. If these officials are "Interim" or "Acting" at the time of updating the application, check the appropriate box. Please note that this information will be used for any future correspondence regarding this grant application, and ultimately, if a grant is awarded, this information will be used for any grant award notifications.

A. Law Enforcement Executive/Agency Executive Information

Enter the law enforcement executive's name and contact information. This is the highest ranking law enforcement official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent). If the grant is awarded, this position would ultimately be responsible for the programmatic implementation of the award.

B. Government Executive/Financial Official Information

Enter the government executive's name and contact information. This is the highest ranking official within your jurisdiction (e.g., Mayor, City Administrator, Tribal Chairman, or equivalent). If the grant is awarded, this position would ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks, trustees) is not acceptable.

Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.

Section 5A: COPS Hiring Program Officer Request

2012 CHP grant funds cover up to 75 percent of the approved entry-level salary and fringe benefits of each newly-hired and/or rehired, full-time sworn career law enforcement officer for the 3-year (36 months) grant period, with a minimum 25 percent local cash match requirement, up to a maximum federal share of $125,000 per officer position. CHP grant funding will be based on your agency's current entry-level salaries and fringe benefits for full-time sworn officers.

All agencies' requests will be capped at no more than 5 percent of their actual sworn force strength as reported on the date of their updated application, up to a maximum of 25 officer positions. [The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer position.] Based on the maximum number of positions that would be available if your agency were awarded funding, please identify how the requested positions would be allocated across the three specific categories:

- Hire new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. The newly-hired officers MUST be military veterans. Under 2012 CHP, a military veteran is defined as an individual who has served on active duty at any time in the armed forces for a period of more than 180 consecutive days, any part of which occurred on or after September 11, 2001, and who has been discharged or released from active duty in the armed forces under honorable conditions. These positions must be in addition to your current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official grant award start date as it appears on your agency's award document. If your agency is awarded new hire positions, you will be required to take active and timely steps consistent with your departmental hiring policies to hire a military veteran.
- Rehire officers laid off by any jurisdiction as a result of state, local, or BIA budget cuts. The rehired officers must be rehired on or after the official grant award start date as it appears on your agency's award document. Documentation must be maintained showing the dates that the positions were laid off and rehired.
- Rehire officers who are (at the time of updated application) currently scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or BIA budget cuts. Grantees will be required to continue funding the position(s) with local funding through the grant award start date until the dates of the scheduled lay-offs. The dates of the scheduled lay-offs and the number of positions affected must be identified in the CHP application. In addition, documentation must be maintained detailing the dates and reasons for the lay-offs. Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled lay-offs are occurring for local economic reasons unrelated to the availability of CHP grant funds; such documentation may include local council meeting minutes; memoranda, notices, or orders discussing the lay-offs, budget documents ordering jurisdiction-wide budget cuts, and/or notices provided to the individual officers regarding the lay-offs.

CHP funds are awarded based on your agency's current entry-level full-time sworn officer salaries and fringe benefits package over a 3-year period. Any additional costs higher than entry level will be the responsibility of the grantee agency.

A grantee receiving CHP funding to rehire officers that are scheduled for lay-off must continue to fund the officers with local funds until the date of the scheduled lay-off. The grantee may rehire the officers with CHP funding on or immediately after the date of the scheduled lay-off. Unless required by a grantee's jurisdiction, the agency is not required to formally complete the administrative steps associated with the lay-off of the individual officers it is seeking to rehire so long as the agency can document that a final, approved budget decision was made to lay-off those individual officers on the identified lay-off date.

An applicant may not reduce its budget for sworn officers just to take advantage of the CHP grant. Any budget cut must be unrelated to the receipt of CHP grant funds (to avoid a violation of the nonsupplanting requirement).

When completing the questions about the number of CHP sworn officer positions your agency is requesting, please base your responses on your agency's current (at the time of updated application) needs for funding in the three hiring categories (new hires, rehires of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date). CHP grant awards will be made for officer positions requested in each of these three categories and recipients of CHP awards are required to use awarded funds for the specific categories awarded. If an applicant receives an award, and after receiving the award, needs to change the hiring categories, it must request a post-award grant modification and must receive prior approval before spending CHP funding. For additional information on modifying a CHP grant award, please contact the COPS Response Center at 800.421.6770.

Section 6B: Law Enforcement and Community Policing Strategy

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies toward the community or enhance their involvement in community policing. Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.

In Section 6B the COPS Office requires all CHP applicants to describe how hiring additional officers will assist the applicant in implementing and/or enhancing community policing strategies. Please complete the questions in this section to describe the types of community policing activities that will continue or result from COPS funding.

We understand that your community policing needs may change during the life of your grant. **Minor changes to this plan may be made without prior approval of the COPS Office; however, grantees will be required to report on progress and/or changes to the community policing plan (if any) through required progress reports. If your agency's community policing plan changes significantly, you must submit those changes to the COPS Office for approval through the COPS Agency Portal.** Changes are "significant" if they deviate from the specific crime problems(s) originally indentified and approved in the community policing plan submitted with the application. In some cases, changes to the approved community policing strategies may also be deemed significant and may require approval of a modified community policing plan by the COPS Office, depending on the scope and nature of those changes as identified in the quarterly progress reports.

6B SECTION I: CURRENT COMMITMENT TO COMMUNITY POLICING

Section I aims to examine the current policies and practices within the agency as they relate to the three primary elements of community policing.

Question 1(a-f)
Please indicate which of the following activities your agency currently employs to focus on community partnerships and problem solving. The community partnerships category refers to the forging of relationships between the law enforcement agency and the individuals and organizations they serve to collaboratively develop solutions to problems and increase trust in police. The problem solving category refers to the process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

Question 2
The community policing philosophy focuses on the way that the departments are organized and managed and how the infrastructure can be changed to support the philosophical shift behind community policing. Question 2 aims to identify how your agency currently infuses community policing ideals internally within the agency. Please check which, if any, internal management practices your agency currently employs.

Question 3
Community policing calls for a broadening of police outcome measures beyond that of the typical police performance. Question 3 examines the ways in which your agency currently assesses overall performance. Please indicate which of the following assessment measures your agency annually uses to assess performance.

Question 4
Community policing is a collaborative effort between the law enforcement agency and the community it serves. The pathway of communication between the community and the law enforcement agency is paramount to the success of any community oriented policing strategy. Question 4 seeks to gain an understanding of the ways in which your agency shares information with the community it serves. Please indicate which of the following ways your agency routinely shares information with community members.

Question 5
Community policing recognizes that police rarely can solve public safety problems alone, and encourages interactive partnerships with relevant stakeholders. Question 5 intends to explore the ways your agency routinely participates in collaborative efforts with federal, tribal, state, and/or local law enforcement agencies.

Question 6
Community policing advocates that the public should play a role in prioritizing public safety problems. Individuals who live, work, or otherwise have an interest in the community, are a valuable resource for identifying community concerns. Please identify which of the following ways your agency formally involves community members in influencing agency practices and operations.

6B SECTION II(A): PROPOSED COMMUNITY POLICING PLAN – PROBLEM SOLVING AND PARTNERSHIPS
Section II(A) aims to identify the specific problem you wish to address with COPS funding, the ways you identified and prioritized these public safety issues, and what organizations/agencies you intend to partner with in addressing the problem. This section also aims to determine the metrics used by your agency to evaluate whether the identified public safety problem is being adequately addressed, and what the goals of your agency are in responding to the identified public safety issue. You may select one of the problems from your 2011 CHP Application, or choose a different problem, but you will identify only **one** problem for your 2012 CHP Application.

We strongly recommend agencies consult with their current and perspective partners in order to provide information about the most critical partnerships necessary to address the needs of the community. **If awarded funds, your responses to sections II(A) and II(B) will constitute your agency's community policing plan under this grant.**

Question 7
The community policing philosophy engages in a proactive and systematic examination of identified problems that can be countered with effective responses. Question 7 aims to identify the community problem you wish to address with COPS funding.

You will be allowed to select **one** problem that your community is facing. You should select only the problem that your agency believes it can best address with this funding. **At any time during your grant you need to be prepared to demonstrate how the grant funds were specifically used to enhance or initiate community policing activities according to your community policing plan.** After selecting your problem, you will answer questions 7b through 12.

In **Question 7a**, please identify your problem by selecting a major problem heading (e.g., Violent Crime Problems). Once selected, a series of subheadings will be presented that narrow down the nature of the problem (e.g., Assault). Once you have selected the appropriate subheading, please describe the nature of your problem in the text box in precise, specific terms and in less than 50 characters. Examples have been provided to assist you with specifying the individual problems. Since community policing aims to develop solutions to the immediate underlying conditions contributing to your public safety problems, there may be a problem your agency wishes to address that is not reflected in the subheadings. If so, please identify the major heading that best fits your problem and under the "Other" subheading explain your problem.

In **Question 7b**, please describe the selected problem that you wish to address with COPS funding in 2,000 characters or less. This text will allow you to expand on the nature of your community's problem and breadth of your proposed project, including strategies to address the problem. Community policing entails collaborative efforts between law enforcement agencies and the community, so you will have an opportunity to expand on your proposed partners in another section of the application. This information is required and will be used for auditing and monitoring purposes.

Question 8
Community policing encourages agencies to use problem-solving techniques to identify and prioritize community problems. This process can consist of identifying a basic problem, determining the nature and seriousness of that problem, and establishing baseline measures to evaluate effective responses. Problem-solving techniques aid in your community's ability to recognize which issues need the most resources. Please select which sources contributed to the identification and prioritization of the problem your agency intends to address through this grant program. At least one response must be selected, but you may select as many sources as necessary. Other local non law enforcement government agency data could include information from Code Enforcement, Public Works, Schools, Parks and Recreation, etc.

Question 9
Analysis is a key part of the problem-solving process put forth by the community policing model. The objectives of analysis are to develop an understanding of the dynamics of the problem and the limits of current responses, as well as to establish and develop an understanding of cause and effect. By analyzing your community's problem, you are better able to understand the needs of your community and thus determine the best ways to address these needs. Please identify which methods your agency will use to improve your understanding of the problem(s) you will address. At least one response must be selected, but you may select as many responses as needed.

Question 10
Community policing relies heavily on partnerships and relationships between law enforcement and the community it serves. Questions 10a–d are designed to understand these partnerships in greater detail. We strongly recommend agencies consult with their current and perspective partners in order to provide information about the most critical partnerships necessary to address the needs of the community.

In **Question 10a,** please identify the number of partnerships your agency will initiate or enhance to address the identified problem.

For **Question 10b**, of the partners identified in 10a, name the most important external groups/ organizations your agency plans to partner with to develop responses to this problem. You may only list three partners by name, but you may attach letters of support from any or all project partners.

In **Question 10c**, for each partner identified in 10b, please characterize the type of entity this partnership is. Choose the option that provides the closest description of the partner.

In **Question 10d** (if applicable), for any federal, state, tribal, or local law enforcement agencies you indicated as a partner, identify all the steps you have to take in order to formalize your enhanced or initiated partnership.

Question 11
This question is aimed at determining the metrics used by your agency to evaluate whether the identified problem is being adequately addressed. Please check all the criteria your agency plans to use to determine whether the implemented response achieved the targeted outcomes.

Question 12
This question is aimed at assessing what the goals of your agency are in responding to the identified problem. Although an agency may have multiple goals, we are requesting that you identify your agency's primary goals, and limit it to the top three. **We also encourage your agency to create a system that documents progress toward achieving these identified goals.**

6B SECTION II(B): PROPOSED COMMUNITY POLICNG PLAN – ORGANIZATIONAL TRANSFORMATION
As one of the three pillars of community policing, organizational change is integral to ensuring that your agency's management, structure, personnel, and information systems support, and ultimately help sustain and institutionalize community partnerships and proactive problem-solving efforts. These changes focus on the way that departments are organized and managed, and how the infrastructure and operations can be changed to support the philosophical shift behind community policing.

In this section, you will be asked to identify the organizational change(s) that your agency plans to focus on through your requested COPS funding. Identifying the specific organizational change(s) that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS funding under this program, and to ensure that ultimately the use of these funds will initiate or enhance your agency's overall capacity to implement community policing strategies.

Questions 13–14
You may select **no more than two** organizational changes which will be initiated or enhanced under both internal changes to personnel management (Question 13) and changes to agency management (Question 14). After identifying the organizational change(s) that you will address through your COPS grant, you will be asked to provide a brief (2,000 characters) description expanding on the nature of your planned organizational change activities.

Please be aware that your responses to these questions will become part of your agency's community policing plan under this grant, and your award will be monitored to ensure that the organizational change activities you identify are being initiated or enhanced as part of your community policing plan under this COPS grant. **Because these organizational changes can involve substantial effort and investment, we are limiting the organizational change options to no more than two under each section.**

6B SECTION III: GENERAL COMMUNITY SUPPORT AND ENGAGEMENT
Identifying the specific types of support and engagement(s) on which your agency plans to focus is important to ensure that your agency satisfies the requirements for COPS funding under this program. Section III aims to identify the partners your agency consulted with to develop your community policing plan, and to what extent your efforts will compliment other initiatives in your jurisdiction.

Section 7: Need for Federal Assistance

All applicants are required to provide a brief explanation of their agency's inability to address your public safety needs and implement this project without federal assistance.

C. Explanation of Need for Federal Assistance

In Section 7C all applicants are required to explain their inability to address the need for this award without federal assistance. Please note that the character limit for this response is 3,000 characters.

D. Fiscal Health

All applicants must provide updated information to the five questions included in this section.

Question 1
Please indicate the percentage of employees in your jurisdiction (city, county, state, tribal) that have been reduced through lay-offs from January 1, 2011 until the submission of this application.

For example, if your agency laid off 10 percent of its civilian law enforcement personnel on July 1, 2011, and further anticipates another 10 percent lay-off to its civilian law enforcement personnel by August 17, 2012, you would only include the 10 percent that were laid off at the time of the application.

If your jurisdiction contracts for law enforcement services, please answer this question in terms of your jurisdiction and existing contract arrangements. For example, if the agency providing services has laid-off officers but has not impacted your contract, you would report 0 percent for sworn lay-offs.

Question 2
Please indicate the percentage of employees (civilian, sworn, and other governmental) in your jurisdiction (city, county, state, tribal) that have been reduced by furloughs since January 1, 2011. The COPS Office is only requesting information on furloughs that total more than 40 hours per person, per fiscal year.

For example, if your agency requires that every sworn employee take one hour per week off (furlough) for one year, each employee would be furloughed for 52 hours of time across the fiscal year. Therefore, since this is greater than the 40 hours per person per fiscal year threshold for reporting furloughs, you would indicate a 100 percent furlough rate for sworn law enforcement officer personnel.

If your jurisdiction contracts for law enforcement services, please answer this question in terms of your jurisdiction and existing contract arrangement. For example, if the agency providing services has reduced their employees through furlough, but this has not impacted your contract, you would report 0 percent furlough rate for sworn law enforcement officer personnel.

Question 3
Please indicate the percentage of employees in your jurisdiction that have been reduced due to official policies that limit your jurisdiction's ability to fill vacancies. Please do not report your vacancy rate, which may include normal vacancies due to hiring and training delays. Only report those vacancies resulting from official policies that limit your jurisdiction's ability to fill vacancies, such as hiring freezes.

For example, agency A has an authorized sworn strength of ten, but the actual current sworn strength is nine. The city mandated that the department is under a temporary hiring freeze and cannot backfill the one vacant position allowed under its authorized strength. The percentage of sworn law enforcement personnel not hired due to official policies such as a hiring freeze would be reported as 10 percent.

Agency B has an authorized sworn force of ten, but the actual current sworn strength is eight. The city mandated that the department could not fill one of the vacancies due to a hiring freeze, but is allowing the department to fill the other vacancy (though this position has not been filled due to recruitment challenges). The percentage of sworn law enforcement personnel not hired due to official policies would be reported as 10 percent, even though the total vacancy rate is 20 percent.

If your jurisdiction contracts for law enforcement services, and a hiring freeze in your jurisdiction has also frozen vacant positions on your contract, you would report that percentage only, not the total number of frozen positions within the agency providing services.

Question 4
To determine your jurisdiction's unemployment rate as established by the Bureau of Labor Statistics, you must visit the Bureau's Local Area Unemployment Statistics (LAUS) program website at www.bls.gov/lau/data.htm. Please note for the 2012 CHP application you must provide the December 2011 unemployment rate.

The LAUS data page includes comprehensive instructions on multiple methods of searching. One option is to click the button marked "One Screen Data Search." When the search window appears, select your state (for example, "Oregon") and then your area type (for example, "cities and towns above 25,000 population") and then your specific city (for example, "Salem"). Then click on the button, "Get Data." The results screen will show the monthly unemployment rate for every month going back to January of 1998. Please scroll to the bottom of the table to find the unemployment rate (in the last column) for December 2011 and enter this number.

IF YOUR JURISDICTION HAS FEWER THAN 25,000 IN POPULATION, it may not be possible to calculate the monthly unemployment rate for your jurisdiction. [A notable exception would be that LAUS includes all cities and towns in the New England region regardless of size.] If your jurisdiction does not appear in the LAUS data, please provide the next best reportable level of data. This could be the surrounding county or multi-entity small labor market area, as appropriate.

For jurisdictions not in the census, such as colleges/universities, parks, or transit, please check "Not Applicable."

Question 5
If applicable, please select the event(s) that your jurisdiction experienced on or after **June 1, 2011**.

Section 8: Continuation of Project after Federal Funding Ends

A. For COPS Grants with Retention Plan Requirement

Applicants for COPS hiring grants which include a post-grant retention requirement must plan to retain all positions awarded for a minimum of 12 months at the conclusion of federal funding for each position. Responses to the questions in this section will serve as your agency's retention plan. The retained COPS-funded positions should be added to your agency's law enforcement budget with state and/or local funds at the end of grant funding, over and above the number of locally-funded positions that would have existed in the absence of the grant. At the time of grant application, applicants must affirm that they plan to retain the positions and identify the planned source(s) of retention funding.

Section 9: School Safety Assessment—Not Applicable

Section 10: Executive Summary—Not Applicable

Section 11: Project Description (Narrative)—Not Applicable

Section 12: Official Partner(s) Contact Information—Not Applicable

Section 13: Application Attachments—Not Applicable

Section 14: Budget Detail Worksheets (Instructions)

Applicants to COPS Programs are required to complete the Budget Detail Worksheets. The worksheets request the applicant to provide a specific description for each item outlined in the application.

Applicable Budget Worksheets under CHP: A, Parts 1, 2, and 3

Sworn Officer Positions

Instructions: This worksheet will assist your agency in reporting your agency's current *entry-level* salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry-level base salary and fringe benefits *rounded to the nearest whole dollar* for one full-time sworn officer position within your agency. Do not include employee contributions.

Complete the Budget Detail Worksheet based upon your agency's current first-year full-time entry-level salaries and fringe benefits for your locally-funded officers. Increases for Year 2 and Year 3 will need to be projected to complete the total 3-year full-time entry–level salary and fringe benefits per officer request.

Please note that even if your agency is applying only for funds to rehire experienced officers who have been or are scheduled to be laid off, you must complete your budget request based on your current full-time entry-level salaries and fringe benefits. Any additional costs higher than entry level for rehired officers must be paid with local funds.

Special note regarding sworn officer fringe benefits: For agencies that do not include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Part 1, Section B. Any fringe benefits that are already included as part of the agency's base salary (Part 1, Section A of the Sworn Officer Budget Worksheet) should not be repeated in the separate fringe listing (Part 1, Section B).

Aside from Social Security, Medicare, health insurance, and life insurance, the following are allowable fringe benefits:

- Dental Insurance
- Vision Insurance
- Prescription Drugs
- Sick Days
- Vacation Days
- Holiday Pay
- Retirement Pension
- Worker's Compensation
- Unemployment
- Disability Insurance
- Accidental Death and Disability
- 401K Plan
- Liability Insurance
- Shift Differential Payments
- Accident Insurance
- Bonding Insurance
- Police Trust
- State-Funded Retirement System
- Professional Liability Insurance
- Federal Unemployment Tax Act (FUTA) Tax
- Survivor Benefit

Other benefits, such as training, equipment (e.g., uniforms, weapons, or 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.

Please review your agency's current entry-level salary and benefits costs and identify your agency's total 3-year salary and benefits request per officer position. Be mindful that all 2012 CHP total 3-year salary and benefits requests will be capped at $125,000 per officer position. Please ensure that the base salary and all fringe benefits entered into your application are accurate prior to submitting your application.

Please review your agency's current entry-level salary and benefits costs and identify your agency's total 3-year salary and benefits request per officer position. Please ensure that the base salary and all fringe benefits entered into your application are accurate prior to submitting your application.

Sample Budget Detail Worksheet

The sample Budget Detail Worksheet that is included has been completed to assist you in submitting your budget information.

Budget Worksheet Part 1: Full-Time Sworn Officer Information
Section A:
The agency entered $36,000.00 as the annual first-year entry-level base salary (referred to as annual base salary or "ABS") of a full-time sworn officer position in its department. The ABS cannot be higher than what the agency currently pays for this position locally. Your agency should only provide the ABS for one position in this section; the agency will have the opportunity in Section C to indicate the total number of positions being requested.

Section B:
Social Security cannot exceed 6.2 percent of the ABS. In the sample, the agency entered zero and checked the "Exempt" box. Agencies that pay a fixed rate that is less than 6.2 percent should check the "Fixed Rate" box.

Medicare cannot exceed 1.45 percent of the ABS. In the sample, the agency entered the maximum allowable amount of $522.00 ($36,000.00 X 1.45% = $522.00).

For health insurance, life insurance, vacation, sick leave, retirement, worker's compensation, and unemployment insurance, agencies should indicate the dollar amount and percentage of the ABS that it pays for fringe benefits in the first year for a full-time entry-level sworn officer position. For worker's compensation and unemployment insurance, agencies may indicate that they are exempt by checking the appropriate box.

There are several other fringe categories that are allowable under this grant program, and they are listed in the drop-down menu. Your agency can pick as many of the categories as are applicable to your agency and fill in the dollar amount and percentage of the ABS for each one.

In the sample, the agency entered $16,362.00 for the total first-year entry-level fringe benefits for a full-time sworn officer position in its department.

Section C:
The Budget Worksheet will automatically calculate the total Year 1 salary and fringe benefits for one entry-level full-time sworn officer position for your agency in Section C, which for the sample equals $52,362.00.

For Year 2 and Year 3, agencies are required to provide projections for the salary and fringe benefits for an entry-level full-time officer position. Agencies are also required to maintain records documenting how it calculated its projections. There are many ways that an agency may calculate and document **the salary and fringe benefits projections. For example, the figures can be based on a contractual agreement that guarantees cost of living or other increases; budget projections that the agency is using to calculate other salaries and fringe benefits for future years; or the average percentage increase in salaries and benefits that the agency experienced over the last 5 years. The important thing is that your agency estimates the costs to the best of its ability and keeps the supporting documentation in your agency's grant file in case of future audit or monitoring of your CHP grant.**

For Year 2, the agency estimated the salary at $37,080 and fringe benefits at $16,853. For Year 3, the agency estimated the salary at $38,192 and fringe benefits at $17,359.

Based on the figures for Year 1, 2, and 3, the Budget Worksheet will automatically calculate the total 3-year salary and fringe benefits. In addition, the Budget Worksheet will automatically calculate total project costs based on the number of officer positions your agency requested in the application.

Please note that the COPS Office uses the information provided in the Budget Worksheet to determine the amount of your CHP grant, if awarded, so your agency must ensure that the figures are accurate.

Budget Worksheet Part 2: Sworn Officer Salary Information
All agencies that have an estimated increase in salaries and/or fringe benefits over the life of the grant are required to provide a reason(s) why. Agencies should check all the boxes that apply. In the sample, the agency checked that the increases were due to cost of living adjustments and step raises.

Budget Worksheet Part 3: Federal/Local Share Costs (for Hiring Grants)
The first chart in Part 3 will indicate the total salary and benefits for the 3-year grant period, and the required local share. The minimum local match requirement is 25 percent of the total project cost, and the cap on the amount of funding that can be requested per officer position is $125,000 over 3 years (36 months). Any additional cost above the local match and the officer funding cap will be the responsibility of the grantee agency. Grantees are also required to pay a progressively larger share of the cost of the grant with local funds over the grant period. The second chart is a projection of the planned federal and local shares of the total project costs over the 3-year period of the grant; while your agency may deviate from these specific projections during the grant period, it must still ensure that the federal share decreases and the local share increases.

A. Full-Time Entry-Level Sworn Officer Base Salary Information **No Sworn Officer Positions Requested** ☐

Part 1: *Instructions: Please complete the questions below based on your agency's entry-level salary and benefits package for one locally-funded officer position. As applicable per the program-specific Application Guide, you may also be required to project Year 2 and Year 3 salaries. To learn more about what types of officer fringe benefit costs are allowable, please click here*

A. Base Salary Information	Year 1 Salary Enter the current first year entry-level base salary for one sworn officer position. $ 36,000.00	Year 2 Salary *(As applicable)* Enter the second year base salary for one entry-level sworn officer position. $ 37,080.00	Year 3 Salary *(As applicable)* Enter the third year base salary for one entry-level sworn officer position. $ 38,192.00

B. Fringe benefit costs should be calculated for each year of the grant term.

FRINGE BENEFITS:	Year 1 Fringe Benefits COST:	Year 1 % OF BASE	Year 2 Fringe Benefits COST:	Year 2 % OF BASE	Year 3 Fringe Benefits COST:	Year 3 % OF BASE
Social Security Exempt: ☑ 6.2% ☐ Fixed Rate: ☐ *Cannot exceed 6.2% of Total Base Salary.*	$	%	$	%	$	%
Medicare Exempt: ☐ 1.45% ☑ Fixed Rate: ☐ *Cannot exceed 1.45% of Total Base Salary.*	$ 522.00	1.45 %	$ 538.00	1.45 %	$ 554.00	1.45 %
Health Insurance **Individual:** ☑ **Family:** ☐ **Fixed Rate:** ☐	$ 6,840.00	19 %	$ 7,045.00	19 %	$ 7,256.00	19 %
Life Insurance Fixed Rate: ☐	$	%	$	%	$	%
Vacation Number of Hours Annually:	$	%	$	%	$	%
Sick Leave Number of Hours Annually:	$	%	$	%	$	%
Retirement Fixed Rate: ☐	$ 6,480.00	18 %	$ 6,674.00	18 %	$ 6,875.00	18 %
Worker's Compensation Exempt: ☐ Fixed Rate: ☐	$ 1,800.00	5 %	$ 1,854.00	5 %	$ 1,910.00	5 %
Unemployment Insurance Exempt: ☐ Fixed Rate: ☐	$ 720.00	2 %	$ 742.00	2 %	$ 764.00	2 %
Other Select One...	$	%	$	%	$	%
Other Select One...	$	%	$	%	$	%
Other Select One...	$	%	$	%	$	%
Benefits Sub-Total Per Year (1 Position)	$ 16,362.00		$ 16,853.00		$ 17,359.00	
C. Total Year Salary and Benefits (1 Position):	$ 52,362.00		$ 53,933.00		$ 55,551.00	

D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position): $ 161,846.00 X 3 **# of Positions =** $ 485,538.00

SAMPLE

Part 2: Sworn Officer Salary Information

If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reason(s) why in the space below:

☑ Cost of living adjustment (COLA) ☑ Step raises ☐ Change in benefit costs

Part 3: Federal/Local Share Costs (for Hiring Grants)

If the COPS Hiring Grant Program requires a local match, the grantees are required to pay a progressively larger share of the cost of the grant with local funds over the grant period. Please refer to the program-specific Application Guide to determine if this section is applicable. This means that your local match must increase each year, while the federal share must decrease. Please project in the chart below how your agency plans to assume a progressively larger share of the grant costs during each year of the program. The chart is a projection of your plans; while your agency may deviate from these specific projections during the grant period, it must still ensure that the federal share decreases and the local share increases.

	Year 1	Year 2	Year 3
Federal Share	$ 52,362.00	$ 53,933.00	$ 55,551.00
Local Share	$	$	$
Totals	$ 52,362.00	$ 53,933.00	$ 55,551.00

Total salary and benefits for years 1, 2 & 3 (all positions):	$ 485,538.00
Total federal share:	$ 485,538.00
Total local share required (sworn officer costs): (Based on Years 1, 2 & 3 costs for all sworn positions)	$

SAMPLE

BUDGET SUMMARY

Instructions: Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, click the "Edit" button for that category.

Note: Agencies applying for Secure Our Schools (SOS) must enter a "Total Local Share Amount" percentage of 50% in the designated area below. Applicants for all other Fiscal Year 2011 COPS Grants are not required to provide a local match.

	Budget Category	Category Total	Edit
A.	Sworn Officer Positions	$ 333,816.00	
B.	Sworn Officer Fringe Benefits	$ 151,722.00	
C.	Civilian/Non-Sworn Personnel	$	
D.	Civilian/Non-Sworn Fringe Benefits	$	
E.	Equipment/Technology	$	
F.	Supplies	$	
G.	Travel/Training	$	
H.	Contracts/Consultants	$	
I.	Other Costs	$	
J.	Indirect Costs	$	
	Total Project Amount:	$ 485,538.00	
	Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)	$ 485,538.00	100 %
	Total Local Share Amount (If applicable): (Total Project Amount - Total Federal Share Amount)	$	%

Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

Authorized Official's Typed Name: John Doe

Title: Chief

Phone: (123) 456-7890

Fax: (123) 789-6541

E-mail Address: John.Doe@apd.org

SAMPLE

Budget Worksheet Part 4: Waiver of Local Match
The COPS Office may grant a waiver of some or all of a grantee's local match requirement. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of **severe fiscal distress** as supported by the fiscal health data provided in Section 7 of this application, and comparison of your fiscal health data with that of the overall 2012 CHP applicant pool. Therefore, you should carefully determine the maximum local share your agency would be able to contribute if awarded. If your agency requests a waiver, you must respond to Question 1b of the application. Please indicate if we should continue to consider your application if the waiver request is not granted or whether it should be removed from consideration once that determination is made. If your application is funded, but for a reduced number of officer positions, the percentage of local share provided above will be applied to the total project cost of the awarded officers.

Budget Summary
The Budget Summary will automatically calculate total project costs based on the figures provided in the Budget Worksheet and the number of officer positions requested in the application. It will also calculate the amount of the local match requirement. If your agency requested a waiver of the local match, the federal and local share will be calculated based on the waiver request.

Section 15: Assurances and Certifications

Applicants to COPS programs are required to sign and submit the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read, understand, and accept the grant terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

Section 16: Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to complete the disclosure form. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

Section 17: Reviews and Certifications

Please be advised that an application may not be funded and, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a Department of Justice grant review or audit.

Applicants must certify whether or not their agency will use COPS grants funds (if awarded) to operate an interjurisdictional criminal intelligence system. If yes, the applicant assures the COPS Office that it will comply with the requirements of 28 C.F.R. Part 23.

The signatures of the Law Enforcement Executive/Agency Executive, Government Executive/Financial Official, and the Person Submitting this Application on the Reviews and Certifications represent to the COPS Office that:

a) the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity;
b) the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide, the COPS Grant Owner's Manual, Assurances, Certifications, and all other applicable program regulations, laws, orders, and circulars;
c) the applicant understands that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government; AND
d) the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

The signatures of the Law Enforcement Executive/Agency Executive and the Government Executive/Financial Official in the application must be the same as those identified in Section 4 of the application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

Section 18: Application Data Verification

After submission of this application, the COPS Office may require your department to verify data provided in the application. This section is to be completed once the data has been reviewed, confirmed and/or updated. Failure to respond to the request may eliminate the application from 2012 funding consideration. The purpose of this section to confirm that the person reviewing, confirming, and/or updating the data is authorized by the appropriate governing body to act on behalf of the grant applicant entity, that the information provided, including any amendments, be treated as material representations of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant, and that the applicant understands that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or other remedy available to by law to the federal government.

APPENDIXES

Appendix A: Glossary of COPS Program Terms

The following information is provided to assist you with the completion of your COPS grant program application forms. The list includes some of the most common terms that are used in the application forms. For additional assistance or clarification regarding any part of the application, please contact your Grant Program Specialist at 800.421.6770.

Allowable Costs: Allowable costs are costs that will be paid for by this grant program.

Authorized Officials: The authorized officials are the individuals in your organization who have final authority and responsibility for all programmatic and financial decisions regarding your application and, if awarded, your grant award. For law enforcement agencies, the listed Law Enforcement Executive (usually Chief of Police, Sheriff, etc.) and the Government Executive (usually Mayor, Board President, etc.) are your agency's authorized officials.

Authorized Organizational Representative (AOR): A person authorized by your E-business POC to submit applications to Grants.gov. This privilege should be provided only to those individuals who currently have signature authority for submitting grant applications. The name of the individual designated as an AOR will be populated by the Grants.gov system in grant application package forms, which require signatures. An organization can assign as many AORs to use Grants.gov as necessary.

Award Start Date: This is the date on or after which your agency is authorized to purchase items or hire positions that were approved by the COPS Office. If awarded, the award start date is found on your grant Award Document. *Grantees may not make any purchases or hire any positions prior to this date without written approval from the COPS Office.*

Career Law Enforcement Officer: The COPS statute defines a "career law enforcement officer" as a person hired on a permanent basis who is authorized by law, or by a state or local public agency, to engage in or oversee the prevention, detection, or investigation of violations of criminal laws.

Catalog of Federal Domestic Assistance (CFDA): The CFDA is an annual government-wide publication that contains a description and index of all forms of federal assistance. Each program is assigned a "CFDA number," which is used by auditors to track grant revenues under the Single Audit Act. It is also used in participating states by State Single Points of Contact in conducting the required intergovernmental reviews under Executive Order 12372. The CFDA number for all COPS programs is 16.710.

Central Contractor Registry (CCR): Institutions receiving any type of award from the federal government must register with CCR.

Closeout: The process in which the awarding agency, the COPS Office, determines that all applicable administrative actions and all required work and conditions of the award have been completed and met by the recipient and awarding agency.

Cognizant Federal Agency: The federal agency that generally provides the most federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB).

Community Oriented Policing: Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Consortium: A consortium is a group of two or more governmental entities that agree to form a partnership to provide law enforcement services to their constituent communities.

COPS Finance Staff: The COPS Finance staff handle your agency's financial and budgetary needs related to your application. A Staff Accountant is assigned to your state, and is available to answer any questions that you may have concerning the financial aspects of your grant, if awarded. To identify your Staff Accountant, please call the COPS Office Response Center at 800.421.6770, or visit the COPS website at www.cops.usdoj.gov.

COPS Office: The Office of Community Oriented Policing Services (COPS Office) is the office within the U.S. Department of Justice that, if awarded, is your "grantor" or "awarding" agency for your COPS grant or cooperative agreement. The COPS Office is responsible for administering your grant for the entire grant period. You can reach the COPS Office at 800.421.6770.

DUNS Number: DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of either nine or thirteen digits. If your institution does not have one, call 866.705.5711 to receive one free of charge. You can also request your DUNS number online at www.dnb.com/us.

Federally Recognized Tribe: Tribal entities that are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally acknowledged Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only Federally Recognized Tribes are eligible to apply for COPS grant funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631-MIB, 1849 C Street, N.W., Washington, DC 20240, 202.208.2475.

GNIS ID: The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. The database assigns a unique, permanent feature identifier, the Feature ID, which is the only standard federal key for integrating or reconciling feature data from multiple datasets.

Grant Number: If awarded, the grant number identifies your agency's specific grant, and can be found on your grant Award Document. This number should be used as a reference when corresponding with the COPS Office. The COPS Office tracks grant information based upon this number.

Local Area Unemployment Statistics (LAUS): The Bureau of Labor Statistics' LAUS program provides monthly estimates of unemployment for communities. For more information and detailed instructions for looking up your local area's unemployment rate, please visit www.bls.gov/lau/data.htm.

Local Budget Cycle: Your agency's fiscal year. Some common examples include January 1 to December 31, October 1 to September 30, and July 1 to June 30. Some local budget cycles may extend up to 24 months.

Matching Funds: What a locality must contribute as a cash match toward total allowable project costs over the life of the program.

Military Veteran: Under the FY2012 COPS Hiring Program, a military veteran is defined as an individual who has served on active duty at any time in the armed forces for a period of more than 180 consecutive days, any part of which occurred on or after September 11, 2001, and who has been discharged or released from active duty in the armed forces under honorable conditions.

National Incident-Based Reporting System (NIBRS): A comprehensive reporting database. Agencies provide individual records for eight index crimes and 38 other offenses.

Obligation of Funds: If this application is awarded, the COPS Office "obligates" federal funds when the grant Award Document is signed by the Director or his/her designated official. For the grantee, grant funds are "obligated" when monies are spent directly on purchasing items approved under the grant or cooperative agreement. The term encumbrance is often times used at the local and state levels to describe this type of transaction. Liquidated obligations are considered cash outlays or monies actually spent. Unliquidated obligations are obligations incurred and recorded but not yet paid (accrual basis of accounting) or not yet recorded and not yet paid (cash basis of accounting).

OJP Vendor Number/EIN Number: This is your agency's nine-digit federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number. If your EIN previously has been assigned to another agency within your jurisdiction, the Office of the Comptroller will assign a new OJP vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this grant program, and should not be used for IRS purposes.

ORI (Originating Agency Identifier) Number: This number is assigned by the FBI and is your agency's originating agency identifier. The first two letters are 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.

Primary Law Enforcement Authority: An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only: respond to or investigate specific type(s) of crime(s); respond to or investigate crimes within a correctional institution; serve warrants; provide courthouse security; transport prisoners; and/or have cases referred to them for investigation or investigational support.

The Public Safety Partnership and Community Policing Act of 1994:
The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to:

- Increase the number of community policing officers on the beat.
- Provide additional and more effective training to law enforcement officers to enhance their problem-solving, service, and other skills needed in interacting with members of the community.
- Encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime.
- Encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

Retention: CHP grantees are required to retain all full-time officer positions awarded for at least 12 months at the conclusion of 36 months of grant funding for each CHP position. 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.

Supplanting: COPS grant funds may not be used to supplant (replace) state, local, or Bureau of Indian Affairs funds that would be made available in the absence of federal COPS grant funding. Program funds must be used to increase the amount of state, local, or Bureau of Indian Affairs funds otherwise budgeted for the grant purposes, plus any additional state, local, or Bureau of Indian Affairs funds budgeted for these purposes.

Appendix B: Intergovernmental Review Process, Points of Contact by State

Executive Order 12372 requires applicants from state and local units of government, or other organizations or individuals providing service within a state, to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Before the application due date, you must contact your state SPOC to find out if this program has been selected for review and comply with the state's process under Executive Order 12372. The Catalog of Federal Domestic Assistance reference for this program is number 16.710 "Public Safety and Community Policing Grants."

A current list of state SPOCs is listed at www.whitehouse.gov/omb/grants/spoc.html. States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC.

Appendix C: Reporting Subawards and Executive Compensation Award Term

a. *Reporting of first-tier subawards.*

1. *Applicability*. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates $25,000 or more in federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111–5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. *Where and when to report.*

i. You must report each obligating action described in paragraph a.1. of this award term to www.fsrs.gov.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report*. You must report the information about each obligating action that the submission instructions posted at www.fsrs.gov specify.

b. *Reporting Total Compensation of Recipient Executives.*

1. *Applicability and what to report*. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total federal funding authorized to date under this award is $25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and

(B) $25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

2. *Where and when to report*. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at www.ccr.gov.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. *Reporting of Total Compensation of Subrecipient Executives*.

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from federal procurement contracts (and subcontracts) and federal financial assistance subject to the Transparency Act, as defined at 2 C.F.R. 170.320 (and subawards); and

(B) $25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/execomp.htm.)

2. *Where and when to report*. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions*
If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions*. For purposes of this award term:

1. Entity means all of the following, as defined in 2 C.F.R. part 25:

i. A governmental organization, which is a state, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A federal agency, but only as a subrecipient under an award or subaward to a non-federal entity.

2. *Executive means officers*, managing partners, or any other employees in management positions.

3. *Subaward*:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ll .210 of the attachment to OMB Circular A–133, "Audits of States, Local Governments, and Non-Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

i. Receives a subaward from you (the recipient) under this award; and

ii. Is accountable to you for the use of the federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 C.F.R. 229.402(c)(2)):

i. *Salary and bonus.*

ii. *Awards of stock, stock options, and stock appreciation rights*. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. *Earnings for services under non-equity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. *Change in pension value*. This is the change in present value of defined benefit and actuarial pension plans.

v. *Above-market earnings on deferred compensation which is not tax-qualified*.

vi. Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

Appendix D: Central Contractor Registration and Universal Identifier Requirements Award Terms

The following award terms will be incorporated in all COPS awards made on or after October 1, 2010:

I. Central Contractor Registration and Universal Identifier Requirements

A. Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 C.F.R. 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.

2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions

For purposes of this award term:

1. Central Contractor Registration (CCR) means the federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at www.ccr.gov).

2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866.705.5711) or the Internet (currently at http://fedgov.dnb.com/webform).

3. Entity, as it is used in this award term, means all of the following, as defined at 2 C.F.R. part 25, subpart C:

a. A governmental organization, which is a state, local government, or Indian Tribe;

b. A foreign public entity;

c. A domestic or foreign nonprofit organization;

d. A domestic or foreign for-profit organization; and

e. A federal agency, but only as a subrecipient under an award or subaward to a non-federal entity.

4. Subaward:

a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you, as the recipient, award to an eligible subrecipient.

b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ll .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. Subrecipient means an entity that:

a. Receives a subaward from you under this award; and

b. Is accountable to you for the use of the federal funds provided by the subaward.

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