

**BUREAU OF JUSTICE ASSISTANCE**

# **FY 2023 BJA Solicitation Webinar**

## **Body-Worn Camera Policy and Implementation Program (BWCP) to Support Law Enforcement Agencies**

**February 20, 2023  
1:00 to 2:30 p.m. ET**



# Webinar

- The webinar is recorded.
- Please submit questions through the Q & A box.
  - Questions will be addressed at the end of the webinar.
  - General questions not addressed during this webinar will be responded to and emailed to participants.
  - Questions specific to individual grantees will be followed up by CNA or BJA staff.
- Please complete the webinar evaluation at the conclusion.

# Clarification on Two BWCIPL Solicitations

For the current grant period, BJA is issuing two solicitations for BWCs:



- ❑ Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWCIPL-LEA) – **the focus of this webinar**
- ❑ A Microgrant Program for Supporting Small, Rural, and Tribal (SRT) Law Enforcement Agency Body-Worn Camera Policy and Implementation. This SRT Microgrant Award is expected to be competed in the **fall of 2023**. **Visit:** [www.srtbwc.com](http://www.srtbwc.com).

# What is the Office of Justice Programs?

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

## Office of Justice Programs

**BJA** - Bureau of Justice Assistance

**BJS** - Bureau of Justice Statistics

**NIJ** - National Institute of Justice

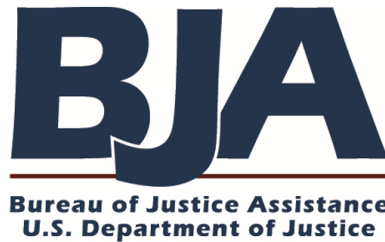
**OVC** - Office for Victims of Crime

**OJJDP** - Office of Juvenile Justice and Delinquency Prevention

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

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

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



[www.bja.gov](http://www.bja.gov)





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

### Policy Office

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

### Programs Office

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

### Operations Office

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

### Public Safety Officer Benefits Office

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

**BJA Director  
Karhlton F. Moore**

# Five Major Strategic Focus Areas

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

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

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

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

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

**Fund** – Invest diverse funding streams to accomplish goals.

**Educate** – Research, develop, and deliver what works.

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

**Partner** – Consult, connect, and convene.



**BUREAU OF JUSTICE ASSISTANCE**

**FY 2023 Competitive Solicitation Announcement**

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

**Grants.gov Deadline: April 4, 2023, 8:59 p.m. ET \***

**JustGrants Deadline: April 11, 2023, 8:59 p.m. ET \***

**\* If any extension to these dates occurs, a notification will be made.**



# Five Funding Categories for FY 2023

## Funding for BWC Purchases and Program Implementation



- ☐ **Category 1:** Site-based Awards to Law Enforcement Agencies (including self-initiated partnership application)
- ☐ **Category 2:** Site-based Awards to State and Territorial Correctional Agencies

As in past BWCPIC solicitations, these two categories require the purchase or lease of BWCs.

## Funding for Demonstration Programs



- ☐ **Category 3:** Digital evidence management and integration
- ☐ **Category 4:** Optimizing BWC footage in prosecutors' offices
- ☐ **Category 5:** Using BWC footage for training and constitutional policing

For agencies with existing BWC programs that are looking to refine and expand their efforts leveraging digital data/BWC footage.

# Eligibility

## Category 1: Site-based Awards to Law Enforcement Agencies (including self-initiated partnership applications)



- ❑ Applicants under this category may apply on their own or in partnership with one or more agencies that meet the eligibility criteria. These include:
  - States (e.g., state police or State Administrating Agencies)
  - Units of local governments (e.g., municipal or county law enforcement agencies)
  - Federally recognized Indian tribes that perform law enforcement functions
  - Public agencies as defined in 34 U.S.C. 10251(a)(6): "...'public agency' means any State, unit of local government, combination of such States or units, or any department, agency, or instrumentality of any of the foregoing."

## Category 1 Examples (based on previous years' awardees)

- ☐ State, municipal, and county law enforcement agencies (LEAs)
- ☐ County sheriffs
- ☐ Other publicly funded LEAs such as:
  - ☐ Tribal police
    - Gun Lake Tribal Police Department (MI)
    - Nottawaseppi Huron Band of the Potawatomi (MI)
  - ☐ University/college
    - Towson University (MD)
    - Springfield Technical Community College (MA)
    - Southeast Missouri State University
  - ☐ Special jurisdiction
    - Kansas Department of Wildlife, Parks, and Tourism
    - Laredo Independent School District Police (TX)

# Category 1 Partnership Examples (based on previous years' awardees)

## ☐ **Regional Consortia**

- Regional Justice Information Service (MO)

## ☐ **State Administering Agency (SAA)**

- Pennsylvania Commission on Crime and Delinquency
- Rhode Island Department of Public Safety

## ☐ **Agency of Behalf of Itself and Neighboring Agencies**

- City of La Crosse with subgrantees Onalaska Police, Campbell Police, West Salem Police, Bangor Police, Shelby Police, and Ho-Chunk Nation Tribal Police

# Eligibility

## Category 2: Site-based Awards to State or Territorial Correctional Agencies



- ☐ State or territory correctional agency
  - For deploying BWCs in one or more correctional facilities
  - For deploying BWCs to community corrections personnel (e.g., parole officers)
- ☐ This category is for state and territory level agencies only
  - Those who wish to deploy BWCs in county or local jails should apply under Category 1.

## Examples (from past funding years)

- ☐ New Jersey Department of Corrections
- ☐ New York State Department of Corrections

## What is a Demonstration Project?

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



## More Detail on Demonstration Projects?

### Funding for Established BWC Programs Addressing Digital Data and Evidence Optimization

- ❑ **Category 3: *Digital Evidence Management and Integration Demonstration Projects*** – supports existing or proposed digital evidence integration demonstration efforts in law enforcement agencies, prosecution agencies, or in partnerships between such agencies.
- ❑ **Category 4: *Optimizing Body-worn Camera (BWC) Footage in Prosecutors' Offices Demonstration Projects*** – supports prosecutors' offices seeking to improve their capacity to receive, access, process, better interpret, and more efficiently use digital evidence from BWCs (and other digital devices).
- ❑ **Category 5: *Using BWC Footage for Training and Constitutional Policing Demonstration Projects*** – supports law enforcement agencies that have demonstrated success in using agency-generated BWC footage to (a) promote community outreach efforts, (b) improve officer performance through training using agency BWC footage (e.g., de-escalation training), and/or (c) advance constitutional and community policing practices (e.g., monitoring officer compliance with BWC policy or standards for fair-and-effective policing).



# Eligibility for Demonstration Projects

**Category 3: Digital Evidence Management and Integration** – Same as Category 1 (publicly funded LEAs), **plus** must have an already established BWC program **and** experience in managing digital data from BWCs.

**Category 4: Optimizing BWC Footage in Prosecutors' Offices** – Publicly funded prosecutors' offices operating at a municipal, county, or state level that have experience in managing digital data from BWCs from one or more contributing LEAs.

**Category 5: Using BWC Footage for Training and Constitutional Policing** – Same as Category 1, **plus** must have an already established BWC program and experience in using BWC digital footage to promote constitutional policing and/or community policing.

## Category 3, 4, and 5 Examples (based on previous years' awardees)

- ❑ **Category 3 – Digital Evidence Management and Integration**
  - **Los Angeles PD** - Digital Evidence Management and Integration Project (15PBJA-22-GG-03295-BWCX)
  - **Fairfax County (VA) PD** - Evidence Sharing Enhancement (15PBJA-22-GG-03313-BWCX)
- ❑ **Category 4 – Optimizing BWC Footage in Prosecutors' Offices**
  - **Orange County (CA) District Attorney's Office** - Enhancing access, processing, and interpreting digital evidence from BWCs and other digital evidence (15PBJA-22-GG-03306-BWCX)
  - **Broward County (FL) State's Attorney Office** - Broward State Attorney's Office, 17th Judicial Circuit-Body Worn Camera Project (15PBJA-22-GG-03323-BWCX)
- ❑ **Category 4 – Using BWC Footage for Training and Constitutional Policing**
  - **Rochester (NY) PD** - Using BWC Footage for Training and Continual Improvement in Constitutional Policing (15PBJA-22-GG-03328-BWCX)
  - **City of New York Homeless Serves Police** - NYC DHS Police BWC Footage Database Implementation and Training Project (15PBJA-22-GG-03329-BWCX)

# Program Summary Categories 1 and 2

- This program supports agencies seeking to establish or expand comprehensive BWC programs through the acquisition of BWCs.
- **Must** include the purchase or lease of BWCs.
- But **not** just an equipment purchase program—
  - Applicants must commit to a comprehensive and deliberate BWC policy development process that seeks broad stakeholder input.
  - Applicants should describe a deliberate plan for deploying BWCs and implementing a comprehensive program.
  - Applicants should describe specific ways the BWC deployment will enhance the applicant agency's mission.
  - Applicants should describe capacities for managing digital evidence from BWCs, including public record requests for BWC footage.

# Types of Program Supported under Categories 1 and 2

- **Initial and expansive implementation:** An agency without an existing BWC program seeks to deploy a BWC program and issue BWCs to a large cross-section of department personnel (e.g., all sworn officers, all patrol officers, or all officers who have regular contact with the public).
- **Pilot implementation:** An agency seeks to deploy a limited number of cameras to test the feasibility of a BWC program in order to assess the benefits of broader implementation.
- **Program expansion:** An agency has already implemented a BWC program, as a pilot or partial implementation, and now plans to expand the pool of officers able to use BWCs.

# BWCPIP Objectives and Deliverables For Categories 1 and 2

Applicants should describe the BWC 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 into the agency's operational framework, enhance the ability of officers to perform their duties, and promote organizational efficiency.

1. **Implementation of a BWC policy** that addresses relevant state laws, privacy rights, and release of video to the public. Policy draft **not** required as part of application.
2. **Development of a planned and phased approach** that achieves broad support from criminal justice and community stakeholders and leverages partners' input to address BWC policy, training, deployment, and procurement.

# BWCPIP Objectives and Deliverables For Categories 1 and 2

(continued)

4. **Implementation of operational procedures and tracking mechanisms** that address the use, review, access, storage, retention, redaction, and deletion of digital evidence media (DEM).
5. **Establishing training protocols** for officers, supervisors, and administrators on BWC use and policy.
6. **Addressing access to and sharing of BWC** footage by agency personnel, prosecutors, other criminal justice stakeholders, and the community.

# Funding Cap and Match Requirements for Categories 1 and 2

- **There is a funding cap of \$2,000 per camera.** This is the maximum amount that can be requested in federal funds per camera.
- **The camera-based funding formula is:**
  - Number of BWCs in project x \$2,000 = maximum requested amount
  - Total program cost = requested amount + matching funds
- **No federal award under this solicitation may exceed \$2,000,000.**
- **“50% funding match”** - There is a 1:1 match by the grantee. This is a dollar-to-dollar match of federal funds to applicant funds.

# Example Funding Scenarios for Categories 1 and 2

- **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 x \$2,000).**
- **Pilot implementation of BWCs by state corrections:** A state corrections department with 10 facilities that intends to run a pilot BWC program in 2 facilities before considering moving to full scale implementation. It requests 100 BWCs be deployed to corrections officers in two facilities. **Under the \$2,000 per BWC funding cap, this applicant may apply for no more than \$200,000 in BWCPPI federal funding (100 BWCs x \$2,000).**

**NOTE:** The applicant may opt not to request the maximum amount based on program scope or cost efficiencies.



# Match Considerations for Categories 1 and 2

- Awardees are accountable for fulfilling match obligations just as they are for federal obligations.
- Be cautious when “overmatching.”
- Match expenses **must be related** reasonably to the BWC program.
- Federal funds and matching funds need not reflect the full cost of the BWC program.

## In-Kind and Cash Match Requirements for Categories 1 and 2

- Federal funds **may not cover more than 50 percent** of the total submitted budget for the program.
- Applicants must **identify the source** of the 50 percent **nonfederal portion** of the total project costs and explain how they will use those match funds.
  - Local agencies may use state funding as match funds.
  - **Applicants cannot use other forms of federal funding** (e.g., Byrne-JAG, Covid Relief, or American Rescue Plan) as their local match.
- If a successful applicant's proposed match exceeds the required match amount and OJP approves the budget, **the total match amount incorporated into the approved budget becomes mandatory and subject to audit.**
- Match funding is restricted **to the same uses of funds** as allowed for the federal funds.
- Applicants may satisfy this match requirement **with either cash contributions or in-kind contributions of goods or services that are directly related to the purpose** for which the grant was awarded.

# Matching Types for Categories 1 and 2

- ❑ Match may be cash or in-kind.
  - Cash match (**hard**) includes cash spent for **project-related costs**.
  - In-kind match (**soft**) includes, but is not limited to, the valuation of noncash contributions. These may be in the form of services, supplies, and/or equipment.

## Line-item funding Caps for Categories 3 to 5

**These are demonstration projects for existing BWC programs that showcase successful strategies and build off of that foundation. Equipment purchases and service contracts are allowable but are not the primary purpose of these awards.**

- ❑ An agency can purchase or lease BWC equipment, but these funds **must be no more than 15% of the project's total.**
  - For example, a law enforcement agency seeks to acquire 10 additional BWCs for supervisor personnel as part of a constitutional policing demonstration project.
- ❑ Purchase, lease, or contracting for equipment or services in furtherance of digital data sharing and integration (DESI) are permissible, but **must be no more than 25% of the project total.**
  - For example, a prosecutor intends to purchase additional licenses for access to digital video services for prosecutors.

## Funding Cap and Match Requirement for Categories 3 to 5

- No federal award request under categories 3, 4, and 5 may exceed **\$1,000,000**.
- **There is no requirement to acquire BWCs.** However, if BWCs are requested, there is a funding cap of \$2,000 per camera on that portion of the award that should total no more than 15% of the federal funding request.
- **There is no match requirement** for Categories 3, 4, or 5,

# Allowable Costs for Federal Funds

BWCPIP allows **federal funds** to be used for:

- BWC purchases, licensing, or contracts
- Related equipment and equipment upgrades
- Training for officers
- Salaries of support personnel
- Community outreach efforts
- Research and evaluation
- BWC digital media storage (new in 2021)
  - Agency servers
  - Cloud storage service

# Unallowable Costs for Federal Funds

BJA and OJP **do not** allow **federal funds** to be used for:

- ☐ **Any** pre-award expense
- ☐ Any items contracted with a service provider **prior to granting the award**
- ☐ Already budgeted equipment, or contracts, etc.
  - Applicants can add to but **cannot supplant** BWCs in an existing local budget
- ☐ No funds can be used for construction, land acquisition, or drones.

# Simplified Budget Example A for Category 1 or 2

## Proposed Federal Fund Expenditures

a)	100 cameras @\$900 each	\$90,000
b)	100 BWC lic. fee @\$300 each	\$30,000
c)	Program manager (60% FTE)	\$50,000
d)	BWC user training	\$30,000
	<b>FEDERAL TOTAL</b>	<b>\$200,000</b>

Consistent with \$2,000 per camera cap

## Proposed Matching Expenditures

a)	Balance of other services	\$165,000
b)	Docking system	\$10,000
c)	Server upgrade	\$20,000
d)	DEM training	\$5,000
	<b>MATCH TOTAL</b>	<b>\$200,000</b>

Balance of salaries, training, equipment

**TOTAL project cost = \$400,000**

**NOTE:** This a highly simplified budget intended for illustration purposes only; the actual budget form requires more detail.



# Simplified Budget Example B for Category 1 or 2

## Proposed Federal Fund Expenditures

a) 25 cameras @\$500 each	\$12,500
b) 25 BWC lic. fee @\$300 each	\$7,500
c) BWC regional meeting travel	\$3,000
<b>FEDERAL TOTAL</b>	<b>\$23,000</b>

## Proposed Matching Fund Expenditures

a) 29 cameras @\$500 each	\$14,500
b) 29 BWC lic. fee @\$300 each	\$8,700
<b>MATCH TOTAL</b>	<b>\$23,200</b>

**NOTE:** the \$2,000 camera funding metric cap is satisfied:

- 54 total BWCs X \$2,000 = **\$108,000** allowable federal funds (25 + 29 BWCs)
- \$23,000 federal request is well under the funding cap
- Agency chose not to include some expenses (e.g., training, personnel)
- There is an overmatch, but it is minimal
- **TOTAL project cost = \$46,200**

# BWC Policy Clearance Process

- BWC policy condition clearances will **be made post award** in one of two ways:
  - **BWCPIP Scorecard:** Agency works with training and technical assistance (TTA) provider to develop such a policy through the BWCPIP scorecard.
  - **Self-Certification:** Agency executive attests to a policy development process that is deliberate, comprehensive, and partnership-based.
- **Existing policies:** Applicants with existing or draft BWC policies at the time of application may attach policies to their application, but this does not clear the condition at time of award.

**Note:** For any award involving subawardees, a self-certification form or scorecard must be completed and submitted for each individual agency. The primary awardee will work with the subawardee and TTA provider to assure that these are completed and retained in internal records. The TTA provider will notify BJA of receipt of these forms.

# BWC Policy Stipulations

- **Support the development of BWC policies that are:**
  - Deliberate
  - Comprehensive
  - Partnership-based
- **Policy development or certification is mandatory.**
- **Funding is contingent on policy development.**
  - For Categories 1 and 2, 90% of grant funds are held until the policy condition is met.
  - For Categories 3, 4, and 5, an agency certification will be required.

# Awardee Training and Technical Assistance

- BJA selected a TTA provider, CNA, to assist awardees.
- The TTA support may include:
  - Policy development assistance
  - Technical assistance
  - Best practices
  - Peer engagements
  - Community outreach assistance
  - Specialized training
- Each awardee has a designated TTA point of contact (POC) and team assigned by CNA.
- The TTA provider develops content for the BWC Toolkit website.
- The TTA provider produces and distributes a newsletter, webinars, and produces other knowledge products.
- The TTA provider builds a community of practice by supporting peer-to-peer exchanges, webinars, and listening sessions.

# BWCPIP Applications Must Include:

- ☐ Application for Federal Assistance (SF-424)
- ☐ Disclosure of Lobbying Activities (SF-LLL)
- ☐ Proposal Abstract (online via JustGrants)
- ☐ Proposal Narrative
- ☐ Budget Detail Worksheet with Budget Narrative (online via JustGrants)
- ☐ Financial Management and System of Internal Controls Questionnaire
- ☐ Applicant's Disclosure of Pending Applications (for BWCs)
- ☐ List of Subrecipient Agencies (if partnership is proposed)

**Note:** A policy or policy scorecard is **not** required at the time of application. Existing or draft policies can be included at the applicant's discretion.

# BWCPIP Applications Should Include:

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

# BWCPIP Applications Should Include:

- ☐ Screening Sheet (highly recommended)
  - ☐ Single Agency Screening Sheet
  - ☐ Partnership Application Screening Sheet
- ☐ Memoranda of Understanding/Letters of Support from Subrecipient Agencies

# Proposal Narrative Specification

- Not to exceed 15 numbered pages, double-spaced
- 12-point standard font, Times New Roman preferred
- One-inch margins
- Use of sections and organizations is highly recommended
- Attachments do not count against the page limit

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



# Proposal Narrative Topic Areas

- Description of the issue(s)
- Project design and implementation
- Capabilities and competencies of the organization and personnel
- Plan for collecting the data required for this solicitation's performance measures
- Plans for continuation of the program after federal funds have been expended

# Budget

- Use the provided budget form in JustGrants.
- Provide narrative for budget items within JustGrants to provide context.
- Important to note:
  - Providing a vendor quote **does not** qualify as a budget.
  - The budget submitted as part of the application is considered a cost estimate.
  - Selection and awarding a proposal by BJA does not imply acceptance or BJA's acceptance of a vendor quote or vendor selection.

# Important Elements for Successful Applications

- Economies of scale (partnerships, shared resources, shared contracts)
- Technical considerations (e.g., National Institute of Justice: [A Market Survey on Body Worn Camera Technologies, 2016](#))
- Partnership outreach (prosecutors and beyond)
  - Letter of support from prosecutor(s) are beneficial
- Officer concerns
  - Officer safety and officer buy-in
- Increase efficiency
  - Improve evidentiary outcomes
  - Assure BWC training
- Demonstrate commitment to evidence-based practices.

# Performance Management and Reporting

- This solicitation requires that applicants describe their plan for collecting data that measure their performance.
- Applicants that receive funding under this solicitation must provide data that measure the results of work completed under this solicitation.
- OJP will require any award recipient to comply with all post-award reporting requirements. (See the solicitation)

# Review and Scoring Criteria

• Description of the issue:	10%
• Project design & implementation:	35%
• Organization capabilities & competencies:	25%
• Plan for collecting the required performance measures data:	10%
• <u>Budget:</u>	20%
• <b>Total</b>	<b>100%</b>

# Major Takeaways for Categories 1 and 2

- This is a competitive solicitation program.
  - This is **NOT just** an equipment purchase grant.
  - Grant funds cannot be used to pay for BWCs you already bought, contracted, or budgeted before receiving and accepting your grant—that is “supplanting.”
  - 90% of your funds are held until your policy development condition is cleared by BJA.
  - There may be other conditions that need to be cleared before funds can be expended.
- This is a 3-year grant program.
- The more you demonstrate an understanding of the value of full BWC implementation and address the core programmatic elements, the more competitive your submission will be.

# Major Takeaways for Categories 3, 4, and 5

- ❑ This is a competitive solicitation program.
- ❑ These awards are limited to LEAs, including prosecutors' offices, that have experience with BWC implementation and digital data management.
- ❑ These are demonstration projects intended to assist agencies to:
  - Promote the documentation, development, and sharing of best practices by LEAs and prosecutors' offices that have already deployed BWC programs.
  - Build off their successes and share agency progress in ways that will benefit other agencies.
- ❑ This is a 3-year grant program.
- ❑ Agencies should commit to working with the TTA provider.

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

### ☐ Prior to registering with Grants.gov:

- Acquire a Unique Entity Identifier (UEI) (replaced the DUNS Number)
- Acquire or renew registration with SAM (System for Award Management)

### ☐ Register with Grants.gov – Due April 4, 2023 (8:59 p.m. ET)

- Acquire AOR (Authorized Organization Representative)
- Acquire AOR confirmation from the E-Biz POC

### ☐ BWCPPIP for Law Enforcement Agencies – Due April 11, 2022 (8:59 p.m. ET)

- To locate the funding opportunity: <https://bja.ojp.gov/funding/opportunities/o-bja-2023-171562>.
- To sign on to JustGrants: <https://justicegrants.usdoj.gov/>.



# Remember: Two-Step Application Process

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

- **Step 1:** Applicants submit an SF-424 and an SF-LLL at [Grants.gov](https://www.grants.gov).
- **Step 2:** Applicants submit the full application, including attachments, at [JusticeGrants.usdoj.gov](https://www.justicegrants.usdoj.gov).

\* Read the solicitation document carefully for further guidance.

# DOJ Application Submission Checklist

Review the [DOJ Application Submission Checklist](#)

The checklist covers all necessary steps to complete the two-part application process in Grants.gov and JustGrants.

## The checklist includes:

- ✓ how to prepare to apply
- ✓ completing the abbreviated application in Grants.gov
- ✓ Entity Onboarding and JustGrants Access
- ✓ completing, reviewing, certifying and submitting your application in JustGrants, and
- ✓ helpful user tips



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# JustGrants Application Submission Resources

## [Application Mechanics eLearning Videos](#)

By viewing the eLearning videos, job aids, DOJ Application Checklist and other resources, applicants will have all of the information needed to successfully navigate the mechanics of submitting an application.



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

- ✓ [Application Mechanics: Getting Ready to Apply](#) (8:35 minutes)
- ✓ [Application Mechanics: Submitting an Application](#) (1 hour and 31 minutes)
- ✓ [Application Submission: Submitting an Application](#) (6:40 minutes)
- ✓ [Application Submission: Completing a Budget Detail Form](#) (3:41 minutes)
- ✓ [Application Mechanics: After Submitting an Application](#) (6:37 minutes)

# Stay Connected!!

## Email Updates

- Text OJP [your email address] to 468-311 to subscribe.  
\*Message and data rates may apply

## Social Media

- Facebook: <https://www.facebook.com/DOJBJA>
- Twitter: <https://twitter.com/DOJBJA>
- YouTube: <https://www.youtube.com/dojbja>



For information on funding opportunities, publications, and initiatives, visit  
**BJA's website** – <https://bja.ojp.gov>

# Important Contact Information



**Technical Assistance Submitting the SF-424 and SF-LLL into Grants.Gov:** 800-518-4726, 606-545-5035 | [support@grants.gov](mailto:support@grants.gov)



**Technical Assistance Submitting the FULL APPLICATION into JustGrants:** 833-872-5175 | [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



**Technical Assistance with Programmatic Requirements:**  
**OJP Response Center:** 800-851-3420 | [grants@ncjrs.gov](mailto:grants@ncjrs.gov)

# Contact Information

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

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

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Answer