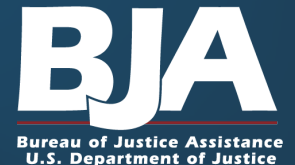


BUREAU OF JUSTICE ASSISTANCE

FY2022 BJA Solicitation Webinar

Body-Worn Camera Policy and Implementation Program (BWCPIP) to Support Law Enforcement Agencies

**April 19, 2022
2:30 to 4:00 p.m. (EDT)**



FY22 BJA Solicitation Webinar

Opening Remarks

- Dr. James “Chip” Coldren, BWC TTA Co-Director

Presenter

- John Markovic, BJA Senior Policy Advisor

Webinar Logistics

- Webinar is being recorded
- Webinar evaluation
- Resources
- Question and Answers

BUREAU OF JUSTICE ASSISTANCE

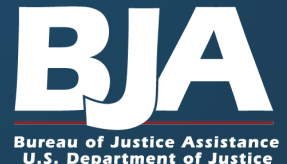
FY 2022 Competitive Solicitation Announcement

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

Grants.gov Deadline: May 20, 2022, 8:59 p.m. ET *

Application JustGrants Deadline: May 25, 2022, 8:59 p.m. ET *

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



Webinar Topics

- Revised Funding Categories
 - Eligibility
 - Program Description
 - Objectives & Deliverables
 - Funding Metrics
 - What Can Be Funded
 - Allowable Funding
 - Unallowable Funding
 - Budget Examples
- Required Elements for BJA Grants
 - Required Elements Specific to BWCP/IP
 - Recommended Elements
 - Tips for Clarity for Peer Review
 - Selection Criteria
 - Important Dates
 - How to Get Help

Clarification on Two BWCIPL Solicitations

For current grant period, BJA is administering two solicitations:

- ❑ **Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWCIPL-LEA) – the focus of this webinar**
- ❑ A Microgrant for Supporting Small, Rural, and Tribal (SRT) Law Enforcement Agency Body-Worn Camera Policy and Implementation: www.srtbwc.com. This SRT Microgrant Award is expected to be competed in December of 2022



5 Funding Categories for FY 2022

Funding for BWC Purchases and Program Implementation

- Category 1:** Awards for Law Enforcement Agencies (including single agency application and self-initiated partnership applications)
- Category 2:** Awards to State and Territorial Correctional Agencies

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

NEW Funding Categories for FY 2022

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*** - 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

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. This includes:
 - Units of local governments (e.g., municipal or county law enforcement agencies)
 - Federally recognized Indian tribes that perform law enforcement functions
 - States (e.g., State Police or State Administrating Agencies)
 - 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**
- County sheriffs**
- Other publicly funded LEAs such as:**
 - Tribal Police**
 - Gun Lake Tribal Police Department (MI)
 - Nottawaseppi Huron Band of the Potawatomi (MI)
 - Public University/College**
 - Towson University (MD)
 - Springfield Technical Community College (MA)
 - Southeast Missouri State University
 - Special Jurisdictional Agencies**
 - 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 Commission - REJIS (MO)

- ❑ **State Administering Agency (SAA)**
 - Rhode Island Department of Public Safety
 - Pennsylvania Commission on Crime and Delinquency (PCCD)

- ❑ **Agency of Behalf of Itself and Neighboring Agencies**
 - City of La Crosse (WI) 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

- States or Territorial Correctional Agency
 - For deploying BWCs in one or more correctional facilities
 - For deploying BWCs for community correction personnel (e.g., parole officers)

- This category is for state and territorial level agencies only
 - Those who wish to deploy BWC 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

Eligibility for **New** Categories Demonstration Projects

Category 3: Digital Evidence Management and Integration -- Same as Category 1, **plus** must have already established BWC program **and** experience in managing digital data from BWCs

Category 4: Optimizing Body-worn Camera (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 already established BWC program and experience in using BWC digital footage to promote constitutional policing and/or community policing.

Program Summary Categories 1 and 2

- This program supports agencies seeking to establish or expand comprehensive BWC programs through the purchase or lease of BWCs
- Not just an equipment purchase program
 - Applicants must commit to a comprehensive and deliberate BWC policy development that seeks broad stakeholder input
 - Applicants should describe a deliberate and phased plan to deploy this technology
 - Applicants should describe specific ways the plan will enhance the applicant agency's mission

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 offices, all patrol officers or, all officers who have regular contact with the public).
- **Pilot implementation:** An applying 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 applying 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 address relevant state laws, privacy rights, and release of video to the public.
- 2. Development of a planned and phased approach** that achieves broad support of criminal justice and community stakeholders and leverages partners' input to address policy, training, deployment, and procurement of BWCs.

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 media evidence (DME).
- 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 Requirement for Categories 1 and 2

- **There is a camera metric funding cap of \$2,000 per camera.** This is the maximum amount that can be requested in federal funds per camera on the award total.
- **The camera-based funding metric formula is:**
 - Number of BWCs in project x \$2,000 = maximum requested amount
 - Total program cost = requested funds + 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.

Funding Cap Example 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 BWC 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. They request 100 BWCs to 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 BWCPIP federal funding (100 BWCs X \$2,000).**

NOTE: The applicant may opt to 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

- 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 **non-federal portion** of the total project costs and how they will use those match funds.
 - Local agencies may use state funding as match funds
 - No agency can use other forms of federal funding (e.g., Byrne-JAG or American Rescue Plan) as local match
- If a successful applicant's proposed match exceeds the required match amount, and the Office of Justice Programs (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 non-cash contributions. These may be in the form of services, supplies, 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 that foundation. Equipment purchases and service contracts are allowable but are not the primary purpose of these awards.

- ❑ Agency can purchase or lease BWC equipment, but these expenses **must be no more than 15% of the project total**
 - For example, 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 evidence sharing and integration (DESI) are permissible, but **must be no more than 25% of the project total**
 - For example, 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 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 camera metric funding cap of \$2,000 per camera on that portion of the award
- 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 (beginning 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 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 or land acquisition

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 (40% FTE)	\$50,000
d)	<u>BWC user training</u>	<u>\$30,000</u>
	FEDERAL TOTAL	\$200,000

Consistent with \$2,000 camera metric

Proposed Matching Expenditures

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

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 Training by Vendor	\$3,000
FEDERAL TOTAL	\$23,000

Proposed Matching Fund Expenditures

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

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 metric cap
- Agency chose not to include some expenses (e.g., personnel, storage)
- There is an overmatch, but it is minimal
- **TOTAL project cost = \$46,200**

BWC Policy Stipulations

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

BWC Policy Clearance Process

- **BWC policy condition clearances will only be made post award, in one of two ways:**
 - **BWCPIP Scorecard:** Agency works with TTA provider to develop such a policy through the BWCPIP scorecard, or
 - **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 sub-awardees, a self-certification form or scorecard must be completed and submitted for each individual agency. The primary awardee will work with the sub-awardee 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.

Awardee Training and Technical Assistance (TTA)

- 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 assistant
 - Specialized training
- Each awardee has a designated TTA POC and team assigned from CNA
- The TTA provider develops content for BWC Toolkit website
- The TTA provider produces and distributes a newsletter, webinars, and produces other knowledge product
- The TTA provider builds a community of practice by supporting peer-to-peer exchanges

BWCPIP Applications Must Include:

- Application for Federal Assistance (SF-424)
- Disclosure of Lobbying Activities (SF-LLL)
- Project Abstract (online via JustGrants)
- Program 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 time of application. Existing or draft policies can be included at the applicant's discretion.

BWCPIP Applications Should Be Included When Applicable:

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

BWCPIP Applications May Include:

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

Project Narrative Specification

- Not to exceed 15 pages, double-spaced
- 12-point standard font, Times New Roman preferred
- One-inch margins
- Use of sections and organizations is preferred
- 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.

Project 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

BWC Budgets

- 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
 - Budget submitted at time of solicitation is considered a cost estimate
 - Selection and award of a proposal by BJA does not imply acceptance or endorsement of quote or vendor selection
- Reasonable and necessary for project activities

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

- Plan for collecting the data required for this solicitation's performance measures and sustainment, to help the department fulfill its responsibilities.
- 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 post-award reporting requirements (see solicitation).

Review and Scoring Criteria

• Statement of problem/description of the issue:	15%
• Project design & implementation:	35%
• Organization capabilities & competencies:	15%
• Plan for collecting the required performance measures data:	10%
• Budget:	20%
• <u>Program continuity:</u>	<u>5%</u>
Total	100%

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 grant notification – 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 three-year grant program.
- The more an applicant demonstrates an understanding of the value of full BWC implementation and address 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 categories are targeted 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 law enforcement agencies and prosecutors’ offices that have already deployed BWC programs.
 - Build on their successes and share agency progress in ways that will benefit other agencies
- ❑ This is a three-year grant program

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

- ❑ **Prior to registering with Grants.gov:**
 - Acquire a Unique Entity Identifier (UEI) (replaced DUNS Number on April 4)
 - Acquire or renew registration with SAM (System for Award Management)

- ❑ **Register with Grants.gov - Due May 20, 2022 (8:59 PM ET)**
 - Acquire AOR (Authorized Organization Representative)
 - Acquire AOR confirmation from the E-Biz POC

- ❑ **BWCPIP Submitted to JustGrants- Due May 25, 2022 (8:59 PM ET)**
 - To locate funding opportunity <https://bja.ojp.gov/funding/opportunities/o-bja-2022-171093>
 - To sign-on to Just Grant <https://justicegrants.usdoj.gov/>

Remember: Two Step Application Process

Applications will be submitted in a new 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



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.



- ✓ [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



Technical Assistance Submitting the FULL APPLICATION into JustGrants: 833-872-5175 | JustGrants.Support@usdoj.gov



Technical Assistance with Programmatic Requirements contact the OJP Response Center: 800-851-3420 | grants@ncjrs.gov

Contact Information

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

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.

John Markovic
Bureau of Justice Assistance
(202) 598 -0311
john.markovic@ojp.usdoj.gov



Question & Answer