FY 2020 Law Enforcement Mental Health and Wellness Act (LEMHWA) Program

Applying for LEMHWA Checklist

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

Project Narrative Checklist

Step	Complete?
Have you followed the Project Narrative format?	
Double-spaced	☐
8.5 x 11 inch page	☐
One-inch margins	☐
Type no smaller or larger than 12 point	☐
Times New Roman font	☐
Pages are numbered	☐
Microsoft Word documents in .doc or .docx formats or PDF files (.pdf)	☐
No more than 20 pages long • Note: Items counting toward the 20 page limit include executive summaries, abstracts, timelines, graphs, and charts. • Items **not** counting toward the 20 page limit include cover page, table of contents, and references (if formatted as endnotes).	☐
Have you included the following sections?	
Cover page which includes	
• Solicitation topic and subtopic (that matches what you selected in Section 1 of the COPS Office Online Application System)	☐
• Title of the project	☐
Table of contents	☐
Headings and details that correspond to the following sections heading identified in the CPD solicitation:	
• Issue Identification and Strategy	☐
• Impact on the Field	☐
• Project Management Plan	☐
• Experience and Capacity	☐
• Budget	☐

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