

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



Supporting Small and Rural Law Enforcement Agency Body-Worn Camera Policy and Implementation Program FY 2020 Competitive Grant Solicitation

CFDA #16.835

Grants.gov Solicitation Number: BJA-2020-17011

Solicitation Release Date: March 6, 2020

Application Deadline: 11:59 p.m. eastern time on May 5, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for an organization that will manage the distribution of funds for body-worn cameras and related program expenses to small and rural law enforcement agencies. This organization will also provide necessary training and technical assistance for these agencies. This program furthers the Department's mission by promoting the safety of law enforcement officers and citizens and improving justice outcomes by leveraging digital media evidence.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. It provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply):

The following entities are eligible to apply:

- National nonprofit organizations
- For-profit (commercial) organizations (including tribal nonprofit or for-profit organizations)
- Institutions of higher education (including tribal institutions of higher education) that have experience in managing and delivering training and technical assistance on complex criminal justice technology implementations at the national and local levels

Preference will be given to applicants that demonstrate within their proposals that they have direct and extensive experience in body-worn camera technology and program implementation across diverse law enforcement settings, particularly in rural settings and with smaller agencies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

In order to deliver maximum benefits to subrecipient agencies, the applicant's request for costs (including indirect costs) associated with administering the subrecipient portion of the program cannot exceed 10 percent of the requested award amount. This restriction applies only to the \$8,500,000 expected to be allocated to subrecipient agencies.

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any unforeseen Grants.gov technical issues beyond an applicant's control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, 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>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on May 5, 2020.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the How to Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

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Supporting Small and Rural Law Enforcement Agency Body-Worn Camera Policy and Implementation Program

CFDA # 16.835

A. Program Description

Overview

The purpose of the FY 2020 Supporting Small and Rural Agency Body-Worn Camera Policy and Implementation Program (SRA-BWC) is to provide funding and program development support to small and rural agencies that intend to initiate expanded body-worn camera programs.

This solicitation is aligned with BJA's FY 2020 solicitation, Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWCP-LEA) (see <https://bja.ojp.gov/funding/opportunities/bja-2020-17732>) that provides direct funding to law enforcement agencies seeking funds to develop a comprehensive BWC program.

Statutory Authority: FY 20 (BJA - Body-Worn Camera Program) Pub. L. No. 116-93, 133 Stat 2317, 2408

Program-specific Information

Funding under this solicitation will support rural law enforcement agencies seeking to establish or expand comprehensive BWC programs and have specified plans to implement this technology in a manner that maximizes the benefits of BWCs. As part of their submission, the provider organization should develop mechanisms to ensure that subrecipients engage in a deliberate and phased plan to deploy this technology.

Statutory language requires that funding must result in the purchase of body-worn cameras for law enforcement agencies and should be used to support broader BWC program development. Consistent with the statutory language, federal funds should not be used to pay for data storage costs associated with body-worn camera footage, except for bundled pricing plans described as a software service, explained under Other Special Considerations.

Applicants must demonstrate in their proposals how they will, in close consultation with BJA, develop a competitive microgrant application process to award small and rural law enforcement agencies with funds to purchase BWCs and cover related program expenses. They must also demonstrate how they will identify the needs of micrograntee agencies and deliver standard and customized training and technical assistance (TTA) to those agencies.

The selected applicant will be responsible for designing and administering a competitive funding solicitation that distributes microgrants to qualified small and rural agencies to implement a body-worn camera program. After the award is made, BJA will work with the

grantee to finalize these criteria. The selected applicant must demonstrate an ability to administer a microgrant program and its subject matter expertise in body-worn cameras. Considering these specific requirements, partnerships with other organizations providing supporting complementary services is strongly encouraged.

General information about current developments in BWC practice and policies, existing research on the effects of BWC programs, and technological advances can be found in [BJA's BWC Toolkit](#). Information about the TTA provided to past BWCP law enforcement grantees can be found on the [TTA website](#). Information on existing and pending state laws that affect BWC deployment can be found on the [Police Body-Worn Cameras Legislation Tracker](#). A list of BWCs on the market and their technological feature specifications can be found in [A Market Survey on Body Worn Camera Technologies](#).

Funding for this award will be to a single organization meeting the eligibility criteria on page 1.

Small and Rural Law Enforcement Agency Definition

The definitions for small and rural law enforcement agencies, who will be the subrecipients of microgrants under this program are defined as. (A) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; (B) any area or community, respectively, that is—(i) within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area; and (ii) located in a rural census tract; or (C) any federally recognized Indian tribe.

Objectives and Deliverables

In collaboration with BJA, the selected provider would work with competitively selected sites to accomplish the following goals:

- 1) Provide a plan for notification and outreach of an opportunity for BWC funding to rural and small agencies meeting this definition.
- 2) Design and administer a competitive selection process for providing funding to a select group of subrecipients. This process should be consistent with the direct BJA solicitation for law enforcement agencies ([BWCP-LEA](#)) but should be streamlined in consideration of the challenges and limitations unique to small and rural law enforcement agencies.
 - a) With significant guidance and input from BJA, administer a competitive, nationwide site selection process that targets subrecipients who fit the definition of rural law enforcement agencies defined for the purposes of this solicitation. This should be based on a list of agencies that is as comprehensive as possible.
 - b) The provider organization applying for funding under this program must articulate an estimate of the number of agencies to be supported under this program and explain how program resources will be used efficiently and effectively to achieve the program goals and objectives, and maximize the number of agencies served.
- 3) Consistent with the BWC-PIP LEA solicitation, all subrecipients must be held to the program requirements. These include a \$2,000 per BWC funding cap. This represents the cap and does mean that applicants should expect to spend \$2,000 on each BWC. This is a cap on the full program implementation, which may include

funding for related equipment, office training, or BWCPPI administrative personnel. ***Additionally, subrecipients for this program will be required to meet a 50 percent cash or in-kind match.***

- 4) Provide a mechanism for tracking implementation of key project milestones for all subrecipients. At a minimum these milestones should include establishment of a BWC policy and the purchase of BWC and related technology.
- 5) Assist subrecipients with the implementation of operational procedures and tracking mechanisms that address the use, review, access, storage, retention, redaction, and deletion of digital evidence media (DEM).
- 6) Develop and disseminate resources based on internal expertise and experience gained in working with small rural agency subrecipients that inform best practices including:
 - a) Access to and sharing of BWC footage by agency personnel, prosecutors, other criminal justice stakeholders, and with community members (e.g., through FOIA requests or by releases to individual recorded in video).
 - b) Establishing training protocols for officers, supervisors, and administrators on BWC use and policy.
 - c) Addressing access to and sharing of BWC footage by agency personnel, prosecutors and other criminal justice stakeholders.
- 7) Develop a summary document that encapsulates the challenges and successes of rural agencies.
- 8) Provide ongoing TTA to the subrecipients throughout the life of the project.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#). Appendix A outlines the performance measures for this grant application.

Evidence-based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled Information Regarding Potential Evaluation of Programs and Activities.

Special Withholding Conditions for BWC Policy Development

All award subrecipients (small and rural law enforcement agencies) will be required to successfully demonstrate that they have developed BWC policies that are purposeful, comprehensive, and deliberately designed. The provider organization that receives this award will be responsible for tracking such policy development and with placing holds on the release of funds until the policy is determined to meet these criteria.

Following the protocol developed in the associated BWCPIP-LEA solicitation, holds on funding for policy development may be lifted by one of two means: (1) Agencies that have already developed BWC policies will be required to have their executive officers certify that their policy was developed in a comprehensive, deliberate, and planned manner, and is consistent with relevant state laws. They will also have to certify that the local prosecutor, or an equivalent party, has reviewed and was allowed to provide input to the policy before it was finalized. Such agencies will be required to provide a copy of their BWC policy to the TTA provider and will be encouraged to share that policy for the benefit of other agencies; or (2) Agencies that have not yet developed BWC policies will be required to do so as a condition of the award. Such agencies must work with the provider organization funded by this solicitation to ensure that policy development is purposeful, comprehensive and deliberate. The level of assistance will be calibrated to the level of experience and need demonstrated by such subrecipient agencies.

The primary tool for policy development review is the BWC Policy Review Scorecard. Examples of the scorecard used with previous BJA BWCPIP-LEA grantees can be found on BJA's website at <https://www.bja.gov/bwc/pdfs/BWC-Scorecard-Instructions-and-Template.pdf>. This scorecard may be updated for FY 2020 to better reflect current BWC practice and technology.

All subrecipient agencies will have access to the provider organization for assistance in reviewing, updating, or revisiting their BWC policies.

Other Special Considerations

Data Storage Costs: To ensure agencies establish program continuity, the BWCPIP-LEA program does not allow for federal reimbursement of data storage costs. However, BJA recognizes that BWC systems are often bundled or sold as software-as-a-service (SaaS) with no line-item distinction of data storage costs; therefore, 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.

Reimbursement for Previously Purchased Cameras, Other Equipment, and Contracts: As described above, awards to subrecipients must support new or expanding BWC programs that include the purchase of BWCs during the grant period. No funds under this program may be used for the reimbursement of equipment or related costs procured prior to the subaward.

\$2,000 per BWC Funding Metric

Subrecipients shall receive no more than \$2,000 in federal funds for each body-worn camera to be deployed in their proposed BWC program. Though total funding is correlated to the number of cameras that will be deployed, awarded funds may also be used for any part of the BWC program (other than line-item data storage costs.) Note that BWC systems that are bundled or sold as SaaS with no line-item distinction for data storage costs are permissible to support with federal funding.

B. Federal Award Information

Maximum number of awards BJA expects to make	1
Total amount anticipated to be awarded under solicitation	\$10,000,000
Period of performance start date	October 1, 2020
Period of performance duration	36 months

The estimated number of subawards to be administered under the provider organization (primary grantee award) is 225. This number may vary based on total number of subaward applicants, the number awarded, and the number of BWCs requested by the applicants. **Applicants may allocate up to \$1,500,000 of the total budget for provision of training and technical assistance to the subrecipients throughout the life of the projects.**

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP’s strategic priorities, a recipient’s overall management of the award, and progress of award-funded work, when making continuation-award decisions.

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

BJA expects to make awards under this solicitation as cooperative agreements. See the Administrative, National Policy, and Other Legal Requirements section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements¹ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Applicants may allocate up to \$1,500,000 of the total budget for provision of training and technical assistance to the subrecipients throughout the life of the projects.

Indirect Cost Rate Budget Limit

In order to deliver maximum benefits to subrecipient agencies, the applicant’s request for costs (including indirect costs) associated with administering the subrecipient portion of the program cannot exceed 10 percent of the requested award amount. This restriction applies only to the \$8,500,000 expected to be allocated to subrecipient agencies.

Cost Sharing or Matching Requirement

This solicitation does not require a match since it is a training and technical assistance award to provide support to small and rural law enforcement agencies. Any sub-awardee under the micigrant program will be responsible to follow the guidelines provided in item #3 in the Objectives and Deliverables:

- 3) Consistent with the BWC-PIP LEA solicitation, all subrecipients must be held to the program requirements. These include a \$2,000 per BWC funding cap. This represents the cap and does mean that applicants should expect to spend \$2,000 on each BWC. This is a cap on the full program implementation, which may include funding for related equipment, office training, or BWCPIP administrative personnel. Additionally, subrecipients for this program will be required to meet a 50 percent cash or in-kind match.

Please see the [OJP Grant Application Resource Guide for](#) information on the following:

- [Pre-agreement Costs \(also known as Pre-award Costs\)](#)
- [Limitation on Use of Award Funds for Employee Compensation; Waiver](#)
- [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)
- [Costs Associated with Language Assistance \(if applicable\)](#)

C. Eligibility Information

For eligibility information, see [title page](#).

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet and Budget Narrative, and, if submitting on behalf of subrecipient agencies, a document affirming subrecipient commitment to program participation from each subrecipient.

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

2. Project Abstract

Include a project abstract that summarizes the proposed project in 500 words or fewer. Project abstracts should:

- Summarize the overall goals of the project, the applicant's capacity to achieve the goals and objective of the project, and the roles of any partner organization that will assist in the management and delivery of services and products under this award.
- Identify the applicant's experience in working with rural law enforcement agencies as defined in this solicitation.
- Be submitted as a separate attachment with "Project Abstract" as part of its file name
- Single-spaced, using a standard 12-point Times New Roman font with 1- inch margins

As a separate attachment, the project abstract will not count against the page limit for the program narrative.

3. Program Narrative

The Program Narrative must respond to the objectives and deliverables stated in this solicitation and the Review Criteria (described below) in the order given. The Program Narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and should not exceed 25 pages. Number pages "1 of 25," "2 of 25," etc.

If the program narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

If the Program Narrative is not submitted as part of the application, the application will not be considered for funding.

The following sections should be included as part of the Program Narrative:

- a) Description of the Issue(s)
- b) Project Design and Implementation
- c) Capabilities and Competencies
- d) Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Post award, grant recipients will be required to submit performance metric data semi-annually through BJA's online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at: <https://bjatta.bja.ojp.gov/working-with-nttac/providers>.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#). For the purposes of the BWCPPI program, evaluation refers only to formal evaluations of project outcomes or impacts by an external or internal researcher. Regular reporting of performance data as part of the grant reporting process is not considered a formal evaluation.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.
5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)

9. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)¹ (if applicable)

10. [Research and Evaluation Independence and Integrity](#)

11. [Disclosure of Process Related to Executive Compensation](#)

12. **Additional Attachments**

a. Project Timeline

Attach a project timeline that includes each program goal, related objective, activity, expected completion date, and responsible person or organization.

b. Résumés and Letters of Support

Attach the résumés of key project staff and from the identified partner(s), if applicable, as well as letters of support.

c. Subrecipient and Procurement Contract Disclosures (if applicable)

If applicable, the applicant should include a table that details the name of any individual consultant/subrecipient, the subrecipient’s organization name, and the subrecipient organization’s city and state as a separate attachment to its application. A sample table is provided below. The file should be named “Subrecipient and Procurement Contract Disclosure.” Any applicant that does not have any proposed subrecipients as described above is to submit, as a separate attachment, a statement to this effect: “Applicant Name on SF-424] does not have any proposed or anticipated subrecipients.”

NOTE: This disclosure language applies to subrecipient agencies that are proposed as partners in **the management and/or delivery of services** in this application. It does not include the subrecipient agencies that will be selected through a competitive process by the funded service provider organization.

Subrecipient’s Last Name, First Name, if available	Subrecipient’s Organization Name	Subrecipient Organization’s City, State
Jane Doe	Company X Consultancy	Springfield, MA

How to Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](#), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

¹ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

1. CFDA #16.835, Small and Rural BWC
2. Funding opportunity # BJA-2020-17011

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Description of the Issue (10 percent)

- a. Provide a statement of the problem that addresses the need for BWC equipment and programs in small and rural law enforcement agency jurisdictions.
- b. Briefly discuss the current state of BWC technology and program implementation in small and rural law enforcement agencies.
- c. Identify existing knowledge gaps as well as known successes and challenges through actual examples.

2. Project Design and Implementation (40 percent)

- a. Describe the implementation plan for achieving the objectives of the project.
- b. Describe specifically how the project will accomplish expected outcomes by providing the objectives and performance measures for the project (see Appendix A).
- c. Describe how partner agencies will be used in achieving the objective and goals of the project, including the production of deliverables.
- d. Explain the process that will be used to identify the applicant pools of small and rural law enforcement agencies and how the agency will work with BJA to competitively select subawardees.
- e. Identify methods to track and manage the required BWC policy development and other subrecipients' milestones, including but not necessarily limited to the procurement of BWCs.
- f. Identify methods of communicating with subrecipients on a regular basis; identifying subrecipient needs for TTA; and responding to subrecipient requests for TTA.

3. Capabilities and Competencies (30 percent)

- a. Fully describe the applicant's capabilities to implement the project and the competencies of the staff and partners assigned to the project.
- b. Describe and demonstrate through examples how the agency has engaged in similar outreach and TTA service delivery to law enforcement agency around technology deployment, including direct experience in working with rural law enforcement agency on projects with similar scope and complexity.
- c. Describe previous direct experience with BWC technology and program implementation. If applicable, describe related mobile technology deployments and the results of those efforts (e.g., use of mobile, records management systems

- (RMS), computer-aided dispatch (CAD), electronic citations and other reports, mobile computers and devices, in-car video, and mobile applications).
- d. Provide reference to any relevant publications, projects or experiences that the applicant or its proposed partner has completed that is relevant to BWC deployment or similar work in addressing the challenges of deploying technology in rural law enforcement settings.
 - e. Include résumé(s)/curricula vitae of key project staff demonstrating expertise and experience that is specific to the objective and deliverables proposed.

4. Plan for Collecting the Required Performance Measures Data (10 percent)

- a. Describe the process for measuring project performance.
- b. Identify the specific personnel who will collect the data and who will be responsible for performance measurement, and how the information will be used to guide and evaluate the impact of the program.
- c. Describe how this performance measurement process will track and assess key project milestones of grantees, including policy development, BWC and related equipment procurement, and other project milestones.

5. Budget (10 percent)

- a. Provide a budget and budget narrative that are complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
- b. Identify the number of cameras to be purchased with federal and match-funding sources.
- c. The budget narrative should demonstrate generally how the applicant will maximize cost effectiveness of grant expenditures.
- d. The budget narrative should enhance the information provided in the budget detail worksheet, providing details about how the line items impact the overall project.
- e. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.²
- f. Travel expenditures, to include airfare, lodging, per diem, and other allowable incidental costs for attending site visits, subrecipient convenings, or any face-to-face meetings with BJA staff in Washington, DC should be reasonable and conform with federal guidance and federally allowable per diem rates.
- g. Applicants may allocate up to \$1,500,000 of the total budget for provision of training and technical assistance to the subrecipients throughout the life of the projects.

Review Process

BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic

² Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

Federal Award Notices

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions prior to submitting an application.

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Please see the [OJP Grant Application Resource Guide for information on the following:](#)

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

Appendix A: Performance Measures Table

Objectives	Performance Measure	Data Grantee Provides
Objective 1: Support the development and implementation of the small and rural agency body-worn camera policy and implementation program	Number of trainings conducted	Number of trainings (by type): <ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	Number of participants who attended the training	Number of individuals who: <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	Percentage of participants who successfully completed the training	
	Percentage of participants who rated the training as satisfactory or better	
	Percentage of participants trained who subsequently demonstrated performance improvement	
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job	Number of individuals who: <ul style="list-style-type: none"> • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job
	Number of curricula developed	Number of training curricula: <ul style="list-style-type: none"> • Developed • Pilot tested
	Number of curricula that were pilot tested	

Objectives	Performance Measure	Data Grantee Provides
	Percentage of curricula that were revised after pilot testing	<ul style="list-style-type: none"> • Revised after being pilot tested
	Number of microgrants awarded and body cameras purchased by small and rural law enforcement agencies.	<ul style="list-style-type: none"> • Number of microgrants applied for. • Number of microgrants awarded • Number of body cameras planned to be purchased by micro grantees. • Number of body cameras actually purchased by micro grantees at the end of the grant period.
Objective 2: Support the development and implementation of the small and rural agency body-worn camera policy and implementation program through short-term and comprehensive technical assistance.	Percentage of requesting agencies that rated services as satisfactory or better	<ul style="list-style-type: none"> • Number of onsite visits completed • Number of reports submitted to requesting agencies after onsite visits
	Percentage of requesting agencies that were planning to implement one or more recommendations	<ul style="list-style-type: none"> • Number of requesting agencies that completed an evaluation of services • Number of agencies that rated the services as satisfactory or better (in terms of timeliness and quality) • Number of follow-ups with requesting agencies completed 6 months after onsite visit • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	<ul style="list-style-type: none"> • Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices
	Percentage of peer visitors who were planning to implement one or more policies or	<ul style="list-style-type: none"> • Number of follow-ups with the requesting peer visitor completed

Objectives	Performance Measure	Data Grantee Provides
	practices 6 months after they were observed at the visited site	6 months after the peer-to-peer visit <ul style="list-style-type: none"> • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of requesting agencies of other onsite services that rated the services provided as satisfactory or better	<ul style="list-style-type: none"> • Number of other onsite services provided • Number of requesting agencies that completed an evaluation of other onsite services • Number of agencies that rated the services as satisfactory or better
Objective 3: Increase information provided to BJA and small and rural agencies implementing body-worn camera programs and policies.	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better
	Percentage of advisory/focus groups evaluated as satisfactory or better	
	Number of publications developed	<ul style="list-style-type: none"> • Number of publications/resources developed • Number of publications/ resources disseminated
	Number of publications disseminated	
	Percentage of websites developed and maintained	<ul style="list-style-type: none"> • Number of websites developed • Number of websites maintained • Number of visits to websites during the current reporting period • Number of visits to websites during the previous reporting period
	Percentage increase in the number of visits to websites	
	Percentage of information requests responded to	<ul style="list-style-type: none"> • Number of information requests • Number of information requests responded to

Appendix B: Application Checklist

Supporting Small and Rural Law Enforcement Agency Body-Worn Camera Policy and Implementation Program

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

After Application Submission, Receive Grants.gov Email Notifications That:

- (1) application has been received
- (2) application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact BJA regarding experiencing technical difficulties (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limits of \$10,000,000.

Eligibility Requirement:

Applicants are:

- A national nonprofit organization
- For-profit (commercial) organization (including tribal nonprofit or for-profit organizations)
- Institution of higher education (including tribal institutions of higher education) that have experience in managing and delivering training and technical assistance on complex criminal justice technology implementations at the national and local levels

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 10)
- Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract (see page 10)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Lobbying Activities (SF-LLL) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

- Research and Evaluation Independence and Integrity (if applicable) (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process Related to Executive Compensation (if applicable) (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable)
(see [OJP Grant Application Resource Guide](#))

Additional Attachments:

- Project Timeline (see page 12)
- Résumés and Letters of Support (see page12)
- Subrecipient and Procurement Contract Disclosures (if applicable) (see page 12)