

COPS Hiring Program Award Modification Request
(for post-application lay-offs)

COPS grantees that wish to modify their original COPS hiring award to move funding into the category of *Rehiring Officers Laid Off Post-Application* must complete this form. To be considered for a post-application lay-off modification into the rehire category, the grantee must be seeking to use COPS hiring funds to rehire officers who were officially laid off after the date the hiring application was submitted *or* to rehire officers who are now scheduled for lay-off on a specific date. The COPS Office will only consider a modification request after an agency has made final, approved budget and/or personnel decisions. If approved, COPS hiring grant funds may only be applied to the salary and benefits of officers following the scheduled lay-off date.

Please answer each of the following questions and fax this form with the required supporting documentation (see below) to the COPS Office Legal Division at 202.514.3456, Attention: COPS Hiring Modification Request. Please contact the Legal Division at 202.514.3750 if you have any questions.

1. Agency Name: _____
2. Agency ORI: _____
3. Agency Law Enforcement Executive: _____
4. Name of Person Completing Form: _____
5. Agency Contact Phone Number: _____
6. Agency Contact Fax Number: _____
7. Total Number of COPS Positions Awarded: _____
8. Total Number of Positions to be Modified into this Rehiring Category: _____
9. Category where these Modified Positions were Originally Awarded:
 - New Hires (# of positions to be modified: _____)
 - Rehires (laid off prior to application) (# of positions to be modified: _____)
10. Date(s) of Post-Application Lay-off(s): _____

Required Supporting Documentation (Submit to the COPS Office Legal Division):

- Grantees must submit documentation showing the specific date(s) of the lay-off(s).
- Grantees must submit documentation showing the reason(s) for the lay-offs or scheduled lay-offs (a modification request will only be approved if the lay-offs occurred or will occur for reasons unrelated to the receipt of COPS funding). Examples of supporting documentation follow, please check all that apply:
 - Council or Departmental Meeting Minutes
 - Agency memoranda, notices, orders or other official documents
 - Notices provided to the individual officers regarding their lay-offs
 - Documents ordering agency lay-offs or related budget cuts
 - Budgets showing funding and/or personnel cuts in other departments
 - Other: _____

Required Certifications (Signature below acknowledges agreement with each Certification):

- My agency certifies that the officers we wish to move into the category *Rehiring Officers Laid Off Post-Application* were officially laid off and/or are now scheduled for lay-off on a specific date as the result of financial reasons unrelated to the receipt of COPS funding and therefore would have occurred even in the absence of the grant.
- My agency will use COPS hiring funds to rehire the laid off officers only on or after the scheduled lay-off date;
- My agency recognizes that the COPS hiring funding is based on our entry-level salary and benefit package and that any additional costs beyond entry-level for rehired officers are our responsibility to pay with other sources of funding.

Law Enforcement Executive Signature: _____ **Date:** _____