

**Availability of Grant Funds (AGF) for Municipalities**

**Law Enforcement Body Camera Pilot Program Application**

**Due: Wednesday, April 13, 2016**

**Introduction**

The Executive Office of Public Safety and Security (EOPSS) is making available a total of approximately \$275,000 in funding for police body camera pilot programs.

**Applicant Eligibility**

Only a police department from a Massachusetts municipality (local unit of government) is eligible to apply. Departments currently using body cameras are eligible to apply for additional cameras or support for retention of and access to video footage, but preference will be given to new programs. The Chief Executive Officer (Mayor, City Manager, Town Administrator or Chair of Board of Selectmen) of the municipality seeking a grant award must sign and date the application. Applications submitted without the required signature will be deemed invalid and will not be considered for an award.

**Source of Funding**

Funding is provided by the Commonwealth of Massachusetts and the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Grants will be made to municipalities for police body camera pilot programs to be administered by the Executive Office of Public Safety and Security. The purpose is to improve public safety, enhance community-police relations, foster better accountability for the actions of police personnel, deter inappropriate conduct by police officers and members of the public, capture digital audio-video evidence for criminal, civil and traffic-related court cases, be used as a training tool for officer safety and best practices and to protect privacy; provided that, the Secretary of Public Safety and Security shall distribute grants on a competitive basis; and provided further, applicants shall submit a deployment plan that shall include the applicant’s plan for: (1) the use of cameras; (2) addressing privacy protections; (3) a policy for retention of and access to video footage; (4) enforcement; and (5) reporting and program evaluation.

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## **I. Important Highlights**

### **Key Dates**

Application Posted: on or about Wednesday, **March 16, 2016**

Applications Due: Wednesday, **April 13, 2016** by 4:00 pm

Anticipated Award Announcements: on or about Monday, **April 25, 2016**

Anticipated Grant Period: **June 15, 2016 through December 31, 2016**

### **Purpose**

The purpose of the Body Camera Pilot Program is to improve public safety, enhance community-police relations, foster better accountability for the actions of police personnel, deter inappropriate conduct by police officers and members of the public, capture digital audio-video evidence for criminal, civil and traffic-related court cases, to be used as a training tool for officer safety and best practices and to protect privacy.

### **Eligibility**

Eligibility is based on a municipality's population as listed in the Massachusetts Census of Population and Housing issued 2012; <http://www.census.gov/prod/cen2010/cph-2-23.pdf>

Please see the following population ranges for municipality eligibility levels.

- Population of 75 - 23,116                      Eligible to apply for up to \$30,000
- Population of 23,117 - 56,468              Eligible to apply for up to \$60,000
- Population of 56,469 - 617,594            Eligible to apply for up to \$125,000

### **Body Camera Pilot Program Related Requirements**

- Grantees who wish to purchase cameras must certify that law enforcement agencies receiving cameras have a written "mandatory wear" policy in effect.
- Grantees must certify that the department has collective bargaining approval.
- Application signed by the Mayor, City Council, and/or Town Administrator /Chair of Board of Selectmen is required by the city or town.

These requirements must be in place for all uniformed officers before any funding will be approved.

### **Unallowable Costs**

Grant funds cannot be used directly or indirectly for equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, for the purposes of this application, funds may not be used for any of the following:

- Personnel salary or benefits;
- Standard firearms, weapons or ammunition;
- Food or beverages;

- Prizes, gift cards, or trinkets (any type of monetary incentive used as a reward);
- Clothing, construction, office furniture, or other like purchases;
- Vehicles, vessels or aircraft including unmanned aerial vehicle/unmanned aircraft, aircraft system, or aerial vehicles (UA/UAS/UAV);
- Luxury items or real estate.

## II. Grant Compliance Details

### Fund Disbursement

Details about the financial process will be addressed in greater detail when awards are made.

### Subgrantee Requirements

Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

1. *Grants Management*
  - Submission of satisfactory and timely quarterly progress reports and quarterly financial reports with all required back-up documentation.
  - Cooperation during OGR monitoring endeavors, including site visits and desk reviews.
  - Supplanting of funds is strictly prohibited. Funds for programs and services provided through this grant are intended to supplement, not supplant, other federal, state or local funding sources.
  - All costs paid with grant funds must be direct and specific to the implementation of the grant funded program.
  - No consultant or trainer may be paid more than \$650 for an eight-hour work day or \$81.25/hour without the prior written approval from OGR. Requests for a waiver of this requirement with documented justification must be made in writing at the time of application.
2. *Procurement*
  - Subrecipients choosing to further subgrant to an implementing agency or an independent contractor, all or any part of the amount of the award, shall include the provisions of the OGR standard subgrant conditions and enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. At a minimum, the contract or MOU must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR for the subrecipient grant folder once an award is made.
  - Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and non-profit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

### 3. *Other Requirements*

- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of grant funding.
- OGR subgrant conditions must be signed and dated at the time an award is made.
- A subrecipient shall use and manage equipment in accordance with their own procedures as long as the equipment is used for criminal justice purposes.
- When equipment is no longer needed for criminal justice purposes, a State shall dispose of equipment (for both the State and sub-recipients), in accordance with State procedures, with no further obligation to the awarding agency.
- Subrecipients are responsible for replacing or repairing the property which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records. A copy of the report must be forwarded to the EOPSS.

### 5. *Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the subrecipient to report alleged fraud, waste, or abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with federal statutes, related laws and regulations, appropriate guidelines or purposes of the grant. Reports may be made to the Inspector General for the U.S. Department of Justice and/or to the Offices of the Massachusetts Inspector General or State Auditor.

U.S. Department of Justice  
Office of the Inspector General Field Office  
1 Battery Park Plaza, 29th Floor  
New York, NY 10004  
212-824-3650  
<http://www.usdoj.gov/oig/>

Office of the Inspector General  
John W. McCormack State Office Bldg.  
One Ashburton Place, Room 1311  
Boston, MA 02108  
1 800-322-1323  
[MA\\_OIG@maoig.net](mailto:MA_OIG@maoig.net)

Office of the State Auditor  
Massachusetts State House, Room 230  
Boston, MA 02133  
617-727-2075  
[Auditor@SAO.state.ma.us](mailto:Auditor@SAO.state.ma.us)

## **III. Application Template Instructions**

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals.

The Application Template must be completed as outlined in this section. Applications mailed without original signatures from the municipal authorizing official will be considered invalid and will not be considered for an award.

## **Section I. Applicant Template Information**

### Municipality and Police Department's Contact and Fiscal Information

#### Program Summary

- Provide brief summary of the equipment and/or technology and other activities (250 characters). This section should include a description of no more than four sentences describing the department's need and benefit expected with the use of body camera.

#### Non-Supplant

- Attest to non-supplanting of grant funds for stated project.

#### Collective Bargaining Approval

- Binding union agreement for Mandatory Wear Policy for stated project.

#### Deployment Plan

- Applicants shall submit a deployment plan that shall include the applicant's plan for: (1) the use of cameras; (2) addressing privacy protections; (3) a policy for retention of and access to video footage; (4) enforcement; and (5) reporting and program evaluation.

#### Amount of Funds Requested

- Indicate the exact amount of funds being requested. Please refer to population ranges for maximum amount allowed.

#### Municipal Authorized Signatory and Police Department Authorized Signatory

- Applications submitted must be signed by the Chief Executive Officer (Mayor, City Manager, or Selectmen Chair).

## **Section II. Narrative Template**

The application narrative template is comprised of four sections: Needs Assessment, Project Description, Implementation Plan/Timeline and Budget.

### **Needs Assessment (1 page limit)**

At a minimum, the needs assessment should address the following:

- Provide a description of your department and community that seeks to benefit from body cameras or related technology.

- Describe your department and/or community's current unmet needs as they relate to body cameras and related technology. Include related statistical and/or anecdotal evidence whenever possible. The sources or methods used for assessing the problem should also be described.
- Describe any negative effect or impact against the department and/or community as a result of not having the equipment being requested.

### **Project Description (1 page limit)**

Applicants should address the following when completing this section:

- Clearly describe all equipment and technology to be purchased.
- Discuss how the program directly correlates to the needs assessment provided.
- Address all the requirements as to how your program will improve public safety, enhance community-police relations, foster better accountability for the actions of police personnel, deter inappropriate conduct by police officers and members of the public, capture digital audio-video evidence for criminal, civil and traffic-related court cases, be used as a training tool for officer safety and best practices and to protect privacy; and that the applicant is submitting a deployment plan that shall include the applicant's plan for: (1) the use of cameras; (2) addressing privacy protections; (3) a policy for retention of and access to video footage; (4) enforcement; and (5) reporting and program evaluation.
- Include where the cameras and related equipment will be used/stored, who will utilize or be responsible for the upkeep, monitoring and maintaining such goods, etc.
- Cite local procurement rules/regulations required in order to purchase the items as described. If known, include information as to the vendor that will be utilized for stated project and/or describe the process utilized to select vendor/contractor.
- Include any other information that is important and may be relevant for reviewers when evaluating the request for funding.

### **Goals, Objectives, Implementation Plan, and Timeline**

Complete the Goals, Objectives, Activities and Timeline worksheets provided (one sheet for each goal). Identify the necessary steps to be implemented over the project period for proposed equipment purchases:

- List of major tasks/activities to be conducted including a bidding process for contracts and/or equipment purchases;
- Person/Individual responsible for conducting the stated task/activity.
- Anticipated date for receipt of cameras, related equipment/services;
- Timeline for other activities including deployment of cameras

### **Performance Measures/Evaluation:**

For each goal, please describe how, when, and who at the department will manage and monitor the use of the body cameras and video footage. Describe the record keeping process for the evaluation data. (There is a Performance Measures section on the worksheets for each Goal.)

### Section III. Budget Narrative Summary and Budget Excel Worksheet

The **Budget Narrative Summary** (template) should outline the budget requested and itemize the purchases as described in this application.

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete both (Excel tabs) the Roll-Up sheet and Detail worksheet and submit with your application response.

#### Allowable Budget Cost Categories

- Contract/Consultant (to install or train on how to use items purchased)
- Equipment and Technology (goods purchased)
- Other (identify any additional costs that directly correlate to goods purchased)

Definitions of each budget cost category are provided.

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Consultants/ Contract Costs	Consultant or Contractor fees associated with the equipment/technology purchased. For example, a consultant might be hired by the department to set up the technology or train the staff on how to use it.  The maximum rate for consultants is \$650 for an eight hour day or \$81.25 per hour. Any request for compensation over \$650 per day requires prior written approval by EOPSS. This rate is the exception not the rule.
Equipment/Technology Costs	Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Other Costs	Supplies directly correlated to the equipment purchased. For example, ink or paper for a printer, video tapes, etc.

### Section IV. Application Submission and Award Process

#### Submission Process and Deadline

Please review the following instructions carefully as there are *two* separate steps involved in submitting the Application Template and other documents: (**Hard Copy** and **Electronic**)

#### Hard Copy Submission

Applicants must submit:

- **One** (1) signed original Application Template and **One** (1) signed original Authorized Signatory Listing Form, and **One** (1) Budget Excel Worksheet Form (Summary and Details sheets).
- **Three** (3) copies of the documents listed below under *Required Hard Copy Documents*.

The signed and completed Application Template and required documents must be received by OGR on **Wednesday, April 13, 2016 by 4:00 pm**. Please use binder or paper clips (**no staples**). Under no circumstances will late submittals or facsimiles be accepted.

**Required Hard Copy Documents:**

- Attachment A: Completed and Signed (page 2) Application Template
- Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
- Attachment C: Authorized Signatory Listing Form

Proposals must be mailed or hand-delivered\* to:

The Executive Office of Public Safety and Security  
 Office of Grants and Research  
 Ten Park Plaza, Suite 3720  
 Boston, MA 02116-3933  
**Attention: Donna Cuomo**

*\*If you choose to hand deliver your proposal, please note that a valid form of identification is required to enter the Ten Park Plaza Office Building on the 2<sup>nd</sup> floor.*

**Electronic (e-mail) Submission**

Applicants must submit:

- **Attachment B:** Budget Excel Worksheet (Summary Roll Up and Detail sheets). The Excel version of the Summary Roll Up and Detail sheets (**not** a PDF – and **not** a scan) must be emailed.

Please email **Attachment B** as an Excel document to: [eopssbjag@state.ma.us](mailto:eopssbjag@state.ma.us) **no later than 4:00pm on Wednesday, April 13, 2016.**



## Review Process

This is a competitive grant and will be subject to a peer review process. Applications will be reviewed and scored based on the following criteria:

- Clear and adequate responses in Section I: Application Template Information (15 points);
- Use of data to demonstrate need and describe how requested equipment/items addresses the stated need (20 points);
- A narrative that clearly describes the benefits to the department and community (25 points);
- Implementation plan and timeline that is feasible and ensures all goods will be received and paid for within the anticipated grant period (15 points); and
- A detailed, reasonable and complete budget (25 points).

## Notification of Awards

All funding decisions are at the discretion of the Secretary of Public Safety and Security. It is anticipated that grant awards will be announced on or about May 9, 2016.

## Section V. Proposal Check List

### Hard Copy Application Elements and Required Attachments:

- Please use Binder or Paper Clips, *no staples allowed*.
- Completed Application Template (**Attachment A**) signed and dated by the Municipality Authorized Signatory (Mayor, City Manager, or Town Administrator) in [Blue Ink](#).
- Budget Excel Worksheet (**Attachment B**) (both the **Summary Roll Up and Detail sheets** must be included in your application packet).
- Authorized Signatory Listing Form (**Attachment C**) in [Blue Ink](#).
- One** signed **original** and **three copies** of all the application documents.

### Electronic Application Elements and Required Attachments:

- Attachment B:** Budget Excel Worksheet Form (Summary Roll Up and Detail sheets)  
Please email **Attachment B** as an Excel document to [copssbjag@state.ma.us](mailto:copssbjag@state.ma.us) **no later than 4:00pm on Wednesday, April 13, 2016**.

If you have any questions regarding this application, please email: Donna Cuomo at [Donna.Cuomo@MassMail.State.MA.US](mailto:Donna.Cuomo@MassMail.State.MA.US) or call 617-725-3355.