

BUREAU OF JUSTICE ASSISTANCE

FY 2023 BJA Solicitation Webinar

BODY-WORN CAMERA POLICY AND IMPLEMENTATION PROGRAM TRAINING AND TECHNICAL ASSISTANCE (BWC- TTA)

AND

SUPPORTING SMALL, RURAL, AND TRIBAL LAW ENFORCEMENT AGENCY BODY-WORN CAMERA POLICY AND IMPLEMENTATION PROGRAM (SRT-BWC)

February 27, 2023

1:00 p.m to 2:30 p.m. ET



BJA
Bureau of Justice Assistance
U.S. Department of Justice



Webinar Topics

- OJP and BJA Overviews
- Two Related Solicitations
- Funding Levels and Awards
- Eligibility
- Objectives
- Program Descriptions
- Required Elements for BJA Grants
- Required Elements Specific to these Solicitations
- Selection Criteria
- Important Dates

What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS).

Office of Justice Programs

BJA - Bureau of Justice Assistance

BJS - Bureau of Justice Statistics

NIJ - National Institute of Justice

OVC - Office for Victims of Crime

OJJDP - Office of Juvenile Justice and Delinquency Prevention

SMART - Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking



U.S. Department of Justice Bureau of Justice Assistance

Mission: BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and Tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

BJA

Bureau of Justice Assistance
U.S. Department of Justice

<https://bja.ojp.gov>





**BJA Director
Karhlton F. Moore**

Appointed by President Biden in February 2022, Director Moore leads BJA's programmatic and policy efforts on providing a wide range of resources, including training and technical assistance, to law enforcement, courts, corrections, treatment, reentry, justice information sharing, and community-based partners to address chronic and emerging criminal justice challenges nationwide.

Policy Office

provides national leadership to criminal justice organizations that partner with BJA to identify effective program models for replication and infuse data-driven, evidence-based strategies into operational models, practices, and programs.

Programs Office

administers state, local, tribal, and territorial grant programs. It acts as BJA's direct line of communication to states, local jurisdictions, territories, and tribal governments by providing customer-focused grants management support and careful stewardship over federal funds.

Operations Office

coordinates all communication, formulates and executes the budget, manages contracts, measures grantees' performance, and provides administrative support to BJA.

Public Safety Officer Benefits Office

provides death and education benefits to survivors of fallen law enforcement officers, firefighters, and other public safety officers, and disability benefits to officers catastrophically injured in the line of duty.



Five Major Strategic Focus Areas

Improve public safety through measures which build trust with the community and ensure an effective criminal justice system

Reduction in recidivism and prevention of unnecessary confinement and interactions with the criminal justice system

Integration of evidence-based, research-driven strategies into the day-to-day operations of BJA and the programs BJA administers and supports

Increasing program effectiveness with a renewed emphasis on data analysis, information sharing, and performance management

Ensuring organizational excellence through outstanding administration and oversight of all of BJA's strategic investments



Fund – Invest diverse funding streams to accomplish goals.

Educate – Research, develop, and deliver what works.

Equip – Create tools and products to build capacity and improve outcomes.

Partner – Consult, connect, and convene.

Two Related Solicitations Overview

Body-Worn Camera Policy and Implementation Program Training and Technical Assistance (BWC-TTA)

- Started in 2015 to support BJA's Body-Worn Camera Policy and Implementation Program (BWCP) site-based awardees.
- Provides training and technical assistance (TTA) for BWC policy development.
- Provides other TTA to grantees and nongrantees, to the extent possible.
- Develops knowledge products for BWCP grantees and other BWC users.
- Developed and grew as the BWC ecosystem evolved.

Supporting Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program (SRT-BWC)

- Started in 2020 to address the unique needs of small, rural, and tribal agencies.
- Designs and administers a competitive "microgrant" solicitation tailored to SRT agencies.
- Manages the subawardees and distributes funds.
- Provides TTA for subgrantees' BWC policy development.
- Provides other TTA and knowledge products that complement BWC-TTA's work but are tailored to SRT agencies.



BWC-TTA and SRT-BWC History

- **BWC-TTA was initiated in 2015** to support the BJA Body-Worn Camera Policy and Implementation Program.
- **SRT-BWC was initiated in 2020** and was designed to **meet the unique needs of small, rural, and tribal law enforcement agencies** that have historically less experience and fewer resources to compete against larger, more grant savvy agencies.
- Both programs support BWCIIP and draw funds from the same appropriation budget.
- Both focus on providing TTA to funded agencies in a way that strives to **meet agencies “where they are.”**
- BWC-TTA and SRT-BWC have operated in a **coordinated and complementary manner**.
- Both cover a breadth of topics in the context of an **evolving ecosystem** comprised of technologic, policy, operation, and legal dimensions.

BWC-TTA and SRT-BWC Considerations Going Forward

- Given the dynamic BWC ecosystem and scope of work, a broad array of skills and expertise are needed. **BJA encourages applications that leverage partnership and coordination.**
- A single agency may apply for both awards but **must demonstrate that it has the resources, scope, and expertise to manage both awards.**
- Regardless of whether an award is made to a single organization applying to both solicitations or to different organizations, there would be considerable coordination and cross-fertilization expected during the award period.
- In order to facilitate this level of coordination among organization and with BJA, this award will be made as a **cooperative agreement** rather than a grant.
- The period of the grant is 3 years with opportunities for supplements.

A **cooperative agreement** is a type of project under which joint action or collaboration between the federal awarding agency and the recipient is considered necessary or desirable to achieve successful project implementation.

Funding Levels, Awards, and Core Scope of Work

BWC-PIP TTA

- \$3,000,000
- One award is expected to be made.
- **Core elements** and services provided:
 - TTA to BWCP-PIP-funded sites.
 - Identification and creation of BWC knowledge products.
 - Creation or refinement and maintenance of the BWC Toolkit.

SRT-BWC TTA

- \$8,000,000
- One award is expected to be made.
- **Core elements** and services provided:
 - Develop and administer a competitive microgrant program including distribution to subawardees.
 - TTA to subawardees.
 - Identification and creation of BWC knowledge products unique to SRTs.
 - Contribute to the toolkit.



Eligibility for BWC-TTA and SRT-BWC

- Nonprofits having a 501(c)(3) status with the IRS
- Nonprofits that do not have a 501(c)(3) status
- For-profit agencies other than small businesses
- Public and state-controlled institutions of higher education (including tribal institutions of higher education)



Connection to BWCPPIP

- Applicants should be familiar with the Body-worn Camera Policy and Implementation Program to Support Law Enforcement Agencies [solicitation](#).
- BWCPPIP funds agencies across five categories:
 - ❑ BWC Purchase or Lease as Part of Comprehensive Programs
 - **Category 1:** Site-based awards to law enforcement agencies (including self-initiated partnership applications)
 - **Category 2:** Site-based awards to state correctional agencies
 - ❑ Demonstration Projects
 - **Category 3:** Digital evidence management and integration **demonstration projects**
 - **Category 4:** Optimizing BWC footage in prosecutors' offices **demonstration projects**
 - **Category 5:** Using BWC footage for training and constitutional policing **demonstration projects**



What Are Demonstration Projects?

Demonstration projects strengthen BJA's understanding of emerging practices, their challenges, and effective ways of overcoming those challenges. For BWCP/IP, BJA is focusing on how BWC footage can best be managed and shared, as well as how BWCs and BWC footage can be leveraged to improve the effectiveness and fairness of policing and corrections.



BJA FY 2023 Body-Worn Camera Policy and Implementation Program Training and Technical Assistance



BWC-TTA Goals

- Provide high quality and comprehensive TTA to site-based grantees and respond to each agency's individual needs.
- Identify and compile existing resources and knowledge products that inform and serve the law enforcement community and other criminal justice stakeholders.
- Develop resources and knowledge products based on the needs expressed by site-based grantees.
- Remain up to date about technological, legal, research, and other substantive issues related to BWCs that arise in practice, collectively the BWC ecosystem.
- Work collaboratively with BJA through a cooperative agreement.
- Develop and maintain coordination with the SRT-BWC microgrant administrator and TTA provider.



BWC-TTA Core Objectives

1. **Ensure that BWCPPIP site-based grantees receive the training and technical assistance they need** to successfully implement their BWC programs, including BWC policy certification or development.
2. **Identify and develop resources** that can help grantees keep apace of the rapid changes in the BWC ecosystem.
3. **Establish, maintain, and refine a BWC Toolkit website** (repository of knowledge products).
4. **Work collaboratively** with BJA, other OJP program offices, and other stakeholder groups identified by BJA.
5. **Provide customized TTA to nongrantee** law enforcement agencies (**LEAs**) to the extent possible since providing TTA to BWCPPIP grantees takes priority over nongrantee LEAs.



BWC-TTA Overarching Categories of Deliverables

- 1. Training and technical assistance service delivery**
 - BWC policy development assistance or confirmation of existing policy.
 - Onsite and off-site TTA.
- 2. Identification and advancement of promising practices**
 - Keep abreast of research and the evolving BWC ecosystem.
 - Identify promising practices and opportunities for standardization.
- 3. BWC Toolkit website**
 - Manage, develop, maintain.
 - Identify relevant knowledge projects and add them to the toolkit.
- 4. Foster collaboration and regional approaches**
 - Track state law and funding opportunities.
 - Identify clusters of grantees and foster regional collaboration, including prosecutors.
- 5. Regular progress and update calls with BJA (at least biweekly)**

See the BWC-TTA solicitation for details.



Standard Application Information for BWC-TTA

1. **Description of the Issue (10%)** – Should address what are the underlying issues, challenges, and opportunities that give rise to the need for TTA.
2. **Project Design and Implementation (40%)** – Should address how your organization and any partners will go about providing TTA that is responsive to and consistent with BWCPPI.
3. **Capabilities and Competencies (35%)** – Should address the core competencies and personnel that exist within your organization and proposed partners to successfully meet the specified goals, objectives, and deliverables.
4. **Plan for Collecting Performance Measures (5%)** – Should address how performance will be tracked, measured, and reported to BJA.
5. **Budget (10%)** – Should be reasonable, cost-effective, and allocable.

See the BWC-TTA solicitation for details.



Budget Conditions Unique to BWC-TTA

- No match is required of the awardee.
- The applicant should consider the most effective and cost-efficient ways to reach the field when proposing approaches to the work.
- Indirect costs are allowable but should be reasonable.
- The applicant should be familiar with the rules and timelines for conference cost approval and reporting, and the application should reflect sufficient time and resources to receive these approvals on a timely basis.

See the BWC-TTA solicitation for details.



Completing a Budget Detail Form



JustGrant Resource Link: [Application Submission: Completing a Budget Detail Form](#)



BJA FY 2023 Supporting Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program





SRT-BWC Goals

- Develop and administer a microgrant program.
- Provide high quality and comprehensive TTA to micrograntees that responds to each micrograntee's needs.
- Compile existing resources and knowledge products that inform and serve the SRT law enforcement communities.
- Develop resources and knowledge products based on the unique needs of SRT LEAs.
- Remain up to date about technological, legal, research, and other substantive issues related to BWCs that arise in practice, collectively the BWC ecosystem.
- Work collaboratively with BJA and coordinate with the BWC-TTA provider.

SRT-BWC Core Objectives

1. **Design and administer** a competitive selection process for providing funding to a select group of micrograntees.
2. **Assure all micrograntees** are held to the program's requirements, including the \$2,000 per BWC funding cap and matching funds requirement.
3. **Work collaboratively with BJA** to produce publications and other knowledge products for SRT LEAs.
4. **Ensure the SRT micrograntees have the training and technical assistance** they need to successfully implement their BWC programs.
5. **Develop a work product and a summary document** that encapsulates the challenges and successes of small, rural, and tribal agencies.

SRT-BWC Major Deliverables

1. **Application process:** In close consultation with BJA, develop a microgrant application process.
2. **Micrograntee tracking system:** Design and maintain an interactive tracking system to monitor and report on the micrograntees' progress.
3. **Application webinar:** Partner with OJP to develop and host a pre-application webinar for microgrant applicants.
4. **User-friendly website:** Establish and maintain the website with capacity to host the application form, provide relevant resources, and allow micrograntees to request TTA.
5. **Regular progress and update calls with BJA** (at least biweekly)
6. **Knowledge products for SRTs** (e.g., webinars, newsletters, and issue briefs)

See the SRT-BWC solicitation for details.



Standard Application Information SRT-BWC

- 1. Description of the Issue (10%)** – Should address what are the underlying challenges, unique needs, and opportunities related to small, rural, and tribal agencies.
- 2. Project Design and Implementation (40%)** – Should address how your organization and any partners will go about designing a competitive BWC microgrant program and provide TTA responsive to their needs.
- 3. Capabilities and Competencies (35%)** – Should address the core competencies and personnel that exist within your organization and proposed partners to successfully meet the specified goals, objectives, and deliverables.
- 4. Plan for Collecting Performance Measures (5%)** – Should address how performance will be tracked, measures, and reported to BJA.
- 5. Budget (10%)** – Should be reasonable, cost-effective, and allocable.

See the BWC-TTA solicitation for more detailed elaboration

Definition of Subgrantee Eligibility for SRT-BWC

The current eligibility criteria for SRT microgrant applicants are:

1. Any law enforcement department with 50 or fewer full-time sworn personnel
2. Rural agencies (those agencies within non-urban or non-metro counties)
3. Federally-recognized tribal agencies

Note that BJA and the selected SRT-BWC awardee may refine this definition in the context and spirit of a cooperative agreement.

Budget Conditions Unique to SRT-BWC

- No match is required of the awardee.
- The awardee is administrator of the microgrant program; however, it must assure that subawardees will provide matching funds.
- Indirect costs are allowable, but it is expected that 70% of funds will be provided to SRT LEAs as pass-through funds.
- No more than 15% of the total budget should be allocated to TTA.

See the SRT-BWC solicitation for details,



Completing a Budget Detail Form



JustGrant Resource Link: [Application Submission: Completing a Budget Detail Form](#)

Application Submission Details for BWC-TTA and SRT-BWC



BWC-TTA and SRT-BWC Applications Must Include:

- Application for Federal Assistance form (SF-424)
- Disclosure of Lobbying Activities form (SF-LLL)
- Proposal Abstract (online via JustGrants)
- Proposal Narrative (attachment, best to format per instructions)
- Budget Detail Worksheet with Budget Narrative (online via JustGrants)
- Financial Management and System of Internal Controls Questionnaire
- Applicant's Disclosure of Pending Applications for Similar Work
- List of Partner Agencies (if partnership is proposed)



BWC-TTA and BWC-SRT Attachments That Should Be Included When Applicable:

- Indirect Cost Rate Agreement
- Research Partner Letter of Participation
- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity (if applicable)
- Résumés of key personnel



BWC-TTA and SRT-BWC Proposal Narrative Specifications

- Not to exceed 20 numbered pages, double-spaced.
- 12-point standard font, Times New Roman preferred.
- One-inch margins.
- Use of sections and subtitles is highly recommended.
- Attachments do not count against the page limit.

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

BWC-TTA and SRT-BWC Budgets

- Use the provided budget form in JustGrants.
- Provide a narrative for budget items within JustGrants to provide context.
- A separate budget narrative document is not necessary but can be added as an attachment.

Performance Management and Reporting

- Provide a plan for collecting the data as described by this solicitation's performance measures and sustainment requirements.
- Applicants that receive funding under this solicitation must provide data that measure the work results completed under these programs.
- OJP will require any award recipient to comply with the post-award reporting requirements (see the solicitation).

Review and Scoring Criteria

• Statement of the problem/description of the issue	10%
• Project design & implementation	40%
• Organization capabilities & competencies	35%
• Plan for collecting the required performance measures data	5%
• <u>Budget</u>	<u>10%</u>
Total	100%



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

- ❑ **Prior to registering with Grants.gov:**
 - Acquire a Unique Entity Identifier (UEI) (replaced DUNS Number)
 - Register or renew registration with SAM (System for Award Management)
- ❑ **Register with Grants.gov - Due April 4, 2023 (8:59 PM ET)**
 - Acquire an AOR (Authorized Organization Representative) and a Grants.gov username and password.
 - Acquire AOR confirmation from the E-Biz POC.
- ❑ **Both BWC-TTA and BWC-SRT - Due April 11, 2023 (8:59 PM ET)**
 - To locate the funding opportunity: <https://bja.ojp.gov/funding/current>
 - BWC-TTA: <https://bja.ojp.gov/funding/opportunities/o-bja-2023-171561>
 - SRT-BWC: <https://bja.ojp.gov/funding/opportunities/o-bja-2023-171563>
 - To sign-on to JustGrants: <https://justicegrants.usdoj.gov/>

Remember: Two Step Application Process

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

- **Step 1:** Applicants submit an SF-424 and an SF-LLL in [Grants.gov](https://www.grants.gov).
- **Step 2:** Applicants submit the full application, including attachments, in [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.
- ✓ 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](#) (8:30 minutes)
- ✓ [Application Mechanics: Submitting an Application](#) (1 hour and 24 minutes)
- ✓ [Application Submission: Submitting an Application](#) (6:40 minutes)
- ✓ [Application Submission: Completing a Budget Detail Form](#) (3:44 minutes)
- ✓ [Application Mechanics: After Submitting an Application](#) (6:37 minutes)





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- 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: 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



Technical Assistance Submitting the FULL APPLICATION into
JustGrants: 833-872-5175 | JustGrants.Support@usdoj.gov



Technical Assistance with Programmatic Requirements: OJP
Response Center: 800-851-3420 | grants@ncjrs.gov

Contact Information

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

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

John Markovic
Bureau of Justice Assistance
202-598-0311
john.markovic@ojp.usdoj.gov



Questions?

Enter in the Q&A box and send to All Panelists