Community Oriented Policing Services (COPS) – COPS Hiring Recovery Program (CHRP) FederalReporting.gov Recovery Act Report Instructions	
Recovery Act Report Field Name	**Grantee Instructions**
Award Type	Enter "**Grant**." If you use the Excel template to report, be sure to use the template designated for grants. Using the template for "Contracts" will require you to resubmit your report using the correct template.
Award Number	Enter the Grant Number of your award. This can be found on your COPS CHRP award document. The grant number should be entered exactly as it appears on your award document without any dashes or other special characters. (e.g., 2009RKWX0000).
Final Report	Enter "**N**" until the last quarter of your grant period.
Recipient DUNS Number	Enter your agency's **DUNS #.** The DUNS # should be a valid DUNS number to associate with your CHRP award. Do not use a DUNS number for an agency within your jurisdiction that is not associated to the award (e.g., a fire department).
Recipient Account Number	Enter your "**ORI" number**. Your ORI number can be found on your award document. It is a 7 digit alphanumerical field that begins with your state abbreviation (e.g., VT00600).
Recipient Congressional District	Enter the Congressional District covered by your law enforcement jurisdiction. If your jurisdiction crosses Congressional districts, please enter the district where the main law enforcement headquarters are located. If your jurisdiction is a U.S. territory, please enter 99. If your jurisdiction is an At Large (AL) Congressional District, please enter 00.
Funding Agency Code	Enter Department of Justice (DOJ) code **1500**.
Awarding Agency Code	Enter Department of Justice (DOJ) code **1500**.
Award Date	Enter project start date **07/01/2009** or later. The official start date of all CHRP grants is 07/01/09. However, you may report the date your agency officially accepted the grant.
Amount of Award	Enter the total federal funding amount of your grant award. The **"Award Amount"** can be found on your COPS award document.
CFDA Number	Enter **16.710.**
Program Source	Enter **15-0412.**
Sub account number for Program Source CTAS	Leave Blank – This field is not applicable to your CHRP grant
Total number of sub awards to individuals	Enter **0** – This field is not applicable to your CHRP grant.
Total amount of sub awards to individuals	Enter **$0.00** – This field is not applicable to your CHRP grant.
Total number of payments to vendors less than $25,000/award	Enter **0** – This field is not applicable to your CHRP grant.
Total amount of payments to vendors less than $25,000/award	Enter **$0.00** – This field is not applicable to your CHRP grant.

Total number of sub awards less than $25,000/award	Enter **0** – This field is not applicable to your CHRP grant.
Total amount of sub awards less than $25,000/award	Enter **$0.00** – This field is not applicable to your CHRP grant.
Award Description	Enter the following statement: **"The COPS Hiring Recovery Program (CHRP) provides funding directly to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to create and preserve jobs, and to increase their community policing capacity and crime prevention efforts"** *or* *something similar that defines the award as related to officer hiring/rehiring.*
Project Name or Project/Program Title	Enter "**COPS Hiring Recovery Program (CHRP).**"
Project Status	Choose the correct choice from the drop down menu: Not started / <50% completed / >50% completed / or fully completed. The status option you select should be based on your agency's total hiring efforts and the number of months each awarded officer position has been filled. Examples: 1) **Not Started:** Agencies that have not started hiring officers should select Not started. 2) **< 50% Completed**: Agencies that have hired officers, but have not had *each* of the positions filled for at least 1 ½ years (18 months of the 36-month grant period). 3) **> 50% Completed:** Agencies that have hired officers, and have had *each* of the positions filled for at least 1 ½ years (18 months of the 36-month grant period). 4) **Fully Completed:** Agencies that have hired all officers and have had *each* of the positions filled for the entire 36-mnonth grant period. Please do not select completed until you have submitted a final progress report and financial status report to the COPS Office.
Total Federal Amount ARRA Funds Received/Invoiced	Enter the total amount of funds your agency has drawn down from the PAPRS payment system as of the last day of the applicable reporting quarter (9/30, 12/31, 3/31, 6/30).
Number of Jobs	**All grantees should use the CHRP FTE calculation tool that the COPS Office has provided to track FTEs throughout the life of the grant. Using the tool will ensure that you have accurately reported your FTE per the Office of Management and Budget (OMB) guidance. The CHRP FTE Calculation Tool can be found on the COPS Office's website at: http://www.cops.usdoj.gov/Default.asp?Item=2283**. If your agency has not started hiring under your grant, the number of FTE reported should be zero. If a position has been partially filled for a reporting quarter this is also accounted for by tracking each position's hours separately.
Description of Jobs Created	The Description of Jobs Created should describe in narrative form the Number of Jobs (FTE) reported. Additionally, please describe any departures and backfilling of previously hired CHRP positions.

	Examples: 1) **Awarded 10 positions**: We have hired 7 of the 10 positions we were awarded. Of the 7 positions awarded 5 were active for the entire quarter and 2 were active for part of the reporting quarter. We are still in the hiring process for the 3 unfilled positions and anticipate filling those positions in January 2010." 2) **Awarded 2 positions**: "We have not started the hiring process under our CHRP grant yet. We are in the process of recruiting the 2 officer positions awarded and expect to begin hiring in March 2010." *Note: The MS Excel template does not allow users to cut and paste narratives into the cells.*
Quarterly Activities/Project Description	The COPS Office's grant programs aim to increase the capacity of grantees to implement community policing. All newly hired, additional or rehired officers (or an equal number of redeployed veteran officers) funded under CHRP must engage in community policing activities. Community policing can be broken into three broad categories: 1) community/law enforcement partnerships; 2) problem-solving; and 3) organizational commitment and change. Please provide a narrative description of the community policing activities your COPS-funded officers or redeployed veterans were engaged in during the quarter. If your agency has not hired any of the officers you were awarded yet, or newly hired officers have not yet completed academy training, please state this in lieu of a narrative description of officer activities. Some examples of community policing that you may wish to address within these three categories include: **Community/Law Enforcement Partnerships** • Partnering with the community to identify, prioritize, and respond to neighborhood problems (e.g., through community meetings, community surveys, use of civilian volunteers, and/or collaborating with local government agencies, non-profits, local businesses, community groups, etc.). **Problem-Solving** • Identifying and prioritizing crime and disorder problems in collaboration with citizens and stakeholders; exploring the underlying factors and conditions that contribute to crime and disorder problems through the examination of patterns and trends involving repeat victims, offenders, and locations; implementing comprehensive, long-term solutions to public safety problems; assessing the effectiveness of responses; and incorporating problem-solving principles into patrol work. **Organizational Commitment and Change** • Using funds to reorient your agency's mission or enhance its

	commitment to community policing. This may include transforming your agency environment, organizational structure, personnel, practices, and policies to support the community policing philosophy and community policing activities (e.g., incorporating community policing principles into your agency's mission/vision statement, strategic plan, and recruitment and hiring; community policing as an agency-wide effort involving all staff; etc.). *Note: The MS Excel template does not allow users to cut and paste narratives into the cells.*
Activity Code (NAIC or NTEE-NPC)	The following activity codes may be used. Choose the code that best describes the activities that your CHRP officers or redeployed veterans will be engaged in. I01- Crime and Legal, General/Other; I02- Crime Control and Prevention; I03- Criminal Justice and Correction; I04- Law Enforcement Agencies; I02.03- Community Crime Prevention; I20-NTEE- Crime Prevention; I21-NTEE- Youth Violence Prevention; I60-NTEE- Law Enforcement; 922120- Police Protection; 922190- Other Justice, Public Order, and Safety Activities.
Total Federal Amount of ARRA expenditure	Enter the amount expended on CHRP funded officers. Typically, this figure would match the amount of funds drawn down from the PAPRS system as of the last day of the applicable reporting quarter (9/30, 12/31, 3/31, 6/30) as reported in the Total Federal Amount ARRA Funds Received/Invoiced field above.
Total Federal ARRA Infrastructure Expenditure	**Leave blank** – This field is not applicable to your CHRP grant.
Infrastructure Contact Name	**Leave blank** – This field is not applicable to your CHRP grant.
Infrastructure Contact Email	**Leave blank** – This field is not applicable to your CHRP grant.
Infrastructure Contact Phone	**Leave blank** – This field is not applicable to your CHRP grant.
Infrastructure Contact Phone Ext	**Leave blank** – This field is not applicable to your CHRP grant.
Infrastructure Contact Street Address 1	**Leave blank** – This field is not applicable to your CHRP grant.
Infrastructure Contact Street Address 2	**Leave blank** – This field is not applicable to your CHRP grant.
Infrastructure Contact Street Address 3	**Leave blank** – This field is not applicable to your CHRP grant.
Infrastructure City	**Leave blank** – This field is not applicable to your CHRP grant.
Infrastructure State	**Leave blank** – This field is not applicable to your CHRP grant.
Infrastructure Zip Code+4	**Leave blank** – This field is not applicable to your CHRP grant.
Infrastructure Purpose and Rationale	**Leave blank** – This field is not applicable to your CHRP grant.

Street Address 1	Enter agency Street Address.
Street Address 2	Enter agency Street Address 2, if applicable.
City	Enter agency City.
State	Enter agency State abbreviation.
Zip Code+4	Enter agency Zip Code.
Congressional District	Enter the Congressional District covered by your law enforcement jurisdiction. If your jurisdiction crosses Congressional districts, please enter the district where the main law enforcement headquarters are located. If your jurisdiction is a U.S. territory, please enter 99. If your jurisdiction is an At Large (AL) Congressional District, please enter 00.
Prime Recipient Indication of Reporting Applicability	Please note that the term "officer" in this question does not refer to your CHRP funded officers. Officer in this context means "official." Enter "Y" (yes) or "N" (No). Provide the names and total compensation of the five most highly compensated officers [officials] of the recipient entity if— - the recipient in the preceding fiscal year received— 80 percent or more of its annual gross revenues in Federal awards; and $ 25,000,000 or more in annual gross revenues from Federal awards; and - the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under SEC or IRS regulations. **Total Compensation:** The complete pay package of each of the recipient's compensated officers, including all forms of **money**, **benefits**, **services**, and **in-kind payments** (see SEC Regulations: 17 CCR 229.402).
Officer Name	If yes is selected in the "Prime Recipient Indication of Reporting Applicability" field, then the officer's [official's] name must be entered here.
Officer Compensation	If yes is selected in the "Prime Recipient Indication of Reporting Applicability" field, then the officer's [official's] compensation must be entered here.