

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



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## **Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies FY 2020 Competitive Grant Solicitation**

**CFDA #16.835**

**Grants.gov Solicitation Number:** BJA-2020-17732

**Solicitation Release Date:** March 6, 2020

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

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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding law enforcement agencies seeking to purchase body-worn cameras (BWCs) to establish or expand comprehensive body-worn camera programs with a specific and demonstrated plan to implement this technology to maximize the benefits of BWCs. 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:

- States
- Units of local government
- Federally recognized Indian tribes
- Public agencies as defined in 34 U.S.C. 10251(a)(6))

Applicants for the Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWCPIP-LEA) may apply on their own behalf or in partnership with one or more agencies that meet the eligibility criteria.

In addition, for the purposes of this solicitation, correctional agencies are eligible to apply, provided they perform law enforcement functions as part of regular duties that are supported by public funding.

FY 2020 funding caps for individual agencies are determined by the total number of BWCs proposed to be acquired by the agency (including those purchased through federal funds or matching funds). In order to ensure broad and equitable distribution of funds, no agency may request more than \$2,000 per BWC purchased as part of the submitted grant application. This is referenced as the **\$2,000 per BWC funding cap**, which is explained in more detail under Program-specific Information on page 8.

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

### 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](mailto: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](mailto: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](#).

## Contents

A. Program Description.....	5
Overview.....	5
Objectives and Deliverables.....	7
Evidence-based Programs or Practices .....	7
Information Regarding Potential Evaluation of Programs and Activities .....	7
Special Withholding Conditions for BWC Policy Development .....	8
Other Special Considerations .....	8
B. Federal Award Information .....	9
Type of Award.....	9
Financial Management and System of Internal Controls .....	9
Budget Information.....	9
Pre-agreement Costs (also known as Pre-award Costs).....	9
Limitation on Use of Award Funds for Employee Compensation; Waiver .....	9
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs .....	9
Costs Associated with Language Assistance (if applicable) .....	9
C. Eligibility Information.....	10
D. Application and Submission Information .....	10
What an Application Should Include.....	10
How To Apply (Grants.gov).....	13
Registration and Submission Steps .....	13
E. Application Review Information .....	13
Review Criteria .....	13
Review Process .....	15
F. Federal Award Administration Information.....	16
Federal Award Notices.....	16
Administrative, National Policy, and Other Legal Requirements.....	16
Information Technology (IT) Security Clauses.....	16
General Information About Post-Federal Award Reporting Requirements.....	16
G. Federal Awarding Agency Contact(s).....	16
H. Other Information .....	16
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).....	16
Provide Feedback to OJP .....	16
Appendix A: Application Checklist.....	17

# Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies CFDA # 16.835

## A. Program Description

### Overview

The purpose of the FY 2020 BWCIIP-LEA is to fund the purchase of body-worn cameras that are implemented as part of comprehensive BWC programs. Funding can be used to support pilot BWC programs, establish new BWC implementations, or expand existing programs.

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

### Program-specific Information

Funding under this program supports 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, applicants must describe a deliberate and phased plan to deploy this technology, as well as specific ways it will be used to enhance the applicant agency's mission.

Funds must be used to purchase body-worn cameras and require a 1:1 match by the grantee. Federal funds shall not be used to pay for data storage costs associated with body-worn camera footage.

No award under this solicitation may exceed \$2,000,000. However, no individual applicant may exceed the [\\$2,000 per BWC funding cap](#). This applies to all applicants, including those who request funding for pilot programs, for full or broad-scale implementations (e.g., funding for cameras for all officers that have regular contact with the public), or for expansion programs (e.g., rolling out BWC to additional districts in an agency that has partially deployed BWCs). Note that this represents the cap on the federal award and does not 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 BWCIIP administrative personnel. Applicants may request less than the **\$2,000 per BWC funding cap** maximum consistent with project scope and as an illustration of cost efficiencies.

Additional 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 training and technical assistance (TTA) provided to past BWCIIP 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](#).

**NOTE: BWCPIP-LEA authorizing language requires that the funds be used expressly for purchase of BWCs for law enforcement. Applicants that are seeking to fund BWC program development activities but have no plans to purchase BWCs will not be considered for funding.**

**In addition, while BWCPIP-LEA is intended for the purchase of BWCs, this solicitation requires the grantee to commit to developing a comprehensive BWC implementation program as described below in the Program-specific Information section. Applications will be reviewed on the basis of their comprehensive implementation plans. Applicants that are seeking only to fund the purchase of BWCs without consideration of the broader program goals discussed below will be adversely affected in the review process.**

The following examples illustrate the **\$2,000 per BWC funding cap** under different scenarios.

**Implementation of a broad-scale program:** A municipal law enforcement agency with 100 full-time sworn officers proposes to acquire BWCs for 80 officers (70 patrol officers and 10 first-line supervisors). Under the **\$2,000 per BWC funding cap**, this applicant may apply for no more than \$160,000 in federal funding (80 BWCs \* \$2,000).

**Implementation of a pilot program:** A county sheriff's department with 200 sworn deputies that intends to run a pilot BWC program before moving to full scale implementation may request 25 BWCs to be deployed to a select group of offices. **Under the \$2,000 per BWC funding cap, this applicant may apply for no more than \$50,000 in BWCPIP federal funding (25 BWCs \* \$2,000).** As noted above, the applicant may opt not to request the maximum amount based on program scope or cost efficiencies.

**Program Expansion:** A state police agency with 1,000 sworn officers has already deployed 600 BWCs to three of its five geographic areas. Using BWCPIP funding, the agency now wishes to move to full implementation by adding 400 BWCs. **Under the \$2,000 per BWC funding cap, this applicant may apply for no more than \$800,000 in BWCPIP federal funding (400 BWCs \* \$2,000).** As noted above, the applicant may opt not to request the maximum amount based on program scope or cost efficiencies.

**Partnership Example:** A sheriff's office in an urban county intends to deploy 50 BWCs for deputies that patrol unincorporated areas of the county. Based on its working relationship with smaller municipal police agencies within the county, the sheriff's office proposes the three municipal agencies as subrecipients, purposing 10 BWCs for Department A, 6 for Department B, and 4 for Department C, totaling 70 BWC across all four agencies. **Under the \$2,000 per BWC funding cap, this applicant may apply for no more than \$140,000 in BWCPIP federal funding (70 BWCs \* \$2,000).** As noted above, the applicant may opt not to request the maximum amount based on program scope or cost efficiencies.

BJA recognizes that smaller law enforcement agencies and those not experienced in federal grant programs may not have the resources to develop competitive grant proposals relative to large agencies. Should such be awarded funds, they may also find that fiscal, reporting, and other compliance requirements are beyond their resources. Such agencies are encouraged to

engage in partnerships with larger agencies as illustrated in the preceding **Partnership Example**.

### **Objectives and Deliverables**

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

The proposed BWC programs are expected to include the following programmatic elements:

1. **Development of a planned and phased approach** that achieves broad support from prosecutors and other criminal justice stakeholders, and leverages partnership input to address policy, training, deployment, and procurement of BWCs
2. **Implementation of operational procedures and tracking mechanisms** that address the use, review, access, storage, retention, redaction, and deletion of digital evidence media (DEM)
3. **Demonstration of commitment to incorporating the evidentiary value of BWCs and DEM** into daily administrative and field operations in a manner that promotes improvements in criminal justice outcomes, including improvements in officer and citizen safety
4. **Establishing training protocols** for officers, supervisors, and administrators on BWC use and policy
5. **Addressing access to and sharing of BWC footage** by agency personnel, prosecutors, other criminal justice stakeholders, and the community

If applicable, applicants should demonstrate how they will use funds to plan and implement BWC policies that are consistent with state law. They should also demonstrate their commitment to consider current professional standards as espoused by police organizations such as Commission on Accreditation for Law Enforcement Agencies, the International Association of Chiefs of Police, the Police Foundation, or Police Executive Research Forum, as well as local considerations.

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](#).

### **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 recipients will be required to successfully demonstrate that they have developed BWC policies that are purposeful, comprehensive, and deliberately designed. Applicants will only have access to 10 percent of their total funds to support planning and implementation efforts until this policy condition is cleared.

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 designated TTA provider to ensure that policy development is comprehensive and deliberate. The level of assistance will be calibrated to the level of experience and need demonstrated by such agencies.

The primary tool for policy development review is the BWC Policy Review Scorecard. Examples of the scorecard used with previous 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 agencies will have access to the TTA provider to review, update, or revisit 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 Cap**

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	Depends on application of the <a href="#">BWC Funding Cap</a>
Estimated maximum dollar amount for each award	\$2,000,000
Total amount estimated to be awarded under this solicitation	\$9,000,000
Period of performance start date	October 1, 2020
Period of performance duration	36 months

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.

### Type of Award

BJA expects to make awards under this solicitation as grants. 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 Requirements<sup>1</sup> 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

#### Cost Sharing or Match Requirement

This solicitation requires a 50 percent **cash or in-kind match**. See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

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 \(if applicable\)](#)

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<sup>1</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

## 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

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the OJP Grant Application Resource Guide.

### 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 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 subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: [https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental\\_-Review- SPOC 01 2018 OFFM.pdf](https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review- SPOC 01 2018 OFFM.pdf). If the applicant’s State appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the State’s process under E.O. 12372. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. (An applicant whose State does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372 but has not been selected by the State for review.”).

### 2. Project Abstract

Include a project abstract that summarizes the proposed project in 400 words or fewer. Project abstracts should:

- Specify the size of the agency in total sworn officers currently employed by the jurisdiction. If part-time officers are employed express this in terms of full-time equivalents
- Specify the number of cameras the agency is proposing to procure with BWCP-IP-LEA funds and/or matching funds
- Be written for a general public audience

- 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 15 pages. Number pages “1 of 15,” “2 of 15,” 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) Plans for Continuity of the Program after Federal Funds Have Been Expended
- e) 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](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

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.

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at [bjapmt.ojp.gov](http://bjapmt.ojp.gov). Applicants should examine the complete list of performance indicators at <https://bjapmt.ojp.gov/help/BWCPerformanceMeasures.pdf>.

### **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 BWCIPIP 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](#)<sup>2</sup> (if applicable)
10. [Research and Evaluation Independence and Integrity](#)

### **11. Additional Attachments**

- a. **BWCIPIP-LEA Program Summary Template** – This form serves as a checklist for program eligibility and collects basic information regarding the applicant's agency and any proposed subrecipient grantees. Two forms are available: One is for a [Single Agency Screening Sheet for Any Agency Applying for Federal Funding of Its Own Body-Worn Camera Program](#). The other is the [Partnership Application Screening Sheet for Any Agency Applying as Primary Grant Applicant on Behalf of Two or More Law Enforcement Agencies](#). These forms and additional information on body-worn cameras are available on the [Body-Worn Camera Toolkit](#) website.
- b. **Commitment to Participation by Subrecipient Agencies** – If applicable, the primary application should provide documentation from each subrecipient

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<sup>2</sup> 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.

(proposed subgrantee) that expressly states the subgrantee agrees to actively participate in the BWC program should BWCPIP-LEA funding be made available to the primary applicant. This documentation may be on the official letterhead of the subgrantee agency or in the form of a memorandum of understanding (MOU).

### **How To Apply (Grants.gov)**

Applicants must register in and submit applications through [Grants.gov](https://www.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. **CFDA #16.835, BWCPIP for LEA**
2. **Funding Opportunity# BJA-2020-17732**

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 (15 percent)**
  - a. State clearly whether this request is to support a new BWC implementation, a pilot implementation, or an expansion of existing efforts.
  - b. Provide justification and data to support the need to implement a BWC program or expand an existing program.
  - c. Briefly describe the demographics of the affected jurisdiction or jurisdictions.
  - d. Demonstrate agency plans to leverage digital evidence multimedia to help inform and improve adjudication of cases.
  - e. Briefly describe the demographics of the affected jurisdiction or jurisdictions.
  - f. Demonstrate agency plans to leverage digital evidence multimedia to help inform and improve adjudication of cases.
  - g. Demonstrate understanding of how BWCs can be used to enhance officer safety, support evidentiary effectiveness, and promote transparency and accountability in your agency.
  - h. Provide metrics on sworn agency personnel with respect to planned BWC use, including:
    - i. Total number of sworn officers in the agency (or agencies)
    - ii. The number of sworn officers with patrol activities or daily citizen interactions in the field

- iii. The number of officers, including sworn and nonsworn, for whom the project expects to provide BWCs as a result of this grant
- i. Identify the expected number of BWCs to be purchased with the requested funds.
- j. Identify and provide the status of any other BWC grant program for which the applicant has pending applications.

**2. Project Design and Implementation (35 percent)**

- a. Describe the implementation plan for achieving the objectives of the BWCPIP-LEA.
- b. Describe specifically how the project will accomplish expected outcomes by providing the objectives and performance measures for the project.
- c. Demonstrate partnerships with allied criminal justice agencies likely to be impacted by BWC use and DEM.
- d. Demonstrate plans to work with the local community to provide education and seek feedback on community needs and concerns regarding BWC implementation.
- e. Address the travel attendance commitment and expenditures for a mandatory national meeting and an optional regional peer-to-peer information exchange opportunity.
- f. Identify methods to develop policies and tracking mechanisms that include the legal responsibilities pertaining to the Freedom of Information Act (FOIA) such as state or local statutes and regulations pertaining to storage; retention, redaction, and deletion of DEM; as well as privacy policies addressing BWC issues involving civil rights and domestic violence, juvenile, and other victim groups' rights.

**3. Capabilities and Competencies (15 percent)**

- a. Fully describe the applicant's capabilities to implement the project and the competencies of the staff assigned to the project.
- b. Describe and demonstrate effective policy development and implementation plans for the program and describe the program's communication plans.
- c. Describe the agency's technology capabilities, including the implementation of previous systems.
- d. Describe previous 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).
- e. Provide evidence of broad stakeholder and community collaboration and a high level of commitment from participating agencies and entities via MOUs or other appropriate mechanisms.

**4. Program Continuity (5 percent)**

- a. Describe specifically how the jurisdiction will support the BWC program after the end of the grant period.
- b. Address budgetary, policy, and administrative management continuity.

**5. 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 the applicant's commitment to working with the BJA TTA provider to document policy development processes, address other TTA issues, and provide accurate and timely updates regarding progress in training, BWC implementation, and program development.

**6. Budget (20 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<sup>3</sup>.
- f. Travel expenditures, to include airfare, lodging, *per diem*, and other allowable incidental costs for attending one national meeting and one regional peer-to-peer information exchange opportunity, should be specified using applicable U.S. General Services Administration (GSA) federal *per diem* rates. Please use Washington, DC, as the destination when calculating the estimated costs for required travel for the national meeting.

**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 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

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<sup>3</sup> 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.

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

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](http://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 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:
  - No more than \$2,000,000
  - Consistent with the \$2,000 per BWC funding cap

## Eligibility Requirement:

- Applicants are limited to
  - States, units of local government, and Indian tribal governments (as determined by the Secretary of the Interior)
  - This includes publicly funded correctional agencies, publically funded law enforcement agencies serving educational institutions, and publically funded special jurisdictional police (e.g. park police or transit police).

## What an Application Should Include:

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 11)
- Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))
  
- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Intergovernmental Review (see page 10)
- 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](#))

**Additional Attachments:**

- Request and Justification for Employee Compensation; Waiver (if applicable)  
(see [OJP Grant Application Resource Guide](#))
- BWCPIP-LEA Program Summary Template (see page 12)
- MOUs or Letters of Support from Subrecipients (if applicable) (see page 12)