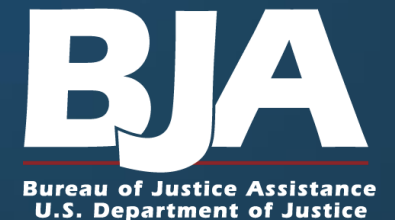# Webinar Overview and Logistics

Welcome to the Bureau of Justice Assistance (BJA) Body-Worn Camera Policy and Implementation Program (BWCPIP) new FY 2021 grantee webinar.

- All participants will be muted for this presentation.

- You can connect to your audio either through your computer/device or by the call-in number.

- If you have technical questions, please address them in the Q & A box or email BWCTTA@cna.org.

- Please also address questions about the webinar presentation in the Q & A box.

- Questions on the BWCPIP presentation will be addressed at the end of the webinar.

- Thank you for being patient. We will begin the presentation at 12:30 p.m. (Eastern Standard Time).

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.

Speakers

BJA

- John Markovic, Senior Policy Advisor
- Gerardo Velazquez, State Policy Advisor
- Angela Balchi, Performance Management Tracking (PMT)

CNA

- Brittany C. Cunningham, Ph.D., Senior Research Scientist, BWC TTA Program Manager
- Michael White, Ph.D., Professor of Criminology, Arizona State University, BWC TTA Co-Director

JustGrants

- JustGrants representatives are on this call and will be available for responses during the Q & A session.

Purpose of the Webinar

- Develop a baseline understanding of program requirements for FY 2021 BWCPIP grantees.
- Develop a clear pathway for successful grant management.
- Discuss the complementary but distinct roles of BJA program and policy staff and the TTA provider.
- **Orient grantees regarding key processes and obligations with respect to BJA and the TTA provider.**
- **Facilitate clearance of BWC Policy Award Condition.**
- Answer grantee questions.

Agenda

- Overview of the BWCPIP grant program.
- Overview of BJA's role and critical processes in managing your grant.
- Overview of the TTA provider (CNA) roles in assisting your agency with various elements of your BWC implementation.
- Clarify the distinct yet complementary roles of BJA and CNA.
- BJA Programs Team Presentation:
  - Introduce the BJA grant team members.
  - Discuss BJA grant team roles.
  - Discuss agency responsibilities for grant administration.
  - Highlight key grant processes.

Agenda (continued)

- BJA Performance Management Team Presentation.

- CNA BWC TTA Team Presentation:
  - Introduce the CNA TTA team members.
  - Discuss TTA team roles.
  - Discuss grantee agency responsibilities with respect to TTA.
  - Discuss initial TTA call, follow-up TTA , and TTA resources.

- Questions and Answers.

BJA Mission Statement

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.

To learn more about BJA, visit www.bja.gov, or follow us on Facebook (https://www.facebook.com/DOJBJA/) and Twitter (@DOJBJA).

SECTION 1

OVERVIEW OF BWCPIP GRANT PROGRAM

BWCPIP Program at a Glance

Competitive Grant Solicitation for BWC Program Development

- Supports the purchase or lease of BWCs, as well as related equipment and program operations.

- Not merely a purchase program.

  - Requires establishment of a BWC policy that is comprehensive and deliberately developed.

  - Applicants also were assessed on commitment to broad program elements:
    - Internal and external partnership engagement.
    - Commitment to BWC training.
    - Commitment to digital media evidence management (DEM).
    - Address evidentiary value and digital evidence management.

The Significance of Policy Development

- Requires establishing a BWC policy that is:
  - Comprehensive
  - Deliberate
  - Consistent with applicable state and municipal laws
- Not a "cut-and-paste" policy (e.g., standard Lexipol or exact copy of neighbor).
  - Written with consideration of local practice and context.
- Seeks input of key stakeholders:
  - Local prosecution
  - Affected agency units and divisions
  - Police unions
  - Community groups and institutions

Types of Programs Supported through BWCPIP

- Broad-scale implementation at outset, for instance:
  - Deploy to "all sworn personnel."
  - Deploy to "all patrol officers."
  - Deploy to "all offices with regular contact with the public."

- Pilot programs (formal deployment and assessment to limited pool of officers).

- Expansion programs (e.g., BWCs to additional units).

- Return grantees were allowed.

Types of Programs Supported in FY 2021 and Previous Years (FY 2015 to FY 2020)

| Agency Type	2021 Grantees	Percent	Previous Years	Percent
Municipal	58	61.7%	295	64.0%
Sheriff	13	13.8%	76	16.5%
University	4	4.3%	27	5.9%
State Department of Corrections	2	2.1%	9	2.0%
State Police	6	6.4%	8	1.7%
Regional PD	0	0.0%	17	3.7%
Tribal	0	0.0%	8	1.7%
County PD	2	2.1%	5	1.1%
School District PD	1	1.1%	5	1.1%
State Police Special (e.g., Fish and Game)	1	1.1%	5	1.1%
Consortia (PCCD or St. Louis REJIS)	2	2.1%	4	0.9%
Housing Authority PD	1	1.1%	1	0.2%
Public Transportation PD	1	1.1%	1	0.2%
County District Attorney	1	1.1%	0	0.0%
County Department of Corrections	1	1.1%	0	0.0%
State Investigative Agency	1	1.1%	0	0.0%
Grand Total	**94**	**100.0%**	**461**	**100.0%**

Three unique awardees in FY 2021

Organizational Structure of BWCPIP

Your agency will have contacts with the BJA Program Office for the management and administration of your grant.

- Policy Office

- Program Office

Your agency will have contacts with the TTA provider for policy development and other types of TTA.

BJA
Policy Office

Program Management

Targeted Technical Assistance

BJA Program Office

Your Agency
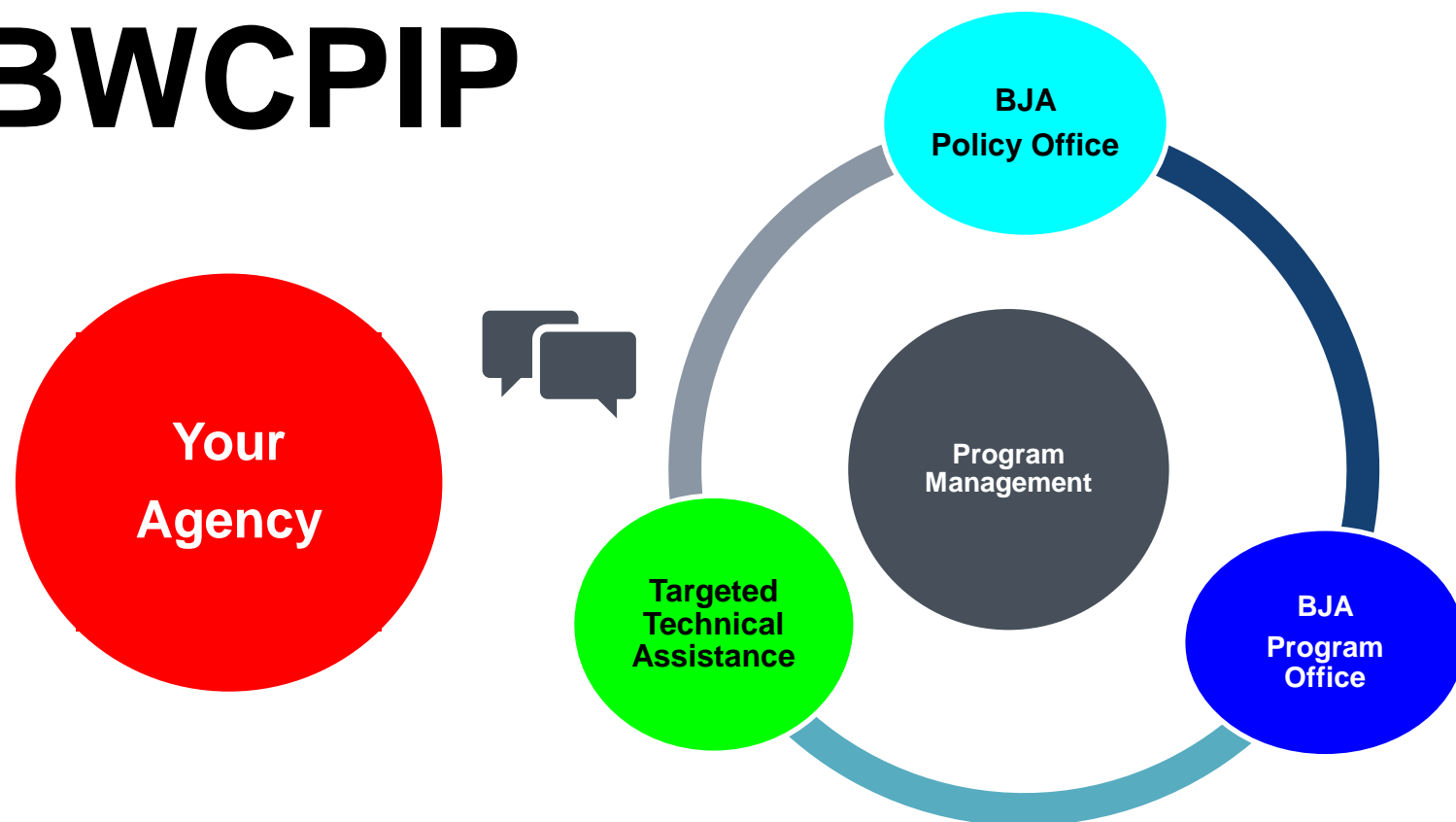
General Overview of the Purpose and Goals of the BJA Grant Team

- **Purpose:** To help you successfully navigate your grant administration, assure compliance with grant terms, and keep you on pace to accomplish your BWCPIP administrative grant requirements.

- **Goals:**
  - Finalize award acceptance and final budget approvals.
  - Clear award conditions on grants as expeditiously as possible.
  - Provide guidance on how to successfully comply with federal grant guidelines and rules.
  - Ensure that the procurement of BWCs (and other equipment) is consistent with federal procurement requirements.
  - Respond to your grant management and grant reporting questions.
  - Assure your agency completes its grant in a timely manner.

General Overview of the Purpose and Goals of the TTA Provider CNA

- **Purpose:** To provide TTA resources so that the BWCPIP sites have the best possible chance for successful implementation of BWC programs.

- **Goals:**
  - Assure that each agency (and subgrantee) has an established BWC policy in place *before* deployment of BJA-funded BWCs.
  - Establish positive, helpful working relationships between the BWCPIP sites and the TTA team through regular (but not overbearing) contact between the TTA teams and the BWCPIP sites — *"Meet your agency where it is."*
  - Provide structure and opportunities for BWCPIP sites to learn from each others' experiences (peer-to-peer learning) through grantee meetings and TTA services, such as webinars, workshops, and peer visits.
  - Develop new TTA resources for ***and with*** grantees.

BJA and TTA Roles in a Nutshell

- **BJA will assist you with administration of the full life cycle of your BWCPIP grant,** including grant onboarding, grant acceptance, budget approvals/modifications, reporting requirements, award conditions clearances, and grant closeout.

- **CNA, as the TTA provider, will initially assist you in getting the award condition with respect to BWC policy development fulfilled**. In addition, they are there to provide a full range of TTA, direct and to grantees as a group, including direct TTA engagements, knowledge resources, and peer-to-peer partnership. They are there to **"meet you where you are" and provide the assistance that you need.**

SECTION 2

BJA BWCPIP TEAM

Role of the Policy Office

- The Policy Office provides national leadership in criminal justice policy, training, and technical assistance to further the administration of justice.

- Acts as a liaison to national organizations that partner with BJA to set policy and help disseminate information on best and promising practices.

Role of the Senior Policy Advisor

John Markovic
BWCPIP Senior Policy Advisor
john.markovic@ojp.usdoj.gov

- Provides subject-matter expertise and policy leadership for the BWCPIP grant program.
- Communicates the successes of the BWCPIP grant program to stakeholders, including Congress.
- Works with the BWCPIP Program Office team to respond to performance issues and assist grantees with challenges they encounter with their project.
- Works as liaison to national organizations that partner with BJA to set policy and help disseminate information on best and promising practices.
- Oversees technical assistance and training during the application process.
  - *Works with the TTA provider to provide support to awardees, in order to assure development of sound BWC policies, address other grantee TTA needs, develop BWC resources for the field, and gather information to inform future grant solicitations.*

Role of the Programs Office

- Programs Office staff are committed to ensuring that the highest level of service is provided to our customers.

- Programs Office staff provide timely and accurate information and assistance to their customers on the broad array of grant programs and other activities we support.

- Programs Office staff members develop and maintain mutual and professional relationships with all customers and provide prompt, courteous, and well-informed responses to grant applicants and recipients; state, local, tribal and territorial agencies and organizations; OJP; and the general public.

BWCPIP Program Team

State Police Advisor Regions

■ Tamaro
■ Gerardo

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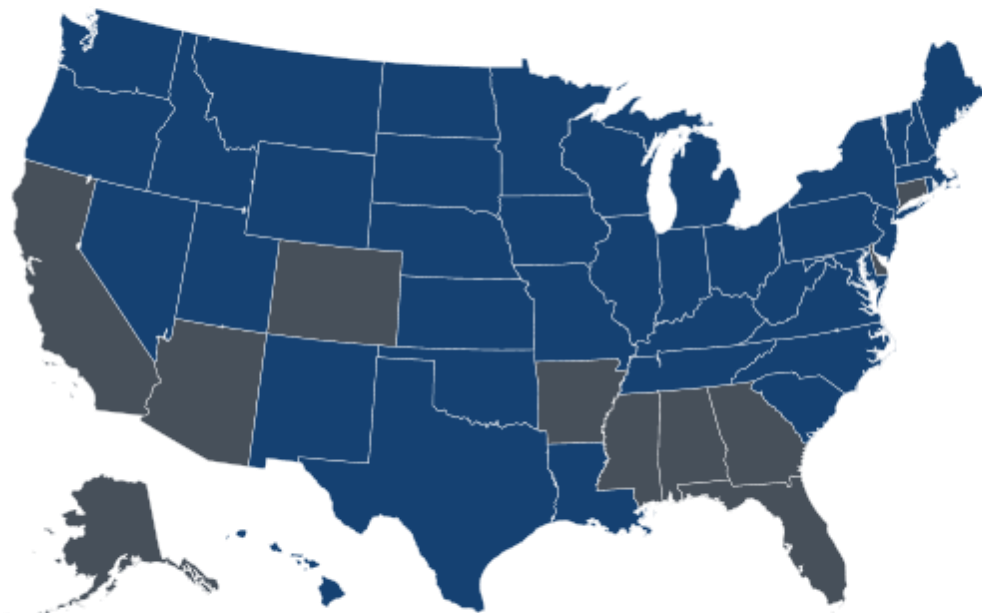
Tamaro White
Tamaro.White@ojp.usdoj.gov
States A to G

Gerardo Velazquez
Gerardo.Velazquez@ojp.usdoj.ov
States H through W

*Also oversees
Puerto Rico and Virgin Islands*

BJA State Policy Advisor Role

- The **State Policy Advisor (SPA)** is the first line of direct communication with grantees within BJA, is responsible for reviewing and approving grantee reports and grant adjustment modifications, and processes grant closeouts.

- SPA will address all questions regarding programmatic, financial, and administrative elements of your grant.

- SPA will communicate about the release of all award conditions, including the award conditions related to BWC policy requirements.

- ✓ NOTE: You will be working closely with the TTA provider on BWC policy review and scorecard approval, **but BJA is responsible for final approval of the BWC scorecard and releasing grant funds.**

Three Areas of Grant Management
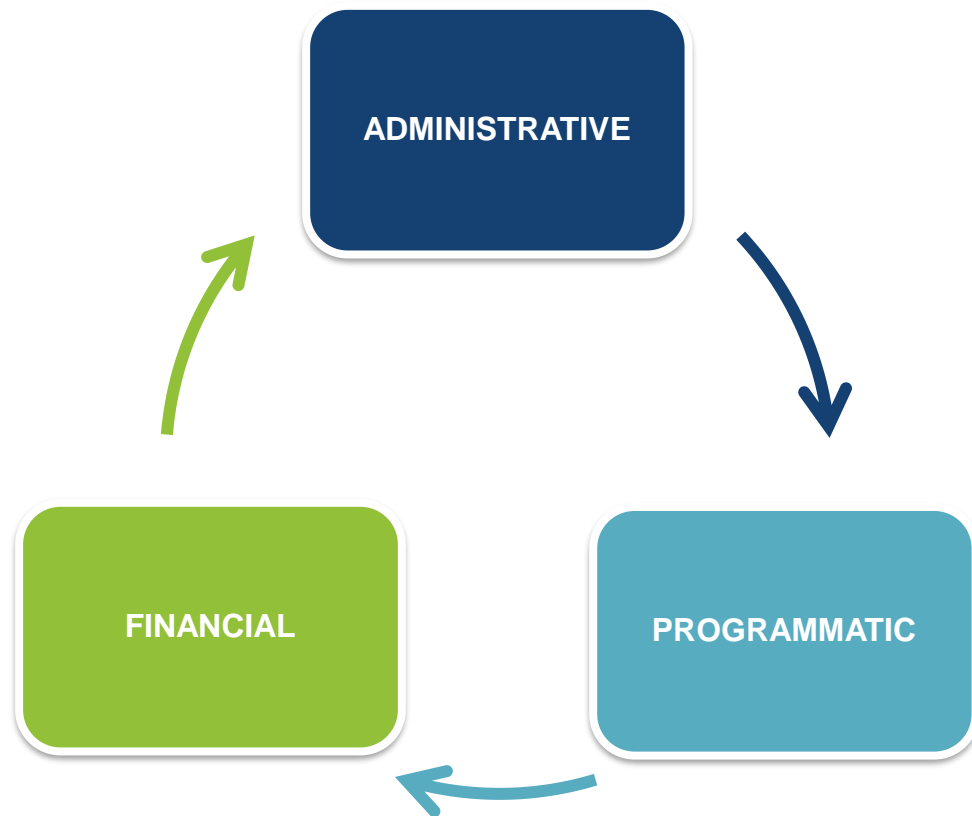
- **Administrative**
  - Award acceptance
  - Award condition compliance
  - Quarterly progress reports
  - Grant award modifications

- **Programmatic**
  - Implementation of project
  - Goals, objectives, and activities

- **Financial**
  - Federal financial reports
  - Budget clearance, modifications, and reallocations

Grant Management Cycle

Award Acceptance

- The award document is a legally binding contract with the federal government that must be accepted by the Authorized Representative.

- Award conditions may be attached to an award for financial and/or programmatic issues requiring resolution, referred to as withholding conditions.

- Applicants have 45 days to accept the award through JustGrants from the date of award notification. The following training video regarding acceptance/denial may be helpful: **https://justicegrants.usdoj.gov/training/training-grant-award-acceptance**.

- Please contact your State Policy Advisor for <u>any</u> questions regarding the award acceptance process, or for <u>any</u> programmatic, financial, or administrative questions.

Grant Management Cycle

Award acceptance → **Award conditions** → Budget and financial information → Accessing funds → Grant award modifications → Mandatory reporting requirements → Monitoring → Award closeout

Award Conditions

- award conditions are terms and conditions of the grant award covering areas such as programmatic and financial reporting, prohibited uses of federal funds, consultant rates, and proper disposition of program income.

- Grantees are responsible for adhering to all award conditions. Consequences for noncompliance could include administrative or legal actions imposed on your organization by DOJ.

- All new BWCPIP awards include a withholding condition for budget approval with language that reads "The recipient may not obligate, expend, or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and an Award Condition Modification (ACM) has been issued to remove this award condition".

- All BWCPIP grantees had a unique award condition for policy development attached; however, this condition was cleared by the SPA post-award acceptance due to a system withholding issue. The clearance of this award condition does not in any way remove the requirement to submit a BWC policy within 180 days of award acceptance.

Addressing Award Conditions

- The most common withholding conditions are for an uncleared budget and/or missing documents:
    - Conditional Clearance
    - Disclosure of Lobbying Activities (SF-LLL)
    - Application Attachments
- Withholding conditions must be removed/resolved before your agency can expend, obligate, or draw down award funds.
- Grant Award Administrator and Financial Manager must complete grants financial management training within 120 days of grant acceptance.
- Regular communication with your assigned State Policy Advisor is critical.

Grants Financial Management Training

- Required training for Grant Award Administrator (previously known as POC) and Financial Manager (previously known as FPOC).
- Must complete training within 120 days of grant acceptance.
- Failure to comply will result in a withholding award condition.
- Must be completed every 3 years.
- Available online at https://onlinegfmt.training.ojp.gov/.
- Submit grants financial management training certificates to your Grant Manager.

Grant Management Cycle
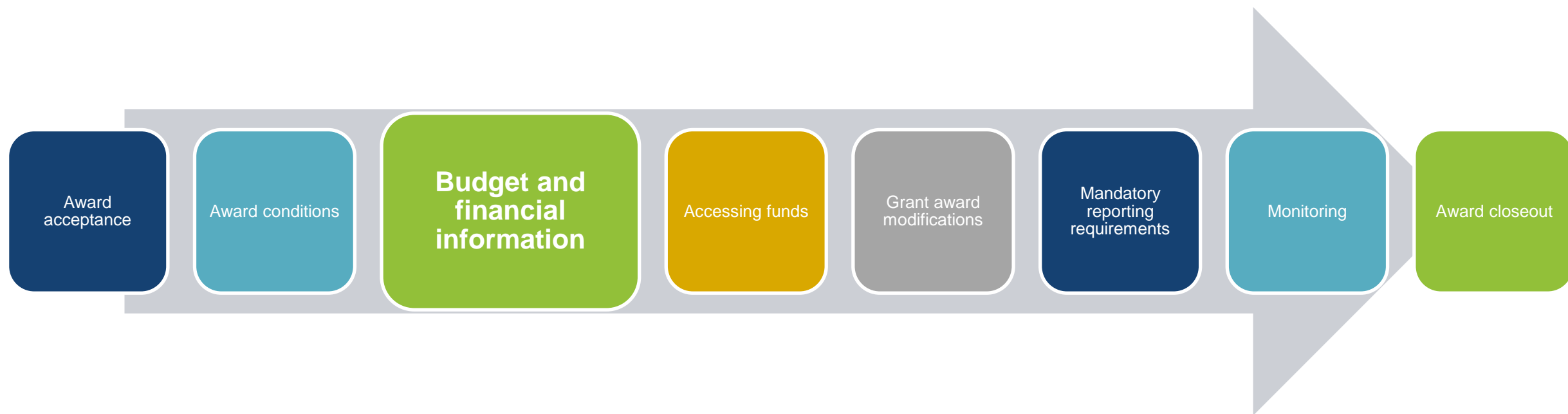
Budget and Financial Information

- Recipients agree to read and comply with the financial and administrative requirements set forth in the current edition of the **DOJ Grants Financial Guide** and **2 C.F.R. 200** Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

- All costs must be reasonable, allocable, and necessary to the project.

- Recipients will work with assigned Grant Manager to clear the budget that is reviewed by the Office of the Chief Financial Officer. Budgets must:
  - Conform to federal cost categories.
  - Have correct calculations.
  - Include only allowable costs.
  - Accurately identify subrecipients and contractors.

Unallowable Costs

- Costs that do not support approved project activities
- Any costs incurred outside the project period
- Land acquisition
- Lobbying
- Fundraising
- State and local taxes
- Unmanned aerial vehicles

- Client stipends
- Gift cards
- Vehicles
- Entertainment
- Food and beverages
- Bonuses or commissions
- Prizes, rewards, entertainment, trinkets, or any monetary incentive

Costs related to storage of BWC footage are allowable in FY 2021.

Procurement Overview

- States must follow the same policies and procedures they use for procurements from their nonfederal funds. See 2 C.F.R. § 200.317.

- All other nonfederal entities, including subrecipients of a state, must follow 2 C.F.R. § 200.318 through § 200.326.

- For more information, see Chapter 3.8 of the DOJ Grants Financial Guide and the DOJ Guide to Procurement Procedures.
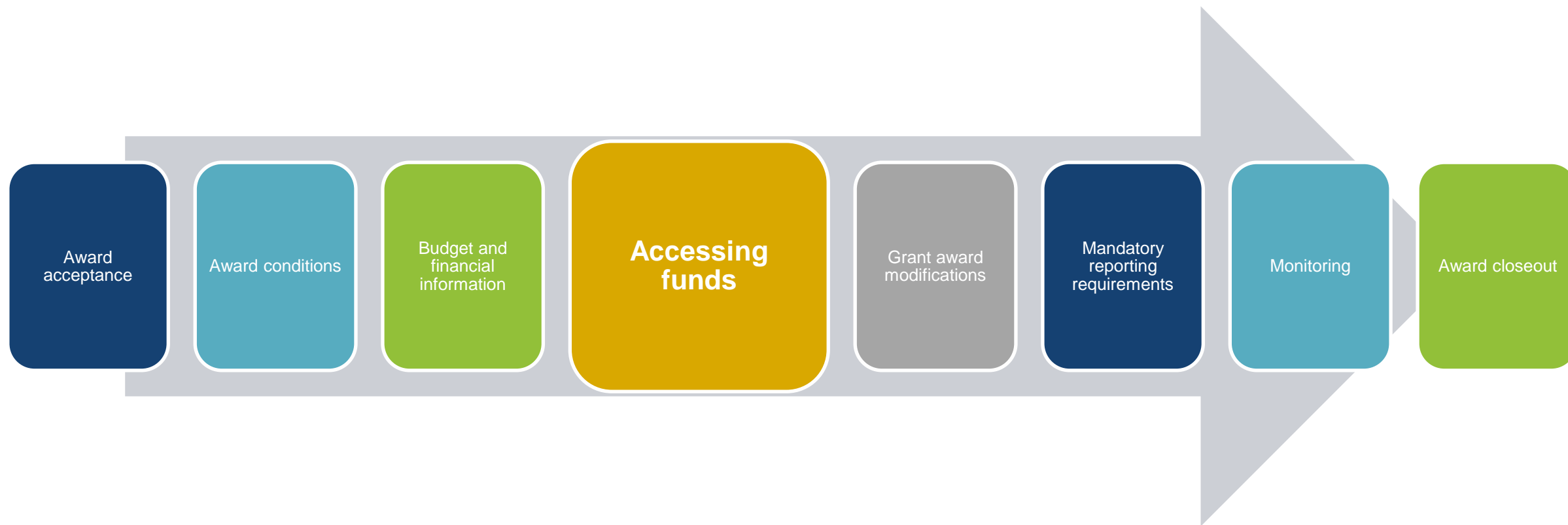
Sole Source Acquisition

- Grantees are encouraged to use open competition to the extent possible.
- Recipients may **only** conduct noncompetitive ("sole source") procurement when one or more of the following circumstances apply:
  - The item/service is available only from one source.
  - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
  - Competition is determined inadequate after solicitation of a number of sources.
- Recipients must request and receive written approval from OJP, via a GAM, **prior** to purchasing, obligating funding, or entering into a contract with award funds related to sole source procurements in excess of the simplified acquisition threshold, currently $250,000.
- Sole source contracting that does not exceed $250,000 may not need prior approval, but recipients should follow the OJP Financial Guide requirements.

Subaward and Procurement Resources

For additional guidance on subawards and contracts, review the subaward/contract toolkit, checklist, and sole source justification fact sheet:

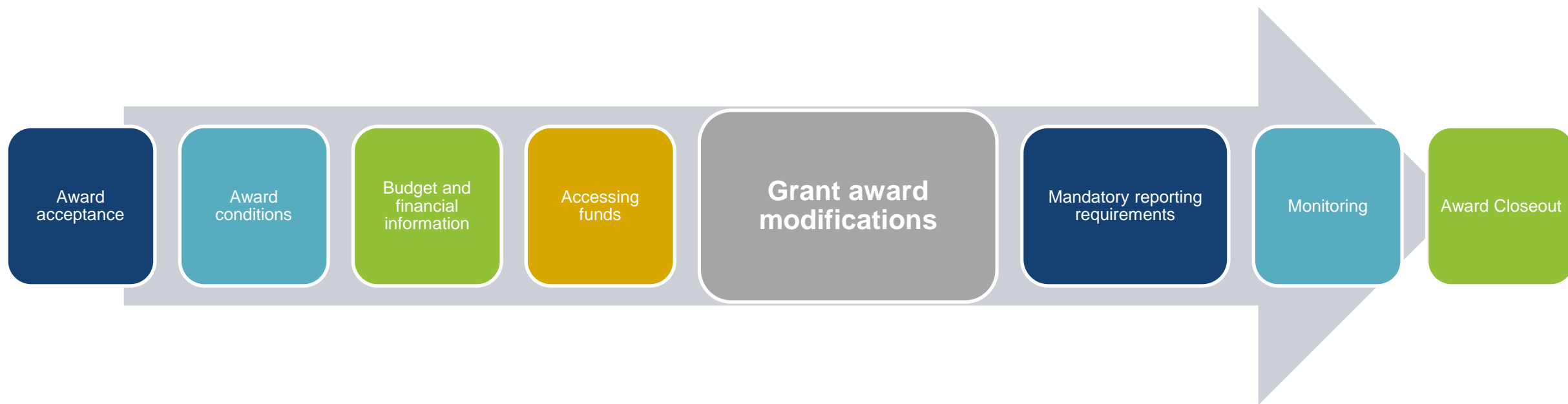- https://ojp.gov/training/pdfs/Subaward-Procure-Toolkit-D.pdf

- https://ojp.gov/training/pdfs/Subrecipient-Procure-cklist-B.pdf

- https://ojp.gov/training/pdfs/Sole-Source-FactSheet-C.pdf

Accessing Funds

- **Reminder:** Most withholding award conditions must be resolved and reports must be current to draw down grant funds.

- ASAP (Automated Standard Application for Payments) is a shared service provided by the Department of the Treasury for grant payments.

- ASAP allows organizations receiving federal funding to draw funds securely through pre-authorized accounts established by the agency issuing the payment.

- All recipients must have an ASAP account to access grant funds.

- For questions about ASAP, contact the ASAP Help Desk by email at ASAPHelpDesk@fiscal.treasury.gov or by phone at 855–868–0151.
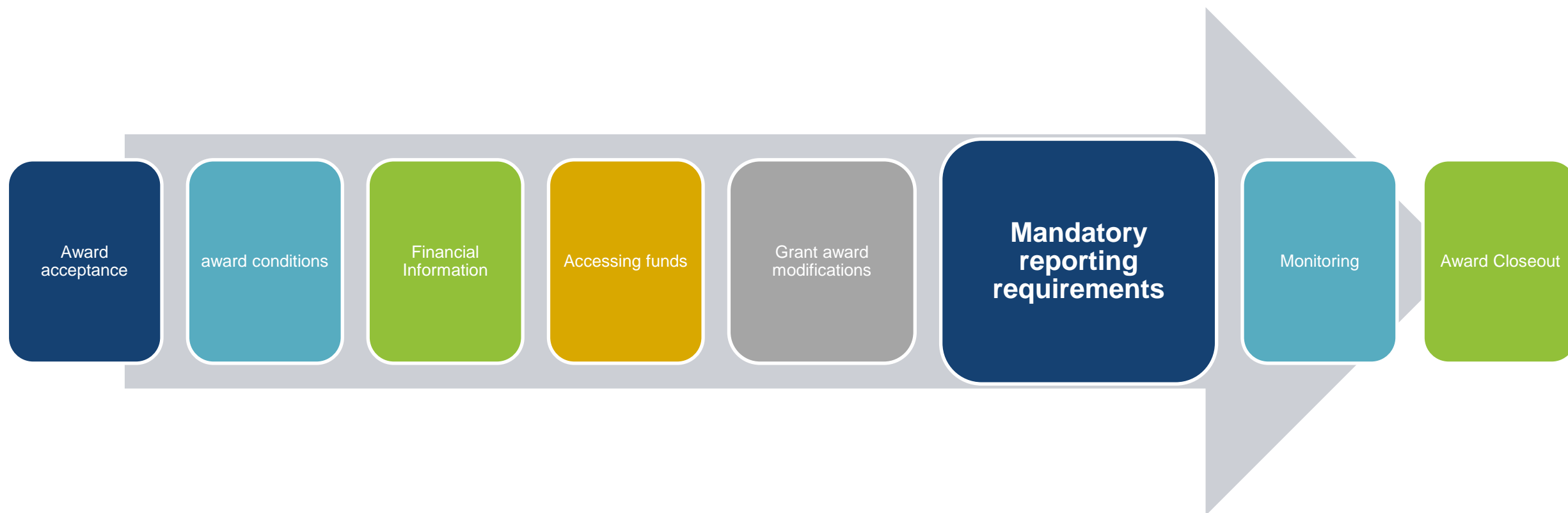
Grant Award Modifications (GAM)

- Used to update or change award details, and are not used to confirm compliance with requirements or deliverables.

- GAMs cannot be approved if there are delinquent financial or programmatic reports.

- Three types of GAMs:
  - Programmatic
  - Financial
  - Project Period Extensions

BEST PRACTICE: Contact your State Policy Advisor if you have questions prior to submitting a GAM.

Grant Award Modifications (GAM)

- Programmatic

  - Programmatic Costs GAM.

  - Scope Change GAMs alter programmatic activities, change the purpose of the project, change the project site, or change key staff.

- Financial

  - Budget Clearance GAM.

  - Budget Modification GAM.

  - Sole Source GAM requires substantial justification, must receive prior approval for any sole source procurement in excess of simplified acquisition threshold (currently $250,000).

- Project Period Extension

  - Must be submitted at least 30 days before the end of the award, requires robust justification, and typically limited to one 12-month extension.

Grant Management Post-Award

Award acceptance

award conditions

Financial Information

Accessing funds

Grant award modifications

Mandatory reporting requirements

Monitoring

Award Closeout

Programmatic Reporting Requirements

- **Semi-Annual Grants Programmatic Reports:**
  - Submitted in JustGrants: https://justicegrants.usdoj.gov/

- **Due:** January 30 and July 30

- **Final Progress Reports:** Due within 120 days of the award end date and must be approved prior to a closeout package being submitted.

- **Note:** JustGrants automatically freezes grant funds for delinquent reports. It is important to submit reports on time. Late reports also influence how your award risk is assessed by OJP and may affect subsequent applications.

Federal Financial Reports (SF-425)

Reporting Period	Due Date
January 1–March 31	April 30
April 1–June 30	July 30
July 1–September 30	October 30
October 1–December 31	January 30

- Submitted in JustGrants: https://justicegrants.usdoj.gov/.

- No activity? Enter 0.

- For help with Federal Financial Reports, please contact the Office of the Chief Financial Officer (OCFO) Customer Service by phone at 1-800-458-0786 (option 2) or by email at ask.ocfo@usdoj.gov.

Important Reporting Reminders

| Federal Financial Reports (SF-425)	Progress Reports
• Report funds obligated and/or expended, NOT draw-down amounts. • Ensure funds that have been obligated align with approved budget. • Report for every quarter regardless of whether or not expenses were incurred. • Reminder: amount shown are cumulative	• Answer performance measure questions specifically written in the solicitation. • Provide BJA Grant Manager accurate snapshot of implementation. • Report must be submitted even if no activities occurred in report period.

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Grant Monitoring

- Monitoring activities can be conducted by Programs Office and/or Office of Chief Financial Officer (OCFO) staff onsite or remote through an EPDR (Enhanced Programmatic Desk Review).

- Monitoring allows Grant Managers to:

  - Observe compliance with requirements and progress toward project goals.

  - Identify opportunities to provide technical assistance.

  - Ensure that adequate controls are in place to improve accountability of federal funds.
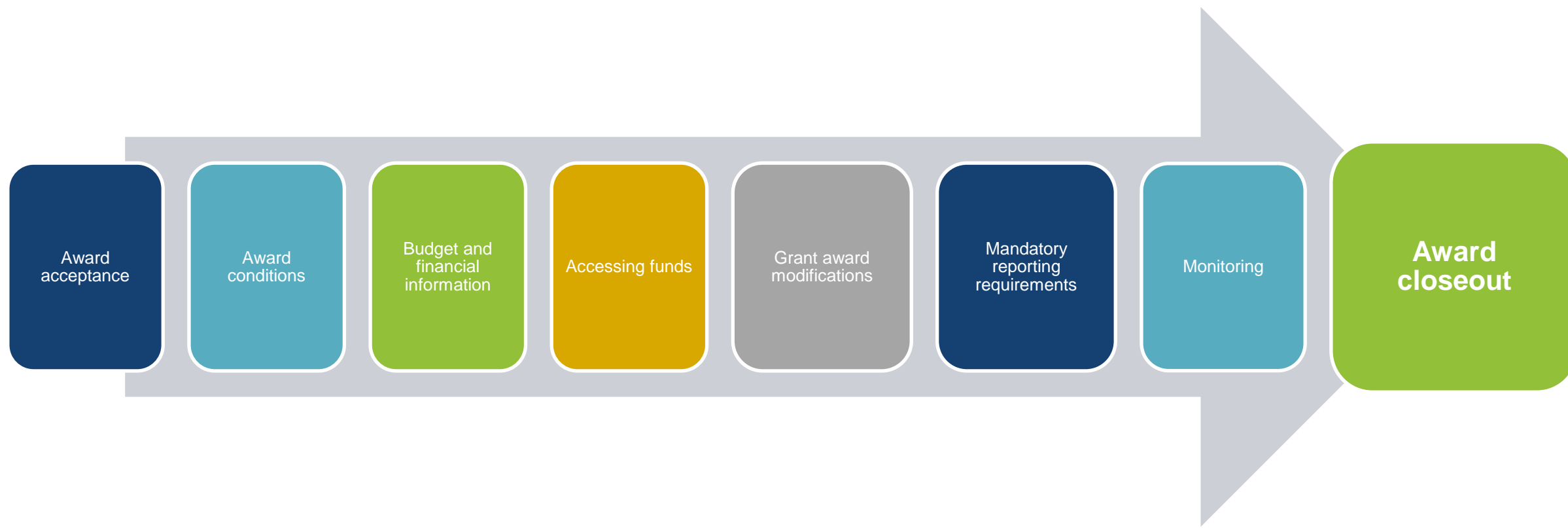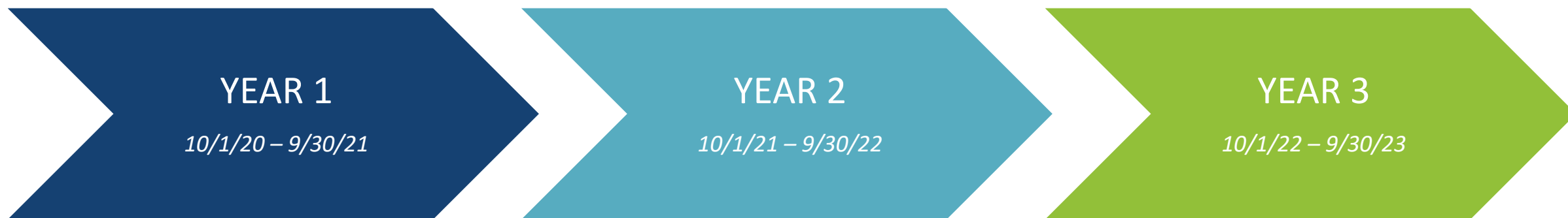
Grant Closeout

- Standard
  - Submitted within 120 calendar days after the grant end date.
  - All administrative, programmatic, and financial requirements have been met.
  - All expenses must be obligated by the last day of the project period.
  - JustGrants will begin notifying the grantee 60 days prior to the grant end date.

- Administrative
  - On the 121st day after the grant end date, JustGrants will automatically freeze funds, initiate an administrative closeout, and notify the grantee.
  - The grantee is unwilling/noncompliant or unable to complete closeout requirements.

FY 2021 Typical Grantee Roadmap

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YEAR 1
10/1/20 – 9/30/21

YEAR 2
10/1/21 – 9/30/22

YEAR 3
10/1/22 – 9/30/23

- Notification and Award Acceptance
- **Kickoff Meeting****
- Final Budget Approval
- Clear Withholding Conditions
- Begin Grant Activities
- TTA Initiation and Regular Contact
- Policy Review Process and Approval
- National Meeting
- Submit Grant Award Modifications, *if needed*
- Submit Required Reports – FFR and Programmatic
- BWC Procurement and Deployment

- Continue Grant Activities
- BJA Monitoring
- Submit Grant Award Modifications, *if needed*
- Submit Required Reports – FFR and Programmatic
- Continued TTA Contact

- Continue Grant Activities
- BJA Monitoring
- Submit Grant Award Modifications, *if needed*
- Submit Required Reports – FFR and Programmatic
- Continued TTA Contact
- Wrap-up Grant Activities
- Request No Cost Extension, *if needed*
- Complete Closeout Process

SECTION 4

BJA RESOURCES

BJA
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U.S. Department of Justice

Grant Administration Resources

- JustGrants System
  - Website: https://justicegrants.usdoj.gov/
  - Email: JustGrants.Support@usdoj.gov
  - Phone: 1-833–872–5175 5 a.m. to 9 p.m. Eastern
- OCFO Customer Service
  - Email: ask.ocfo@usdoj.gov
  - Phone: 1–800–458–0786
  - DOJ Grants Financial Guide: http://ojp.gov/financialguide/DOJ/index.htm
  - DOJ Grants Financial Management Training: https://onlinegfmt.training.ojp.gov
- ASAP.gov
  - Website: https://asap.gov
  - Email: ASAPHelpDesk@fiscal.treasury.gov
  - Phone: 1–855–868–0151 (option 2, option 3) 7:30 a.m. to 6 p.m. Eastern

SECTION 5

PERFORMANCE MANAGEMENT

- **Performance management is the process** by which grantees regularly collect data on their grant activities to determine whether they are implementing activities as intended and achieving their desired goals and objectives.

- **BJA has established performance measures in the form of questionnaires for each grant program.** These measures help capture inputs, outputs, and outcomes over time and enable pre- and post-comparisons that can be used to facilitate change as needed. Each program will be provided their respective questionnaire by BJA.

- **BJA grantees report on their activities** on a periodic basis throughout the life of their grant.

- **For more information, we invite you to visit** the OJP Grant Performance Measurement and Progress Reporting Information Portal at https://www.ojp.gov/funding/apply/grant-performance-measurement-and-progress-reporting-information and the BJA Performance Measures site at https://bja.ojp.gov/funding/performance-measures.

Why Performance Measures?

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Bureau of Justice Assistance
U.S. Department of Justice

Purpose for BJA:

Identify areas of success and potential areas of improvement

Track grant activity and progress toward program goals

Understand how funds are distributed
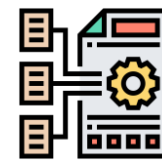
Comply with the law

Benefit to Grantees:

Identify areas for improvement to focus internal efforts

Promote ability to proactively request TTA to address challenges

Generate evidence of progress toward program goals, which can enhance resource advocacy for sustainability

Where and *When* Do I Report?

- **BWCPIP grantees report performance measures semiannually in BJA's Justice Grants system (JustGrants).**

- Please access the JustGrants system at: https://diamd-auth.usdoj.gov/.

Reporting Period	Data Required	JustGrants Deadline
January 1–June 30	Performance Measures and Narrative Questions	July 30
July 1–December 31	Performance Measures and Narrative Questions	January 30
Last Reporting Period of Award – Mark as "Final Report"	Performance Measures and Narrative Questions	120 days after the award end date

BWCPIP Questionnaire Overview

Link to Performance Measures Questionnaire: [Body-Worn Camera Pilot Implementation Program Performance Measures (ojp.gov)](#)

For JustGrants system-related questions, contact the JustGrants Support Team:

JustGrants.Support@usdoj.gov or 833–872–5175

Reporting Tip:
You can use the questionnaire as a guide to track relevant data in your files in the time interval that is easiest for you. When it is time to report in the PMT, you can add those figures to get your reporting period totals.

BWCPIP Questionnaire Structure

DEPLOYMENT OF BODY-WORN CAMERAS

Use these definitions to answer questions 12 to 14:

- BWCs proposed to be acquired as part of this grant funding: Total BWCs proposed to be purchased/leased in your grant application using federal funds and/or matching funds. (Question 12)
- Number of BWCs acquired using Bureau of Justice Assistance (BJA) grant funds: Number of cameras purchased/leased using BJA grant funds and/or matching funds. (Question 13)
- Number of BWCs acquired using other funding sources: Number of cameras acquired using funding from other sources (e.g., other grants, municipal/county budget allocations, private donations). (Question 14).

12. Enter the total number of BWCs proposed to be acquired as part of this grant funding. _____

13. Since the beginning of the grant program, enter the total number of BWCs that have been acquired using BJA grant funds. _____

14. Since the beginning of the grant program, enter the total number of BWCs acquired using other funding sources. _____

15. Indicate for which of the following purposes BWC footage was used during the reporting period. *Select all that apply.*

SEMIANNUAL NARRATIVE QUESTIONS

In this module, you will identify the goals you hope to achieve with your funding. Once submitted, these goals cannot be changed without approval from your grant manager.

- Set **S·M·A·R·T** *goals to clarify the scope of your priorities.*
- **Specific**
- **Measurable**
- **Achievable**
- **Relevant**
- **Time-bound**

If you have multiple goals, please provide updates on each one separately.

Please answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities.

1. What were your accomplishments during the reporting period?
   _____

2. What goals were accomplished, as they relate to your grant application?
   _____

3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?
   _____

4. Is there any assistance that BJA can provide to address any problems/barriers identified in question 3?
   A. Yes/No
   B. If Yes, explain: _____

Data Quality Best Practices:

- Designate staff for coordination of the performance data collection.

- Review the performance measure questionnaire before entering data.

- Ensure that designated staff participate in trainings.

- Review, edit, and validate data with subrecipients before submission.

- Be mindful of the validation alerts built into the performance measure questionnaire. Data verification outreach may occur if needed.

Contact Information and Resources

BJA — Bureau of Justice Assistance U.S. Department of Justice

JustGrants Help Desk: *JustGrants.Support@usdoj.gov* or 1-833-872-5175

JustGrants Resources and Assistance: *https://justicegrants.usdoj.gov/*

WEBSITES

- Office of Justice Programs
- BJA Performance Measures
- OJP Grant Performance Measurement and Progress Reporting Information Portal
- BJA YouTube Channel

Thank you for your hard work and dedication!

SECTION 6

CNA TRAINING & TECHNICAL ASSISTANCE PRESENTATION

TTA Partnership

- CNA

  - James R. "Chip" Coldren, Jr., Ph.D. (Director)

  - Brittany C. Cunningham, Ph.D. (Project Manager)

- TTA partners

  - Michael White, Ph.D., Arizona State University (Co-Director)

  - Craig Uchida, Ph.D., Justice and Security Strategies

Purpose and Goals of TTA

- Assist agencies in policy development using either the policy review scorecard or the agency self-certification form.

- Address myriad other agency TTA needs that arise, requested by sites on an individual or group basis.

- Document the sites' experiences (accomplishments, challenges and problems solved, unanticipated obstacles, and positive outcomes), and disseminate that information for the benefit of the thousands of other police agencies implementing BWCs.

- Inform BJA's grant programs regarding BWCs in the future based on grantee experiences and evolving standards in the field.

TTA Teams and Roles

- Teams grouped based primarily on BWCPIP grantees' geographic location.
- Teams matched with BWCPIP sites to develop an ongoing working relationship and detailed knowledge of each site's BWC program, progress, challenges, and successes.
  - **Policy Development Assistance —** Guidance and completion of Policy Review Scorecard.
  - **Other Technical Assistance —** Documenting best practices, identifying resources, and mapping connections to other TTA resources.
  - **Access to Network of Subject Matter Experts —** Assist the TTA groups in coordinating and responding to site TTA requests.

CNA TTA Team Assignments

TTA Lead	TTA Analyst(s)	States	
Director Geoffrey Smith	Demetrius Whipple Brittany Cunningham	• Small, rural, and tribal agencies	• Ohio, Wisconsin, Indiana, Michigan, North Carolina, Pennsylvania
Captain Dan Zehnder	Tom Christoff	• Texas • California	• Missouri
Chief Scot Haug	Amada Bond	• Colorado, Oregon, Utah	• Arizona, South Dakota, Washington
Director Orlando Cuevas	Allie Land Gentry Schaffer	• Delaware • Maryland	• New Jersey • Pennsylvania
Chief Harold Medlock	Sonali Dawar	• Florida	
Charles Stephenson	DeAnna McSweeney	• New York, Maine, New Hampshire	• Alaska, Arkansas, Kansas
Karen Cook	Quin Patterson	• Florida, Georgia, Mississippi	• North Carolina, Arkansas
Jason Lustig	Quin Patterson	• Massachusetts, New Jersey, New York	• Ohio, Wisconsin
Chief Richard McLaughlin	Gentry Schaffer	• Virginia, West Virginia, District of Columbia, Delaware	• Connecticut, Pennsylvania, New Jersey
Asst. Chief Brenda Buren	Jen Lafferty	• Ohio, Wisconsin, Minnesota	• Michigan, Illinois

TTA Process

- Outreach by the BWC TTA team to your main points of contact.

- Conference call to discuss your BWC policy development and the BWC TTA Policy Scorecard <u>or</u> law enforcement executive certification for existing policies.

- Ongoing biweekly or monthly calls with your BWC TTA team to discuss and provide assistance with the various aspects of your BWC implementation program, including:

    -- Policy development   -- Outreach (internal and external)

    -- Training   -- Technology

    -- Request for Proposals (RFP) -- Partnerships

    -- Other topics helpful to you

TTA Process (continued)

- Participation on the biweekly/monthly calls:
  - Representation from the BWCPIP sites should include:
    - Site BWC program manager
    - Site grant manager
    - Police executive (or designee)
    - Other agency contacts as needed (e.g., union representative, IT)
    - Key external constituents affected by BWCs (e.g., prosecutors)
- Attendance at the National Meeting:
  - Attendance/participation is mandatory.
  - POCs will differ with each participating agency due to the configuration of the team at the local site.
  - In consideration of COVID-19, this meeting will be virtual.

TTA Process (continued)

- BWC Site-Requested TTA Meetings:

  - Nearby BWCPIP sites encouraged to attend.

  - Suggested locations and offers to host are welcome.

- Accessing TTA:

  - Identifying TTA needs and opportunities (can be initiated by either sites or TTA team members).

  - Requesting TTA (through www.bwctta.com):

    - https://www.bwctta.com/request-tta.

    - Ask your TTA team.

BWCPIP Policy Scorecard

- Nine areas of BWC policy covering 37 specific issues.

- Mandatory issues must be covered in policy to pass (n=13).

- Comprehensiveness only, not prescriptive or directional.

- Policy certification for those BWCPIP sites with implemented BWC policies.

https://www.bwctta.com/resources/body-worn-camera-policy-review-process

Policy Issue	Check, if yes
Policy Development	
Did agency review National BWC Toolkit and related reports?	☐ Yes
Did agency review other agencies or model policies on BWCs?	☐ Yes
Were internal agency perspectives involved in policy development (officers, union, supervisors, IT/Records)?	☐ Yes
Were external criminal justice/local stakeholders made aware of your decision to deploy BWCs? (Prosecutors, Defense Attorneys, etc.)	☐ Yes
Were community and advocacy groups made aware of your decision to deploy BWCs?	☐ Yes
Does the policy have a date-timestamp? (If so, indicate it.)	☐ Yes
Did you confirm whether your state mandates a specific BWC policy or elements of BWC policy?	☐ Yes
General Issues	
Does policy specify who is assigned/permitted to wear BWCs?	☐ Yes
Does policy address wearing of BWCs during off-duty assignments?	☐ Yes
Does policy address wearing privately owned BWCs?	☐ Yes
Video Capture: Activation	
Does policy specify when officers are to activate the BWC?	☐ Yes
Does policy specify if officers have discretion on when to activate BWC?	☐ Yes
Does policy provide guidance on citizen notification of BWC recording?	☐ Yes
Does policy provide guidance on BWC recording of crime victims and other sensitive populations?	☐ Yes
Does policy specify circumstances when recording is prohibited (e.g., locker room, supervisor/officer conversations, strip searches)?	☐ Yes

BWCPIP Policy Self-Certification

- Agencies that have already implemented fully developed BWC policies may opt for self-certification instead to the scorecard.

    - Check boxes to confirm component elements are covered, similar to scorecard elements.

    - Must be signed by senior officer or administrative executive.

    - Must submit a copy of the active and dated BWCPIP policy.

    - The self-certification form should be submitted to your CNA team; it will be reviewed and approved by BJA.

Standard Types of TTA and Resources

Types of TTA

- Administrative policy review
- Onsite assistance
- Speakers bureau
- Site-requested TTA meetings
- Peer-to-peer connections
- Ad hoc assistance

Resources

- Reports, policies, and special documentation
- Webinars and podcasts
- Weekly newsletters
- In View: Commentary from BWC Experts
- BWC Toolkit https://bja.ojp.gov/program/bwc
- BWC TTA website https://www.bwctta.com

Upcoming TTA Events

- Upcoming Webinars
  - BWCs: Findings from the Latest Research (March 2020)

- Additional Example Webinars
  - [Use of BWC Footage for Training Purposes](#)
  - [Body-Worn Cameras in Correctional Settings](#)
  - [Implementing BWC Technology in a Small Agency](#)

- National Meeting
  - Details TBD – Stay tuned

- Site-Requested TTA Meetings (TBD)

Custom TTA and Resources

- Peer-to-peer exchange on estimating video download/upload requirements.

- Direct assistance from subject matter expert on the release of BWC video after a critical incident (assistance developing crisis communications plan).

- Onsite assistance from subject matter expert to help foster collaboration and identify workflow requirements between police department and prosecutors.

- Assistance developing questions/agenda for community meetings to inform the public about BWCs.

- Example policies/policy language for the use of BWCs by SWAT.