Body-Worn Camera Policy and Implementation Program
FY 2018 Solicitation Frequently Asked Questions (FAQs)

Important Dates
Solicitation Released: 05/01/18
Application Deadline: 05/31/18
Award notification for selected applications by: 9/30/18
Notification for applications not selected by: 12/30/18

Applicant Resources

- Body-Worn Camera Policy and Implementation Program FY 2018 Competitive Grant Announcement, https://www.bja.gov/funding/BWCPIP18.pdf
- OJP Funding Resource Center, http://ojp.gov/funding/
- DOJ Financial Guide, https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf
- OJP Grants 101, http://ojp.gov/grants101/index.htm
- OJP Standard Forms and Instructions, http://ojp.gov/funding/Apply/Forms.htm
- Body-Worn Camera Toolkit, https://www.bja.gov/bwc/
- Guide to Procurements Under DOJ Grants and Cooperative Agreements, https://ojp.gov/financialguide/DOJ/pdfs/New_Procurement_Guide_508compliant.pdf
- For assistance with solicitation requirements, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at https://webcontact.ncjrs.gov/ncjchat/chat.jsp. This feature is available Monday through Friday during the hours of 10 a.m. - 12 p.m. and 2 p.m. - 4 p.m., Eastern Time except on holidays.

Before You Apply – Get Registered!
Process can take up to two weeks. Complete these steps in order.

1) Acquire a unique entity identifier (DUNS Number)
   a. In general, all applicants, other than an eligible individual applicant, MUST receive a DUNs number prior to applying.
   b. Call 1-866-705-5711 or visit www.dnb.com.

2) Register with System for Award Management (SAM)

      a. All applicants for OJP awards, other than and eligible individual, MUST maintain current registrations in the SAM database.

      b. Applicants must update or renew their SAM registration **annually** to maintain active status.

      c. Registrations and renewals can be completed at www.sam.gov.

3) Acquire an Authorized Organization Representative (AOR) and Grants.gov Username and Password

      a. Organizations must have a DUNS number in order to complete registration.

      b. Complete AOR profile and create a username and password at Grants.gov.

      c. Information about the registration process for organizations and other entities http://www.grants.gov/web/grants/register.html.

4) E-Biz POC to Authorize AOR in Grants.gov

      a. The E-Biz POC at the applicant organization must confirm the AOR role request via Grants.gov.

      b. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password that was obtained when registering with SAM.

Solicitation-Specific FAQs:

Eligibility:

1. Who is eligible to apply?

Eligible applicants are limited to public agencies of state government, units of local government, and federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior); or any department, agency, or instrumentality of the foregoing that performs criminal justice functions (including combinations of the preceding, one of which is designated as the primary applicant). The applying agency must employ at least 51 sworn law enforcement officers at the time of application or must include subrecipient agencies to bring the number of law enforcement officers who will receive BWC for 51 or more.

Application from agencies with 50 or fewer sworn officers are not eligible to apply directly on their own. However, they may seek funding under

Category 1 (Joint Partnership or State-Agency Facilitated Application). The options under that category include the following: They may also partner with another agency to surpass the 51 or more sworn officer threshold.

   a) Those applicants seek inclusion under Category 1 as part of regional, state police, or state authorizing agency should contact such an agency. These would include state police agencies, regional law enforcement consortiums or cooperatives, or State Administering Agencies. A list of State Administering Agencies can be found at https://ojp.gov/saa/.

   b) Those agencies seeking to partner with one or more agencies to reach a minimal threshold of 51 sworn officers should establish partnerships with other law enforcement agencies. One agency must act as the fiscal agent and apply for the grant with the other agency or agencies being listed as subrecipients. They should apply under Categories 2 through 4 based on the combined total of sworn officers across those agencies.

   Agency size determines that application category not the number of BWC being requested. For instance, if an agency with 200 sworn officers applies in partnership with an agency of 75 sworn officers there total number officers is 275. They should apply under Category 3: Implementation or Expansion of BWC Programs for Large Agencies (251 to 1,000 Sworn Officers, even if they are requesting only 225 cameras across agencies.

2. **Can a previous or current grantee apply to this grant to expand the program or is it solely for those who have not yet implemented or received BJA grant funds for BWC?**

   Applicants may use funds to expand BWC programs already in existence. However, as stated in the application, "Funds for the expansion of existing programs should be used to support the requesting agency with the purchase of additional body-worn cameras, the associated hardware, software licenses, and contractual agreements directly related to program creation or expansion. These funds are not available merely to fund ongoing maintenance and equipment support services for pre-existing cameras. Any maintenance or support services, whether supported with federal or matching funds, must be applied to the additional cameras being requested as part of this grant.

Applicants are encouraged to carefully read the Objectives and Deliverables in the solicitation before developing an application.

3. **Can correctional facilities be the lead applicant and apply for funding for cameras, etc. for our officers?**

Yes, per the eligibility statement, "Eligible applicants are limited to public agencies of state government, units of local government, and federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior), or any department, agency, or instrumentality of the foregoing that performs criminal justice functions (including combinations of the preceding, although only one can be designated as the primary applicant)." Correctional agencies, whether operating as state, county, or municipal institutions, should ensure through their respective government agencies, that they are duly authorized and recognized law enforcement entities by those governing bodies.

Applicants are encouraged to carefully read the Objectives and Deliverables in the solicitation before developing an application. As indicated in that section, applicants are expected to implement body worn camera programs in a planned and phased manner that achieves through broad stakeholder input, including community engagement, and that addresses civil rights and legal liability issues during the process of policy development.

4. **Can a prosecutor's office be a lead applicant?**

Yes, per the eligibility statement, "Eligible applicants are limited to public agencies of state government, units of local government, and federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior), or any department, agency, or instrumentality of the foregoing that performs criminal justice functions (including combinations of the preceding, although only one can be designated as the primary applicant)."

Under the FY2018 solicitation a prosecutor's office may elect to submit a proposal on behalf of law enforcement agencies that operate within the jurisdiction. This would allow agencies with fewer than 51 sworn officers to receive funding as part of a group of agencies. This approach leverages economies of scales and may assist prosecutors, who are major stakeholder

in reviewing, investigating, and charging using BWC digital video footage, better streamline approaches and processes of police agencies within their jurisdiction.

Applicants are encouraged to carefully read the Objectives and Deliverables in the solicitation before developing an application. As indicated in that section, applicants are expected to implement body worn camera programs in a planned and phased manner that achieves through broad stakeholder input, including community engagement, and that addresses civil rights and legal liability issues during the process of policy development.

5. **Are Indian tribal governments eligible to apply?**

Yes, per the eligibility statement, "Eligible applicants are limited to public agencies of state government, units of local government, and federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior), or any department, agency, or instrumentality of the foregoing that performs criminal justice functions (including combinations of the preceding, although only one can be designated as the primary applicant)."

6. **Are K-12 public schools eligible to apply for funding for officers, including school resource officers?**

Public school districts or authorities are eligible to apply only if they maintain their own separate law enforcement officers that are administratively distinct and independent of local, state, or tribal law enforcement agencies that serve the broader geographic jurisdiction.   Public school districts or authorities seeking to fund cameras that will be used by school resource officers (or other officers performing duties on public school campuses) who are serving as employees of local, state, or tribal law enforcement agencies are not eligible to apply. If an established city or county police agency, for example, assigns school resource officers to public schools within its jurisdiction, it is the city or county police department that is eligible to apply for funds, not the school district or school authority for whom services are provided.

This distinction between eligible independent school district police agencies and non-eligible school districts without their own police services is consistent with the eligibility statement, "Eligible applicants are limited to public

agencies of state government, units of local government, and federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior), or any department, agency, or instrumentality of the foregoing that performs criminal justice functions (including combinations of the preceding, although only one can be designated as the primary applicant)."

7. **Are public and/or private universities eligible to apply for funding for campus police or security officers?**

   Publically funded universities and colleges are eligible for funding provided that they operate their own independent police or campus security program that employs sworn and authorized law enforcement officers. This applies to state funded universities as well as universities or community colleges funded by tribal, county or municipal governments. Private universities are not eligible for BWC-PIP funding.

   This distinction between private and public institutions is consistent with the eligibility statement, "Eligible applicants are limited to public agencies of state government, units of local government, and federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior), or any department, agency, or instrumentality of the foregoing that performs criminal justice functions (including combinations of the preceding, although only one can be designated as the primary applicant)."

8. **Are specialized police jurisdictions such as hospital police, park police, and transit police agencies eligible to apply for funding for their officers?**

   The answer to this question is similar to the question above about public and private universities.   Specialized police agencies or authorities are eligible if they meet the following three conditions: (1) they are publicly funded agencies of state government, units of local government, and federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior); or any department, agency, or instrumentality of the foregoing that performs criminal justice functions; (2) the applicant agency employs its own independent officers; and (3) those officers are sworn and authorized to perform law enforcement functions.

9. **Is our department size reflective of the number of agency sworn officers or the number of officers/cameras referenced in our application? If we have 800 officers but only need 150 cameras, what Category do we apply under?**

   The agency size for categories is <u>not</u> based on the number of cameras requested. A department with 800 officers should apply under Category 3 (more than 250 and up to 1,000 sworn officers) regardless of the number of cameras they intend to purchase.

10. **When collaborating with another agency, should the lead applicant use the total number of sworn officers from all agencies combined or the single lead applicant to determine the appropriate category?**

    The application should apply to the category reflective of the combined number of sworn officers in all partner agencies. For example, if an agency with 2030 sworn officers applies for funding and names as a sub-applicant a department with 25 sworn officers, the total number of sworn officers becomes 55. The application should be submitted under Category 2 (51 and to 250 sworn officers).

Budget Information

1. **Is there a cost-sharing or match requirement?**

   Yes. Federal funds awarded under this solicitation may not cover more than 50 percent of the total costs of the project. Applicants must identify the source of the 50 percent non-federal portion of the total project costs and how they will use match funds. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. ("Match" funds may be used only for purposes that would be allowable for the federal funds.) Recipients may satisfy this match requirement with either cash or in-kind services. See the most recent <u>DOJ Grants Financial Guide</u> for examples of "in-kind" services.

   Examples of formulas for calculating match can be found under the Budget Information: Cost Sharing or Matching Requirement (cash or in-kind) heading in the solicitation (on page 17).

2. **What qualifies as an in-kind donation for the program?**

There are two kinds of matches:
   1. A cash match (hard) includes cash spent for project-related costs. An allowable cash match must include costs which are allowable with Federal funds, except acquisition of land, when applicable.
   2. An in-kind match (soft) includes, but is not limited to, the valuation of non-cash contributions. "In-kind" may be in the form of services, supplies, real property, and equipment.

With an in-kind match, the organization can use the value of donated services to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements, provided the recipient of the contributions expends them as allowable costs.

For additional information please refer to the latest DOJ Grants Financial Guide.

3. **What are some examples of partner agency program expenditures that are acceptable forms of cash or in-kind matching?**

Any expense directly related to the program that the lead agency would allow can also be included from a partner agency as cash or in-kind matching funds. Primarily these costs must be directly related to the creation or expansion of the BWC program as outlined in the application. Some examples could be contributed staff, equipment, services, or license costs.

4. **To meet the match requirements, can an agency combine both in-kind and cash match funds?**

Yes, the match can include both cash and in-kind match funds. All matches should be monetized and listed in the applicant's budget and budget narrative.

5. **Can an agency meet the 50% match requirement by providing funds for data storage?**

Yes, data storage costs may be used to meet the match requirement. As stipulated in the solicitation (page 17), however, federal grant funds cannot be applied to data storage costs, with an exception for situations in which

BWC systems are bundled or sold as software-as-a-service (SAAS) with no line-item distinction for data storage costs.

6. **If we are requesting a de minims indirect rate, do we also need to increase our match to match the indirect funds? Or is the match just 50% of the total direct costs?**

   The match should be 50% of the total project cost (indirect and direct costs).

7. **If an employee is reassigned from other duties to focus solely on the implementation requirements with the BWC program, are their personnel costs eligible as a match?**

   Yes, new tasks for existing employees are eligible for a match, but only for the portion of their time spent doing the new tasks. Match positions do not have be backfilled. Additionally, a special assignment could not be used to request federal reimbursement of award funds unless the vacated position is backfilled.

8. **Our local government has already budgeted funds for our BWC program but we have not expended them yet. Can we use the budgeted funds to meet the match requirement?**

   No. Existing budgeted funds, for the same purpose, cannot be used as match unless they were expressly identified in the approved local budget as a match.

9. **Our agency receives a block grant from the state, can we use funds from the state grant to meet the match requirements?**

   State and local funds are acceptable for a match. However, if the block grant is a distributed federal fund then it cannot be used as for a match.

Use of Funds
1. **Does my agency have to spend $1,500 on each camera?**

   As referenced on page 8 of the solicitation, the $1,500.00 is **not** the expected cost of a body-worn camera. Paired with the matching funds, it is the expected total program costs for one (1) camera system to include: Camera, Storage, Software, Licenses, Services, Policy Development, Training, Personnel, etc.

CAMERA-BASED FUNDING METRIC FORMULA FOR ALL CATEGORIES
Number of Cameras in Project X $1,500 = Max. Requested Funds
Max. Requested Funds + Matching Funds = Total Program Cost

For example, an agency may request $150,000 in funding for a 100-camera program ($1,500 X 100), while actually only spending $100,000 of awarded funds on cameras; the other $50,000 could be spent on planning and training staff. Additionally, the soft-match requirements could be met by line-item data storage and other agency costs and partner program expenses such as those incurred by prosecutors, defense bar, or for community outreach.

2. **Our agency has already purchased cameras, can we request reimbursement of funds?**

   No. Per page 7 of the solicitation, reimbursement for previously purchased cameras, other equipment, and contracts: BJA only expects to fund new and expanding BWC programs; applications that seek reimbursement for previously purchased components are **not** being considered for this solicitation. See the **Pre-Agreement Cost Approvals** section on page 17.

3. **Can my agency use BWC funds to update our vests/uniforms that our officers attached the cameras to? We don't need to buy any additional cameras.**

   No. Per the funding metric, applicants for this category may request no more than $1,500.00 for each camera to be deployed in this phase of their BWC program, up to the agency size funding limitations (refer to solicitation). Though funds are correlated to the number of cameras, awarded funds may also be used for any part of the BWC program other than line-item data storage costs, which can only be covered with matching funds. BWC systems that are bundled or sold as software-as-a-service (SAAS) with no line-item distinction to data storage costs are permissible for award funding.

4. **If my agency already started the process of purchasing/leasing body-worn cameras with budgeted funds can we still apply for funds?**

   Previously budgeted funds for the same purpose cannot be used for federal award or match. This is known as supplanting and is strictly prohibited in the BWC-PIP grant program, as are all other BJA competitive grant programs. Please refer to the most recent DOJ Grants Financial Guide for more details

5. **Can body-worn camera equipment be leased?**

Yes, there are no spending limitations for types of purchases: hardware, software, licenses, services, and own vs. lease, as long as the funding metrics are adhered to. However, there are general purchasing rules that still apply.

6. **Can funds be used to purchase data storage?**

To ensure agencies establish program continuity this solicitation does not allow for federal reimbursement of data storage costs. BJA does recognize that BWC systems are often bundled or sold as software-as-a-service (SaaS) with no line-item distinction to data storage costs. Procurements with bundled costs, specifically no line-item storage costs, are permissible for reimbursement and the agency will not be asked to break out the costs.

7. **Are the required conference travel costs part of the $1,500 camera metric**

All applicants must identify funding within their submitted budgets (requested federal funds or agency match) for two staff members to attend one mandatory national BWC PIP meeting in a location to be determined and one regional BWC PIP meeting.

8. **Are there any special conditions for policy development and planning?**

Award recipients shall be required to work with the BJA-funded BWC training and technical assistance (TTA) provider as part of the policy development process review prior to full funding being released for procurement and implementation. The agencies are also encouraged to use the services of the TTA provider to assist in any areas of BWC policy development and implementation.

Agencies shall only have access to 10 percent of federal award funds for preliminary policy development and planning efforts prior to this review. Match funds should only be encumbered after an approved budget has been processed by BJA and received by the grantee.

Please refer to page 6 of the solicitation for additional information.

9. **Does my agency's testing and evaluation of the performance and functionality of cameras meet the requirements to ensure that federal funds are allocated through a competitive procurement process?**

No, testing and evaluating camera functionality and performance do not by themselves meet the standards of ensuring a competitive bidding process for your agency's allocation of federal funds. The federal requirement for competitive procurement is achieved through an open, fair, and competitive procurement process. The process may include your agency's specific camera requirements and may also follow competitive-bidding procedures required in your locality.   Limited circumstances for non-competitive procurement processes may apply. Please see the [Guide to Procurement Procedures for Recipients of DOJ Grants and Cooperative Agreements](#).

Application Development/Submission

1. **Are there any additional mandatory application requirements?**

    Yes, applicants must attach documents that demonstrate:
    1. Prosecutor intent to cognizant of and actively involved in BWC implementation.
     Commitment to periodically review BWC footage with the intent improving practice in ways that enhance officer safety.
    Applicants should review these requirements on page 12 of the solicitation.
    Applicants are encouraged to start this process early. Previous applications have scored well but were rejected due to the failure to produce the required documentation.

2. **Is there a budget format or sample that is available?**

    A sample OJP Budget Detail Worksheet can be found here:
    https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm

3. **How much detail is required in our budget?**

    Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested;

and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

If an agency is submitting an application that include funding of subrecipients, all budget items must be included in a single budget. Clear indications should be provided of the number and cost of cameras (and related expenditures) per agency.

4. **Can the Budget Narrative and Budget Detail Worksheet be combined?**

Different than in past years, the Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.

If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the available 508-compliant accessible Adobe Portable version may be used instead.

Both the Excel and PDF forms can be forms at https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm.

5. **What information should be included in the Budget Detail Worksheet?**

Your Budget Detail Worksheet should clearly present a breakdown of costs associated with each of ten budget categories (a through j). Itemize where necessary. For more detail on what is required, reference the specific solicitation. Applicants are expected to provide a thorough narrative for each section of the Budget Detail Worksheet. The Budget Detail Worksheet should break out costs by year.

6. **What should be included in the Budget Narrative?**

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed

budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narrative how they will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. Consistent with the Budget Detail Worksheet, the budget's narrative descriptions should describe costs by year.

7. **Who do I contact for assistance with Grants.gov?**

   For Applicant Support with Grants.gov, please call Grants.gov at 800-518-4726 or Support@Grants.gov.

8. **Who do for assistance with Grants Management System (GMS)?**

   Information on GMS Training and Technical Assistance can be found on the OJP website at http://ojp.gov/training/gms.htm. You may also contact the GMS Help Desk at 202-514-2024.

9. **Where do I find instructions for filling out the SF-424?**

   Instructions for filling out the SF-424 can be found on Grants.gov at https://ojp.gov/funding/Apply/Resources/ApplicationSF424.pdf.

10. **How many file attachments do I attach to my application package?**

    The number of attachments varies by solicitation. Please check your application package against the Application Checklist at the end of the solicitation to ensure you have all required documentation. Please note, Grants.gov has two types of attachments listed in their application package: "mandatory" and "optional". OJP receives all files attached in both categories, so you may submit documents in the "optional" section even if it is listed as a mandatory requirement in the solicitation.

11. **I am experiencing unforeseen technical issues submitting my application to Grants.gov who should I contact?**

    An applicant that experiences unforeseen Grants.gov technical issues— beyond the applicant's control—which prevent the applicant from submitting the application by the deadline may contact the Grants.gov

[Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant may email the Response Center at grants@ncjrs.gov page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

Note: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desk to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:
- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center webpage.

12. **Where can I find information on past BJA awards?**

To find information on grants OJP awarded in previous years, visit the [OJP Award Data web page](#). In addition, lists of previous BWC-PIP awardees, as well as general description of past years' award processes can be found in the BWC Fact Sheet for [FY2015](#) and the separate [Update for FY2016](#)and [Update for FY2017](#).