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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the FY 2015 Body-Worn Camera Partnership Program. This program furthers the Department's mission by supporting the safe and fair administration of justice.

## **Body-Worn Camera Pilot Implementation Program FY 2015 Competitive Grant Announcement**

### **Eligibility**

Eligible applicants, for categories 1 through 4, are limited to units of local government and federally recognized Indian tribes that perform law enforcement functions, as determined by the Secretary of the Interior; or any department, agency, or instrumentality of the foregoing that performs criminal justice functions (including combinations of the preceding, one of which is designated as the primary applicant); and, for Category 5 only, national and regional public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, and institutions of higher education (including tribal institutions of higher education) that support initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to forgo any profit or management fee.

If clarification as to an entity's eligibility is needed, applicants are encouraged to contact BJA to confirm their eligibility before developing a full application. BJA will consider supporting documentation relevant to a determination of eligibility.

Applicants that recently submitted an application for the BJA Smart Policing Initiative (SPI) "Body Worn Camera Problem-Solving Demonstration Program" solicitation category are encouraged to also submit an application under this solicitation, as only a small number (2-3) SPI applications can be funded based on current appropriations. However, if an applicant submits an application for both solicitations, only one award, at most, will be made to that applicant. BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

For additional eligibility information, see Section [C. Eligibility Information](#).

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 16, 2015.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section [D. Application and Submission Information](#).

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email [responsecenter@ncjrs.gov](mailto:responsecenter@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2015-4168

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# Body-Worn Camera Pilot Implementation Program (CFDA #16.738)

## A. Program Description

### Overview

Law enforcement agencies across the country and worldwide are using body-worn cameras (BWCs) as a promising tool to improve law enforcement interactions with the public. BWCs can provide a visual and audio record of interactions. Some preliminary evidence indicates that the presence of BWCs helps strengthen accountability and transparency, and can assist in de-escalating conflicts, resulting in more constructive encounters between the police and members of the community. This competitive solicitation is for law enforcement agencies seeking to **establish or enhance** BWC Policy and Implementation Programs (PIP). Successful applicants will be responsible for a mandatory 50 percent in-kind or cash match.

Additionally, this solicitation seeks applications for one national training and technical assistance (TTA) provider to build national capacity in support of recommended BWC policy.

The FY 2015 BWC PIP will support the implementation of body-worn camera programs in law enforcement agencies across the country. The intent of the program is to help develop, implement, and evaluate a BWC program as one tool in a law enforcement comprehensive problem-solving approach to enhance officer interactions with the public and build community trust.

Successful applicants will develop and implement policies and practices required for effective program adoption, and will address program factors including the purchase, deployment, maintenance of camera systems and equipment, data storage and access, and privacy considerations. BJA expects the BWC programs to make a positive impact in the quality of policing in these jurisdictions and to inform national efforts to improve the use of BWCs more broadly. While BWC equipment may be purchased under this program, successful applicants must demonstrate a commitment and adherence to a strong BWC policy framework, including comprehensive policy adoption and requisite training.

This program is funded under a statutory set-aside for technology purposes under 42 U.S.C. 3756(a)(1).

### Program-Specific Information

Law enforcement agencies' use of BWC programs has shown them to be a promising practice to improve their interactions with the public. These cameras are an important tool that could be an integrated part of a jurisdiction's holistic problem-solving and community-engagement strategy, helping to increase both trust and communication between the police and the communities they serve. BWCs can be highly effective, providing an inalterable audio and visual record of interactions that can capture empirical evidence in the event of a crime, police-citizen interaction, or use-of-force incident. Preliminary research indicates that departments that have effectively implemented BWC programs have received fewer public complaints, file fewer use-of-force reports, and show a reduction in adjudicated complaints resulting in a decrease of settlements.

While research relating to BWCs is promising, current implementation methods vary widely and BWC deployment is often a complex balance between the overarching public safety goals and the

technological, logistical, and policy challenges. Leading police membership organizations like the Police Executive Research Forum (PERF) and the International Association of Chiefs of Police (IACP), and federal agencies such as DOJ's Office of Community Oriented Policing Services (COPS) and OJP's Diagnostic Center, BJA, and National Institute of Justice (NIJ) have produced helpful guidance related to the complex privacy, officer safety, and policy issues involved in implementing this rapidly evolving technology:

1. COPS/PERF Resource:  
[www.justice.gov/iso/opa/resources/472014912134715246869.pdf](http://www.justice.gov/iso/opa/resources/472014912134715246869.pdf)
2. IACP Resources:  
[www.theiacp.org](http://www.theiacp.org); Search "Body Worn Camera"
3. OJP Diagnostics Center Resource:  
<https://ojpdiagnosticcenter.org/sites/default/files/spotlight/download/Police%20Officer%20Body-Worn%20Cameras.pdf>
4. BJA Assistance Resource:  
[www.smartpolicinginitiative.com/tta/body-worn-cameras](http://www.smartpolicinginitiative.com/tta/body-worn-cameras)
5. National Institute of Justice Resource:  
[www.nij.gov/topics/law-enforcement/technology/Pages/body-worn-cameras.aspx](http://www.nij.gov/topics/law-enforcement/technology/Pages/body-worn-cameras.aspx)

### **Goals, Objectives, and Deliverables**

BJA is soliciting applications from law enforcement agencies to develop a comprehensive, problem solving approach that incorporates BWCs into officer practice by implementing a first- time program or enhancing an existing BWC program that includes the following elements:

- Implementation of a BWC program developed in a planned and phased approach that first achieves broad stakeholder, local political leadership, and community engagement and then leverages partnership input to address policy, training, deployment, and ultimately procurement-related requirements.
- Implementation of appropriate privacy policies that at a minimum addresses BWC program issues involving legal liabilities of release of information, civil rights, domestic violence, juveniles, and victims' groups.
- Implementation of operational procedures and tracking mechanisms that address the use, review, access, storage, retention, redaction, and expungement of digital voice and audio evidence.
- Training of officers, administrators, and associated agencies requiring access to digital multimedia evidence (DME).
- Adoption of practices and deployment of BWC programs appropriately addressing operational requirements.

Program funds are expected to support necessary collaboration with other justice stakeholders, for instance, citizen and community groups, prosecution, defense counsel, labor organizations (e.g., police unions), and the courts to help ensure that an effective program is implemented. BJA requires that applicants develop a communication strategy for engaging with privacy and civil liberty advocacy groups to promote understanding of the program and obtain buy-in. Program funds may be used to engage and inform the public and victim, privacy, and civil liberty advocacy groups about how the applicant will use its BWC project as a part of a larger initiative to improve transparency and accountability in encounters between police and the public. The successful applicant will demonstrate it has evaluated its agency's existing evidence and practices related to increasing accountability and transparency and will set goals and develop strategies (to include the use of

BWCs) which will improve outcomes during police citizen encounters.

Policy and practices should at minimum address technology usage, evidence acquisition, data storage and retention, as well as privacy issues, accountability, and discipline. They must also consider the impact of data collection and use on public trust and police legitimacy. Public record laws, which allow public access to information held by government agencies, including law enforcement, should also be evaluated and, when practicable, modified to protect the privacy of the individuals whose records they hold and to maintain the trust of the community. These policies and practices should at a minimum increase transparency and accessibility, provide appropriate access to information, allow for public posting of policy and procedures, and encourage community interaction and relationship building.

This solicitation has five funding categories. The first four categories differentiate between agencies based on size and experience with BWCs. Applicants in the first four categories must also identify funding within their submitted budgets for two staff to attend one national BWC PIP meeting in a location to be determined and one regional BWC PIP meeting. The budget must include costs related to travel, hotel, per diem, and related expenses. The fifth category seeks a TTA provider that will assist agencies in establishing programs that adhere to local, state, tribal, and federal requirements; leverage available resources and model policies; collaborate with other criminal justice stakeholders and the public in implementing its BWC program; and document lessons learned and promising practices to be shared with other jurisdictions. Agencies awarded funding under the first four funding categories should expect to work with the selected TTA provider.

**CATEGORY 1: IMPLEMENTATION OF NEW BWC PROGRAM FOR LARGE AGENCIES.**

**Competition ID: BJA-2015-4169**

This funding category seeks to establish new BWC programs in large police agencies with 1,000 or more sworn officers. Four awards are anticipated, and applicants may request no more than \$1,200,000 under this category. Successful applicants will identify the methods by which they plan to address the “Considerations for Implementation” referenced in the COPS “Implementing a Body-Worn Camera Program” (see “Considerations for Implementation” section below). Additionally, the applicant will describe the existing or intended methods of establishing and measuring the success of the BWC program and the policies and practices required for a sustainable BWC program, including the relationships with associated agencies, advocates, and other interested parties (e.g., police unions).

**CATEGORY 2: IMPLEMENTATION OF NEW BWC PROGRAM FOR MID-SIZED AGENCIES.**

**Competition ID: BJA-2015-4170**

This funding category seeks to establish new BWC programs in mid-sized police agencies with more than 250, but less than 1,000 sworn officers. Twelve awards are anticipated, and applicants may request no more than \$600,000 under this category. Successful applicants will identify the methods by which they plan to address the “Considerations for Implementation” referenced in the COPS “Implementing a Body-Worn Camera Program” (see “Considerations for Implementation” section below). Additionally, the applicant will describe the existing or intended methods of establishing and measuring the success of the BWC program and the policies and practices required for a sustainable BWC program, including the relationships with associated agencies, advocates, and other interested parties.

### **CATEGORY 3: IMPLEMENTATION OF NEW BWC PROGRAM FOR SMALL AGENCIES.**

#### **Competition ID: BJA-2015-4171**

This funding category seeks to establish new BWC programs in small police agencies with 250 or less sworn officers. Applicants may request no more than \$250,000 under this category. BJA estimates 16 awards will be made in this category for an estimated total amount of \$2,000,000. Successful applicants will identify the methods by which they plan to address the “Considerations for Implementation” referenced in the COPS “Implementing a Body-Worn Camera Program” (see “Considerations for Implementation” section below). Additionally, the applicant will describe the existing or intended methods of establishing and measuring the success of the BWC program and the policies and practices required for a sustainable BWC program, including the relationships with associated agencies, advocates, and other interested parties.

### **CATEGORY 4: BWC PROGRAM ENHANCEMENT. Competition ID: BJA-2015-4172**

This funding category seeks to assist agencies with existing BWC programs and established BWC policies and practices that want to expand their program to more officers. **Applicants with limited or no BWC policy or implementation program, or seeking to significantly recreate their policy and implementation program, should apply under the applicable Category 1-3.** Funds under Category 4 should be used for cameras and the associated hardware, software licenses, and contractual agreements directly related to program expansion. These funds should not be used to extend maintenance and support services for existing resources. Applicants may request no more than \$250,000 under this category. BJA estimates 18 awards will be made in this category for a total amount of \$3,000,000. Successful applicants will identify the methods by which they addressed the “Considerations for Implementation” referenced in the COPS “Implementing a Body-Worn Camera Program” (see “Considerations for Implementation” section below). Additionally, the applicant will attach documentation with their application of established policies and practices implemented in their BWC program, including the relationships with associated agencies, advocates, and other interested parties, the measures by which they assess their program, and the results of the BWC assessment.

Applicants must describe proposed changes to policies and practices to improve their BWC program.

### **CATEGORIES 1 THROUGH 4: ADDITIONAL CONSIDERATIONS FOR FUNDING AMOUNTS**

As a funding metric, applicants may request no more than \$1,500.00 for each camera to be deployed in this phase of their BWC program, up to the agency size funding limitations. Though funds are correlated to the number of cameras, awarded funds may also be used for any part of the BWC program other than line-item data storage costs which can only be covered with matching funds. BWC systems that are bundled or sold as software-as-a-service (SAAS) with no line-item distinction to data storage costs are permissible for award funding. Additionally, applications for BWC programs deploying less than 25 cameras will **not** be considered.

Camera-based funding metric formula:

$$\begin{aligned} \text{Number of Cameras in Project} \times \$1,500 &= \text{Max. Requested Funds} \\ \text{Max. Requested Funds} + \text{Matching Funds} &= \text{Total Program Cost} \end{aligned}$$

- Note: \$1,500.00 is not the expected cost of a body-worn camera, paired with the matching funds it is the expected total program costs for a (1) camera system to include: Camera, Storage, Software, Licenses, Services, Policy Development, Training, etc.

Example 1:

An agency may request \$150,000 in funding for a 100 camera program (\$1,500 X 100), while actually only spending \$100,000 of awarded funds on cameras, the other \$50,000 could be spent on planning and training staff. Additionally, the soft-match requirements could be met by line-item data storage costs and partner program expenses such as those incurred by prosecutors, defense bar, or community outreach.

Example 2:

An agency with less than 25 officers could partner with another agency so the combined program will have more than the 25 camera minimum purchase for this solicitation.

### **CATEGORIES 1 THROUGH 4: CONSIDERATIONS FOR IMPLEMENTATION**

Applicants are strongly encouraged to review the COPS “Implementing a Body-Worn Camera Program”<sup>1</sup> report. The successful applicant will demonstrate a thorough understanding and appreciation of the issues discussed and will incorporate the most important program design elements in their proposal.

All applicants must describe a detailed phased implementation plan for achieving the goals of the BWC PIP as part of their program narrative. The following elements, taken directly from the COPS report, must be included in this plan in order to receive funding consideration.

- Privacy considerations
- Impact on community relationships
- Addressing officer concerns (e.g., privacy, safety, administrative uses)
- Managing expectations of police agencies and the public
- Ensure partnerships with associated criminal justice agencies like prosecutors and the judiciary support effective implementation
- Financial considerations
- Technical specifications and considerations
- Use of data, training, and program evaluation

Because the primary focus of this program is implementation, evidence of cross-agency collaboration and a high level of commitment from participating agencies and entities should be received and documented (via memoranda of understanding or other appropriate mechanisms) prior to pursuing funding under this solicitation. Such commitment should be described in the application and submitted as attachments with the application. Whereas Categories 1-3, pre-implementation applicants, are expected to focus on the planning of efforts and tasks to accomplish these goals, Category 4 applicants, representing existing implementations, are expected to document how these goals were accomplished and/or plan to be improved.

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<sup>1</sup> Miller, Lindsay, Jessica Toliver, and Police Executive Research Forum. 2014. *Implementing a Body-Worn Camera Program: Recommendations and Lessons Learned*. Washington, DC: Office of Community Oriented Policing Services. [www.justice.gov/iso/opa/resources/472014912134715246869.pdf](http://www.justice.gov/iso/opa/resources/472014912134715246869.pdf).



## CATEGORIES 1 THROUGH 4: PRIORITY CONSIDERATIONS

1. Priority consideration will be given to applications that demonstrate significant involvement of the local and/or state prosecutor’s office, meaning that the prosecutor’s office has a direct role, with law enforcement, in establishing relevant policy, system selection, and retention specifications.
2. Priority consideration will be given to applicants that demonstrate cost reductions through economies of scale. For example, one method would be for applicants to submit proposals that combine efforts and demonstrate collaboration between agencies. This economy of scale is to leverage the size of system purchases to influence cost savings from providers. When combining applications, one agency should act as the designated applicant but the agency size should be the combined number of sworn officers between all represented agencies. For example, if agency A has 200 sworn officers and agency B has 100 sworn officers, the applicants could submit for as much as \$450,000, the same as a mid-sized agency with 300 officers. All other relevant partners should also be considered and evidence of understanding and commitment demonstrated in the submitted application.
3. **Technical Guidance on Procurement**  
In order to maximize the usefulness of BWC technology, priority consideration will be given to applicants that incorporate the following functions for 18 core operating characteristics in their procurement of BWC technology. These minimum operating characteristics and associated audio/video specifications are available in current commercial products and are based on technical resources about criminal justice use of video.<sup>2,3</sup>

It is not necessary for applicants to address each of these areas specifically in their proposal, but in order to receive priority consideration, the applicant must discuss how they will be incorporated into the agency’s purchasing or procurement procedures.

Operating Characteristic		Functionality Description
1	Recording Format	Video and audio to record and export in a standard, open, non-proprietary format, including both Codec and Container, such that it can be replayed in freely available software (e.g., VLC player) without processing or conversion. Standard open formats should be used for interoperability. Examples include MP4 and MKV. Data formats that can only be viewed within manufacturer-specific replay software are not recommended.
		VGA, HD 720P, and 1080 HD are predominant standard resolutions. The higher the resolution, the more storage is needed. Estimates below were created assuming H.264 compression with medium to high motion at 30 frames per second (fps) derived using a heuristic formula widely used in industry. Actual storage utilized is dependent on scene complexity and the motion of the video captured. Consider what sort of analysis may be conducted on the video before selecting a resolution.

<sup>2</sup> Home Office Centre for Applied Science and Technology, *Body-Worn Video Technical Guidance*, May 2014, [www.bwvsg.com/wp-content/uploads/2013/07/body-worn-video-technical-guidance-1414.pdf](http://www.bwvsg.com/wp-content/uploads/2013/07/body-worn-video-technical-guidance-1414.pdf).

<sup>3</sup> Scientific Working Group on Imaging Technology, *Recommendations and Guidelines for Using Closed-Circuit Television Security Systems in Commercial Institutions*, Version 3.0, June 8, 2012, [www.swgit.org/pdf/Section%204%20Recommendations%20and%20Guidelines%20for%20Using%20Closed-Circuit%20Television%20Security%20Systems%20in%20Commercial%20Institutions?docID=48](http://www.swgit.org/pdf/Section%204%20Recommendations%20and%20Guidelines%20for%20Using%20Closed-Circuit%20Television%20Security%20Systems%20in%20Commercial%20Institutions?docID=48).

2	Video Resolution	VGA (640 x 480)	550 – 1,100 MB per hour (0.55 – 1.1 GB)
		HD 720P (1280 x 720)	1,650 - 3,325 MB per hour (1.65 – 3.325 GB)
		1080 HD (1920 x 1088)	3,750 -7,550 MB per hour (3.65 – 7.55 GB)
3	Video Encoding/ Compression	Use of the lowest possible amount of compression in order to maximize the amount of information available to law enforcement. Consider what sort of analysis may be conducted on the video before selecting video encoding or compression. Examples include MPEG-4, H.264, and H.265. H.264 is an improvement over MPEG-4 compression. H.265 is a new standard which further reduces storage needs while	
4	Frame Rate	30 frames per second (fps) is a standard video frame rate. Higher recording speeds capture more motion detail but require increased storage. Frame rates lower than 25 fps suffer from increased motion blur.	
5	Horizontal Field of View	Adequate to capture a majority of activity at a reasonable distance. This would likely require at least a 90 degree field of view. Wide angle lenses capture more of a scene, but distort the view and lose detail towards the edges of the frame. Software tools may be required to properly analyze or view the video from extremely wide angle video.	
6	Camera Focus	Device should be able to focus on all objects from about 1 foot away to infinity. Continuous autofocus or fixed focus should be employed for usability. Manual settings should be avoided as they can distract the user. Motion jitter and blur can be significant when the camera is moving. Automatic image stabilization can reduce this effect.	
7	Audio Quality	The system is capable of clearly capturing conversational speech at a distance of 3 feet without wind or excessive background noise.	
8	Separate Audio Resolution and Encoding/ Compression	If the device will be used in a mode to record audio only, compressed audio requires less storage than video (4-60 MB per hour per microphone depending on desired quality). If high speech quality is needed, a sampling rate of at least 22 kHz with at least 24-bit capture is suggested per microphone. Higher values might be necessary to capture increased fidelity at a distance. Standard open encoding with speech quality resolution suggested. Examples include MP3 and WMA.	
9	Recording Triggering	Cameras could record continuously or be user-triggered or event-triggered. Cameras take time to start recording video after being powered on and after recording is initiated. This recording latency period should be minimal.	
10	Night-time/Low Light Functionality	Quality of video footage recorded in low light or night conditions should be useable. Visible flash and infrared illumination can increase the quality of video taken at night but will affect battery life. Low-light filtering, infrared, near infrared, and other low-light compensation technologies or mechanical filters can increase the quality of video taken in low light and severe weather conditions but can affect scene and motion detail.	
11	Synchronization and Metadata	The device is capable of recording audio simultaneously and time synchronized with video. Consider the additional information that should be collected with the recorded material. Automatically generated data about the wearer, location, date, and time can be collected and packaged in the video format. Device clock must be synchronized with an external universal clock, either GPS or another source, when the unit is plugged in for absolute time of day to ensure accuracy.	
12	Tamper Resistance	The device prohibits recordings from being edited or deleted and should not overwrite existing data before they have been transferred. Systems that can export a hash value of files being transferred may provide an enhanced capability to demonstrate tamper resistance. Standard encryption such as AES can be employed to protect data and improve the management of lost devices and memory cards.	
13	Data Transfer	Recommend standard USB2/USB3 compliant connection (mini/micro) for charging and/or data transfer. USB3 is preferred as speeds are considerably faster. The connections should be standard on both the device and on any docking station. Data connections that use a proprietary form factor are not recommended.	

14	Data Export	Device exports all recorded footage to data archiving or data management system in its original file format and without loss of quality or associated metadata. Device should record an audit log which should include information such as device serial number and device events—e.g., on/off, charging, start/stop recording, remaining storage capacity, etc.
15	Onboard Storage	Storage can be integrated into the device or provided on removable industry standard memory cards. Removable media has utility in terms of versatility and expansion but comes with security risks. Consider whether enough storage should be available to record a full shift by the officer wearing the device, such as 8-12 hours of non-volatile onboard storage. Loss of power must not cause data to be lost or corrupted.
16	Battery Life	Consider whether the battery should provide enough power to record a full shift by the officer wearing the device, such as an 8-12 hour battery life. Devices that do not run on rechargeable batteries are not recommended.
17	Durability	Device should withstand considerable and repetitive pressure, vibration, and mechanical shock. It should operate within a temperature range from very cold to very hot and be resistant to common environmental hazards, such as dust, condensation, water splashes, and RF interference.
18	Weight and Form Factor	Device should not distract or hinder the officer wearing the device from performing other job functions, especially ones related to officer safety. Cameras are designed with widely varying mounting methods and options. Device should be selected for maximum usability and safety.

#### **CATEGORIES 1 THROUGH 4: PROGRAM DEVELOPMENT EXPECTATIONS**

As a guideline, in months 1-6, the Category 1-4 PIP grantees will be expected to review and develop policies and training programs. The TTA provider during months 1-6 will be expected to address these kinds of planning activities and other activities identified by BJA. The results of these activities will be evaluated to ensure that the topics in chapter two of the “COPS Body-worn Camera Implementation Guide” have been reviewed, considered, and addressed in a submitted request for equipment purchase draw-down, to include relevant implemented policies, memorandums of understanding, correspondence and other supporting documentation. As every agency faces different challenges and applicable laws BJA will not set standards for policies and procedures. Policies must conform to applicable Federal, State, Local and Tribal laws.

During months 7-24 the PIP grantees will be expected to deploy BWCs, continuing their training efforts, and collecting outcome measures to assess their BWC implementation. The Technical Assistance provider during months 7-24 will be expected to address these activities and others identified by BJA. Throughout the performance period the TTA provider will collect and synthesize information from the PIP sites for the purpose of developing lessons learned, promising practices, and other summary deliverables.

Agencies that are prepared to demonstrate implemented BWC policies that address the requisite areas may request draw down for non-planning expenses outside of the timeframes provided but only within the grant period.

#### **CATEGORY 5: BODY-WORN CAMERA TRAINING AND TECHNICAL ASSISTANCE PROVIDER. Competition ID: BJA-2015-4173**

The primary goal of the BWC Pilot Implementation Training and Technical Assistance Provider is to provide a comprehensive array of TTA to assist grantees and other key stakeholders in BWC PIP implementation.

Given the complexity, diversity, and expected capacity needed to deliver TTA for this program, applicants are strongly urged to partner with other relevant providers to manage a consortium of

providers to deliver services. The successful applicant will demonstrate a well-rounded knowledge and understanding of the state, local, and federal criminal justice systems and the ability to direct the relevant partners in successfully applying TTA to the broad spectrum impacted by BWCs.

The expected award will be no more than \$2,000,000, and will include the following two major purpose areas:

1. Direct Training and Technical Assistance Services to include management and maintenance of BJA's *soon-to-be-launched* BWC web site; and
2. Identification and Advancement of Promising Practices and Assessments of grant-funded programs.

TTA services will include, but are not limited to:

### **DELIVERY OF TTA SERVICES**

- Serve as the prime technical assistance provider for BWC PIP grantees, providing technical assistance through remote and onsite assistance, peer-to-peer consultations, and online tools and resources.
- Lead management, development, and maintenance of content on BJA's soon-to-be-launched BWC web site.
- Provide training sessions and educational publications developed and conducted by relevant subject matter experts.
- Plan and execute program meetings to include:
  - one national meeting in a location to be determined;
  - two regional meetings; and
  - two special-focus meetings.
- Develop and implement national BWC solutions and standards and provide technology expertise to support program implementation in the field.
- Serve as a national resource for BWC PIP grantees and other stakeholders providing information and online access to resources such as:
  - sample operational materials/forms;
  - sample vendor Requests for Proposals (RFP);
  - procedures for data collection and storage;
  - manuals that describe the function and operations of BWC PIPs; and
  - information about state statutes, regulations, and guidelines.
- Develop multidisciplinary coordination and training of prosecution, defense, and other stakeholder engagement activities to support effective BWC program implementation practices.

### **IDENTIFICATION & ADVANCEMENT OF PROMISING PRACTICES**

- Provide and distribute analyses of research findings to the field.
- Prepare and distribute documents that highlight BWC PIP grantee promising practices and lessons learned.
- Target TTA services to BWC PIP grantees and their research partners to increase the availability of research finding.
- Work with BJA/NIJ to establish a National BWC Conformity Assessment Program.
- Engage national experts regularly to help inform program content and set priorities for future direction on assessing BWC PIP effectiveness.
- Assist BWC PIP grantees in collecting and reporting on required BJA program performance measures.
- Conduct and report out on data analysis of grantees' performance measure data semi-annually.
- Support BWC programs, as well as national and federal partners, by responding to requests for information and materials on an as-needed basis.
- Provide analysis and summaries of key information from states' statutes, regulations, and other programmatic functions regarding BWC PIPs.

Given the national scope and expected number of implementation awards that will be made, BJA requires TTA applicants to demonstrate their ability to manage a program of this magnitude and complexity. BJA expects a team approach will be necessary and encourages applicants to engage subrecipients as subject-matter experts (SMEs) who are capable of fully meeting all program support requirements.

Priority consideration will be given to applicants that demonstrate a high degree of experience building collaboration and partnership with other organizations that possess the skills and expertise in areas covered under this solicitation. Subrecipients might be selected for their expertise in a particular aspect of the project to ensure success in meeting BJA's expectations for this initiative. Applicants should include detailed documentation of subrecipients' expertise and their planned contribution to the project. Applicants are strongly encouraged to include letters of intent or signed memorandum of understanding with key project partners indicating their support for the proposal and commitment to carrying out the project's goals and objectives.

BJA is seeking a TTA provider with skills and experience in the following areas:

1. Providing proactive, comprehensive, and responsive technical assistance services.
2. Creating and executing technical assistance strategies that include, but are not limited to: developing publications; hosting meetings, teleconferences, and webinars; facilitating peer-to-peer consultations; performing onsite technical assistance; and supporting ongoing technical assistance by phone and e-mail.
3. Advancing the field by focusing on the assessment of law enforcement programs, identifying promising practices, and facilitating adoption of proven strategies.
4. Recruiting, maintaining, coordinating, and managing a cadre of SMEs to assist agencies with technical assistance needs; scheduling and organizing training venues; marketing trainings and recruiting participants; administering and overseeing training delivery; and formally partnering with other organizations when an agency or grantee's needs are best met with resources, expertise, or experience not present within the primary TTA provider team.
5. Implementing programs in a planned and phased approach that first achieves broad stakeholder and community engagement so collective input and agreements can be leveraged to address policy, training, and procurement related requirements.
6. Maintaining and managing website content and functionality that includes field resources, program news, and implementation information collected from the field that services various types of users and roles across the justice community.

The successful applicant will be required to work collaboratively with BJA's national partners who support related programs to include research organizations supporting BJA's Smart Policing BWC projects. BJA administers this program in coordination with NIJ, OJP Diagnostic Center, and the COPS Office.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **B. Federal Award Information**

BJA estimates that it will make up to a total of 50 awards for Categories 1 through 4 for an estimated total of \$17,000,000, and 1 award for Category 5 for up to \$2,000,000. All awards will be for a 24-month project period, beginning on October 1, 2015.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

### **Type of Award<sup>4</sup>**

BJA expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

### **Financial Management and System of Internal Controls**

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control

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<sup>4</sup> See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the non-federal entity's compliance with statute, regulations and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

## **Budget Information**

### **Cost Sharing or Match Requirement**

#### **Match Requirement (cash or in-kind)**

Federal funds awarded under this program may not cover more than 50 percent of the total costs of the project. Applicants must identify the source of the 50 percent non-federal portion of the total project costs and how they will use match funds. 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 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. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

**Example:** 50% match requirement: for a federal award amount of \$350,000, calculate match as follows:

$$\frac{\$350,000}{50\%} = \$700,000 \quad 50\% \times \$700,000 = \$350,000 \text{ match}$$

For additional cost sharing and match information, see the [Financial Guide](#) and Section [C. Eligibility Information](#).



### **Pre-Agreement Cost Approvals**

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.<sup>5</sup> The 2014 salary table for SES employees is available on the Office of Personnel Management [web site](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting- or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at [www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm](http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

### **Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals,

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<sup>5</sup> This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.



the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

## C. Eligibility Information

### Reporting of Other BJA Application Submissions for BWC Programs

If an applicant submits applications for more than one BJA BWC program, BJA reserves the right to fund no more than one of these applications. Applicants are required to identify in the "Project Design and Implementation" portion of their application if they have submitted applications for any other BJA BWC Programs (see [Section E, Selection Criteria](#), Project Design, and Implementation.)

For additional eligibility information, see the Title page.

### Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

### Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

## D. Application and Submission Information

### What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

*OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include*

resumes in a single file.

## 1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

**Intergovernmental Review:** This funding opportunity is subject to Executive Order 12372. Applicants may find the names and addresses of their state's Single Point of Contact (SPOC) at the following website: [www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/). Applicants whose state appears on the SPOC list must contact their state's SPOC to find out about, and comply with, the state's process under Executive Order 12372. In completing the SF-424, applicants whose state appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their state's E.O. 12372 process. (Applicants whose state does not appear on the SPOC list are to make the appropriate selection in response to question 19 to indicate that the "Program is subject to E.O. 12372 but has not been selected by the State for review.")

## 2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience
- Submitted as a separate attachment with "Project Abstract" as part of its file name
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins

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

All project abstracts should follow the detailed template available at [ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

**Permission to Share Project Abstract with the Public:** It is unlikely that BJA will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

**Note:** OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### 3. Program Narrative

The program narrative should respond to the solicitation and the Selection Criteria (1-5) in the order given. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and should not exceed 20 pages. Please number pages “1 of 20,” “2 of 20,” etc.

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

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Program Continuity
- e. Plan for Collecting the Data Required for this Solicitation’s Performance Measures and Sustainment

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Improve transparency and accountability in encounters between police and the public by deploying body-worn cameras (BWC) and train law enforcement personnel on appropriate BWC privacy policies and operational procedures	Percent of eligible officers within the department wearing body-worn cameras  Percent of law enforcement officers trained on the BWC policies and procedures including usage, analysis, and management	During the reporting period:  Number of officers within the department eligible for body-worn cameras  Number of officers using body-worn cameras purchased by the grant  During the reporting period:  Number of staff identified to receive training on the policies and procedures of BWCs by staff type: a) sworn personnel b) non-sworn personnel  Number of staff trained on the usage of BWCs by staff type: a) sworn personnel b) non-sworn personnel

		Number of staff trained on the analysis of management of BWC data by staff type: a) sworn personnel b) non-sworn personnel
Establish privacy policies and operational procedures governing body-worn cameras (BWC) that are transparent, accessible to the public and address BWC issues involving legal liabilities of FOIA, civil rights, domestic violence, juvenile groups, and victim's groups	Number of new policies developed that address the key BWC policy and procedures areas	During the reporting period: Number of policies created that address the following BWC policy and procedures areas 1. Assignment of cameras 2. Personal cameras 3. Data protection/storage/transfer 4. Data management/ tracking/ and analysis 5. Data request procedures 6. Collaboration and coordination with associated agencies or organizations (e.g., police unions, prosecutors, courts) 7. Data retention 8. Data tagging 9. Camera placement 10. Documentation of camera usage/failure to use 11. Recording guidance/recording discretion 12. Preserving video evidence 13. Recording crime victims 14. Recording statements from witnesses or citizen informants 15. Prohibited recordings 16. Officer review of footage 17. Supervisor review of footage 18. Internal audit review of footage 19. Review procedures for investigating complaints 20. Public disclosure 21. Training
	Percent decrease in the number of citizen-officer (public) complaints	During the current reporting period, number of citizen-officer (public) complaints

	Percent decrease in the number of substantiated citizen-officer complaints	During the current reporting period, number of substantiated citizen-officer (public) complaints
	Percent decrease in the number of use-of-force reports filed	During the current reporting period, number of unsubstantiated citizen-officer (public) complaints
		During the current reporting period, number of use-of-force reports filed
Implementation of a BWC program developed in a planned and phased approach that first achieves broad stakeholder, local political leadership, community engagement and then leverages partnership input to address policy, training, deployment and ultimately procurement-related requirements.		<p>During the reporting period:</p> <p>A. Number of external partners participating in the BWC initiative</p> <p>B. Number of external partners who commit their participation in the BWC initiative formally through a Memorandum of Understanding, by type</p> <ol style="list-style-type: none"> <li>1. Court representatives</li> <li>2. Police union representatives</li> <li>3. Prosecutors</li> <li>4. Public defenders</li> <li>5. Victim advocates</li> <li>6. General public</li> <li>7. Other external organizations</li> </ol> <p>Number of new staff positions created/classified as a result of the BWC initiative</p>
<p><b>Training and Technical Assistance:</b> Increase the knowledge of criminal and tribal justice practitioners through:</p> <ul style="list-style-type: none"> <li>• In-person training.</li> <li>• Web-based learning.</li> <li>• Distance learning using CD/DVDs.</li> <li>• Developing or revising training curricula.</li> </ul>	<p>Percentage of in-person or web-based participants who successfully completed the program</p> <p>Percentage of in-person or web-based participants who rated the training as satisfactory or better</p> <p>Percentage of in-person or web-based participants trained and subsequently demonstrated performance improvement</p> <p>Percentage of organizations that rated the training as satisfactory or better</p>	<p>Number of <b>in-person trainees</b> who:</p> <ul style="list-style-type: none"> <li>• Attended each training</li> <li>• Completed each training</li> <li>• Completed an evaluation</li> <li>• Rated the training as satisfactory or better</li> <li>• Completed a pre- and post-test</li> <li>• Had an improved post-test score over their pre-test</li> </ul> <p>Number of <b>web-based trainees</b> who:</p> <ul style="list-style-type: none"> <li>• Started the training</li> <li>• Completed the training</li> <li>• Completed an evaluation</li> <li>• Rated the training as satisfactory or better</li> <li>• Completed a pre- and post-test</li> <li>• Had an improved post-test score over their pre-test</li> </ul> <p>Number of <b>organizations</b> that:</p> <ul style="list-style-type: none"> <li>• Received CD/ DVDs</li> <li>• Received CD/DVDs that responded to the survey</li> <li>• Rated the CD/DVD as satisfactory or that the CD/DVD met their training needs</li> </ul> <p>Number of <b>training curricula:</b></p>

	<p>Number of curricula developed</p> <p>Number of curricula that were pilot tested</p> <p>Percentage of curricula that were revised after pilot testing</p>	<ul style="list-style-type: none"> <li>• Developed</li> <li>• Pilot tested</li> <li>• Revised after being pilot tested.</li> </ul>
<p>Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.</p>	<p>Percentage of agencies that rated services as satisfactory or better</p> <p>Percentage of agencies that implemented one or more recommendations</p> <p>Percentage of people who received peer visits who reported that the visit to the other agency was useful in providing information on policies or practices</p> <p>Percentage of people who received peer visits who implemented one or more policies or practices 6 months after they were observe</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better</p> <p>Number of web sites developed</p> <p>Number of web sites maintained</p> <p>Number of publications developed</p> <p>Number of publications disseminated</p> <p>Percentage of resolved calls for assistance</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of onsite visits completed</li> <li>• Number of agencies that completed an evaluation of services</li> <li>• Number of agencies that rated the services as satisfactory or better</li> <li>• Number of reports submitted to requesting agencies after onsite visits</li> <li>• Number of requesting agencies that implemented one or more of the report recommendations 6 months after onsite visit</li> <li>• Number of peer-to-peer visits completed</li> <li>• Number of people who received peer visits who completed an evaluation</li> <li>• Number of people who received peer visits who reported that the visit was useful in providing information on policies or practices</li> <li>• Number of people who received peer visits who implemented one or more policies or practices 6 months after they were observed</li> <li>• Number of people who received peer visits</li> <li>• Number of requesting agencies who completed an evaluation</li> <li>• Number of requesting agencies that rated the services provided as satisfactory or better</li> <li>• Number of web sites developed</li> <li>• Number of web sites maintained</li> <li>• Number of publications developed</li> <li>• Number of publications disseminated</li> <li>• Number of information requests</li> <li>• Number of information requests responded to.</li> </ul>
<p>Increase the dissemination of information to help build capacity.</p>	<p>Number of conferences or forums held.</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of advisory/focus groups held</li> </ul>

	<p>Percentage of advisory/focus groups evaluated as satisfactory or better</p> <p>Number of publications developed</p> <p>Number of publications disseminated</p> <p>Percentage of evaluations rating the materials as satisfactory or better</p> <p>Number of trainings conducted</p> <p>Percentage of participants who rated the training as satisfactory or better</p>	<ul style="list-style-type: none"> <li>• Number of advisory/focus group attendees who completed an evaluation</li> <li>• Number of advisory/focus group attendees rated the advisory/focus group as satisfactory or better</li> <li>• Number of documents produced as a result of advisory/focus groups</li> <li>• Number of documents disseminated to the field as a result of advisory/focus groups</li> <li>• Number of evaluations provided</li> <li>• Number of agencies that rated the product as satisfactory or better</li> <li>• Number of training activities conducted</li> <li>• Number of trainees who completed an evaluation</li> <li>• Number of trainees who rated the training satisfactory or better</li> </ul>
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BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects’ protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the [OJP Funding Resource Center](http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page ([ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm](http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

#### 4. Budget Detail Worksheet and Budget Narrative

##### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

##### b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

##### c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

##### d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section [B. Federal Award Information](#).

#### 5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at



[www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf](http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf).

**6. Tribal Authorizing Resolution (if applicable)**

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJA will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

**7. Applicant Disclosure of High Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

**8. Additional Attachments**

**a. Memorandum of Understanding/Letters of Intent**

Category 1-4 applicants should include evidence of cross-agency collaboration and a high level of commitment from participating agencies and entities via a memorandum of understanding or other appropriate mechanism.

Category 5 applicants should include letters of intent or memorandum of understanding with key project partners indicating their support for the proposal and commitment to

carrying out the project’s goals and objectives.

**b. Timeline**

Include a timeline that identifies milestones, numerically lists deliverables, and who is responsible for each activity.

**c. Applicant Disclosure of Pending Applications**

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

**d. Research and Evaluation Independence and Integrity**

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation

independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
  - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
  - ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
    - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational,

personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

#### 9. **Financial Management and System of Internal Controls Questionnaire**

In accordance with [2 CFR 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

#### 10. **Disclosure of Lobbying Activities**

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

#### **How to Apply**

Applicants must register in, and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Hyphen ( - )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Space	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Period ( . )	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;amp;” format.</b>		

Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

**GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program," and the funding opportunity number is BJA- 2015-4168.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

#### **Note: Duplicate Applications**

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

#### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov

[Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant must e-mail the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time
- Failure to follow Grants.gov instructions on how to register and apply as posted on its web site
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at [www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm](http://www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm).**

## E. Application Review Information

### Selection Criteria

#### 1. Statement of the Problem (15 percent)

- a. For Categories 1-4, describe the problems that implementation of body-worn camera program will seek to overcome:
  - 1) Provide data in support of the need for body-worn cameras.
  - 2) Describe the demographics of your jurisdiction.
  - 3) Demonstrate a full understanding of how officer complaints and use-of-force practices can be addressed by BWCs.
  - 4) Demonstrate a need to leverage DME (Digital Multimedia Evidence) to help inform adjudication of cases.
  - 5) Demonstrate a partnership with associated agencies and advocacy groups necessary to effectively utilize DME and promote the program objectives.
  - 6) Identify methods to develop policies and tracking mechanisms that include legal liabilities of FOIA, storage, retention, redaction, and expungement as well as privacy policies addressing BWC issues involving civil rights, domestic violence, juvenile, and other victims' groups.
  - 7) Provide metrics for agency sworn personnel:
    - a) Total number of sworn officers within your agency.
    - b) The number of sworn officers with patrol activities or with daily citizen interaction outside of the agency.
    - c) The number of sworn officers your project expects to deploy body-worn cameras to when your program is completely implemented.



- b. For Category 5, describe the problems that a TTA provider would seek to overcome through:
  - 1) Direct Training and Technical Assistance Services
  - 2) Identification and Advancement of Promising Practices and Assessments of grant-funded programs

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

Describe specifically how the project will accomplish expected outcomes by providing the goals, objectives, and the performance measures applicable to the project. Include a comprehensive timeline (as an attachment) that identifies milestones, numerically lists deliverables, and who is responsible for each activity. Utilizing the COPS “Implementing a Body-Worn Camera Program”<sup>6</sup> report, the applicant will demonstrate a thorough understanding and appreciation of the issues discussed, and will incorporate the most important program design elements in their proposal. All applicants must describe a detailed implementation plan for achieving the goals of the BWC PIP. Additionally, all applicants must identify and provide a status of any other BJA BWC Programs that have been applied for.

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

- a. Fully describe the applicant’s capabilities to implement the project and the competencies of the staff assigned to the project.
- b. Describe and demonstrate effective policy development and implementation and describe program communications plans.
- c. Describe the agency’s technology capabilities including previous systems implementation projects
- d. Describe previous law enforcement programs and initiatives that required broad community and stakeholder engagement and report the results of those efforts.
- e. Describe previous mobile technology deployments and the results of those efforts (i.e., mobile: records management systems (RMS), computer aided dispatch (CAD), electronic citations and other reports, mobile computers and devices, in-car video, and mobile applications).
- f. Provide evidence of broad community and stakeholder collaboration and a high level of commitment from participating agencies and entities via memoranda of understanding or other appropriate mechanisms. Such commitment for the BWC PIP should be described in the application and submitted as attachments with the application.

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

Describe how the agency will support the body-worn camera program once federal funds are exhausted.

**5. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (10 percent)**

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and evaluate the impact of the program. Describe the process to accurately report implementation findings.

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<sup>6</sup> Miller, Lindsay, Jessica Toliver, and Police Executive Research Forum. 2014. *Implementing a Body-Worn Camera Program: Recommendations and Lessons Learned*. Washington, DC: Office of Community Oriented Policing Services. [www.justice.gov/iso/opa/resources/472014912134715246869.pdf](http://www.justice.gov/iso/opa/resources/472014912134715246869.pdf).



## 6. Budget (20 percent)

Provide a proposed budget and budget narrative that are complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures.

Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>7</sup>

### Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the General Services Administration’s Excluded Parties List

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards

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<sup>7</sup> Generally speaking, a reasonable cost is a cost that if, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs

- prescribed in the Financial Guide
3. History of performance
  4. Reports and findings from audits
  5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
  6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully- executed award document to OJP.

### **Administrative, National Policy, and other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains

award terms and conditions that specify national policy requirements<sup>8</sup> with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJA anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

### **General Information about Post-Federal Award Reporting Requirements**

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

## **G. Federal Awarding Agency Contact(s)**

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

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<sup>8</sup> See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

## H. Other Information

### Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

## **Application Checklist**

### **FY 2015 Body-Worn Camera Pilot Implementation Program**

This application checklist has been created to assist in developing an application.

NOTE: Elements marked with an asterisk (\*) are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.

#### **What an Applicant Should Do:**

*Prior to Registering in Grants.gov:*

\_\_\_\_\_ Acquire a DUNS Number (see page 29)

\_\_\_\_\_ Acquire or renew registration with SAM (see page 29)

*To Register with Grants.gov:*

\_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 30)

\_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 30)

*To Find Funding Opportunity:*

\_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 30)

\_\_\_\_\_ Select the correct Competition ID (see page 30)

\_\_\_\_\_ Download Funding Opportunity and Application Package (see page 30)

\_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 28)

\_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)

*After application submission, receive Grants.gov email notifications that:*

\_\_\_\_\_ (1) application has been received,

\_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 30)

*If no Grants.gov receipt, and validation or error notifications are received:*

\_\_\_\_\_ contact the NCJRS Response Center regarding experiencing technical difficulties (see page 30)

#### **General Requirements:**

\_\_\_\_\_ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

#### **Scope Requirement:**

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) described for each category (see pages 6-13).

**Eligibility Requirement:** Eligible applicants, for Categories 1 through 4, are limited to units of local government and federally recognized Indian tribes that perform law enforcement functions, as determined by the Secretary of the Interior; or any department, agency, or instrumentality of the foregoing that performs criminal justice functions (including combinations of the preceding, one of which is designated as the primary applicant); and, for Category 5 only, national and regional public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, and institutions of higher education (including tribal institutions of higher education) that support initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to forgo any profit or management fee.

## What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 18)
- \_\_\_\_\_ Project Abstract (see page 18)
- \_\_\_\_\_ \*Program Narrative (see page 19)
- \_\_\_\_\_ \*Budget Detail Worksheet (see page 24)
- \_\_\_\_\_ \*Budget Narrative (see page 24)
- \_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable) (see page 16)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm](http://ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm) (see page 16)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 28)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 24)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 25)
- \_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 25)
- \_\_\_\_\_ Additional Attachments
  - \_\_\_\_\_ Memorandum of Understanding/Letters of Intent (see page 25)
  - \_\_\_\_\_ Timeline (see page 26)
  - \_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 26)
  - \_\_\_\_\_ Research and Evaluation Independence and Integrity (see page 26)
- \_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 28)