

**PRACTICAL RESOURCE**

Public-Safety Project Readiness Checklist

Turn an operational need into a defensible, funding-ready project.

DESIGNED FOR

Law enforcement, fire, emergency management, E-911, first responders, municipalities, and counties

Use this resource to organize the information, decisions, and documentation needed before the next funding or project conversation.

Important: This tool is for planning and educational purposes. Funding requirements differ by program. Always follow the current notice of funding opportunity, award terms, and applicable local, state, and federal requirements.

1. Operational need and authorization

Agency, jurisdiction, and eligible applicant

Operational problem and consequence if it is not addressed

Authorized project lead and governing-body contact

☐	The need is supported by call data, incident trends, inventories, assessments, response times, or other records
☐	The city, county, or eligible entity supports project development
☐	The project is consistent with agency and jurisdiction priorities
☐	Sensitive operational details have been separated from public-facing materials

2. Equipment, technology, and lifecycle planning

Proposed equipment or technology and intended use

Required specifications, interoperability, coverage, site, network, power, or integration needs

Estimated quantity, unit cost, installation, software, subscription, warranty, and training

☐	Current inventory and condition are documented
☐	Technical requirements are vendor-neutral where required
☐	Quotes clearly separate equipment, installation, subscriptions, and optional items
☐	Ownership and maintenance responsibilities are defined
☐	Replacement and recurring costs are financially sustainable

3. Data, privacy, cybersecurity, and implementation

☐	Data ownership, access, storage, retention, and sharing are defined
☐	CJIS, criminal-justice, privacy, records, and cybersecurity requirements have been reviewed
☐	User permissions and audit logging are planned
☐	Required policies or agreements are identified
☐	Camera, sensor, radio, network, or equipment locations are not disclosed publicly
☐	Installation, testing, training, acceptance, and go-live responsibilities are assigned
☐	Procurement and vendor due diligence are planned
☐	Performance measures are defined without exposing tactics or vulnerabilities

Key security, policy, or implementation gaps

4. Funding-readiness decision

☐	Eligible applicant and authorization are confirmed
☐	Operational need and public benefit are documented
☐	Scope and technical requirements are sufficiently defined
☐	Budget includes full lifecycle costs
☐	Match and reimbursement cash flow are understood
☐	Procurement approach is compliant
☐	Implementation timeline is realistic
☐	Sensitive information can be protected throughout the process

PUBLIC PROOF RULE

Use aggregated project experience unless the agency gives written permission to be named. Never publish camera locations, security plans, credentials, nonpublic system details, or other information that could create operational risk.

Recommended next action and decision owner
