

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



---

**Solicitation Title:** BJA FY24 Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies

**Assistance Listing Number:** 16.835

**Grants.gov Opportunity Number:** O-BJA-2024-172141

**Solicitation Release Date:** May 21, 2024

**Step 1: Application Grants.gov Deadline:** 8:59 p.m. Eastern Time on July 15, 2024

**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on July 24, 2024

---

## Contents

Synopsis.....	4
Program Description Overview.....	4
Funding Category .....	4
Eligibility.....	4
Agency Contact Information.....	5
Pre-Application Information Session .....	6
Application Submission Information .....	6
Registration .....	6
Submission.....	6
Program Description.....	7
Program Description Overview.....	7
Statutory Authority .....	7
Specific Information .....	7
Solicitation Goals and Objectives.....	14
Goals.....	14
Objectives .....	14
Priority Areas .....	16
Federal Award Information.....	16
Awards, Amounts, and Durations .....	16
Continuation Funding Intent.....	17
Availability of Funds.....	17
Type of Award .....	17

Cost Sharing or Matching Requirement .....	17
Eligibility Information .....	18
How To Apply .....	19
Application Resources .....	19
How To Apply .....	19
Registration .....	19
Submission.....	19
Submission Dates and Time .....	20
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers).....	20
Application and Submission Information .....	21
Content of Application Submission and Available Surveys .....	21
Content of the SF-424 in Grants.gov .....	21
Content of the JustGrants Application Submission .....	22
Application Review Information .....	31
Review Criteria .....	31
Review Process.....	32
Federal Award Administration Information.....	32
Federal Award Notices .....	32
Evidence-Based Programs or Practices .....	32
Information Regarding Potential Evaluation of Programs and Activities .....	32
Administrative, National Policy, and Other Legal Requirements .....	32
Civil Rights Compliance.....	33
Financial Management and System of Internal Controls.....	33
Information Technology Security Clauses.....	33
General Information About Post-Federal Award Reporting Requirements .....	33
Federal Awarding Agency Contact(s).....	34
Other Information .....	34
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).....	34
Provide Feedback to OJP.....	34
Performance Measures.....	34
Application Checklist.....	35
Pre-Application .....	35
Application Step 1 .....	35
Application Step 2 .....	36

Review, Certify, and Submit Application in JustGrants .....37  
Standard Solicitation Resources .....38

# Synopsis

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to support the purchase and lease of body-worn cameras (BWCs) by publicly funded law enforcement and corrections agencies as part of comprehensive BWC programs guided by sound policy and broad stakeholder input. In addition, the solicitation seeks to support demonstration projects that advance digital evidence management, leveraging BWC digital footage to promote evidence-based and procedurally just practices in agencies with established BWC programs.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00051-PROD	Category 1 – Site-based Awards to Law Enforcement Agencies (including self-initiated partnership applications)	40	\$2,000,000	10/1/2024	36
C-BJA-2024-00052-PROD	Category 2 – Site-based Awards to State Correctional Agencies	3	\$2,000,000	10/1/2024	36
C-BJA-2024-00053-PROD	Category 3 – Digital Evidence Management and Integration Demonstration Projects	3	\$1,000,000	10/1/2024	36
C-BJA-2024-00054-PROD	Category 4 – Optimizing Body-worn Camera (BWC) Footage in Prosecutors' Offices Demonstration Projects	3	\$1,000,000	10/1/2024	36
C-BJA-2024-00055-PROD	Category 5 – Using BWC Footage for Training and Constitutional Policing Demonstration Projects	3	\$1,000,000	10/1/2024	36

## Eligibility

- State governments
- Special district governments
- City or township governments
- Public- and State-controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities

- Native American tribal governments (Federally recognized)
- Independent school districts
- Other – Any authorized agency or consortium that acts as in an instrumental capacity to assist law enforcement agencies perform law enforcement functions, including regional or state level authorities.
- Other – units of local government

The term units of local government is described in more detail in the “Eligibility Information” section.

All applicants under this solicitation must meet the condition of being a publicly funded law enforcement agency; a state, county, municipal, tribal, territorial, or regional entity that supports a law enforcement agency, or a duly authorized instrumentality of these entities. Authorized instrumentalities include, but are not limited to, State Administration Agencies (SAAs), regional communications centers, and regional criminal justice information sharing authorities.

Prosecutorial agencies and correctional agencies that perform law enforcement functions are eligible to apply under applicable categories.

Category 2 is limited to state or territorial correctional agencies. Category 4 is limited to prosecutorial agencies.

An applicant may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

BJA will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

### **Agency Contact Information**

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only) or email [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants

Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

### **Pre-Application Information Session**

BJA will hold a webinar on this solicitation on June 20, 2024, from 1:00 to 2:30 pm ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on [this link](#) and following the instructions. To use the time most efficiently, BJA encourages participants to review this solicitation and submit any questions in advance and no later than June 13, 2024, to [info@bwcprogram.com](mailto:info@bwcprogram.com) with the subject “Questions BWCPPI Solicitation Webinar.” The session will be recorded and available on the BJA [Funding Webinars page](#).

### **Application Submission Information**

#### **Registration**

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

#### **Submission**

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

# Program Description

## Program Description Overview

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to support the purchase and lease of body-worn cameras (BWCs) by publicly funded law enforcement and corrections agencies as part of comprehensive BWC programs guided by sound policy and broad stakeholder input. In addition, the solicitation seeks to support demonstration projects that advance digital evidence management, leveraging BWC digital footage to promote evidence-based and procedurally just practices in agencies with established BWC programs.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Statutory Authority

Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 147).

## Specific Information

BWC programs have evolved to become indispensable tools, that when strategically implemented, can be integrated as 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. Properly implemented BWC programs also can be highly effective in providing an objective audio and visual record of interactions, capturing empirical evidence at crime scenes, during police–citizen interaction, and in use-of-force incidents. Correctional agencies' adoption of BWCs is becoming more commonplace, presenting its own unique challenges. The effective management of data generated from BWCs has become vital to modern criminal and juvenile justice system practices. Law enforcement and correctional agencies' sharing of digital evidence generated from BWCs with other agencies, prosecutors' offices, defense counsel, and the judiciary is becoming more common, increasing the need for innovation and training around best practices.

To both increase the number of BWCs deployed in agencies across the United States and to improve the efficacy and efficiency with which BWC programs are implemented, BJA has designed the Body-worn Camera Policy and Implementation Program (BWCPIP) to support law enforcement agencies to include five distinct funding categories which are described in detail in the **Category Specific Information** section further below.

**New or Expansion BWC Program Preference:** Preference in this competitive grant solicitation will be given to applicant agencies that are initiating new BWC programs or that are expanding BWC deployment to a new category of officers or other employees who have not previously used body-worn cameras. BWC programs qualify as “new” if the agency had not previously issued BWCs to officers/employees. Agencies that currently or previously have had only limited BWC deployment as part of a pilot program to a small number of officers would qualify as new programs. Agencies that are expanding programs to a new category of officers/employees who had not previously been deployed BWCs also qualify for this preference.

**Replacement BWCs:** Agencies that are seeking to replace their current BWCs, which are at the end of their life cycle, or are intending to renew or replace an existing BWC lease program are eligible to apply but will not be given preferences that new or expansion BWC program will receive. If an agency is looking to expand their deployment of BWC to a new category of officers as well as replace existing BWCs it would qualify as an expansion program only if the new deployment BWCs account for at least 80 percent of the proposed BWCs.

**Dashboard Cameras:** Congressional appropriation for this program is for body-worn cameras. This program is not intended to support standalone in-dash camera (IDC) programs or other types of video service such as firearms-mounted cameras. BJA recognizes that BWCs are often bundled within packages that integrated BWCs, and other audiovisual platforms. BWCIIP Funds may be used to support such integrated programs, but federal award dollars will be capped by \$2,000 per BWC Funding Metric described below.

It is important to clarify that this BWC solicitation is not merely an equipment acquisition program. All applicants regardless of whether they propose a new, expansion, or replacement BWC program (or any combination of these program types) should commit to developing a holistic and comprehensive BWC program, as outlined in Solicitation Goals and Objective section below.

**Funding Cap for Categories 1 and 2:** For agencies that primarily intend to initiate, pilot, or expand a BWC program through the purchase or lease of BWCs (Categories 1 and 2), as well as those that wish to replace BWC as part of a comprehensive program, **federal funding for awards cannot exceed \$2,000 per BWC**. The absolute cap on any single award in these categories is \$2,000,000. If an applicant applies for the \$2,000,000 maximum, they must propose to acquire no fewer than 1,000 BWCs as part of this grant program.

The federal award amount under Categories 1 or 2 would be capped based on the number of BWCs proposed to be purchased or leased using the \$2,000 per BWC Funding Metric (as described below under "Other Budget Language"). For example, if an agency proposes to establish a BWC program to equip 120 officers with 120 BWCs, the maximum amount of federal funding would be capped at \$240,000 (120 BWCs \* \$2,000). All applications under Categories 1 and 2 are expected to purchase or lease BWCs, and they may be full-agency implementations, expansion of existing programs to additional personnel, or pilot programs.

**BWCs Allowed per Employee and Types of Employees Covered:** This solicitation is intended to fund up to one BWC per sworn officer/deputy or other employees for which BWC may be beneficial. Although BWC have historically been deployed to sworn personnel, BWCIIP funding is allowable to supply non-sworn personnel with BWCs provided that the applicant is a publicly funded law enforcement agency and the proposed deployment fits within the scope of this solicitation. BWCs for non-sworn positions that could be eligible for funding include, but are not limited to, parking enforcement personnel, school security personnel, and civilian investigators.

Funding is **not available** to supply officers/employees with two BWCs each or providing a second BWC to officers/employees already issued a BWC.

**Coordination with the Training and Technical Assistance (TTA) Provider:** BJA expects all grantees to work collaboratively with BJA's designated TTA provider. While the nature of engagement and collaboration will vary by grantee, the TTA provider's role is to provide no-cost



resources and assistance to individual grantees, ensure that sound BWC policies have been established, determine common themes across individual BWC programs and demonstration programs, develop BWC knowledge products for grantees and the criminal justice field, and identify promising practices for replication and refinement. To be successful, applicants should affirm their willingness to work collaboratively with the TTA provider in their proposal narratives.

**Category Specific Information:** The following information applies to individual categories of this solicitation.

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

**A 50% match is required for Category 1 applications.**

Funding under this category supports law enforcement agencies seeking to establish or expand comprehensive BWC programs that have specified plans to implement this technology in a manner that maximizes the benefits of BWCs in that law enforcement setting. As part of their proposal, the applicant must describe a deliberate and phased plan to deploy this technology, as well as specific ways it will be used to enhance the applicant agency's mission. This category is intended for publicly funded LEAs, which includes, but is not limited to, state, county, municipal, tribal, territorial or regional agencies. Other specialized law enforcement agencies such as school district police, university or college police, park police, fish and game police, and transportation police are eligible to apply provided they are primarily supported through public funding. Private police agencies are not eligible to apply. Any sheriff's department that intends to deploy BWCs in a jail setting should apply under this category, even if it intends to deploy BWCs only in a jail setting (and not for patrol officers). Additional requirements for this category are listed below in "Conditions and Examples Specific to Categories 1 and 2."

Self-initiated partnership applications include those in which a primary grantee applies on behalf of itself and one or more subawardees. They also may include those in which a duly authorized instrumentality of these of eligible entities applies on behalf of one or more subawardees. Authorized instrumentalities include, but are not limited to, State Administration Agencies (SAAs), regional communications centers, and regional criminal justice information sharing authorities.

**Category 2: Site-based Awards to State Correctional Agencies**

**A 50% match is required for Category 2 applications.**

Funding under this category supports state correctional agencies seeking to establish or expand comprehensive BWC programs that have specified plans to implement this technology in a manner that maximizes the benefits of BWCs in correctional settings. As part of their proposal, the applicant must describe a deliberate and phased plan to deploy this technology as well as specific ways it will be used to enhance the applicant agency's mission. An application may include the deployment of BWCs in one or more of the correctional institutions under a state or territory's jurisdiction. These may also include deployment of BWCs to parole or other community supervision officers operating as agents for the state or territory's correctional agency.

**Category 3: Digital Evidence Management and Integration Demonstration Projects**

### **No match is required for Category 3 applications.**

Funding under this category supports existing or proposed digital evidence integration demonstration projects in law enforcement agencies, prosecution agencies, or in partnership between such agencies. Increasingly, digital data footage from BWCs is being integrated with other forms of digital evidence generated by the police (e.g., from in-dash cameras, fixed cameras, license plate readers, and aerial photography). Agencies are beginning to deploy integrated digital evidence systems that are purpose-built within the agency or relying on commercially available digital evidence integration platforms or hybrid approaches. This award category is intended to support those agencies that have made clear and demonstrable progress in digital evidence sharing and integration across two or more agencies. This integration may be horizontal (across law enforcement agencies) or vertical (between law enforcement and prosecutors' agencies). Agencies applying under this category should at a minimum have achieved the following milestones and must demonstrate such in their proposals:

- Have an established and successful BWC program.
- Be engaged in the process of sharing digital evidence from BWCs and other sources with one or more other agencies (law enforcement or prosecution).
- Can demonstrate progress in such endeavors, document these practices, and share challenges, successful practices, and effective problem-solving strategies.
- Are willing to work with a TTA provider to share best practices with the field and other interested parties, as well as engage in peer-to-peer activities with other, similar grantees.
- Either have in-house assessment and analysis capabilities or propose partners (e.g., university researchers or consultants) that can assist in those activities.

#### Other Special Considerations for Category 3 Applicants

Agencies applying under this category should be aware of the following considerations:

- The category's primary purpose is to demonstrate and further development of successful interagency digital data sharing and integration efforts. The purchases of BWCs and related equipment is allowable, but this category is not primarily a BWC, or equipment purchase program.
- Purchasing or leasing additional BWC equipment that is instrumental to the broader project's goals is permissible but should be no more than 25 percent of the federal grant.
- Purchasing, leasing, or contracting for equipment or services in furtherance of digital data sharing and integration are permissible but should be no more than 25 percent of the federal grant. This limitation does not apply to personnel or contractor costs.
- **This category does not support digital evidence sharing and integration start-up efforts.** Applicants are expected to already have existing capacity and experience in digital evidence sharing, integration, and management.

#### Category 4: Optimizing BWC Footage in Prosecutors' Offices Demonstration Projects

### **No match is required for Category 4 applications.**

Funding under this category supports prosecutors' offices that are seeking to improve their capacity to receive, access, process, better interpret, and more efficiently use digital evidence from BWCs (and other digital devices). Prosecutors' offices vary in their capacities to handle

and effectively access BWC footage, as well as to effectively use digital footage to improve prosecutorial decision-making and case outcomes.

BJA expects applicants for this category to have addressed these challenges to a significant degree and be willing to share their challenges, solutions, and problem-solving approaches to better leverage digital evidence. Agencies applying under this category should, at a minimum, have achieved the following core milestones and demonstrate such in their proposals:

- Have been receiving or accessing BWC digital data (and, optionally, data from other digital devices) for at least 6 months from at least one law enforcement agency.
- Have had at least 6 months of experience using digital data for prosecutorial decision making (e.g., BWC digital evidence used in making charging decisions or prosecution strategies) and leveraging digital evidence to improve prosecutorial outcomes.
- Are able to demonstrate progress in such endeavors, document these practices, and share challenges, practices, and problem-solving strategies.
- Are willing to work with a TTA provider to share best practices with the field and other interested parties, as well as engage in peer-to-peer activities with other, similar grantees.
- Either have in-house assessment and analysis capabilities or propose partners (e.g., university researchers or consultants) that can assist in those activities.

#### Other Special Considerations for Category 4 Applicants

Agencies applying under this category should be aware of the following considerations:

- The category's primary purpose is to demonstrate and improve effective use of digital evidence by prosecutors' offices. The purchase of BWCs and related equipment is allowable under Category 4; however, Category 4 is not primarily a BWC or equipment purchase program. Any BWC-related purchase should support the broader program's goals.
- Purchasing or leasing additional BWC equipment that is instrumental in delivering on the broader program's goals is permissible but should be no more than 25 percent of the federal grant.
- Purchasing, leasing, or contracting for equipment or services to further prosecutors' access, management, and evidence assessment capabilities are permissible but should be no more than 25 percent of the federal grant. This limitation does not apply to personnel or contractor costs. Such funds could be used, for instance, to purchase licenses for prosecutorial personnel to access digital data stored in the cloud.
- **This category does not support start-up efforts for prosecutors' offices with no existing experience or capacity to handle digital evidence from BWCs.** Applicants are expected to have existing capacity and experience in digital evidence management.

#### Category 5: Using BWC Footage for Training and Constitutional Policing Demonstration Projects

**No match is required for Category 5 applications.**

Funding under this category supports law enforcement agencies that have demonstrated success in using agency-generated BWC footage to (a) promote community outreach efforts, (b) improve officer performance through training using agency BWCs (e.g., de-escalation

training), and/or (c) advance constitutional policing practices (e.g., monitoring officer compliance with BWC policy or standards for fair-and-effective policing). Agencies applying under this category should, at a minimum, have achieved the following core milestones and demonstrate such in their proposals:

- Have been successfully operating a comprehensive BWC program for at least 1 year and have an active BWC policy that meets the criteria delineated on the BWCP Policy Agency Self-Certification form.
- Have had at least 6 months of experience using BWCs, digital data, and footage to advance police training, performance, and/or constitutional policing.
- Are willing to work with a TTA provider to share best practices with the field and other interested parties, as well as engage in peer-to-peer activities with other, similar grantees.
- Either have in-house assessment and analysis capabilities or propose partners (e.g., university researchers or consultants) that can assist in those activities.

#### Other Special Considerations for Category 5 Applicants

Agencies applying under this category should be aware of the following considerations:

- The category's primary purpose is to demonstrate the effective use of BWCs and BWC digital footage to enhance training, encourage best practices such as de-escalation, and promote other constitutional policing practices.
- The purchase of BWCs and related equipment is allowable, but this is not primarily a BWC or equipment purchase program.
- Purchasing or leasing additional BWC equipment that is instrumental to the broader program's goals is permissible but should be no more than 25 percent of the federal grant. Purchasing, leasing, or contracting for equipment or services to further law enforcement access, management, and evidence assessment capacities are permissible but should be no more than 25 percent of the federal grant. This limitation does not apply to personnel or contractor costs.

#### Additional Conditions and Examples Specific to Categories 1 and 2

Authorizing language requires that the funds be used to purchase BWCs for law enforcement (including prosecutorial and correctional agencies) and for additional costs associated with deploying those BWCs in a comprehensive program. Applicants that are seeking to fund BWC program development activities but have no plans to purchase/lease BWCs are not eligible for Category 1 or 2 funding, but they may be considered under Categories 3, 4, or 5, provided they comport with those demonstration projects' requirements.

In addition, while Categories 1 and 2 are intended for the purchase/lease of BWCs, this solicitation requires the grantee to commit to developing a comprehensive BWC implementation program as described below. Applications will be reviewed based on their comprehensive implementation plans. Applicants that are seeking only to fund the purchase of BWCs without consideration of the broader program's goals discussed below will be adversely affected in the review process.

Category 1 Examples: The following examples illustrate different types of Category 1 applications and the applicability of the \$2,000 per BWC funding cap under different scenarios.

- **Implementation of a Broad-scale Program:** A municipal law enforcement agency with 100 fulltime sworn officers proposes to acquire BWCs for 80 officers (70 patrol officers and 10 first-line supervisors). Under the \$2,000 per BWC funding cap, this applicant may apply for no more than \$160,000 in federal funding (80 BWCs \* \$2,000). The applicant may opt not to request the maximum amount based on the program's scope or cost efficiencies.
- **Implementation of a Pilot Program:** A county sheriff's department with 200 sworn deputies intends to run a pilot BWC program before moving to full-scale implementation. The agency is seeking funds to pilot 25 BWCs to be deployed to a select group of officers. Under the \$2,000 per BWC funding cap, this applicant may apply for no more than \$50,000 in BWCPPI federal funding (25 BWCs \* \$2,000). As noted above, the applicant may opt not to request the maximum amount based on the program's scope or cost efficiencies.
- **Program Expansion:** A state police agency with 1,000 sworn officers has already deployed 600 BWCs to 3 of its 5 geographic areas. Using BWCPPI funding, the agency now wishes to move to full implementation by adding 400 BWCs. Under the \$2,000 per BWC funding cap, this applicant may apply for no more than \$800,000 in federal funding (400 BWCs \* \$2,000). As noted above, the applicant may opt not to request the maximum amount based on the program's scope or cost efficiencies.
- **Partnership Example:** A sheriff's office in an urban county intends to deploy 50 BWCs for its own sheriff's deputies that patrol unincorporated areas of the county. Based on its working relationship with three smaller municipal police agencies within the county, the sheriff's office proposes the three municipal agencies as subrecipients, requesting funding for 10 BWCs for Department A, six for Department B, and four for Department C. This amounts to a total of 70 BWCs across all agencies—50 for the sheriff's office, which is the primary grantee, and 20 BWCs for the subrecipient agencies (10+6+4). Under the \$2,000 per BWC funding cap, this applicant may apply for up to \$140,000 in BWCPPI federal funding (70 BWCs \* \$2,000). As noted above, the applicant may opt not to request the maximum amount based on the program's scope or cost efficiencies.

Category 2 Example: The following example illustrates a Category 2 application and applicability of the \$2,000 per BWC funding cap. The law enforcement agency examples above also illustrate how state correctional agencies may use BWCPPI funds to pilot or expand existing programs.

- **Implementation of a multisite program:** A state department of corrections overseeing 12 correctional institutions with 400 full-time correctional officers proposes to acquire BWCs for 130 officers deployed in three facilities. Under the \$2,000 per BWC funding cap, this applicant may apply for no more than \$260,000 in federal funding (130 BWCs\* \$2,000). The applicant may opt not to request the maximum amount based on the program's scope or cost efficiencies.

### **Screening Forms:**

Two screening forms are available for Category 1 and 2 applicants. One screening form is for applicants that are seeking funds for their own BWC deployment. The other is for applicants seeking to support subrecipient agencies. **The completion and submission of these forms is**

**highly recommended.** The forms may be accessed through the links below. The applicants should submit the appropriate form as an attachment to their application in JustGrants.

**Single Agency Application Screening Form (recommended):** An agency applying to support BWCs only in its own agency is encouraged to use the BJA form, [Single Agency Screening Form for Any Agency Applying for Federal Funding of Its Own BWC Program](#). This form will assist the applicant in understanding what are the organizational commitments for BWCPPIP grantees, and it will assist them in verifying the number of BWCs to be acquired in compliance with the \$2,000 per BWC funding cap.

**Partnership Application Screening Form (recommended):** Any applicant that proposes to provide subawards to other criminal justice agencies must document which agencies it intends to subaward. Using the Category 1 Partnership Example above, the applicant would need to specifically identify the names of subawardees A through C. BJA encourages applicants to provide letters of intent or memorandums of understanding (MOUs) as attachments to their applications. All agencies that propose subawardees should be as clear and explicit about funding, the number of BWCs planned for purchase/lease, and any other proposed expenses to be incurred by their subawardees. BJA encourages agencies to use the BJA form, [Partnership Application Screening Form for Any Agency Applying as Primary Grant Applicant on Behalf of Two or More Law Enforcement Agencies](#).

BJA encourages the submission of partnership applications as these often result in cost savings due to economies of scale and can contribute promising practices with respect to digital data sharing and management. More detailed information on the use of subawards can be found in the OJP [Application Resource Guide](#). Applicants interested in partnership approaches might also review the [Infographic about the Pennsylvania Commission on Crime and Delinquency](#) as an illustration of the potential benefits of partnership applications.

## **Solicitation Goals and Objectives**

### **Goals**

The overall goals of the BWCPPIP grant program are to increase the number of law enforcement agencies and allied criminal justice partitioners that deploy BWC technology and enhance the capacity of agencies to use BWCs and associated digital evidence to improve the efficiency, effectiveness, and fairness of agencies deploying this technology. In collaboration with the TTA provider, BJA has leveraged the experiences of grantees to develop a community of practices among grantees, promote better understanding of the dynamic and evolving BWC ecosystem, and help both grantees and other stakeholder navigate BWC deployment in a complex environment.

### **Objectives**

As an overall objective BJA seeks to promote the use of BWC as tools that increase organization efficiencies and that promote fairness, trust, accountability, and transparency. In alignment with these goals, BJA will strive to build on its existing work and resources to accomplish the following objectives:

1. Create and maintain a community of practice through which FY24 grantees can obtain necessary TTA, learn from peer agencies, and better leverage BWC technology, policy, practices, and digital evidence to improve justice outcomes.

2. Provide and maintain a TTA website that will serve as a platform for delivering the above listed objectives.
3. Develop and disseminate knowledge products that support the objective above, including webinars, training sessions, issues briefs, regional meetings, and listening sessions.
4. Create and maintain a comprehensive toolkit containing up to date BWC and digital evidence management resources to support BWCPPIP grantees and the wider group of stakeholders involved and affected by BWC deployment.
5. Work collaboratively with external criminal justice stakeholder groups to fully understand what resources, concerns, and initiatives they have with respect to BWCs and related digital evidence management issues. These groups include agencies such as the International Association of Chief of Police (IACP), National Sheriffs Association (NSA), the Small and Rural Law Enforcement Executives Association (SRLEEA), the National Association of District Attorneys (NDAA), the American Civil Liberties Union (ACLU), the National Association of Criminal Defense Lawyers (NACDL), and Defense Research Institute (DRI).
6. Work collaboratively with other federal and state government agencies to assess BWC technology development and needs. Federal agencies include the Bureau of Justice Statistics (BJS) and the National Institute of Justice (NIJ). State agencies include State Administrating Authorities (SAAs), state attorney generals' offices, or other state agencies with significant investments in BWC technology and programs. The following deliverables are anticipated by BJA based on the funding of BWCPPIP site-based grantees.

For Categories 1 and 2, BJA and the TTA provider will accomplish the following:

- Assure that each site-based awardee has a BWC policy in place that is deliberately developed, comprehensive, reflective of broad stakeholder input, and compliant with any state guidelines or laws pertaining to BWCs.
- Assessment of policy components and trends across BWCPPIP funded sites.
- An assortment of knowledge products including webinar, listening sessions, position papers, and research reports that are reflective of grantee efforts and that are reliant on grantee input and collaboration.

For Categories 3, 4, and 5 BJA and the TTA provider will accomplish the following:

- An assessment of each awardees' project narrative, goals, and objectives that will serve to identify the TTA needs of individual agencies.
- An assessment of common concerns, challenges, and operational requirements across sites with each category and any similar elements that occurs across these categories.
- An assortment of knowledge products including webinars, listening sessions, position papers, and research reports that are reflective of grantee efforts and that are reliant on grantee input and collaboration.
- A compilation of lessons learned based on the activities and deliverables, including a final published report targeted to agencies looking to replicate and adapt similar programs.

BJA will work with the project's TTA provider to ensure that the site-based grantees have the support needed to complete and optimize their individual BWC programs. In addition, the TTA

provider will provide knowledge resources that highlight successes of individual grantees and that collectively identify, document, and aggregate findings regarding the successes, challenges, and promising practices across sites.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).

**Priority Areas**

In order to further OJP’s mission, OJP will provide priority consideration when making award decisions to the following:

The Inventory of Federal Priorities for Policing will help the U.S. Department of Justice evaluate the possibility for priority consideration, where appropriate, and identify potential gaps in training and technical assistance. To receive this additional priority consideration, applicants will complete the Inventory as a survey within JustGrants. For additional information, see the [Data Requested with Application](#) section.

To receive this consideration, the applicant must describe how the proposed project(s) will address one or more of the identified policy areas.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

**Federal Award Information**

**Awards, Amounts, and Durations**

Anticipated Number of Awards:

- Category 1: 40*
- Category 2: 3*
- Category 3: 3*
- Category 4: 3*
- Category 5: 3*

Anticipated Maximum Dollar Amount per Award: Awards will be up to \$2,000,000

- Category 1 anticipated maximum amount \$2,000,000*
- Category 2 anticipated maximum amount \$2,000,000*
- Category 3 anticipated maximum amount \$1,000,000*
- Category 4 anticipated maximum amount \$1,000,000*
- Category 5 anticipated maximum amount \$1,000,000*

Anticipated Total Amount to Be Awarded Under This Solicitation: \$29,000,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 36

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
This is a JustGrants-Generated Number	Category 1 – Site-based Awards to Law Enforcement Agencies (including self-initiated partnership applications)	40	\$2,000,000	10/1/2024	36



	Category 2 – Site-based Awards to State Correctional Agencies	3	\$2,000,000	10/1/2024	36
	Category 3 – Digital Evidence Management and Integration Demonstration Projects	3	\$1,000,000	10/1/2024	36
	Category 4 – Optimizing Body-worn Camera (BWC) Footage in Prosecutors' Offices Demonstration Projects	3	\$1,000,000	10/1/2024	36
	Category 5 – Using BWC Footage for Training and Constitutional Policing Demonstration Projects	3	\$1,000,000	10/1/2024	36

Additional Information: For Categories 1 and 2 the maximum award amount is \$2,000,000. This would be applicable to large agencies that are looking to deploy 1,000 or more BWCs.

Individual agencies would be limited to the \$2,000 per BWC funding cap described above and illustrated in examples. Under the \$2,000 per BWC funding cap, for example, an agency proposing to implement a BWC program with 75 BWC would be limited to \$150,000 in federal funds (75 BWCs \* \$2,000). The maximum amount of funding for demonstration projects (Categories 2, 4, and 5) is \$1,000,000.

### **Continuation Funding Intent**

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

### **Availability of Funds**

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### **Type of Award**

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

### **Cost Sharing or Matching Requirement**

For categories 1 and 2, this funding opportunity requires cost sharing or a match from the applicant. "Match" means the portion of project costs not paid by Federal funds or contributions (unless otherwise authorized by Federal statute). For information on cost sharing or match requirements, see the "[Application and Submission Information](#)" section.

For categories 3, 4, and 5, this funding opportunity does not require a match.

For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State.

### **Eligibility Information**

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State.

This solicitation is open to all publicly funded law enforcement agencies. Prosecutors’ offices and correctional agencies performing law enforcement functions are eligible to apply. If applying for Categories 1 or 2, applicants must adhere to the same conditions and funding parameters as traditional law enforcement agencies (e.g., state police, municipal police, or county sheriffs).

Category 4 is restricted to publicly funded prosecutors’ offices (e.g., operating at the municipal, county, judicial district, or state level).

# How To Apply

## Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

## How To Apply

### Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by July 15, 2024, at 8:59 pm ET.

The **full application** must be submitted in JustGrants by July 24, 2024, at 8:59 pm ET.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)**

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants: contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must —

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant’s submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant’s Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

## **Application and Submission Information**

### **Content of Application Submission and Available Surveys**

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Single Agency Application Screening Form (recommended, if applicable)
- Partnership Application Screening Form (recommended, if applicable)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

### **Content of the SF-424 in Grants.gov**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This funding opportunity is subject to [Executive Order \(E.O.\) 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf>. If the applicant's State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State's process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting "Program is subject to E.O. 12372 but has not been selected by the State for review."

## **Content of the JustGrants Application Submission**

### ***Entity and User Verification (First Time Applicant)***

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

### ***Standard Applicant Information***

The "Standard Applicant Information" section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

### ***Proposal Abstract***

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

### ***Data Requested With Application***

The following application elements should be submitted in the web-based forms in JustGrants.

### [Inventory of Federal Priorities for Policing](#)

The Inventory of Federal Priorities for Policing will help DOJ determine eligibility for priority consideration, where appropriate, and identify potential gaps in training and technical assistance. Applicants seeking priority consideration related to Federal Priorities for Policing should answer the Inventory questions in their entirety in the web-based form in JustGrants. The questions included in the Inventory are available in the [Standard Forms & Instructions: Inventory of Federal Priorities for Policing](#).

### [Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

### [Brief Applicant Entity Questionnaire](#)

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

### ***Proposal Narrative***

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 15 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

Tables, charts, and graphs can be included but must be contained within the 15-page narrative. For these items it is permissible to use smaller fonts and single spacing, but care should be taken that these items are legible and clear to the reader.

As part of the Proposal Narrative for this solicitation, the applicant should describe a deliberate plan to deploy this technology as well as articulate specific ways it will be used to enhance the applicant agency's mission. Mission enhancements can address a range of improvements policing practices and operations. These include ways in which a BWC program will be used to enhance efficiency, fairness, and equitable outcomes, all in ways that contribute to community well-being and serving the interest of criminal justice and public safety stakeholders.

The Proposal Narrative must include the following sections:

- a. Description of the Issue

**For Categories 1 and 2**, the Description of the Issue section should:

- State clearly whether this request is to support new wide-scale BWC implementation, a pilot implementation, or an expansion of existing efforts.
- Provide justification and data to support the need to implement a BWC program or expand an existing program. Briefly describe the demographics of the affected jurisdiction or jurisdictions.
- Demonstrate the agency's plans to leverage digital evidence to help inform and improve the adjudication of cases under agency administrative review, for example to resolve citizen complaints or allegations use of excessive use of force.
- Demonstrate an understanding of how BWCs can be used to enhance officer safety, support evidentiary effectiveness, and promote transparency and accountability in your agency.
- Provide metrics on sworn agency personnel with respect to planned BWC use, including:
  - Total number of sworn officers in the agency (or agencies). The number of sworn officers with patrol activities or daily citizen interactions in the field.
  - The number of officers, including sworn and nonsworn, for whom the project expects to provide BWCs as a result of this grant. Identify the expected number of BWCs to be purchased with the requested funds.
- Identify and provide the status of any other pending applications to other BWC grant programs.

**For Categories 3, 4, and 5**, the Description of the Issue section should:

- State clearly under which category the applicant is submitting the proposal and need for assistance.
- Describe the agency's existing BWC-related program and practices, major accomplishments, and how the requested funding is expected to help improve the program.
- Briefly describe the demographics of the affected jurisdiction or jurisdictions. Provide metrics on:
  - Total number of law enforcement officers, prosecutors, or other key personnel who will benefit from the project.
  - Known efficiencies gained from current practices and prospects for improving those through funded activities.

b. Project Design and Implementation

**For Categories 1 and 2**, the Project Design and Implementation section should address how the program will address the needs identified in the Description of the Issue and address the following activities:

- Describe the implementation plan for achieving the objectives of BWCPPIP.
- Describe specifically how the project will accomplish its expected outcomes by providing objectives and performance measures for the project.
- Demonstrate partnerships with allied criminal justice agencies likely to be impacted by BWC use and digital evidence media (DEM).



- Demonstrate plans to work with the local community to provide education and seek feedback on the community's needs and concerns regarding BWC implementation.
- Identify methods to develop policies and tracking mechanisms that include the applicant's legal responsibilities as they pertain to the Freedom of Information Act such as state or local statutes and regulations pertaining to storage, retention, redaction, and deletion of DEM, as well as privacy policies addressing BWC issues involving civil rights and domestic violence, juvenile rights, and other victim groups' rights.

**For Categories 3, 4, and 5**, the Project Design and Implementation section should address how the project will address the needs identified in the Description of the Issue and address the following activities:

- Describe the agency's current BWC program and operations.
- Describe how the proposed demonstration project will expand on those efforts and how it is likely to improve internal operations and outcomes.
- Describe how the operations' improvements will be assessed and measured.
- Explain how the project's implementation will be documented (e.g., lessons learned) and how such documentation will be available to interested parties after the project's completion.
- Provide a clear commitment and plan for working with the TTA provider to document and share lessons learned, promising practices, and project challenges.

c. Capabilities and Competencies

**For all application categories:**

- Fully describe the applicant's capabilities to implement the project and the competencies of the staff assigned to the project.
- Describe and demonstrate effective policy development and implementation plans for the project.
- Describe the agency's current technology capabilities, including, if applicable, the implementation of previous technology systems closely related to BWCs (e.g., dashboard cameras).

d. Plan for Collecting the Data Required for This Solicitation's Performance Measures

**For all application categories:**

- Describe the process for measuring project performance.
- Identify the specific personnel who will collect the data and who will be responsible for performance measurement, and how the information will be used to guide and evaluate the project's impact.
- Describe the applicant's commitment to working with the BJA TTA provider to document the program's components, best practices, and lessons learned.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

BJA will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section.

Applicants can visit [OJP's performance measurement page](#) at [www.ojp.gov/performance](http://www.ojp.gov/performance) for more information on performance measurement activities.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award. A list of performance measure questions for this program can be found at [here](#). Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

#### Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "[Note on Project Evaluations](#)" section in the [Application Resource Guide](#).

#### *Application Goals, Objectives, Deliverables, and Timeline Web-Based Form*

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

**For Categories 1 and 2,** applicants should include expected benefits of the BWC programs for the applicant's agency, the members of that agency, and the communities they serve.

**For categories 3, 4, and 5,** goals should focus on the same outcomes Categories 1 and 2. In addition, applicants should address the benefits to organizational efficiency and outcomes that are expected to result from enhanced digital evidence management practice and/or the agency better leveraging of BWC footage.

#### Deliverables Expected by Successful Applicants

Program objectives and deliverables should be included in one timeline.

For Categories 1 and 2, the deliverables should include:

- Establishment and sharing of an agency BWC policy using either the self-certification process or working with the TTA provider on a BWC policy scorecard.
- Documentation of a BWC procurement process (e.g., purchase of lease).

- Documentation of BWC training for personnel receiving BWC or those affected by the BWC program.
- Documentation of BWC deployment date or dates.
- Regular calls (e.g., monthly) with the TTA provider for documenting progress and sharing lessons learned.
- An exit interview with the TTA provider to identify project outcomes and plan for program continuity.

For Categories 3, 4 and 5, the deliverables should include:

- Regular calls, monthly at a minimum, with the TTA provider to report progress and receive guidance.
- Documentation of Procuring/leasing BWCs and any other equipment and services in a manner compliant with federal and local procurement guidelines.
- Collaboration with TTA provide in documenting processes, data flows, challenges, and sharable lessons in program deployment.
- Participation in quarterly listening sessions with TTA provider and other grantees awarded under the same solicitation category.
- An exit interview with the TTA provider to identify project outcomes and plan for program continuity.

### ***Budget and Associated Documentation***

All budget items submitted through just grant should be reasonable, allocable, and have a clear nexus to the BWC program the agency will be implementing. Quotes from BWC vendors may be used for budget planning purposes and may be attached to JustGrants. If such documentation is provided, it is understood that these serve as cost estimates. Should an applicant be awarded, no assumption should be made that OJP or BJA approved of or endorse the vendor quotes. All procurement, contracts, and expenditures are expected to occur and be obligated within the grant period. More detailed information on procurement contracts (if applicable) can be found in the OJP [Application Resource Guide](#).

### ***Funding Restrictions***

Under solicitation unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV are not an allowable expense. The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

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

### ***Budget Detail and Narrative Web-Based Form***

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

### Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

### Non-Federal Costs (match and program income)

This solicitation requires a 50 percent **cash or in-kind match for Categories 1 and 2**. Federal funds awarded under this solicitation may not cover more than 50 percent of the total costs of the project being funded. An applicant must identify the source of the 50 percent non-federal portion of the total project costs and how they will use match funds. If an award recipient's proposed match *exceeds* the required match amount, according to the formula below, and OJP approves the budget, the total match amount in the approved budget becomes part of the project budget and subject to audit. "Match" funds may be used only for purposes that would be allowable for the Federal funds. This means neither Federal funds nor matching funds may be used for costs considered inappropriate by the awarding agency (e.g., lobbying, land acquisition, fundraising). Recipients must satisfy this match requirement with cash or in-kind match. "In-kind" match may be in the form of services, supplies, real property, and equipment.

#### How To Calculate Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Match Requirement – 50/50 (Federal Share/Recipient's Share) Federal Award = \$100,000					
Step 1	\$100,000	÷	50% Federal Share	=	\$100,000
Step 2	\$100,000	x	50% Recipient's Share	=	\$100,000

### Budget/Financial Attachments

#### Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the "Costs Requiring Prior Approval" section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

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

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and

maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally-approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

#### [Consultant Rate \(if applicable\)](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

#### [Limitation on Use of Award Funds for Employee Compensation for Awards Over \\$250,000; Waiver \(if applicable\)](#)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the 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. See the [Application Resource Guide](#) for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver."

#### [Disclosure of Process Related to Executive Compensation \(if applicable\)](#)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this funding opportunity are not required to provide this disclosure.

#### **[Additional Application Components](#)**

The applicant will attach the additional requested documentation in JustGrants.

#### [Curriculum Vitae or Resumes \(if applicable\)](#)

Provide resumes of key personnel who will work on the proposed project.

#### [Tribal Authorizing Resolution \(if applicable\)](#)

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on tribal authorizing resolutions.

#### [Letters of Support \(if applicable\)](#)

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting for the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant's capacity to complete the

proposed project. Letters of support should be signed and then submitted as one separate attachment to the application in JustGrants.

#### [Research and Evaluation Independence and Integrity Statement \(if applicable\)](#)

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

#### [Disclosures and Assurances](#)

The applicant will address the following disclosures and assurances.

##### [Disclosure of Lobbying Activities](#)

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

##### [Applicant Disclosure of Duplication in Cost Items](#)

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

##### [DOJ Certified Standard Assurances](#)

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

##### [DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing](#)

Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

##### [Applicant Disclosure and Justification – DOJ High-Risk Grantees](#)

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

##### [Single Agency Application Screening Form \(recommended\)](#)

If applicable, Category 1 or 2 applicants are encouraged to submit this screening form if they are applying on for BWC funding for their own program.

##### [Partnership Application Screening Form \(recommended\)](#)

If applicable, Category 1 or 2 applicants are encouraged to submit this screening form if they are applying for BWC funding for their own BWC program and one or more subrecipients. This form is also applicable for authorized organizations, regional or state authorities including State

Administration Agencies (SAAs), and consortia that would be fiscal and administrative leads (primary grantees) seeking to support BWC acquisition by sub-awardees.

## **Application Review Information**

### **Review Criteria**

#### ***Basic Minimum Review Criteria***

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

#### ***Merit Review Criteria***

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Statement of the Problem/Description of the Issue (10%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (35%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (25%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (15%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
- Other: New or Expansion of BWC Program (5%): assess whether the applicant expressly states that the program is a first time BWC implementation or an expansion or BWC deployment to a new group of officers/employees that had not previously received BWCs.

#### ***Other Review Criteria/Factors***

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, significant and noteworthy aspects of a proposed program that would serve promising practices, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

### **Risk Criteria/Factors**

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

### **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. 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 not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### **Federal Award Notices**

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

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

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

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

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).



## **Civil Rights Compliance**

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)” under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov> or contact OJP.

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

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

## **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

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

In addition to the deliverables described in the “[Program Description](#)” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit

report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

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

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

### **Other Information**

#### **Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)**

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

#### **Provide Feedback to OJP**

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

### **Performance Measures**

A list of performance measure questions for this program can be found at [Body-Worn Camera Policy and Implementation Program: Performance Measures Questionnaire](#) (ojp.gov).

## **Application Checklist**

### **FY24 Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies**

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### **Pre-Application**

##### ***Before Registering in Grants.gov***

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

##### ***Register in Grants.gov***

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

##### ***Find the Funding Opportunity***

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID: O-BJA-2024-172141
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6q3y8> (see [Application Resource Guide](#)).

##### ***Review the Overview of Post-Award Legal Requirements***

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

##### ***Review the Scope Requirement***

- The federal amount requested is within the allowable limit(s) of \$2,000,00 for Categories 1 and 2. \$1,000,00 for Categories 3, 4, and 5. In addition, the federal funding request for individual awards under Categories 1 and 2 should be capped at \$2,000 per body-worn camera.

##### ***Review Eligibility Requirement***

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

#### **Application Step 1**

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review. (if applicable)

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#)).

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

## **Application Step 2**

Submit the following information in JustGrants:

### ***Application Components***

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract\*
- Proposal Narrative\*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

### ***Budget and Associated Documentation***

- Budget Detail Narrative and web-based form\*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))

### ***Additional Application Components***

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Letters of Support (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- [Single Agency Screening Form for Any Agency Applying for Federal Funding of Its Own BWC Program](#) (recommended, if applicable)

- [Partnership Application Screening Form for Any Agency Applying as Primary Grant Applicant on Behalf of Two or More Law Enforcement Agencies](#) (recommended, if applicable)

### **Disclosures and Assurances**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

***\*Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

### **Review, Certify, and Submit Application in JustGrants**

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received —

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

## **Standard Solicitation Resources**

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.