



FY 2020 Preparing for Active Shooter Situations (PASS) Program

Applying for PASS Checklist

Application Documents and Sections	Required? Yes, No, or Possible	Completed?
Standard Form 424 (to be completed on Grants.gov)	Yes	<input type="checkbox"/>
Section 1. COPS Office Program Request	Yes	<input type="checkbox"/>
Section 2. Agency Eligibility Information	Yes	<input type="checkbox"/>
Section 3. General Agency Information	Yes	<input type="checkbox"/>
Section 4. Executive Information	Yes	<input type="checkbox"/>
Section 5. COPS Office Hiring Request Form	No	<input type="checkbox"/>
Section 6. Law Enforcement and Community Policing Strategy	Yes (section 6A only)	<input type="checkbox"/>
Section 7. Need for Federal Assistance	Yes (section A only)	<input type="checkbox"/>
Section 8. Continuation of Project after Federal Funding Ends	Yes (section B only)	<input type="checkbox"/>
Section 9. School Safety Assessment	No	<input type="checkbox"/>
Section 10. Project Abstract	Yes	<input type="checkbox"/>
Section 11. Project Description (Narrative)	Yes (attached in Section 13)	<input type="checkbox"/>
Section 12. Official Partner(s) Contact Information	No	<input type="checkbox"/>
Section 13. Application Attachments	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"/>
Section 14. Budget Detail Worksheets	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"/>
Section 15. Assurances and Certifications	Yes	<input type="checkbox"/>
• 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"/>
Section 16A. Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
Section 17. Reviews and Certifications	Yes	<input type="checkbox"/>
Section 18. Application Data Verification	Possible	<input type="checkbox"/>

Project Narrative Checklist

Step	Complete?
Have you followed the Project Narrative format?	
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">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).	<input type="checkbox"/>
Have you included the following sections?	
Cover page which includes	
<ul style="list-style-type: none">Solicitation topic and subtopic (that matches what you selected in Section 1 of the COPS Office Online Application System)Title of the project	<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">Issue Identification and StrategyImpact on the FieldProject Management PlanExperience and CapacityBudget	<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.