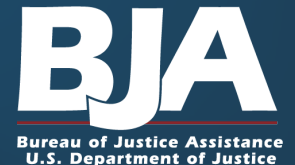


**BUREAU OF JUSTICE ASSISTANCE**

# **FY2021 BJA Solicitation Webinar**

## **Body-Worn Camera Policy and Implementation Program (BWCPIP) to Support Law Enforcement Agencies**

**June 29, 2021  
12:00 to 1:00 p.m. (EDT)**



# Webinar Logistics

- Webinar is recorded
- Questions
- Webinar evaluation

# Webinar Topics

- Eligibility
- Objectives and Deliverables
- Program Description
- Funding Metrics
- What Can Be Funded
  - Allowable Funding
  - Unallowable Funding
  - BWC Data Storage Update
- Match Requirements
- Required Elements for BJA Grants
- Required Elements Specific to BWCP/IP
- Priority Consideration
- Tips for Clarity for Peer Review
- Selection Criteria
- Important Dates

# Clarification on Two BWCPIP Solicitations

For current grant period, BJA is issuing two BWC solicitations for BWCs:

- Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWCPIP-LEA) – **the focus of this webinar**
- A Microgrant for Supporting Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation [www.srtbwc.com](http://www.srtbwc.com)



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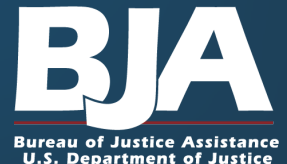
**FY 2021 Competitive Solicitation Announcement**

**Body-Worn Camera Policy and Implementation  
Program  
to Support Law Enforcement Agencies**

**Grants.gov Deadline: July 12, 2021, 11:59 p.m. ET \***

**Application JustGrants Deadline: July 26, 2021, 11:59 p.m. ET \***

**\* If any extension to these dates occurs, a notification will be made.**



# Eligibility

- **Applicants for the Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWCIIP-LEA)** may apply on their own or in partnership with one or more agencies that meet the eligibility criteria. Municipal, county, state, and tribal agencies are the most common applicants.
  - States
  - Units of local government
  - Federally recognized Indian tribes
  - Public agencies as defined in 34 U.S.C. 10251(a)(6)
    - “public agency means any State, unit of local government, combination of such States or units, or any department, agency . . .”
- Correctional agencies are eligible to apply, provided they perform publicly funded law enforcement functions as part of regular duties.

# Examples of Applicants other than Municipal Police, Sheriffs, and State Police

- **Tribal Police**
  - Little Traverse Bay Bands of Odawa Indians (MI)
  - Nottawaseppi Huron Band of the Potawatomi (MI)
  - Seminole Tribe of Florida
- **University/College**
  - College of New Jersey
  - University of Colorado
  - Morgan State University
- **“Traditional” Partnership**
  - La Crosse Police (WI)
- **Correctional Agencies**
  - Georgia Department of Corrections
  - New York State Department of Corrections and Community Supervision
  - New Jersey Department of Corrections
- **Regional Consortia**
  - Regional Justice Information Service (MO)
- **State Administering Agency (SAA)**
  - Pennsylvania Commission on Crime and Delinquency (PCCD)
- **Other Law Enforcement Agencies**
  - New Jersey State Park Police
  - Laredo Independent School District Police (TX)

Formerly category on its own

# Program Summary

- This program supports agencies seeking to establish or expand comprehensive BWC programs.
- These agency should have specified plans to implement this technology in a manner that maximizes the benefits of BWCs.
- Applicants should describe a deliberate and phased plan to deploy this technology
- Applicants should describe specific ways the plan will enhance the applicant agency's mission.



# BWCPIP Objectives and Deliverables

Applicants should describe the technology they intend to deploy, and they should also illustrate how they will deploy the technology using evidence-based and problem-solving approaches. They should describe how the BWC program would be integrated into the agency's operational framework, enhance the ability of officers to perform their duties, and promote organizational efficiency.

- 1. Develop a planned and phased approach** that achieves broad support of criminal justice and community stakeholders and leverages partners' input to address policy, training, deployment, and procurement of BWCs.
- 2. Implement of operational procedures and tracking mechanisms** that address the use, review, access, storage, retention, redaction, and deletion of digital media evidence (DME).

# BWCPIP Objectives and Deliverables

- 3. Demonstrate of commitment to incorporating the evidentiary value of BWCs' Digital Media Evidence (DME) into daily administrative and field operations in a manner that promotes improvements in criminal justice outcomes, including improvements in officer and citizen safety.**
- 4. Establish training protocols** for officers, supervisors, and administrators on BWC use and policy.
- 5. Addressing access to and sharing of BWC** footage by agency personnel, prosecutors, other criminal justice stakeholders, and the community.
- 6. Implement BWC policies** that address relevant state laws, privacy rights, and release of video to the public.

# BWCPIP Authorizing Language

- BWCPIP-LEA requires that the funds be used expressly for purchase of BWCs for law enforcement.
- Applicants that are seeking to fund BWC program development activities but have no plans to purchase BWCs will not be considered for funding.
- This solicitation requires the grantee to commit to developing a comprehensive BWC implementation program.
- Applications will be reviewed on the basis of their comprehensive implementation plans.
- Applicants seeking only to fund the purchase of BWCs without consideration of the broader program goals will be adversely affected in the review process.

# Types of Program Supported

- **Pilot implementation:** An applying agency seeks to deploy a limited number of cameras to test the feasibility of a BWC program in order to assess the benefits of broader implementation.
- **Implementation of a broad-scale program:** An applying agency plans to deploy cameras to all in the agency or a large number of officers.
- **Program expansion:** An applying agency has already implemented a BWC program, as a pilot or partial implementation, and now plans to expand the pool of officers able to use BWCs.
- **Initial and expansive implementation:** An agency without an existing BWC program seeks to deploy a BWC program and issue BWCs to a large cross-section of department personnel (e.g., all patrol officers or all officers who have regular contact with the public).

# Individual, Partnership, and Consortia Applicants

- **Individual agency applicant:** A single applicant applies for funding for its own BWC program and assumes full responsibility for grant administration and reporting.
- **Partnership applicant:** A lead applicant applies for funding for its own BWC program *and* one or more sub-recipient agencies. The lead agency assumes responsibility for grant administration and reporting, *and* manages the sub-recipient agencies. The lead agency channels funding to sub-recipient(s) as a “pass-through.”
- **Consortia applicant:** An “instrumentality” of law enforcement agencies representing one or more law enforcement subrecipient agencies applies on behalf of those agencies. The consortia agency assumes responsibility for grant administration and reporting *and* manages the sub-recipient agencies and provides funding to sub-recipient(s) as a “pass-through.” These are either state consortia (SAAs), regional consortia, or special interest consortia.

# Match Requirement and Funding Cap

- **There is a 1:1 match by the grantee.** This is a dollar-to-dollar match of federal funds to applicant funds.
- **There is a camera metric funding cap of \$2,000 per camera.** This is the maximum amount that can be requested in federal funds per camera.
- **The camera-based funding metric formula is:**
  - Number of BWCs in project x \$2,000 = maximum requested amount
  - Total program cost = requested funds + matching funds
- **No federal award under this solicitation may exceed \$2,000,000.**

# Funding Cap Scenarios

- **Implementation of a broad-scale program:** A municipal law enforcement agency with 100 full-time sworn officers proposes to acquire BWCs for 80 officers (70 patrol officers and 10 first-line supervisors). **Under the \$2,000 per BWC funding cap, this applicant may apply for no more than \$160,000 in federal funding (80 BWCs X \$2,000).**
- **Implementation of a pilot program:** A county sheriff's department with 200 sworn deputies that intends to run a pilot BWC program before moving to full scale implementation may request 25 BWCs to be deployed to a select group of officers. **Under the \$2,000 per BWC funding cap, this applicant may apply for no more than \$50,000 in BWCPPIP federal funding (25 BWCs X \$2,000).**

**NOTE:** The applicant may opt to not to request the maximum amount based on program scope or cost efficiencies.

# Funding Cap Scenarios

- **Program Expansion:** A state police agency with 1,000 sworn officers has already deployed 600 BWCs to troopers in three of its five geographic areas. Applying for BWCPIP funding, the agency proposes to move to full implementation by adding 400 BWCs. **Under the \$2,000 per BWC funding cap, this applicant may apply for no more than \$800,000 in BWCPIP federal funding (400 BWCs X \$2,000).**
- **Partnership:** A sheriff's office in an urban county intends to deploy 50 BWCs for deputies that patrol unincorporated areas of the county. Based on its working relationship with smaller municipal police agencies within the county, the sheriff's office proposes the three municipal agencies as subrecipients, purposing 10 BWCs for Department A, 6 for Department B, and 4 for Department C, totaling 70 BWC across all four agencies. **Under the \$2,000 per BWC funding cap, this applicant may apply for no more than \$140,000 in BWCPIP federal funding (70 BWCs X \$2,000).**
- **NOTE:** The applicant may opt to not request the maximum amount based on program scope or cost efficiencies. If the number of cameras is reduced post-award, the federal amount will be reduced consistent with the \$2,000 per BWC cap.



# Allowable Costs for Federal Funds

BWCPIP allows **federal funds** to be used for:

- BWC purchases, licensing, or contracts
- Related equipment and equipment upgrades
- Training for officers
- Support personnel
- Community outreach efforts
- Research and evaluation
- BWC digital media storage in conjunction with BWC purchase, licensing, or contracts (new this year)

# Unallowable Costs for Federal Funds

BWCPIP **does not** allow **federal funds** to be used for:

- Any pre-award expense
- Any items contracted with a service provider prior to award
- Already-budgeted BWCs, equipment, or contracts, etc.
  - Applicants can add to but **cannot supplant** BWCs in an existing local budget
- Construction or land acquisition

# Matching Requirement

- BWCPPIP requires match funding from the awardee (one dollar from the awardee for every federal dollar requested).
- Match may be cash or in-kind.
  - Cash match (**hard**) includes cash spent for **project-related costs**.
  - In-kind match (**soft**) includes, but is not limited to, the valuation of non-cash contributions. These may be in the form of services, supplies, and equipment.

# Match Considerations

- Awardees are accountable for fulfilling match obligations, just as they are for federal obligations.
- Be cautious when “overmatching.”
- Match expenses **must be related** reasonably to the BWC program.
- Federal funds and matching funds need not reflect the full cost of the BWC program.

# In-Kind and Cash Match Requirements

- Federal funds **may not cover more than 50 percent** of the total submitted budget for the program.
- Applicants must **identify the source** of the 50 percent non-federal portion of the total project costs and how they will use those match funds.
- If a successful applicant's proposed match exceeds the required match amount, and the Office of Justice Programs (OJP) approves the budget, **the total match amount incorporated into the approved budget becomes mandatory and subject to audit.**
- Match funding is restricted **to the same uses of funds** as allowed for the federal funds.
- Applicants may satisfy this match requirement **with either cash contributions or in-kind contributions of goods or services that are directly related to the purpose** for which the grant was awarded.

# Simplified Budget Example A

## Proposed Federal Fund Expenditures

a)	100 cameras @\$900 each	\$90,000
b)	100 BWC lic. fee @\$300 each	\$30,000
c)	Program manager (40% FTE)	\$50,000
d)	<u>BWC user training</u>	<u>\$30,000</u>
	<b>TOTAL</b>	<b>\$200,000</b>

Consistent with \$2,000 camera metric

## Proposed Matching Expenditures

a)	Balance of other services	\$165,000
b)	Docking system	\$10,000
c)	Server upgrade	\$30,000
d)	<u>DEM training</u>	<u>\$5,000</u>
	<b>TOTAL</b>	<b>\$200,000</b>

Balance of salaries, training, equipment

**TOTAL project cost = \$400,000**

**NOTE:** This a highly simplified budget intended for illustration purposes only; the actual budget form requires more detail.

## Simplified Budget Example B

### Proposed Federal Fund Expenditures

a) 25 cameras @\$500 each	\$12,500
b) 25 BWC lic. fee @\$300 each	\$7,500
c) BWCPiP mtg. travel	\$3,000
<b>TOTAL</b>	<b>\$23,000</b>

### Proposed Matching Fund Expenditures

a) 29 cameras @\$500 each	\$14,500
b) 29 BWC lic. fee @\$300 each	\$8,700
<b>TOTAL</b>	<b>\$23,200</b>

**NOTE:** the \$2,000 camera funding metric cap is satisfied:

- 54 total BWCs X \$2,000 = **\$108,000** allowable federal funds (25 + 29 BWCs)
- \$23,000 federal request is well under the funding metric cap
- Agency chose not to include some expenses (e.g., training, personnel)
- There is an overmatch, but it is minimal
- **TOTAL project cost = \$46,200**

# BWC Policy Stipulations

- **Support the development of BWC polices that are:**
  - Deliberate
  - Comprehensive
  - Partnership-based
- **Policy development or certification is mandatory.**
- **Funding is contingent on policy development.**
  - 90 percent of grant funds are held until policy condition is met.



# BWC Policy Clearance Process

- **BWC policy condition clearances will only be made post award, in one of two ways:**
  - **BWCPIP Scorecard:** Agency works with TTA provider to develop such a policy through the BWCPIP scorecard, or
  - **Self-Certification:** Agency executive attests to a policy development process that is deliberate, comprehensive, and partnership-based,
- **Existing policies:** Applicants with existing BWC policies may attach policies to their application, but this does not clear the condition at time of award.

**Note:** For any award involving sub-awardees, a self-certification form or scorecard must be completed and submitted for each individual agency. The primary awardee will work with the sub-awardee and TTA provider to assure that these are completed and retained in internal records. The TTA provider will notify BJA of receipt of these forms.

# Awardee Training and Technical Assistance (TTA)

- **BJA selected a TTA provider (CNA) to assist awardees.**
- **The TTA support may include:**
  - Technical assistance
  - Policy assistance
  - Best practices
  - Peer engagements
  - Community outreach
  - Specialized training
- **Each awardee has a designated POC and team assigned from CNA.**
- **The TTA provider develops content for BWC Toolkit website.**
- **The TTA provider produces and distributes a newsletter, webinars, and produces other knowledge product.**
- **The TTA provider builds a community of practice.**

# BWCPIP Applications Must Include:

- Application for Federal Assistance (SF-424)
- Disclosure of Lobbying Activities (SF-LLL)
- Project Abstract
- Program Narrative
- Budget Detail Worksheet with Budget Narrative (online via JustGrants)
- Financial Management and System of Internal Controls Questionnaire
- Applicant's Disclosure of Pending Applications (for BWCs)
- List of Subrecipient Agencies (if partnership is proposed)

**Note:** A policy or policy scorecard is not required at time of application. Existing or draft policies can be included at the applicant's discretion.

# BWCPIP Applications May Include:

- Screening Sheet (recommended)
  - Single Agency Screening Sheet
  - Partnership Application Screening Sheet.
- Documentation of Advancing DOJ Priorities (if applicable)
  - Promotion of Civil Rights
  - Support to Crime Victims
  - Protecting Public from Crime and Evolving Threats
  - Building Trust Between Law Enforcement and the Community
- Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)

**Note:** A policy or policy scorecard is not required at time of application. Existing or draft policies can be included at the applicant's discretion.

# BWCPIP Applications Should Include When Applicable:

- Indirect Cost Rate Agreement
- Research and Evaluation Independence and Integrity
- Research Partner Letter of Participation
- Memoranda of Understanding / Letters of Support from Subrecipient Agencies

# Project Narrative Specification

- Not to exceed 15 pages, double-spaced
- 12-point standard font, Times New Roman preferred
- One-inch margins
- Use of sections and organizations is preferred
- Attachments do not count against the page limit

**Note:** Closely following this format makes it easier for peer-reviewers to understand and assess your agency's application.

# Project Narrative Topic Areas

- Description of the issue(s)
- Project design and implementation
- Capabilities and competencies of the organization and personnel
- Plan for collecting the data required for this solicitation's performance measures
- Plans for continuation of the program after federal funds have been expended

# BWC Budgets

- Use the provided budget form in JustGrants.
- Provide narrative for budget items to provide context.
  - Attach separate budget narrative if desired.
- Important to note:
  - Providing a vendor quote **does not** qualify as a budget.
  - Budget submitted at time of solicitation is considered a cost estimate.
  - Selection and award of a proposal by BJA does not imply acceptance or endorsement of quote or vendor selection.



# Important Elements for Successful Applications

- Economies of scale (partnerships, shared resources, shared contracts)
- Technical considerations (e.g., National Institute of Justice: [A Market Survey on Body Worn Camera Technologies, 2016](#))
- Partnership outreach (prosecutors and beyond)
  - Letter of support from prosecutor(s) are beneficial
- Officer concerns
  - Officer safety and officer buy-in
- Increase efficiency
  - Improve evidentiary outcomes
  - BWC training
- Manage expectations of police agencies and the public.
- Demonstrate commitment to evidence-based practices.

# Performance Management and Reporting

- Plan for collecting the data required for this solicitation's performance measures and sustainment, to help the department fulfill its responsibilities.
- Applicants that receive funding under this solicitation must provide data that measure the results of work completed under this solicitation.
- OJP will require any award recipient to comply with post-award reporting requirements (see solicitation).

# Review and Scoring Criteria

• Statement of problem/description of the issue:	15%
• Project design & implementation:	35%
• Capabilities & competencies:	15%
• Plan for collecting the required performance measures data:	10%
• Budget:	20%
• <u>Program continuity:</u>	<u>5%</u>
<b>Total</b>	<b>100%</b>

# Major Takeaways

- This is a competitive solicitation program.
  - This is *not* an equipment purchase grant.
  - Grant funds cannot be used to pay for BWCs you already bought, contracted, or budgeted before grant notification – that is “supplanting.”
  - 90% of your funds are held until your policy development condition is cleared by BJA.
  - There may be other conditions that need to be cleared before funds can be expended.
- This is a three-year grant program.
- Awardees attend a national meeting (pending and flexible).
- The more you demonstrate an understanding of the value of full BWC implementation and address priority considerations, the more competitive your submission will be.

## What You Should Do Next (if you have not already)

- **Prior to registering with Grants.gov:**
  - Acquire a DUNS Number
  - Acquire or renew registration with SAM (System for Award Management)
- **Register with Grants.gov - Due July 12, 2021 (11:59 PM ET)**
  - Acquire AOR (Authorized Organization Representative)
  - Acquire AOR confirmation from the E-Biz POC
- **BWCPIP for Law Enforcement Agencies - Due July 26, 2021 (11:59 PM ET)**
  - To locate funding opportunity <https://bja.ojp.gov/funding/opportunities/o-bja-2021-131001>
  - To sign-on to Just Grant <https://justicegrants.usdoj.gov/>

# NEW: Two Step Application Process

Applications will be submitted in a new two-step process, each with its own deadline:

- Step 1: Applicants submit an SF-424 and an SF-LLL at [Grants.gov](https://www.grants.gov).
- Step 2: Applicants submit the full application, including attachments, at [JusticeGrants.usdoj.gov](https://www.justicegrants.usdoj.gov).

\*Read the solicitation document carefully for further guidance.

# DOJ Application Submission Checklist

Review the [\*DOJ Application Submission Checklist\*](#)

The checklist covers all necessary steps to complete the two-part application process in Grants.gov and JustGrants.

## The checklist includes:

- ✓ how to prepare to apply
- ✓ completing the abbreviated application in Grants.gov
- ✓ Entity Onboarding and JustGrants Access
- ✓ completing, reviewing, certifying and submitting your application in JustGrants, and
- ✓ helpful user tips



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

# JustGrants Application Submission Resources

## [Application Mechanics eLearning Videos](#)

By viewing the eLearning videos, job aids, DOJ Application Checklist and other resources, applicants will have all of the information needed to successfully navigate the mechanics of submitting an application.

- ✓ [Application Mechanics: Getting Ready to Apply \(NEW\)](#)
- ✓ [Application Mechanics: Initiating Application Submission in Grants.gov \(NEW\)](#)
- ✓ [Application Submission: Locating an Application](#)
- ✓ [Application Submission: Submitting an Application](#)
- ✓ [Application Submission: Completing a Budget Detail Form](#)
- ✓ [Application Mechanics: After Submitting an Application \(NEW\)](#)





# Stay Connected!!

## Email Updates

- Text OJP [your email address] to 468-311 to subscribe.  
\*Message and data rates may apply

## Social Media

- Facebook: <https://www.facebook.com/DOJBJA>
- Twitter: <https://twitter.com/DOJBJA>
- YouTube: <https://www.youtube.com/dojbja>



For information on funding opportunities, publications, and initiatives, visit **BJA's website** – <https://bja.ojp.gov>

# Important Contact Information



**Technical Assistance Submitting the SF-424 and SF-LLL into Grants.Gov:** 800-518-4726, 606-545-5035 | [support@grants.gov](mailto:support@grants.gov)



**Technical Assistance Submitting the FULL APPLICATION into JustGrants:** 833-872-5175 | [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



**Technical Assistance with Programmatic Requirements contact the OJP Response Center:** 800-851-3420 | [grants@ncjrs.gov](mailto:grants@ncjrs.gov)

# Contact Information

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at **800-851-3420** or TTY: **301-240-6310** (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov).

Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

John Markovic  
Bureau of Justice Assistance  
(202) 598 -0311  
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# Question & Answer