



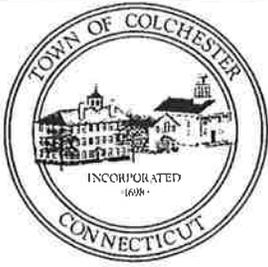
# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda  
Regular Meeting @ 7PM  
Thursday, May 5, 2016  
Colchester Town Hall  
Meeting Room 1**

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the April 21, 2016 Regular Commission Chairmen Meeting
4. Approve Minutes of the April 21, 2016 Regular Board of Selectmen Meeting
5. Citizen's Comments
6. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
  - a. Youth Advisory Board – Resignation of Tricia Dean
7. Budget Transfers
8. Tax Refunds & Rebates
9. Discussion and Possible Action on the Competitive School Readiness Application
10. Discussion and Possible Action on the Quality Enhancement Grant Application
11. Discussion and Possible Action to Accept the 2 Generational Pilot Project Grant Funds
12. Discussion on JLN Associates Colchester Hayward Fire Department Strategic Plan
13. Discussion and Possible Action on Police Department Grant Opportunity
14. Discussion on Security System Policy
15. Citizen's Comments
16. First Selectman's Report
17. Liaison Reports
18. Adjourn

RECEIVED  
COLCHESTER, CT  
2016 APR 29 AM 10:15  
TOWN CLERK  
JOHN FURMAN



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Commission Chairmen Regular Meeting Minutes  
Thursday, April 21, 2016  
Colchester Town Hall – 7:00PM  
Meeting Room 1**

RECEIVED  
COLCHESTER, CT  
2016 APR 26 PM 4:41

**MEMBERS PRESENT:** First Selectman Art Shilosky, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman John Jones

**MEMBERS ABSENT:** None

**1. Call to Order**

First Selectman A. Shilosky called the meeting to order at 7:00 p.m.

**2. Commission Updates – Commission Chairs**

Merja Lehetinen reported on the **Cable Advisory Board** – Providers continue to come down in prices.

James Ford reported on the **Economic Development Commission** – Developing a management plan for social media. Current town policy prohibits entering into commerce and that's what the main focus of EDC is about. R Coyle asked the chair to cite language on what is problematic and the board may be able to revise. Working with sector opportunities, two major developers interested. Need two vacancies filled.

Ellen Sharon reported on the **Historic District Commission** – One application received as an eagle scout project for a wall to go around the civil war monument. Application was denied. The School for Colored Children is disintegrating. Two options may be available one is Carefree offered to provide a shed or the Liverant Family is looking into building a replica without any cost to the town.

Stephen Coyle reported on the **Sewer & Water Commission** - Public Hearing for rates meeting was postponed to May. 1 ½ water increase, no sewer increase. Took a tour of the Joint Facilities to view the rotor drum. (report attached)

**WRITTEN REPORTS RECEIVED FROM THE FOLLOWING (attached):**

Jean Stawicki regarding **Commission on Aging**  
Dan Henderson regarding **Ethics Committee**  
Joe Mathieu regarding **Planning & Zoning Commission**  
Laurie Robinson regarding **Zoning Board of Appeals**  
Stephen Coyle regarding **Sewer & Water Commission**  
Ron Goldstein regarding **Board of Education**  
Robert Tarlov regarding **Board of Finance**

**NO REPORT RECEIVED FROM THE FOLLOWING:**

Christopher Bourque **Agriculture Commission**  
Ron Silberman **Blight Task Force**  
Thomas Tyler **Building Committee**  
Gregg LePage regarding **Charter Revision Commission**  
Falk Von Plachecki **Conservation Commission**

Mary Ellen Mahoney regarding **Cragin Board of Trustees**  
Christina Maher regarding **Fair Rent Commission**  
Jan LaBella regarding **Housing Authority**  
Nick Norton **Open Space Advisory Committee**  
Chris Ferrante **Parks & Recreation Commission**  
Robert Parlee **Police Commission**  
Brenden Healy regarding **Police Retirement Board**  
Rob Suchecki **Youth Services Advisory Board**  
Denise Turner **Board of Assessment Appeals**

**3. Adjourn**

J Jones moved to adjourn the Commission Chair Meeting at 7:21 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Attachments (7)

Respectfully submitted,

Tricia Dean  
Clerk

Commission on Aging Quarterly Report  
Date: April 21, 2016  
Submitted by Jean M. Stawicki, Chairman

*Commission on Aging*

Since the resignation this last December of our past Chairman, Gary Siddell, who was very energetic, enthusiastic, and able to give very generously of his time, we have been working as a commission to fill his very large shoes.

We currently have a vacancy for an alternate on our Commission and request that when notices of vacancies are placed in the paper that the vacancy on the Commission on Aging be included.

We have wrapped up editing of the Second Edition of the Senior Resource Guide and we are proceeding to the printing process. Towards that goal, the Commission applied to the Lions Club and was awarded a grant for printing the Guide. The amount of the grant will be disclosed by the Lions Club at its presentation on May 11, 2016.

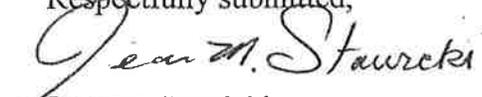
The Commission is working to determine the speaking topics it would like to present to Colchester residents between now and the end of the current calendar year.

Commission members are filling a few seats on the Senior Center Strategic Planning Committee towards the goal of improving the Senior Center and determining space needs for a possible future Senior Center.

The Commission is also continuing to work on developing projects aimed at forming collaborations between seniors and students in the Colchester School system.

The Commission will be participating in the second Commission on Aging Regional Round Table Meeting to be held on May 11, 2016 in Portland.

Respectfully submitted,

  
Jean M. Stawicki

# Colchester Ethics Commission

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**Colchester Ethics Commission**

**Thursday, April 21st, 2016 7:00 p.m.**

**Colchester Town Hall**

The Colchester Ethics Commission has met as scheduled to discuss the Colchester Code of Ethics and address any issues that have come to our attention. The Commission recently published five new documents to the town's website. These documents include (1) The Town's Ethics Procedures, (2) Frequently Asked Questions, (3) Citizen's Guide to the Ethics Complaint Process, (4) Ethics Commission Complaint Form and (5) The Commission's Guide to the Public Hearing Process. We have had active participation by citizens who have requested clarification of the board's jurisdiction and process. The board is also working on a document to clarify certain portions of our code we feel need attention.

Respectfully submitted,  
Daniel Henderson  
Chairman

The Planning and Zoning Commission currently has two applications before them and the public hearings for those applications will be continued at the April 27, 2016 Planning and Zoning Commission meeting.

The first application is for a convenience store, coffee and sandwich shop and gas station at 9 Loomis Road. The Commission is expecting the public hearing to be closed and then a vote on the application.

The second public hearing is for a 49,000 square foot expansion of Alpha Q located at 87 Upton Road. The public hearing for this application should also close and go to a vote at the April 27th meeting.

The Commission will also be hearing the 8-24 application for the purchase of the Senior Center property located at 95 Norwich Avenue.

The Commission has also received an application for a Zone change for the Browning and Lee Hardware Building located at 127 Old Hartford Road. The application will be heard at the May 4, 2016 Planning and Zoning Commission meeting.

Thank you,

Randy Benson  
Town Planner

Please accept this summary of the Zoning Board of Appeal's recent actions for this evening's Commission Chairmen Meeting:

- The Board elected Laurie Robinson as Chair and Patrick Reading as Co-Chair for 2016.
- This month, we heard an application regarding an appeal to the ZEO's decision.
- Next month, we expect to meet for an application regarding a request for a variance.
- The Board has 5 members, but no alternates.

Respectfully Submitted,  
Laurie R. Robinson  
Chairman, Zoning Board of Appeals

# Sewer and Water Commission – Chairman Report

April 21, 2016

1. The Public hearing on the 2016-2017 Rates is postponed until May due to a lack of Quorum.
2. The proposed rate is a 1.5% increase for water and no increase for Sewer for a net increase of approximately .75 % increase.
3. At the May 2016 Joint Facilities meeting, we will get a tour of the new Rotary Drum Thickener.
4. No change in the status of well 3A.
5. We will be considering a new policy for accepting Force Mains on State roads. This is similar to what Portland and East Hampton are doing for the St. Clemens proposal.

Stephen Coyle, Chairman



# **Colchester Board of Education**

127 Norwich Avenue, Suite 202  
Colchester, CT 06415

Ronald Goldstein  
Chairman

Phone (860) 537-7208  
Fax (860) 537-1252

## **CHAIRMAN'S REPORT April 21, 2016**

As I will be out-of-town Thursday night, I am providing this written report of recent Board of Education news.

The school year is quickly drawing to a close, with June 10 as the last day of school and graduation. A number of certified staff members are retiring and also two administrators. Director of Teaching and Learning Barbara Gilbert is retiring, and will be succeeded by Dr. Charles Hewes, who is currently an Assistant Principal at Bacon Academy. Jack Jackter Intermediate School Principal Deb Sandberg will also retire, and the Board welcomes Elise Butson as the new Principal. Ms. Butson comes to us from South Windsor, where she is currently an associate principal. She has an extensive background in Higher Order Thinking (HOT) schools (like JJIS) and we are excited to have her passion and energy on our administrative team.

Four of the District's teachers recently were named as recipients of grants from the Fund for Teachers. These prestigious awards will enable these teachers to enhance their professional development through travel and coursework over the summer. They will then bring what they learn back to their classrooms (and the entire district).

Fall/Winter Athletics ended with many noteworthy accomplishments in Football, Boy's Basketball and Girl's Basketball.

In January, the Board received Citizen's Comments requesting that Colchester Elementary School be named after longtime First Selectman Jenny Contois. The Board is researching the procedures for naming of school facilities, including how best to gather public opinion on doing so. No decisions have been made.

The District's Farm-to-Table initiative continues to expand. At the elementary level, our youngest students are working with high school students on a production company devoted to healthy eating and farm-to-table ideals. At the high school, Academy Acres (our student garden) is growing and we approved the installation of a greenhouse in the school courtyard.

The Board looks forward to a busy summer, with negotiations of several union contracts underway or soon to be started.

Thank you.

Budgets going to Town meeting with a mil rate increase of .29 mils which is a little less than 1% at +.94%. For the median price home with 2 cars, increase will be about \$50 per year.

Continue to work on the Insurance Funding Policy. A new funding formula was put in place 2 years ago and experience has been good, but want to determine a formula that will smooth out any future volatility in funding.

The Town's capital plan has been updated, adding the items in the Facilities Plan to the Equipments which continue to be funded at 100%. Items still needing to be added to level funding portion of the plan are the large fire equipment pieces.

A new snow removal reserve funding plan has been put in place.

Rob Tarlov, Chairman, **Board of Finance**



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes  
Regular Meeting Minutes  
Thursday, April 21, 2016  
Immediately following Commission Chairmen Meeting @ 7pm  
Colchester Town Hall  
Meeting Room 1



**MEMBERS PRESENT:** First Selectman Art Shilosky, Selectman Rosemary Coyle, Selectman Denise Mizla, and Selectman John Jones. Selectman Stan Soby arrived at 7:45pm.

**MEMBERS ABSENT:** none

**OTHERS PRESENT:** Public Works Director J Paggioli, Town Clerk G Furman, S Schuster, and Clerk T. Dean

**1. Call to Order**

First Selectman A Shilosky called the meeting to order at 7:22 p.m.

**2. Additions to the Agenda**

A Shilosky asked that the following be added to the agenda; Item #12 Discussion and Possible Action on Acadis Letter of Intent for the WJJMS Building Project Construction Manager, #15 Add Contract after Health, renumber remaining items.

R Coyle moved to add the agenda items as presented, seconded by J Jones. Unanimously approved. MOTION CARRIED.

**3. Approve Minutes of the April 7, 2016 Regular Board of Selectmen Meeting**

R Coyle moved to approve the Regular Board of Selectmen meeting minutes of April 7, 2016, seconded by J Jones. Unanimously approved. MOTION CARRIED

**4. Citizen's Comments - none**

**5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations**

**a. Fair Rent Commission – Steven Schuster possible reappointment for a two-year term to expire on 4/30/2018**  
J Jones moved to reappoint Steven Schuster to the Fair Rent Commission for a two-year term to expire on 4/30/2018, seconded by D Mizla. Unanimously approved. MOTION CARRIED

**6. Budget Transfers - none**

**7. Tax Refunds & Rebates**

D Mizla moved to approve tax refunds in the amount of \$106.74 to Paul & Catherine Kurek, \$6.00 to Desmond Williams, \$41.58 to Luke & Walter Lesnewski, seconded by R Coyle. Unanimously approved. MOTION CARRIED

**8. Discussion and Possible Action on Contract with Lockton**

A Shilosky explained that Lockton is a consultant for the town to review health insurance policies. They serve as a guide for the town. The contract has been a three-year contract. The original contract is \$58,000 for three years. The proposed rate from Lockton going forward is \$60,000, with a 2% yearly increase thereafter. R Coyle asked if there is a non-appropriation clause included. It was determined that the contract is only a one-year contract, and has a 30-day advance notice cancellation. Therefore, since it is not a multi-year contract a non-appropriation clause is not needed.

D Mizla moved to approved the amendment to the Lockton Contract for FY 2016-2017 and authorize the First Selectman to sign the contract, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

**9. Discussion on Security System Policy**

A Shilosky gave the Board his suggestions on things to consider when creating the policy. J Jones suggested to add a designee to the First Selectman, in the event of his absence. The Board will compile additional recommendations to create a policy for the next meeting for discussion. TABLED TO NEXT MEETING

**10. Discussion and Possible Action on Non-Union and Elected Officials Compensation Policy**

D Mizla stated that the Board of Finance at their last meeting approved the added statement.

D Mizla moved to amend the policy as presented, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

**11. Discussion and Possible Action on Setting the Annual Town Budget Meeting Date to Consider and Act upon the 2016-2017 Budget**

R Coyle moved to set the Town Meeting date on May 3, 2016 at 7pm at Town Hall to send the Town Budget in the amount of \$14,389,712 and the Board of Education Budget in the amount of \$39,895,363 to Town Meeting, seconded by D Mizla. Unanimously approved. MOTION CARRIED.

**12. Discussion and Possible Action on Arcadis Letter of Intent for WJJMS Building Project Construction Manager**

A Shilosky stated that the concern is that the process for the O&G contract was lengthy, this letter of intent can get this process moving ahead of time. Arcadis will do the work at risk before the contract is signed, but need the letter of intent from the town as confirmation that the town will hire them.

R Coyle moved that it is the intent of the Town of Colchester to enter into a contract with Arcadis on the William Johnston Middle School Project as Project Manager, seconded by D Mizla. Unanimously Approved. MOTION CARRIED.

S Soby arrives at 7:45pm

**13. Citizens Comments**

S Schuster spoke on the Chief Financial Officers salary in regards to break out of payment from the Town and the Board of Education.

**14. First Selectman's Report**

A Shilosky stated reported that there will be a 15,000 sq. ft. office building being constructed on Old Hartford Rd; Zoning Enforcement Officer candidate has been made an offer, waiting to hear back.

**15. Liaison Reports**

D Mizla reported on the Board of Education – Colchester Learning Foundation presented mini-grants to teachers. Colchester school system received \$6,528 from Stop & Shop A+ Rewards program, which they will be using for technology. Bacon received Greenhouse Grant for \$1,000.

S Soby reported on Agriculture Commission – discussion on greenhouse and farm to table. Food Hub concept still discussing.

Zoning Board of Appeals – appeal of decision by ZEO. ZBA upheld decision with ZEO.

R Coyle reported on Commission on Aging – 14 passenger bus has been ordered, delivery is early Fall. This replaces the 2007 bus. Mini-van is no longer road worthy, looking for a replacement. R Coyle discussed stats (attached). Hayward Fire – vehicle repair \$6,000 over budget. Discussed vehicle repairs and replacements. D Lee discussed at the meeting the transfer to Quinnebaug Valley. Strategic plan is moving forward. S Soby stated that the state office has put together a contingency plan in case of interruption from current provider. The town is in a position that we can dispatch locally in an extreme emergency.

Open Space – priority list of parcels being created. Next month looking at open space plan that was written in 2006. Two vacancies on the commission.

Senior Center subcommittee – focused on time line for purchase of Senior Center property, talking points for residents to understand process and who else they should educate. Meet again on 5/11.

J Jones reported on Historic Commission – The eagle scout project to build a wall around the monument was denied. The commission gave other ideas for other projects. The reason for denial was that the commission felt it would take away from the appearance and felt there was no need for the wall.

Conservation Commission – approved Fireside investments to clear the view on Rte 2. Tabled application for improvements to existing pathway.

Friends of Cragin - \$800 from Book Sale. Another sale planned for June 10, 11, and 12.

**16. Executive Session Regarding Health Contract**

D Mizla moved to enter into executive session regarding health contract, seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Entered into executive session at 8:00 p.m.  
Exited from executive session at 8:20 p.m.

**17. Adjourn**

D Mizla moved to adjourn at 8:20 p.m., seconded by R Coyle. Unanimously approved. MOTION CARRIED.

Attached: Liaison Report Commission on Aging

Respectfully submitted,

Tricia Dean, Clerk

## COA Meeting-April 11, 2016

New 14 passenger bus has been ordered from Matthews Buses, anticipated delivery is early fall. This will replace the 2007 bus which is scheduled to be retired.

Minivan is no longer road-worthy. Went to Columbia Ford to look at new vehicle to be ordered shortly.

CSC took a collection from staff/members for TVCCA's annual Carnivale fundraiser, which benefits MOW. We provided a "Money Tree" raffle basket with \$100 cash.

Becky and Liz attended a training sponsored by the Alzheimer's Association on April 7th.

AARP Tax Aide services were offered February 12-April 8, 175 clients were served. (175)

Renters Rebate appointments began on April 1<sup>st</sup> and will run through October 1<sup>st</sup>.

CSC will be closed on Friday, April 29<sup>th</sup> for our annual Volunteer Appreciation Luncheon.

### Programs:

- Senior Golf League Meeting 4/12
- AARP Smart Driver Course 4/13
- Snow & Cold Party 4/18
- Social Security Seminar 4/20
- Wealth Transfer Lunch & Learn 4/25
- Know the 10 Signs 4/27

### Upcoming Trips

- Anything Goes at the Goodspeed-sold out
- Elm City Iron Chef-5/1
- Walk the High Line 5/4-sold out
- Hartford Yard Goats Baseball 7/20
- CT Lighthouse Cruise 8/17
- Tropical Costa Rica 11/5-13
- Springtime Tulip River Cruise 4/6-14, 2017

### Attendance & Meals Served:

- Monthly Transports in March: 1013
- Monthly Attendance in March: 1352 in 22 days
- Meals served in March: Bistro & Special Meals:118 Community Café: MOW:
- Active membership in March-929

April 29, 2016

Board of Selectmen  
127 Norwich Avenue  
Colchester, CT 06415

RE: Youth Services Advisory Board

Dear Board of Selectmen,

Please accept my resignation from the Youth Services Advisory Board. Due to family scheduling conflicts I am unable to meet my obligations at meetings, as well as the expected time needed to serve the commission appropriately. It has been a pleasure to have the opportunity to serve the commission for the last year and a half.

Regards,

A handwritten signature in black ink, appearing to read "Tricia Dean", with a long horizontal flourish extending to the right.

Tricia Dean

cc: Youth Services Advisory Board  
Town Clerk's Office

**May 5, 2016**

**Grant Opportunities with C3**

**Prepared by: Cindy Praisner**

**Competitive School Readiness Grant-**

Amount: \$151,200.00

Time Period: July 1, 2016 through June 30, 2017

Purpose: To support school readiness component of Colchester Early Childhood Initiative.

Details: This grant provides tuition for preschool students to attend preschool at CASTLE and CECP. The Tuition amount requested is \$144,000 and the Administrative Salary amount requested is \$7,200. Colchester has received this grant since FY2006.

Grantor: CT Office of Early Childhood

No Cash Match Required

Action Requested: To authorize the First Selectman to sign the 2016-17 Competitive School Readiness Application.

**Quality Enhancement Grant-**

Amount: \$3,881.00

Time Period: July 1, 2016 through June 30, 2017

Purpose: To provide funding for programs that focus on education and early care that address quality standards and/or expand comprehensive services for children and families as well as funding for staff to meet legislative mandates for supervision of sites.

Grantor: CT Office of Early Childhood

No Cash Match Required

Action Requested: To authorize the First Selectman to sign the 2016-17 Quality Enhancement Grant Application.

**2 Generation Pilot Program Grant**

Amount: \$245,000

Time Period: Through June 30, 2017

Purpose: The 2 Generation Pilot Project seeks to improve the workforce options for families of young children while ensuring access to quality early childhood experiences for children through early care and education settings and within the kindergarten through grade 3 school day. The project is designed to examine our current systems of service for opportunities to provide an intentional, coordinated approach to supporting children and families together.

Grantor: CT Commission on Children

No Cash Match Required; will need to hire at least one grant supported position- Family Coach.

Action Requested: To accept the funds designated for the 2 Generation Pilot Program.

# Pre-Award Frequently Asked Questions (FAQ) for 2016 COPS Office Hiring Program (CHP) Getting Started

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**Q: What is the purpose of COPS Office Hiring Program (CHP) funding?**

A: CHP is a competitive grant program that provides funding to address the full-time sworn officer needs of state, local, and tribal law enforcement agencies nationwide to increase their community policing capacity and crime prevention efforts. 2016 CHP grants provide 75 percent funding for approved entry-level salaries and fringe benefits of newly hired and/or rehired full-time sworn career law enforcement officers over three years (36 months) up to a maximum of \$125,000 per officer position.

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**Q: Is CHP an open solicitation?**

A: Yes. All state, local, and tribal law enforcement agencies that have primary law enforcement are eligible to apply.

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**Q: What is my username?**

A: In the new COPS Office Agency Portal, your user is the log-in e-mail address you used to set up your account. At that time, you also established a 12-character password for logging in to the COPS Office Online Account Access site. If you need assistance in accessing the site, you may contact the COPS Office Response Center at 800-421-6770.

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**Q: How does my agency obtain its password if it is lost or forgotten?**

A: To obtain your password, click on the "Account Access" link on the COPS Office website. The logon page has a "Reset Password" link that will ask you to enter your username, and if an account is recognized, you will receive an e-mail with a link and instructions on how to rebuild your password.

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**Q: I do not know my agency's ORI number; how can I obtain it?**

A: If you've had grants with the COPS Office before and do not know your ORI number, please contact the COPS Office Response Center at 800-421-6770, and a representative will be able to look up your ORI number.

04-27-16 @ 1145 hrs  
called spoke to rep.

Home Page  
Account Access

Cops.usdoj.com  
usdoj.gov

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**Q: My agency's Data Universal Numbering System (DUNS) number is about to expire; how do I renew it?**

A: All applicants must have a DUNS number prior to submitting an application for COPS Office funding. A DUNS number is a unique nine or thirteen-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. If your DUNS number is due to expire on or before September 30, 2016, you should renew it as soon as possible. To verify the expiration date of your DUNS number, please call 866-705-5711 or visit [www.dnb.com/us](http://www.dnb.com/us).

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**Q: My System for Award Management (SAM) registration is about to expire; how do I renew it?**

A: All applicants for federal financial assistance must be registered in the SAM database prior to submitting an application for COPS Office funding. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must maintain an active SAM registration with current information at all times during the grant application process. If awarded, you must also maintain the currency of your information in the SAM database until you submit the final financial report or receive the final payment under this grant, whichever is later. This requires that you review and update your information at least annually after the initial registration and more frequently if required by changes in your information or another award term. If you have an active SAM registration that is set to expire before September 30, 2016, you must renew your SAM registration before completing the application. To verify the expiration date of your SAM registration, please visit [www.sam.gov](http://www.sam.gov).

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**Q: Is there any way to print the completed application so that I can review a hard copy prior to submission?**

A: Yes. Before submitting the application on the last page of the online application, you will be able to print a copy for review; you will be able to print the entire application or individual sections. After submission, you will also be able to print the entire completed application.

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**Q: How much time do I have before the application times out?**

A: The applications will time out after 20 minutes of inactivity. If your application times out, you will only lose the current page of data. It is advisable to click the "Save" button once you complete each page of the application. This will prevent you from losing data in the event your application is timed out. You will only be able to save pages that are completely filled out.

## **Allowable Costs Under CHP**

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**Q: What may my agency request funding for under the CHP grant program?**

A: Agencies may request funding to pay for the entry-level salaries and fringe benefits of full-time sworn officers. 2016 CHP grants will provide up to 75 percent funding for approved entry-level salaries and fringe benefits of newly hired and/or rehired full-time sworn career law enforcement officers over three years (36 months) up to a maximum of \$125,000 per officer position; there is a minimum 25 percent local cash match. CHP funding may be allocated among three hiring categories: to (a) hire new officer positions, which includes filling existing officer vacancies that are no longer funded in your agency's budget due to state, local, or Bureau of Indian Affairs (BIA) budget reductions unrelated to the receipt of grant funding; (b) rehire officers who have already been laid off by any jurisdiction (at the time of application) as a result of state, local, or BIA budget reductions; and/or (c) rehire officers who are (at the time of application) currently scheduled to be laid off by your jurisdiction on a specific future date as a result of state, local, or BIA budget reductions.

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**Q: May CHP grant funding be used to pay for officer overtime or eliminate officer furloughs?**

A: No. CHP funding may only be used to hire and rehire full-time law enforcement officers in order to increase law enforcement agencies' community policing capacity and crime prevention efforts.

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**Q: May CHP funding be used to fill sworn officer positions that are vacant at the time we apply for CHP funding?**

A: No. Officers funded with CHP grant funds must be in addition to any officers funded in your agency's local budget. However, CHP funding may be used to fill vacant sworn officer positions if the positions are unfunded in the law enforcement budget (i.e., if state, local, or BIA funding has not been budgeted to pay for the salary and benefits costs of the positions) because of a hiring freeze or budget reductions due to local fiscal distress.

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**Q: How does the COPS Office define a "career law enforcement officer?" Does this include sworn jail or correctional officers?**

A: The COPS Office statute defines a "career law enforcement officer" as an officer hired on a permanent basis who is authorized by law or by a state or local public agency to engage in or supervise the prevention, detection, or investigation of criminal law violations. The CHP grant program only funds

sworn officer or deputy positions who are first responders to calls for service. Sworn jail or correctional officers are **not** funded through this program.

## Hiring Military Veterans Under 2016 CHP

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### **Q: How do you define a military veteran?**

A: Under the FY 2016 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.

### **Q: Are new hire officer positions required to be military veterans under 2016 CHP?**

A: No. Under 2016 CHP, new hire officer positions are **not** required to be filled by military veterans. However, applicants who commit to hiring or rehiring at least one military veteran (as defined above) will receive additional consideration for 2016 CHP funding. These military veterans may be in **any** of the three hiring categories, not just new hires.

### **Q: What if my agency commits to hiring a military veteran under the 2016 CHP but has trouble finding a qualified candidate?**

A: The COPS Office supports the attorney general's commitment to hiring military veterans whenever possible. Please note that additional consideration will be given to those agencies that commit to hiring a military veteran. Agencies will be required to maintain documentation that they made every effort possible (consistent with local procedures and policies) to hire at least one military veteran. The COPS Office has dedicated resources to assist agencies in the hiring of a military veteran. For additional information, please contact the COPS Office Response Center or visit our Vets to COPS resource page at <http://www.cops.usdoj.gov/Default.asp?Item=2630>.

### **Q: Are there any other areas of additional consideration under 2016 CHP?**

A: Yes. Applicants that choose "Homicide/Gun Violence," "School Based Policing through School Resource Officers," "Building Trust," or "Homeland Security" as their community policing problem or focus area in section 6B, question 6 of the application will receive additional consideration for 2016 CHP funding; however, agencies awarded CHP funding for these problem/focus areas will not be able to change the problem or focus area of their community policing strategies post-award.

*Agencies that have experienced an unanticipated catastrophic event or that are in one of the President's designated Promise Zones will receive additional consideration for 2016 CHP funding. All agencies that report that they have experienced an unanticipated catastrophic event will be required to submit an attachment documenting the event or incident as part of their application via section 13. In addition, applicants in states with certain anti-human trafficking laws that treat minors engaged in commercial sex as victims (referred to as "safe harbor" laws), or that permit individuals to vacate arrest or*

*prosecution records for non-violent offenses as a result of being trafficked, will receive additional consideration for 2016 CHP funding during application review. Rehiring Officers Under CHP Officer positions already laid off by any jurisdiction at the time of application*

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**Q: If my agency receives CHP funding to rehire officers who were already laid off at the time of our application, do we need to maintain documentation in the CHP grant file regarding the layoffs?**

A: Yes. Your agency should keep a record of the date(s) the officers were laid off and the date(s) the positions were rehired with CHP funding in your grant file for future monitoring or audit purposes. Please note that CHP funding is based on your agency's entry-level salary and benefits package and that any additional costs beyond entry-level for rehired officers are the responsibility of your agency.

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**Q: If my agency is awarded CHP funding to rehire officers who were laid off, when may we rehire those officers?**

A: Your agency may rehire the officers on or after the official grant award start date. In addition, your agency should maintain documentation showing the date(s) that the positions were laid off and rehired.

## **Officer positions scheduled to be laid off by your jurisdiction on a specific future date at the time of application**

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**Q: If my agency receives CHP funding to rehire officers that are scheduled to be laid off on a specific date in the future, do we need to maintain documentation in the CHP grant file regarding the layoffs?**

A: Yes. Your agency must keep documentation in your grant file for future monitoring or audit purposes that shows (a) the dates of the scheduled layoff(s); (b) the number of officers scheduled to be laid off; the number of officers rehired with CHP funds; (d) the date of the rehire(s); and (e) the reason(s) for the scheduled layoff(s) (only layoffs that will occur for reasons unrelated to the receipt of CHP funds may be rehired with CHP grant funds).

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**Q: What kind of documentation may be helpful to demonstrate that the layoff(s) is not related to the receipt of CHP funds?**

A: Any records showing that the layoff(s) occurred as a result of state, local, or BIA budget reductions. To show that the layoffs did not occur as a direct result of the availability of CHP funds, it is especially helpful to demonstrate that budget reductions occurred in the entire (or at least additional) municipal or tribal governmental departments, not just the law enforcement department—or, if budget reductions occurred only in the law enforcement agency's budget, that they were across all categories and not just sworn officer positions. Such documents might include (but are not limited to) (a) council meeting minutes discussing the budget reductions and layoffs; (b) budget orders directing municipal departments to reduce their operating budgets; (c) personnel directives given to the officers who are

scheduled for layoff(s); (d) any other local documents explaining why the layoffs occurred; or (e) notices provided to the individual officers regarding the date(s) of the layoffs.

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**Q: Our agency has applied for CHP funding to rehire officers who are scheduled to be laid off on a specific date in the future. Do we need to actually lay off officers before using COPS funds and then rehire them?**

A: Unless required by your jurisdiction, your agency is not required to formally complete the administrative steps associated with the layoff of the individual officers you are seeking to rehire. As long as your agency can document that a final, approved budget decision, unrelated to the receipt of CHP funding, was made to lay off those particular individual officers on the identified layoff date(s), it may transfer the officers to the CHP funding on or after the date of the layoff. However, it must continue to fund the officers with its own funds from the grant award start date until the date of the scheduled layoff (for example, if the COPS Office award start date is September 1 and the layoff is scheduled for November 1, then the COPS Office funds may not be used to fund the officers until November 1, the date of the scheduled layoff).

## Post-application layoffs

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**Q: If our agency's economic conditions change after receiving a CHP grant and we want to change the hiring categories from what we identified in our CHP application because of post-application layoffs, what should our agency do?**

A: If your agency receives a CHP grant and after receiving the grant your agency needs to change the hiring category(s) it received funding under, your agency must request a post-award grant modification and must receive prior approval before spending CHP funding. To be considered for a post-application modification into the rehire post-application layoff category, an agency must demonstrate that the officers to be rehired were officially laid off post-application or are now officially scheduled for layoff on a specific future date as the result of financial reasons unrelated to the receipt of COPS Office funding.

The COPS Office will only consider a modification request into the rehire category for post-application layoffs after an agency has made final, approved budget or personnel decisions. To obtain information on modifying a CHP grant award, please contact the COPS Office Response Center at 800-421-6770.

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**Q: How will the COPS Office monitor my agency's use of CHP funds for rehiring laid off officers?**

A: The COPS Office monitors grantee compliance with all grant requirements in a variety of ways. For example, your agency may receive an onsite monitoring visit from the COPS Office during the grant period or an onsite financial monitoring visit from the Office of Justice Programs, Office of the Chief Financial Officer, or it may be audited by the Office of the Inspector General's Audit Division. Your agency also may be asked to submit written documentation demonstrating its compliance with the grant conditions or in response to evaluations by outside organizations.

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**Q: How long must we keep copies of all of these records to demonstrate when and why we rehired laid off officers?**

A: Your agency is required to maintain grant records to demonstrate your proper use of grant funds throughout the active grant period and then for at least an additional three years after the date of submission for the final expenditure report.

## **Hiring School Resource Officers (SRO) under 2016 CHP**

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**Q: How do you define a School Resource Officer (SRO)?**

A: An SRO is a career law enforcement officer with sworn authority, deployed in community oriented policing, and assigned by the employing police department or agency to work in collaboration with schools and community-based organizations to (a) address crime problems, gangs, and drug activities affecting or occurring in or around an elementary or secondary school; (b) to develop or expand crime prevention efforts for students; (c) to educate school-age victims in crime prevention and safety; (d) to develop or expand community justice initiatives for students; (e) to train students in conflict resolution, restorative justice, and crime awareness; (f) to assist in the identification of physical changes in the environment that may reduce crime in or around the school; and (g) to assist in developing school policy that addresses crime and to recommend procedural changes.

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**Q: Are there any restrictions on using CHP grant funds to hire School Resource Officers (SRO)?**

A: No. Deploying officers in a School Resource Officer capacity is acceptable under CHP. Note that funding for a School Resource Officer position must be based on your agency's standard salary and benefits for entry-level sworn officer positions. If the School Resource Officer position salary and benefits are higher than those for entry-level positions, the difference in dollar amount is the responsibility of the agency.

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**Q: May I apply for both SRO positions and non-SRO positions? How do I apply for SROs specifically?**

A: If your agency is requesting officer position(s) in order to deploy SROs, then **all** of the grant-funded officer positions must be used to deploy full-time SROs; in order to request officer position(s) to deploy as SROs, you **must** select "School Based Policing through School Resource Officers" under "Child and Youth Safety Focus" as your community policing focus area in Section 6B, Question 6 of the application. If your agency selects this focus area and is awarded 2016 CHP funding, your agency will not be able to change the focus area of its community policing strategy post-award.

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**Q: Are there any other application requirements if my agency wants to request CHP grant funds to hire SROs?**

A: No. However, if your agency is awarded CHP funding to hire SROs, your agency will be required to submit a Memorandum of Understanding (MOU) between your agency and the school/school district defining the roles and responsibilities of the individuals and partners involved, including SROs, school administrators, law enforcement and education departments, students, and parents. The MOU must contain the following: the purpose of the MOU, clearly defined roles and responsibilities of the school district and the law enforcement agency focusing officers' roles on safety; information sharing; supervision responsibility and chain of command for the SRO; and signatures. **In addition, if awarded, grantees agree that any officers deployed while implementing School-based Policing under the COPS Hiring Program grant cannot be involved in the administrative discipline of the students.** Please see the MOU fact sheet at [http://www.cops.usdoj.gov/pdf/2016AwardDocs/chp/MOU\\_FactSheet.pdf](http://www.cops.usdoj.gov/pdf/2016AwardDocs/chp/MOU_FactSheet.pdf).

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**Q: I already know the names and contact information for the school partners, and we already have an MOU in place. May I submit them with my application?**

A: You may provide the names and contact information for each school partner in section 12, "Official Partner(s) Contact Information," of the application. If you have an MOU already in place, you may upload it to the application in section 13, "Application Attachment." When attaching files to your COPS Office application, the following file types are acceptable: **standard .doc/.docx, PDF, or .xls/.xlsx.**

## Preparing Your Application

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**Q: For the narrative sections, does the 4,000-character limit include spaces and special characters or just letters?**

A: Yes, the 4,000-character limit includes letters, numbers, spaces, and special characters.

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**Q: I noticed that the number of officers I am allowed to request has been capped. How was the cap established, and may I still allocate those officers across the three hiring categories?**

A: Because of the relatively limited funding available compared to the amount requested and the desire to distribute funding for officers to a larger number of agencies, the COPS Office has imposed caps on the total number of officer positions that can be awarded to any individual agency. All agencies will be capped at no more than 5 percent of their actual sworn force strength as reported in the application, up to a maximum of 25 officers. Agencies with a service population of 1 million or more may apply for up to 25 officer positions; agencies with a service population less than 1 million may apply for up to 15 officer positions. ~~The request of any agency with a sworn force strength less than or equal to 20 is capped at one officer.~~ Applicants may allocate the capped number of officer positions, as indicated, across new hires, rehires of officers already laid off, and rehires of officers scheduled to be laid off on a future date.

# Budget-Related Questions

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**Q. What are allowable fringe benefits?**

A. Allowable fringe benefits include: (1) Social Security, (2) Medicare, (3) health insurance, (4) life insurance, (5) vacation, (6) sick leave (vacation and sick leave should only be requested under the fringe benefits line items of the application if they are not included in the base salary of entry-level officers), (7) retirement, (8) Worker's Compensation, (9) unemployment insurance, (10) dental insurance, (11) vision insurance, (12) prescription drugs, (13) holiday pay, (14) disability insurance, (15) accidental death and disability, (16) 401(k) plan, (17) liability insurance, (18) shift differential payments, (19) accident insurance, (20) bonding insurance, (21) Police Trust, (22) state funded retirement system, (23) professional liability insurance, (24) Federal Unemployment Tax Act (FUTA) tax, and (25) survivor benefit. Other benefits such as training, equipment (e.g., uniforms, weapons, 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.

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**Q: How do I determine the health care and fringe benefits costs for my agency?**

A: An agency should contact its human resources/benefits office to help determine their costs for healthcare and fringe benefits.

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**Q: How should an agency calculate the first-year salary and benefit package of officers who will be recruits promoted to sworn officer positions, given that a recruit and sworn officer fall under different pay and benefit levels?**

A: The first-year salary and benefits package should cover the "blend" of both the recruitment academy and the post-graduation amounts, with the sworn officer salary and benefits amount used to cover the salaries and benefits of the officer post-graduation.

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**Q: My agency has officers that are exempt from Social Security benefit deductions. How should I address this in the CHP application?**

A: Agencies who have officers that are exempt from Social Security benefit deductions should check the "Exempt" option on the application. By checking "Exempt," the agency is not required to submit additional information.

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**Q: Are indirect costs allowable under the CHP grant?**

A: No, CHP does not pay for any indirect costs. CHP only pays for approved entry level salaries and fringe benefits of entry-level full-time sworn officers over three years.

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**Q: May CHP grant funds be used to pay the salaries and benefits of officer recruits while they are in the academy, prior to being sworn in?**

A: Yes, an agency may use CHP funding to pay the CHP-funded positions while in the academy if it is the standard practice of the agency to do so with locally-funded recruits. To comply with the nonsupplanting requirement, the agency should hire the recruits post-award.

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**Q: The officers we plan to rehire are experienced officers who are paid a higher than entry- level salary and benefit package. May we use the CHP funds to pay their salaries?**

A: Yes, but only up to the entry -level portion of their salary and benefits package. CHP funds are awarded based on your agency's current entry -level sworn officer salary and benefits package. You may use CHP funding to hire or rehire experienced officers, but any additional costs higher than entry-level must be paid with local agency funds, not CHP funds.

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**Q: CHP states it will provide "75 percent of funding for approved entry- level salaries and fringe benefits of full-time officers." How does this apply in cases where law enforcement agencies have various base pay rates based on the prior education level of the officer?**

A: In the limited cases of agencies that offer more than one entry- level salary and benefit package based on prior education for new officers with no prior law enforcement experience, you may average those salaries and benefits to report your entry level- salary and benefits. Please note, however, that any higher salaries and benefits that are paid to compensate for prior law enforcement experience are not considered entry- level and should not be included in this average or otherwise reported as entry level. If awarded CHP funding, an agency must only use CHP funding to pay the actual entry -level officer's salary and benefits, and any CHP funds remaining after the 36-month award period will be deobligated.

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**Q: If awarded funding from the CHP grant program, will our agency be obligated to keep the total number of officers on staff at the time the grant was awarded, or are we only required to keep the grant position at the end of the three-year program?**

A: To comply with the nonsupplanting requirement of the CHP grant, the grantee must maintain its locally- funded sworn force baseline and any planned increases of officer positions during the grant award period through the retention period. To comply with the retention requirement of the CHP grant, the grantee must add all awarded officer positions to its law enforcement budget with state and/or local funds for at least 12 months at the conclusion of 36 months of federal funding for each position over and above the locally- funded sworn force baseline. The purpose of CHP is to increase the total number of sworn officer positions that would have otherwise existed in the absence of the grant.

## **Nonsupplanting requirement**

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**Q: Does the nonsupplanting requirement apply to the CHP grant program?**

A: Yes. The nonsupplanting requirement is a legal requirement in the Public Safety and Community Policing Act, which is the COPS Office's authorizing statute. The nonsupplanting requirement means COPS Office grant funds must be used to supplement (not replace) state, local, or Bureau of Indian Affairs (BIA) funds that would have been dedicated toward law enforcement if federal funding had not been awarded. As it applies to your agency's CHP grant, grantees must not reduce the level of state, local, or BIA funding that would have been dedicated toward sworn officer positions as a result of receiving federal funding.

## **CHP funding and other COPS Office grants**

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**Q: May our agency request funding under CHP if we have an active COPS Office hiring grant for sworn officer positions?**

A: Yes. Agencies with an active COPS Office hiring grant are not disqualified from applying for a CHP grant, but the CHP-funded position(s) must be over and above the number of officer positions funded in the agency's local budget and under any other COPS Office hiring grant.

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**Q: May CHP funding be used to retain officers hired under other COPS Office hiring programs?**

A: No. CHP grant funding may not be used to comply with the retention requirement of your other COPS Office hiring grants. Instead, your agency must use state, local, or tribal funding to retain the COPS Office-funded positions for the required retention period following the conclusion of the grant period. In addition, the retained officer position(s) must be over and above your agency's locally-funded sworn force and any full-time sworn positions awarded under the CHP grant.

## **Retention requirement**

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**Q: What is the retention requirement?**

A: Under CHP, the retention requirement establishes that grant recipients must plan to retain—at the time of grant application—and actually retain each officer position awarded for at least one year (12 months) following the conclusion of three years (36 months) of federal funding for that position. The additional officer positions should be added to the grantee'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 by adding the extra positions to your budget with additional funding does not meet the retention requirement.

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**Q: When does the actual retention period begin?**

A: The actual retention period begins after each awarded CHP position has completed the 36-month (three-year) grant funding period.

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**Q: When does the 36-month grant award period begin for each awarded officer position?**

A: There is a standard grant award period. The grant has a start and end date; however, the actual 36 month period begins for an awarded officer position when that position has been filled. If CHP funding is being used to pay for cadet positions while in the academy, the 36 month period may start then as long as it's on or after the award start date. If the position becomes vacant during the award period, your agency must hire a new, additional officer to fill the position. The retention period begins for an awarded officer position once that position has completed the 36 month implementation period. If an agency is awarded several officer positions, the retention period for each individual officer position begins based on the completion of 36 months of funding for each position (not based on the cumulative overall grant award end date).

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**Q: When does my agency have to begin funding the position(s) in the local budget?**

A: Your agency should fund the awarded officer position(s) in your local budget as each position completes the 36-month grant period. If a funded position becomes vacant during the award period, your agency would need to fill the position with a new, additional officer to complete the entire 36 month grant period before retaining and adding the position into the local budget.

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**Q: What documentation does my agency need to maintain in the event of an audit or monitoring site visit to demonstrate compliance with the retention requirement?**

A: Your agency should maintain documentation demonstrating its intent to retain the CHP funded officer positions, the anticipated funding source(s), the employment dates for each officer position funded under the CHP grant, and the dates each officer position started the retention period.

## Other Questions

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**Q: What is the formula for disbursing these CHP grant awards?**

A: CHP is not a "formula" grant program. All applications will be reviewed based on their answers to the fiscal health questions, crime statistics, community policing strategy, and other relevant factors determined by the COPS Office. Awards will be made on a competitive basis.

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**Q: What is the deadline for this solicitation and how does an agency verify their application was received?**

A: Applications for this program require a two-step process. It is strongly recommended that applicants complete the SF-424 through the Grants.gov website as soon as possible. The SF-424 is a government-wide standard application for federal assistance. Once the SF-424 has been submitted via [www.grants.gov](http://www.grants.gov), the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the CHP application process through the COPS Office Online Application System (see "Registration" and "How to Apply" sections of the CHP Application Guide). If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at

*AskCopsRC@usdoj.gov* or 800-421-6770. *An application is not considered submitted until both of these steps are completed.* Complete application packages for the CHP 2016 solicitation are due by June 23, 2016 **7:59 p.m. EDT.**

Agencies should log back into the “Account Access” page on the COPS Office website and click on the “CHP” link to access their application and verify that their application was submitted and received by the COPS Office before the application deadline (the current application status will be “Completed and submitted”). Agencies whose applications were not received by the COPS Office before the deadline will receive a message in red stating that the application deadline has passed and they will not be able to proceed further.

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**Q: When should I expect notification if awarded CHP grant funds?**

A: The COPS Office anticipates making CHP grant award announcements prior to September 30, 2016.

**Questions?** Please call the COPS Office Response Center at 800-421-6770.

# FW: COPS Hiring Program

Resident Trooper Sergeant

Mon 4/25/2016 11:22 AM

To: KC89 - Tim Edwards <kc89@colchesterct.gov>;

Tim,

What do you think? Let's try it. Let me know.

Thanks.

**From:** Reutter, Matthew [mailto:Matthew.Reutter@mail.house.gov]

**Sent:** Monday, April 25, 2016 10:47 AM

**To:** Reutter, Matthew <Matthew.Reutter@mail.house.gov>

**Subject:** COPS Hiring Program

Good Morning:

The Office of Community Oriented Policing Services (COPS Office), a component within the U.S. Department of Justice, recently announced that the COPS Hiring Program (CHP) grant funding solicitation is now open and accepting applications.

The 2016 COPS Hiring Program is a competitive grant program that funds the hiring or rehiring of law enforcement officers. CHP provides 75 percent of the approved entry-level salaries and fringe benefits of each newly hired and/or rehired full-time officer, up to \$125,000 per officer position, over the three-year (36-month) grant period.

Applications are due by June 23, 2016 at 7:59 PM EDT. Additional information can be found [here](#) and questions may be directed to the COPS Office Communications Division at 202-514-9079.

Matthew Reutter  
Constituent Services Representative  
Office of Congressman Joe Courtney (CT-02)  
77 Hazard Avenue, Unit J  
Enfield, CT 06082  
(860) 741-6011  
(860) 741-6036 Fax



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES  
145 N Street NE, Washington, DC 20530

**COPS**★

April 25, 2016

**RE: COPS Office FY 2016 COPS Hiring Program (CHP) Solicitation - *Now Open!***

Dear Colleague:

The Office of Community Oriented Policing Services (COPS) is pleased to announce that **the application period for the FY 2016 COPS Hiring Program (CHP) is now open.** Applications for this year's CHP solicitation must be completed and submitted by **7:59 PM, EDT on June 23, 2016.** This year's COPS Hiring Program has an overarching emphasis on implementing the recommendations of the President's Task Force on 21st Century Policing.

**Program Details**

The FY2016 COPS Hiring Program is open to all state, local, and tribal law enforcement agencies that have primary law enforcement authority. This nationwide program is designed to advance public safety through community policing by addressing specific problems through the hiring of full time sworn officer positions. Funding is provided directly to law enforcement agencies to hire new and/or rehire career law enforcement officers and to increase their community policing capacity and crime prevention efforts. Up to \$137 million is available in federal funding for this program in FY 2016 and all awards are subject to the availability of federal funds.

Applicants will be able to select from one of seven broad areas of policing which would be the focus of any officers awarded. Priority consideration will be given to applicants who select "Building Trust," "Homeland Security" or "School Based Policing" as their problem/focus area. Other priority problem/focus areas will be identified in the solicitation documents and listed in the application.

All applicants should refer to the [Final Report of the President's Task Force on 21st Century Policing](#) for suggested actions to incorporate into their proposed community policing strategy. The Final Report examines how to strengthen public trust and foster strong relationships between local law enforcement and the communities that they serve, while also promoting effective crime reduction.

**For detailed information on the COPS Hiring Program requirements, application instructions, FAQs, and more, please visit the [CHP Program page on the COPS website](#).**

We also encourage you to read the "[Preparing Your Application](#)" document on our website. This document provides helpful information about preparations your agency can make at this

time to ensure a smooth application process and minimize the chance of problems or delays.

Please note that all CHP applications will be accepted electronically via a **two-step process through Grants.gov and the COPS Office Agency Portal**. Detailed instructions about how to apply for this program can be found on the COPS Office website, along with information about the submission deadline and other important information.

Thank you for your interest in the FY 2016 CHP solicitation. If you have questions about this or any other COPS Office grant program, please contact the COPS Office Response Center at 800-421-6770.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Davis", written in a cursive style.

Ronald L. Davis,  
Director