



# FY 2020 Community Policing Development (CPD)

## Applying for CPD Checklist

Application Documents and Sections	Required? Yes, No, or Possible	Completed?
<b>Standard Form 424 (to be completed on Grants.gov)</b>	Yes	<input type="checkbox"/>
<b>Section 1. COPS Office Program Request</b>	Yes	<input type="checkbox"/>
<b>Section 2. Agency Eligibility Information</b>	Yes	<input type="checkbox"/>
<b>Section 3. General Agency Information</b>	Yes	<input type="checkbox"/>
<b>Section 4. Executive Information</b>	Yes	<input type="checkbox"/>
<b>Section 5. COPS Office Hiring Request Form</b>	No	<input type="checkbox"/>
<b>Section 6. Law Enforcement and Community Policing Strategy</b>	Yes (section 6A only)	<input type="checkbox"/>
<b>Section 7. Need for Federal Assistance</b>	Yes (section A only)	<input type="checkbox"/>
<b>Section 8. Continuation of Project after Federal Funding Ends</b>	Yes (section B only)	<input type="checkbox"/>
<b>Section 9. School Safety Assessment</b>	No	<input type="checkbox"/>
<b>Section 10. Project Abstract</b>	Yes	<input type="checkbox"/>
<b>Section 11. Project Description (Narrative)</b>	Yes (attached in Section13)	<input type="checkbox"/>
<b>Section 12. Official Partner(s) Contact Information</b>	No	<input type="checkbox"/>
<b>Section 13. Application Attachments</b>	Yes	<input type="checkbox"/>
• Project narrative (required) – See Project Narrative Checklist	Yes	<input type="checkbox"/>
• Key curriculum vitae/staff resumes (required)	Yes	<input type="checkbox"/>
• Budget narrative (required)	Yes	<input type="checkbox"/>
• Indirect cost rate agreement (if applicable)	Possible	<input type="checkbox"/>
• Sole source justification (if applicable)	Possible	<input type="checkbox"/>
• Consultant rate justification (if applicable)	Possible	<input type="checkbox"/>
<b>Section 14. Budget Detail Worksheets</b>	Yes	<input type="checkbox"/>
• 14B. Civilian or Nonsworn personnel	Possible	<input type="checkbox"/>
• 14C. Equipment/Technology	Possible	<input type="checkbox"/>
• 14D. Supplies	Possible	<input type="checkbox"/>
• 14E. Travel/Training/Conferences	Possible	<input type="checkbox"/>
• 14F. Contracts/Consultants	Possible	<input type="checkbox"/>
• 14G. Other costs	Possible	<input type="checkbox"/>
• 14H. Indirect costs	Possible	<input type="checkbox"/>
• Budget summary	Yes	<input type="checkbox"/>
<b>Section 15. Assurances and Certifications</b>	Yes	
• 15A. U.S. DOJ Certified Standard Assurances	Yes	<input type="checkbox"/>
• 15B. U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Requirements	Yes	<input type="checkbox"/>
<b>Section 16A. Disclosure of Lobbying Activities</b>	Possible	<input type="checkbox"/>
<b>Section 17. Reviews and Certifications</b>	Yes	<input type="checkbox"/>
<b>Section 18. Application Data Verification</b>	Possible	<input type="checkbox"/>

## Project Narrative Checklist

Step	Complete?
<b>Have you followed the Project Narrative format?</b>	
Double-spaced	<input type="checkbox"/>
8.5 x 11 inch page	<input type="checkbox"/>
One-inch margins	<input type="checkbox"/>
Type no smaller or larger than 12 point	<input type="checkbox"/>
Times New Roman font	<input type="checkbox"/>
Pages are numbered	<input type="checkbox"/>
Microsoft Word documents in .doc or .docx formats or PDF files (.pdf)	<input type="checkbox"/>
No more than 20 pages long	
<ul style="list-style-type: none"> <li>• Note: Items counting toward the 20 page limit include executive summaries, abstracts, timelines, graphs, and charts.</li> <li>• Items <b>not</b> counting toward the 20 page limit include cover page, table of contents, and references (if formatted as endnotes).</li> </ul>	<input type="checkbox"/>
<b>Have you included the following sections?</b>	
Cover page which includes	
<ul style="list-style-type: none"> <li>• Solicitation topic and subtopic (that matches what you selected in Section 1 of the COPS Office Online Application System)</li> <li>• Title of the project</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
Table of contents	<input type="checkbox"/>
Headings and details that correspond to the following sections heading identified in the CPD solicitation:	
<ul style="list-style-type: none"> <li>• Issue Identification and Strategy</li> <li>• Impact on the Field</li> <li>• Project Management Plan</li> <li>• Experience and Capacity</li> <li>• Budget</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**Complete all items in this checklist before submitting your Project Narrative or application.**