



USER GUIDE

DEADLINE
MARCH 11, 2020
7:59 p.m. EDT

Submitting an Application under the FY 2020 COPS Hiring Program (CHP)

This user guide is a summary of the CHP application guide. For all details and requirements on submitting a CHP application, please refer to the CHP application guide.

User Guide for Submitting an Application under the FY 2020 COPS Hiring Program (CHP)

This user guide is a summary of the CHP Application Guide. For all details and requirements on submitting a CHP application, please refer to the CHP Application Guide.

CFDA 16.710 Funding Opportunity Number: COPS-HIRING-PROGRAM-APPLICATION-2020

WHEN: Deadline for grant application is March 11, 2020 at 7:59 p.m. EDT.

Start EARLY. This is more than a one-day process.

WHERE: 1. Register at www.grants.gov.
2. Complete the application at www.cops.usdoj.gov. Click the "Account Access" tab.

HOW: Online only. No hard copies sent by U.S. Mail or electronic copies sent via email.

NOTE:
The COPS Office strongly recommends applicants use Internet Explorer® 11 or a later version.



Deadline/application period

The application period for the 2020 COPS Hiring Program (CHP) begins **January 9, 2020**. All applications must be submitted by **March 11, 2020, at 7:59 p.m. EDT**.

Applications submitted after March 11, 2020 will not be considered for funding.

Eligibility

The FY 2020 CHP program is an open solicitation. All state, local, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply.

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

Contact information

► **For technical assistance with submitting the Application for Federal Assistance SF-424**, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the Grants.gov Organization Applicant User Guide at <http://www.grants.gov/help/html/help/index.htm>. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

► **For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System**, please call the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. EDT, except on federal holidays.

► **To obtain or verify your DUNS number**, please visit fedgov.dnb.com/webform or call 866-705-5711.

► **To register in the SAM database or confirm your SAM number**, please visit www.sam.gov or call 866-606-8220.

COPS Hiring Program (CHP) (CFDA 16.710) Overview and Goals

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.

Note: A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law or by a state, local, or tribal agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. 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 award date until the date of the scheduled layoff.

2020 CHP awards will cover up to 75 percent of the approved entry-level salary and fringe benefits of each newly hired or rehired full-time sworn career law enforcement officer over the three-year (36-month) award period, with a minimum 25 percent local cash match requirement and maximum federal share of \$125,000 per officer position.

Funding under this program may be used to do the following:

- Hire new officers
- Rehire officers (laid off as a result of budget reductions)
- Rehire officers (at the time of application, currently scheduled to be laid off as a result of budget reductions)

For more information, please refer to the CHP Application Guide, pages 7–8.

► Length of award term

CHP awards provide funding for three years (36 months) for each position awarded. No-cost extensions of time (not additional funding) may be provided on a case-by-case basis.

► Maximum federal share/ local share requirements

CHP awards provide up to 75 percent funding of the approved entry level salaries and fringe benefit of each newly hired and/or rehired full-time sworn career law enforcement officer over the three-year (36-month) award period with a minimum 25 percent local cash match requirement and a maximum federal share of \$125,000 per officer position

► Retention requirement

All award recipients must retain any CHP-funded officer positions for at least 12 months immediately after the 36 months of federal funding has ended for each position.

Federal Funding

Allowable Costs

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.

Unallowable Costs

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, vehicles, and indirect costs are not permitted under CHP. In addition, the following personnel costs are unallowable:

- Salaries and fringe benefits of existing locally-funded officers, unless those officers are currently scheduled to be laid off on a specific future date
- Salaries and fringe benefits over and above an agency's entry-level salary and fringe benefits for officers
- Salaries and fringe benefits for civilian or non-sworn personnel
- Salaries and fringe benefits for part-time officer positions
- Salaries and fringe benefits for furloughed officers
- Overtime costs

This is not an inclusive list, and items not listed here 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.

COPS Office Application

Pre-Application

Step 1. Obtain or confirm a DUNS number/Confirm DUNS number

Obtain your Data Universal Numeric System (DUNS) number first; you cannot complete any of the steps below without it.

► **It can take up to 2 business days to obtain the DUNS number.**

Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply at www.dnb.com.

For further guidance, refer to the CHP Application Guide starting on page 16.

Step 2. Register with SAM database/Confirm SAM number

System of Award Management (SAM) registration and renewal can take as long as 10 business days to complete.

► **If you do not have an Employer Identification Number (EIN), the process can take up to 5 weeks.**

SAM registration procedures can be accessed at www.sam.gov.

The person registering with SAM will be the designated E-Business Point of Contact, who can assign the people who will submit applications for the organization (your Authorized Organization Representatives). **You must have a DUNS number to submit a SAM registration. In addition, you must renew your SAM registration once a year.**

For further guidance, refer to the CHP Application Guide starting on page 18.

Step 3. Obtain an ORI number

If you do not currently have an Originating Agency Identification (ORI) number (state abbreviation followed by 5 digits/characters), submit a request for one at <https://portal.cops.usdoj.gov/ORIRequest.aspx> or through the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

Requests for an ORI number are processed within 2–3 business days.

For further guidance, refer to the CHP Application Guide starting on pages 32 and 38.

Step 4. Register with Grants.gov/Confirm registration

► **It can take anywhere from a few days to 2 weeks for your registration to become active and for you to be able to submit an application.**

To register, begin the process at <https://apply07.grants.gov/apply/register.faces>.

For further guidance, refer to the CHP Application Guide starting on page 13.

Step 5. Obtain/Confirm Authorized Organization Representative (AOR) Role for rights to submit an application (SF-424)

To learn about the process, visit <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html> or contact the Grants.gov help desk for additional information at 800-518-4726.

For further guidance, refer to the CHP Application Guide starting on page 13.

Step 6. Register or update your organization's current contact and user information in the COPS Office Agency Portal

- Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies
- Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies

For further guidance, refer to the CHP Application Guide starting on page 14 or the Agency Portal Grants Management User Manual for instructions.

Step 7. Set up e-Signatures via COPS Office Agency Portal

- Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies
- Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies

Add additional user accounts for individual(s) authorized to complete application in the Agency Portal.

For further guidance, refer to the CHP Application Guide starting on page 15 or the Agency Portal Grants Management User Manual for instructions.

Step 8. Complete the Standard Form (SF) 424 via Grants.gov

Complete application package on Grants.gov for funding number: **COPS-CHP-Application-2020**.

For further guidance, refer to the CHP Application Guide starting on page 13.

Step 9. Complete the COPS Office Application Attachment to SF-424

Upon receipt of an email from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete sections 1–17 below and submit the second part of the application on the COPS Office Online Application System.

For further guidance, refer to the CHP Application Guide starting on page 33.

COPS Office Online Application System

Section 1. COPS Office program request

Please ensure that the correct program box is checked. If you plan to apply for other COPS Office programs, a separate application must be completed for each COPS Office program for which you are applying.

For further guidance, refer to the CHP Application Guide starting on page 38.

Section 2. Agency eligibility information

For this section, check the appropriate box, and choose the appropriate entity from the drop-down menu. In section 2A, you will be asked several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) award.

For further guidance, refer to the CHP Application Guide starting on page 38.

Section 3. General agency information

Please provide accurate agency information, as this information is used to identify your agency and may be used along with other data collected to determine funding eligibility.

- Applicant ORI number
- U.S. Department of Justice and other federal funding
- Applicant Data Universal Numeric System (DUNS) number
- System for Award Management (SAM) registration date
- DUNS registered name
- Cognizant federal agency
- Fiscal year
- Law enforcement agency sworn force information
- Civilian staffing
- U.S. Attorney's Office district

For explanation of each of these terms, see pages 38–39 of the CHP Application Guide.

Section 4. Executive information

Please ensure that information listed is current. If these officials are “Interim” or “Acting” at the time of application, check the appropriate box. Please note that this information will be used for any future correspondence regarding this award application, and ultimately, if funding is awarded, this information will be used for any award notifications.

a. For law enforcement agencies

This is the highest ranking law enforcement official within your jurisdiction (e.g., chief, commissioner, superintendent, or equivalent). This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application.

b. For government agencies

This is the highest ranking government official within your jurisdiction (e.g., governor, attorney general, or equivalent). This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application.

Application contact information: Enter the name and contact information for the person completing this application.

For detailed definitions on agency executive, applicant executive, and applicant contact information please see section 4 of the Application Guide on page 39.

Also note that for this section, we ask that you please log onto the COPS Office Agency Portal to update the agency providing law enforcement services as your Law Enforcement Executive/Agency Executive Information. This information will be prepopulated into section 4 from the COPS Office Agency Portal.

For further guidance, refer to the CHP Application Guide starting on page 40.

Section 5. COPS Office officer hiring request form

2020 CHP award funds cover up to 75 percent of the approved entry level salary and fringe benefits of each newly hired or rehired full-time sworn career law enforcement officer for the three-year (36-month) award period with a minimum 25 percent local cash match requirement up to a maximum federal share of \$125,000 per officer position.

All agencies may request the number of officer positions necessary to support their proposed community policing strategy.

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 application) needs for funding in the three hiring categories (new hires, rehiring of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date).

For further guidance, refer to the CHP Application Guide starting on page 40.

Section 6. Law enforcement and community policing strategy

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 Office funding.

One of the criteria in receiving a CHP award is a minimum community policing score based on responses to this section; agencies that do not meet a minimum community policing score will not be considered for funding.

6B section I. Current organization commitment to community policing

Section I includes five questions about the applicant's current policies and practices as they relate to the three primary elements of community policing.

For more information about 6B section 1, please see page 43 in the CHP Application Guide.

6B Section II (A). Proposed community policing strategy—problem solving and partnerships

Section II(A) includes six questions about the applicant's proposed implementation of problem solving and partnerships strategies.

6B section II (B). Proposed community policing strategy—organizational transformation

Section II(B) includes two questions about the applicant's proposed implementation of organizational transformation strategies.

6B section III. General community support and engagement

Section III aims to identify the partners your agency consulted with to develop your community policing strategy and to what extent your efforts will complement other initiatives in your jurisdiction.

For further guidance, refer to the CHP Application Guide starting on page 43.

Section 7. Need for federal assistance

Section 7A. Explanation of need for federal assistance

All applicants are required to explain their inability to address the need for this award without federal assistance.

Section 7B. Service population

Please note that the actual population and service population may or may not be the same. To the extent possible, all data should come from a publicly verifiable source. Supporting source documentation may be requested by the COPS Office.

Please note: All figures must be rounded to the nearest whole dollar or to the nearest whole percent.

Section 7C. Fiscal health

Section 7C includes six questions pertaining to the applicant organization's fiscal health.

Section 7D. Property/Violent crime

Please select at least one statement below and fill in the corresponding chart.

- My agency can report crime data for all 3 years (please input in table below).
- My agency cannot report crime data for 2017–2019.

Using Uniform Crime Reporting (UCR) crime definitions, enter the actual number of incidents reported by your agency in calendar years 2017, 2018, and 2019. Only those incidents for which your agency had primary response authority should be provided.

Please see Section 7D. Property/ Violent Crime in the (CHP) Application Guide on page 49.

If your agency is a National Incident-Based Reporting System (NIBRS) reporting agency, please ensure that your data is reported in UCR Summary Data style.

For further guidance, refer to the CHP Application Guide starting on page 47.

Section 8. Continuation of project after federal funding ends

Section 8A. For COPS Office awards with a retention plan requirement

Agencies applying for CHP funding are committing to retain each officer position awarded for at least 12 months following the conclusion of 36 months of federal funding for that position.

Please complete section 8A to indicate any plans you may have to continue this program, project, or activity after the conclusion of federal support.

Section 8B. For COPS Office awards with no retention plan requirement—Not applicable under CHP

For further guidance, refer to the CHP Application Guide starting on page 50.

Section 9. School safety assessment—Not applicable under the CHP program

Section 10. Executive summary—Not applicable under the CHP program

Section 11. Project description (narrative)—Not applicable under the CHP program

Section 12. Official partner(s) contact information

The COPS Office asks that all applicants who choose “School Based Policing through School Resource Officers” as their focus area under CHP to provide contact information for each school partner (if known at time of application) where they intend to deploy the SROs.

For further guidance, refer to the CHP Application Guide starting on page 51.

Section 13. Application attachments

This section should be used to submit any mandatory and/or optional application attachments that may be applicable to your agency. CHP applicants should attach the following documents in this section:

- Additional Disclosure of Lobbying Activities forms (SF-LLL) (if applicable)
- An explanation when the applicant is unable to certify to certain statements in “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements form
- SRO Memorandum of Understanding (MOU)
- Catastrophic incident (if applicable)

Please use appropriately descriptive file names (e.g., Program Narrative, Budget Detail Worksheet and Budget Narrative, Timelines, Memoranda of Understanding, Resumes) for all attachments. Please do not submit executable file types as application attachments. These disallowed file types include but are not limited to the following extensions: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip. The system may reject applications with files that use these extensions.

For further guidance, refer to the CHP Application Guide starting on page 51.

Section 14. Budget detail worksheets

Budget detail worksheets are designed to allow all COPS Office award applicants to use the same budget forms to request funding. Please complete each section of the budget detail worksheets as applicable.

All final calculations will be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

Budget worksheet part 1. Full-time sworn officer information

Section A

Enter the annual first-year entry-level base salary (referred to as annual base salary or “ABS”) of a full-time sworn officer position in your department. The ABS cannot be higher than what your agency currently pays for this position. Your agency should only provide the ABS for one position in this section; the total number of positions being requested has already been indicated in section 5 of the application.

Section B

Social Security cannot exceed 6.2 percent of the ABS. If you enter zero, check the “Exempt” box. Agencies that pay a fixed rate less than 6.2 percent should check the “Fixed Rate” box.

Medicare cannot exceed 1.45 percent of the ABS.

For health insurance, life insurance, vacation, sick leave, retirement, worker’s compensation, and unemployment insurance, your agency should indicate the dollar amount and percentage of the ABS that you pay for fringe benefits in the first year for a full-time entry level sworn officer position. Please use the health insurance rate for a “family plan” for all sworn officer positions. 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 award 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.

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.

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 they calculated their 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 five years. The important thing is that your agency estimate the costs to the best of its ability and keep the supporting documentation in your agency's award file in case of future audit or monitoring of your CHP award.

Based on the figures for year 1, 2, and 3, the budget worksheet will automatically calculate the total three-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 section 5 of the application.

Please note that the COPS Office uses the information provided in the budget worksheet to determine the amount of your CHP award, 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 fringe benefits over the life of the award 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

The first chart in part 3 will indicate the total salary and benefits for the three-year award 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 three years (36 months). Any additional cost above the local match and officer funding cap will be the responsibility of the recipient agency. Recipients are also required to pay a progressively larger share of the cost of the award with local funds over the award period. The second chart is a projection of the planned federal and local shares of the total project costs over the three-year period of the award; while your agency may deviate from these specific projections during the award period, it must still ensure that the federal share decreases and the local share increases.

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.

Waiver of the local match

The COPS Office may approve a waiver of some or all of a recipient'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 CHP applicant pool. If your agency wishes to be considered for a waiver, you must respond to question 1 of this section. Question 1a will ask you to indicate the maximum local share (dollar amount) your agency would be able to

contribute to the total project cost in order to implement the award. Therefore, you should carefully determine the maximum local share your agency would be able to contribute if awarded. Please indicate whether 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.

To assist you, sample budget detail worksheets are included in the CHP Application Guide as figures 3–7 beginning on page 57.

If you need assistance in completing the budget detail worksheets, please call the COPS Office Response Center at 800-421-6770.

To assist you with all Legal Sections and Certifications in this application see pages 59–60 of the CHP Application Guide.

For further guidance, refer to the CHP Application Guide starting on page 52.

Section 15. Assurances and Certifications

Your law enforcement executive/agency executive and government executive/financial official are required to sign the forms in Section 15A U.S. Department of Justice Certified Standard Assurances and Section 15B U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. Signing these documents assures the COPS Office that you have read, understood, and accept the award terms and conditions as outlined in the Assurances and Certifications.

For further guidance, refer to the CHP Application Guide starting on page 59.

Section 16A. Disclosure of lobbying activities

This disclosure form shall be completed by the reporting entity, whether subrecipient 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. § 1352. If this applies to your agency, you are required to complete the disclosure form. If you need to submit additional forms, please submit them as attachments to your application online in section 13, Application attachments.

For further guidance, refer to the CHP Application Guide starting on page 60.

Section 16B.—Not applicable

Section 16C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation

Priority consideration may be given to state or local applicants that cooperate with federal law enforcement to address illegal immigration.

For further guidance, refer to the CHP Application Guide starting on page 63.

Section 17. Reviews and Certifications

The law enforcement executive/agency executive, government executive/financial official, and the person submitting this application must sign this section which in part represents to the COPS Office they have the authority to submit the application, the information in the application is true and accurate and the applicant will comply with all relevant legal, administrative and programmatic requirements if awarded funding.

For a complete listing of the reviews and certifications applicants are required to sign please review Section 17 of the CHP Application Guide.

For further guidance, refer to the CHP Application Guide starting on page 63.

Section 18. Application Data Verification – not applicable at time of application

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 funding consideration.

For further guidance, refer to the CHP Application Guide starting on page 65.

COPS Office Application Guide and Additional Assistance

The CHP Application Guide is designed to assist applicants in applying for CHP grants. The guide includes general information on the administrative and legal requirements governing CHP grants as well as detailed program-specific information. Guidance for CHP is contained in the Application Guide, which can be found at <https://cops.usdoj.gov/chp>, and its appendices, which begin on page 65.

- **Appendix A.** A Helpful Online Resources
- **Appendix B.** U.S. Department of Justice Certified Standard Assurances
- **Appendix C.** U.S. Department of Justice Certifications regarding Lobbying; Debarment, Suspension, and other responsibility matters and Drug-Free workplace requirements
- **Appendix D.** Blank SF-LLL, Disclosure of Lobbying Activities
- **Appendix E.** Award Condition for Citizenship and Immigration Status
- **Appendix F.** Certification of Illegal Immigration Cooperation

- **Appendix G.** 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts
- **Appendix H.** C.F.R. Part 200, Appendix XII to Part 200—Award Term and Condition for Recipient Integrity and Performance
- **Appendix I.** 41 U.S.C. 4712 – Enhancement of contractor protection from reprisal for disclosure of certain information
- **Appendix J.** Intergovernmental Review Process, Points of Contact by State
- **Appendix K.** Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation Award Term
- **Appendix L.** System for Award Management (SAM) and Universal Identifier Award Term
- **Appendix M.** Step-by-step instructions for two-part application submission process



RESOURCES AND ASSISTANCE

- **All CHP materials and resources can be found at <https://cops.usdoj.gov/chp>.**
- **For additional assistance, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.**