EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

PROJECT TITLE:

Department of Justice, Bureau of Justice Assistance, Body-Worn Camera Policy and Implementation Program to Support law Enforcement Agencies for FFY 2019 Competitive Grant Funds

	Briefing
	Proposed Action
	Consent
X	Action
	First Reading
	Second Reading
	Third Reading
	Public Hearing
X	Budget Advisory

COUNCIL BILL #	
Originating Dept.	Police
Contact Person	Dan Templeman
Phone Number	425-257-8493
FOR AGENDA OF	May 29, 2019

Initialed by:

Department Head	
CAA	
Council President	

Location	Preceding Action	Attachments	Department(s) Approval
		FY 2019 Grant Application	• Legal • Police

Amount Budgeted	$	Account Number:
Expenditure Required	$306,008	Account Number:
Budget Remaining	-0-	
Additional Required	$153,004	

DETAILED SUMMARY STATEMENT:

The Police Department is evaluating a department-wide Body Worn Camera (BWC) program for commissioned officers and is seeking to apply for funding, via the Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies for FFY 2019 Competitive Grant. The FY 2019 application with the Department of Justice relates to the use of grant program funding to enhance and progressively increase the Body-Worn Camera Program (BWC). The purpose of the BWC program is to provide officer and community safety and to promote public trust and transparency in law enforcement by recording citizen contacts with police officers. There is a 50% match requirement from the requested program total of $306,008, ($153,004 Federal grant funds, $153,004 City of Everett matching funds). The costs allocated to the grant funding are for the purchase of 150 BWC packages, video storage, licenses and other related equipment necessary for the purpose of the camera and video program. The grant program period is October 1, 2019 through September 30, 2022.

RECOMMENDATION (Exact action requested of Council):

Authorize the Mayor to sign all necessary documents and agreements with the Department of Justice, Bureau of Justice Assistance regarding the application, utilization and acceptance of the FY 2019 Body-Worn Camera Policy and Implementation Program grant in the amount of $153,004.

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

PROJECT TITLE:
Department of Justice, Bureau of Justice Assistance, Body-Worn Camera Policy an Implementation Program to Support law Enforcement Agencies for FFY 2019 Competitive Grant Funds

	Briefing
	Proposed Action
	Consent
X	Action
	First Reading
	Second Reading
	Third Reading
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OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☒ New	
☒ Application	☐ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
Completed by Grants.gov upon submission.	

5a. Federal Entity Identifier:	5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:	7. State Application Identifier: Washington

8. APPLICANT INFORMATION:

* a. Legal Name: City of Everett

* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
916001248	6089091560000

d. Address:

* Street1: 2930 WETMORE AVE
Street2:
* City: EVERETT
County/Parish:
* State: WA: Washington
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 98201-4067

e. Organizational Unit:

Department Name:	Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:
* First Name: Tracey
Middle Name: L
* Last Name: Versteeg
Suffix:

Title: Police Finance Manager

Organizational Affiliation:

* Telephone Number: 425-257-8447
Fax Number: 425-257-6255

* Email: TVersteeg@everettwa.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.835

CFDA Title:

Body Worn Camera Policy and Implementation

*** 12. Funding Opportunity Number:**

BJA-2019-15087

* Title:

BJA FY 19 Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies

13. Competition Identification Number:

BJA-2019-15304

Title:

Category 1: Implementation or Expansion of BWC Programs for Small to Mid-sized Agencies

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

City of Everett Police Body-Worn Camera Program

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant WA02 * b. Program/Project WA02

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2019 * b. End Date: 09/30/2022

18. Estimated Funding ($):

* a. Federal	300,000.00
* b. Applicant	300,000.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	600,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: Cassie

Middle Name:

* Last Name: Frankliln

Suffix:

* Title: Mayor

* Telephone Number: 425-257-7112 Fax Number:

* Email: CFranklin@everettwa.gov

* Signature of Authorized Representative: Completed by Grants.gov upon submission. * Date Signed: Completed by Grants.gov upon submission.

CITY OF EVERETT, WASHINGTON
EVERETT POLICE DEPARTMENT

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

FY 2019 Competitive Grant Announcement
(CFDA# 16.835)

PROJECT ABSTRACT

The City of Everett's Police Department is seeking grant funding to enhance and phase in its Body-Worn Camera Program (BWC) through the Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWCPIP-LEA) solicitation to promote public trust and transparency within our law enforcement agency and community by recording citizen contacts with its police officers. The goals for our agency are to utilize a BWC program to contemporaneously and objectively document citizen contacts, provide additional safety measures for officers and the public, produce video footage as evidence in civil or criminal investigations, incorporate as a training tool and use as a reference in incident documentation. In order to accomplish these objectives, the department proposes to purchase one-hundred and fifty (150) body-worn packages, inclusive of the camera equipment, licensing, video storage and SaaS Evidence Management. In addition to the federal funding, the required match dollars will be used to continue the program throughout the three-year grant period.

To assist in obtaining the goals and objectives of the City of Everett Police Department BWC, we will collect, review and report data on officer use of force incidents, citizen complaints,

assaults on police officers, on the job injuries associated with use of force, and the number of guilty pleas to measure and evaluate the success of the program.

CITY OF EVERETT, WASHINGTON
EVERETT POLICE DEPARTMENT

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

FY 2019 Competitive Grant Announcement
(CFDA# 16.835)

PROGRAM NARRATIVE

Description of Issue

The City of Everett is a full-service municipal government agency which provides critical public safety and other vital services to a population of approximately 109,000 citizens. Under the direction of Mayor Cassie Franklin, Chief Dan Templeman commands the Everett Police Department which consists of a staff of 206 uniformed officers and 44 civilian support personnel.

Over the last several years, the City of Everett has been working toward the development and implementation of a body-worn camera program for promoting public trust and transparency within law enforcement and our community by recording citizen contacts with police officers. The use of body cameras is to contemporaneously and objectively document citizen contacts. Video footage produced by body cameras may be used as evidence in civil or criminal investigations, reviewed administratively pursuant to officer use of force or pursuit incidents, used as a tool in law enforcement training, for officer safety and public safety as well as utilized as a reference for incident documentation.

The Everett Police Department is in the process of implementing this program and hopes to seek additional funding for further enhancement with a planned phased-in approach to provide body-worn cameras to all commissioned personnel within our department. If awarded the federal funding, the allocated costs will consist of one-hundred and fifty (150) body-worn camera packages, video storage, licenses and additional necessary equipment. The newly acquired 150 cameras will increase our current program from 50 to 200 total body-worn cameras assigned to all commissioned police officers in our department, with the exception of selected Command Staff members. Due to the shortage of City of Everett funding, we are currently unable to provide full financing of this program within the existing budget. The U.S. Department of Justice, Bureau of Justice Assistance, Body-Worn Camera Policy and Implementation Program grant funding will not only assist in providing an important resource for critical tools, equipment and technology needed to further implement our program, but will further our mission of working in partnership with our community to enhance the quality of life and reduce crime for those who reside and work in our city as well as provide safety to our officers as they protect the citizens in our community.

Project Design and Implementation

The Everett Police Department has developed a draft body-worn camera policy that will be adopted as a part of the current implementation process and will be used to provide direction for officers and to further enhance the program. The policy includes information on officer responsibilities, requirements on activating the body cameras, public advisement and

unauthorized usage. In addition, the policy contains directives for downloading, oversight, review, retention and release of body camera footage.

The purpose and scope of the Body-Worn Camera Policy is to provide officer safety and to promote public trust and transparency in law enforcement by recording citizen contacts with police officers. The video documentation of citizen contacts may be used in civil or criminal investigations, reviewed for officer compliance with department policies, used as a law enforcement training tool, reviewed to provide additional officer safety measures, or utilized as a reference in incident documentation.

To obtain the expected successful outcomes from the City of Everett Police Department Body-Worn Camera Program, the collection, review and reporting of the performance measures will be collected, reviewed and reported. Acquiring data on use of force incidents by officers, citizen complaints received by the department, assaults on police officers, on-the-job injuries associated with officer use of force and the number of guilty pleas will allow us to evaluate, make procedure adjustments and provide more specific training to department staff to further provide officer safety and promote public trust.

Our department is continually seeking avenues for community involvement for enhancements of police programs, crime reduction and safety measures for both citizens and officers. The Everett Police Chief's Community Advisory Board, comprised of community members throughout the City, will review and contribute to the development of our approved Body-Worn Camera Policy and the procedures identified within. Additional stakeholders who may be involved in the

development and implementation of our program include City Council members and City Prosecutors. As we develop our program there will be further solicitation from city staff and the affected labor unions for input and review of our policy, procedures and performance measures.

As outlined with our draft policy, officers are responsible for successful completion of equipment use and policy and procedure training. The department will identify a body-worn camera administrator, who will develop and oversee the required training of personnel and overall program implementation. Additionally, other Everett Police Department staff members will be utilized to establish the review, redaction and public disclosure elements of the program. The police department's Forensic Imaging and Public Disclosure Units, in conjunction with the City's Information Technology Department will play vital roles in the technical aspects associated with storage, retention and redaction of body-worn camera video footage. Public disclosure staff will be responsible for processing and releasing body-worn camera video footage consistent with Washington State law.

The purchase of body-worn camera bundle packages, charging docks, mounts, licenses and other related camera equipment will fall within federal procurement rules. The City of Everett Procurement Policy requires a purchase from the state contract or a competitive, fair and open bidding process that states that calls for bids and bid awards are approved and awarded by City Council.

Implementation for the expansion of the Everett Police Department Body-Worn Camera Program will consist of a phased-in approach over a three-year period. As outlined in the budget

details, we will purchase fifty (50) BWC packages each year for the three-year grant period, totaling one-hundred and fifty (150) new BWC's assigned to commissioned police officers. The total estimated cost of the BWC program is $306,008. This includes $153,004 in federal funds and $153,004 in local matching funds. It is expected that the cost per BWC package and related equipment is $2,000 each. In addition, $6,008 has been included for the attendance of up to two personnel to attend the National Body-Worn Camera Policy and Implementation Program meeting in Washington, D.C. during the first year of the grant program as required by this grant solicitation.

Capabilities and Competencies

Upon implementation of the Everett Police Department BWC program, a specialized team will be established to assist with the implementation and continued development of the program as it evolves.

The BWC program will be comprised of several members who have specialized education, certifications, licenses or training. A body-worn camera administrator will be designated to lead the program team in developing a training and implementation plan. Other members of the team will include staff from the City of Everett Information Technology Department, Purchasing Department and Prosecutor's Office. Department administration will bargain with the affected labor unions to finalize a BWC policy that adheres to best practices and that is consistent with policing practices in the region.

The Everett Police Department has either led or been a member agency involved in the implementation of several different technology-related programs. Our entire police department has migrated to fully electronic ticketing and collision reporting, transitioned to an entirely new parking enforcement software platform that utilizes license plate recognition and was an integral member of a regional consortium that implemented our first CAD/RMS upgrade in over twenty (20) years. Today, the Everett Police Department has staff dedicated to the replacement of our old 20+ year old analog radio system to an entirely new digital platform.

City of Everett Council members have been provided a high-level briefing on our desire to implement phased BWC program and will include future briefings to our public safety committee, which are open public meetings. In addition, the department will involve the Police Chief's Advisory Board, made up of community members from throughout the city, in the review and implementation of a BWC policy.

Program Continuity

If awarded funding for the City of Everett Police Department Body-Worn Camera program, the phased in approach of fifty (50) cameras per year will provide the department with one-hundred and fifty (150) cameras over the three-year grant period. These cameras, in addition, to fifty (50) initial cameras previously purchased and implemented with our pilot program will continue to be funded through seeking additional grant dollars as well as budgeting on-going costs into the annual city budget for continued sustainment of the program. The department policy will remain

in place and updated training will be conducted for all commissioned officers assigned to a body-worn camera.

Performance Management Plan

To assist in obtaining the goals and objectives of the City of Everett Police Department Body-Worn Camera Program, the following performance measures will be collected, reviewed and reported by assigned specialty members to evaluate the success of the program:

- Use of force incidents by officers – *Everett PD Office of Professional Standards*
- Citizen complaints received by the department – *Everett PD Office of Professional Standards*
- Assaults on police officers – *Everett PD Crime Analyst*
- On-the-job injuries associated with officer use of force – *Everett Human Resources Division*
- Number of guilty pleas – *City of Everett Municipal Court*

It is the goal of the department's body-worn camera program to see positive results in each of the above-mentioned categories. As stated in the post-award requirements, performance measure data and program progress will be reported into the Bureau of Justice Performance Measurement Tool (PMT).

CITY OF EVERETT, WASHINGTON
EVERETT POLICE DEPARTMENT

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

FY 2019 Competitive Grant Announcement
(CFDA# 16.835)

DISCLOSURE OF PENDING APPLICATIONS

The City of Everett Police Department does not have any pending applications submitted within the last twelve (12) months for federally funded grants or cooperative agreements that request funding to support the same project being proposed under this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

EVERETT
WASHINGTON

May 17, 2019

U.S. Department of Justice and Bureau of Justice Assistance,

The City of Everett Police Department is applying for federal funding through the Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies FY 2019 Competitive Grant (BWCPIP).

As outlined in the Everett Police Department's draft Body-Worn Camera (BWC) policy and procedures, BWC video footage may be reviewed under several different circumstances, to include vehicle pursuits, use of force, performance appraisals, and to develop additional training needs for our officers. These provisions meet the requirements for regular review of BWC video footage as set forth within the BWCPIP application.

The Everett Police Department appreciates the opportunity to increase and enhance its BWC program with the assistance of federal funding.

Sincerely,

DAN TEMPLEMAN
Chief of Police

Police Department

3002 Wetmore Ave.
Everett, WA 98201

425.257.8400

police@everettwa.gov
everettwa.gov/police

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

OMB Number: 1121-0329
Expiration Date: 11/30/2020

Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

(1) Identification, in its accounts of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.

(7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.

(8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: City of Everett

Street1: 2930 Wetmore Ave

Street2:

City: Everett

State: WA: Washington

Zip Code: 98201-4067

2. Authorized Representative's Name and Title:

Prefix:

First Name: Andy

Middle Name:

Last Name: Lee

Suffix:

Title: Accounting Manager

3. Phone: (425) 257-8604

4. Fax:

5. Email: ALee@everettwa.gov

6. Year Established: 1893

7. Employer Identification Number (EIN): 916001248

8. DUNS Number: 6089091560000

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? ☒ Yes ☐ No

If "No" skip to Question 10.

If "Yes" skip to Questions 9. b) and 9. c).

AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of paying the tax described in 26 U.S.C. 511(a)?	☐ Yes ☒ No
9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)? If "Yes", refer to "Additional Attachments" under "What an Application Should Include" in the OJB solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.	☐ Yes ☒ No

For the purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):

☒ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
☒ Financial Statement Audit
☐ Defense Contract Agency Audit (DCAA)
☐ Other Audit & Agency (list type of audit):

☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☒ Within the last 12 months ☐ Within the last 2 years ☐ Over 2 years ago ☐ N/A

Name of Audit Agency/Firm: Washington State Auditor's Office

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions ☐ N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 1

Enter the dollar amount of questioned costs (if none, enter "$0"): 0.00

Were material weaknesses noted in either the report or opinion? ☒ Yes ☐ No

13. Which of the following best describes your accounting system:

☐ Manual ☒ Automated ☐ Combination of Manual and Automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?	☒ Yes ☐ No ☐ Not Sure
15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by budget cost categories shown in the approved budget?	☒ Yes ☐ No ☐ Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?	☒ Yes ☐ No ☐ Not Sure
17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	☒ Yes ☐ No ☐ Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	☒ Yes ☐ No ☐ Not Sure
19. Is the applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	☒ Yes ☐ No ☐ Not Sure
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds: (1) a description of the property; (2) an identification number; (3) the source of the funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	☒ Yes ☐ No ☐ Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for an analysis of lease and purchase alternatives; and (3) set out a process for soliciting goods and services and (4) include standards of conduct the address conflicts of interest?	☒ Yes ☐ No ☐ Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	☒ Yes ☐ No ☐ Not Sure
22. b) Do the applicant entity's procurement polices and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	☒ Yes ☐ No ☐ Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	☒ Yes ☐ No ☐ Not Sure
TRAVEL POLICY	
24. Does the applicant entity: (a) maintain a standard travel policy? (b) adhere to the Federal Travel Regulation? (FTR)	 ☒ Yes ☐ No ☒ Yes ☐ No

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

OMB Number: 1121-0329
Expiration Date: 11/30/2020

SUBRECIPIENT MANAGEMENT AND MONITORING

25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	☒ Yes ☐ No ☐ Not Sure ☐ N/A - Applicant does not make subawards under any OJP awards
26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?	☒ Yes ☐ No ☐ Not Sure ☐ N/A - Applicant does not make subawards under any OJP awards
27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual who is suspended or debarred from such subawards?	☒ Yes ☐ No ☐ Not Sure ☐ N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

☐ Yes ☒ No ☐ Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:
Phone:
Email:

(d) Reason for "high risk" status, as set out by the federal agency:

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR") or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Andy Lee

Date: 05/15/2019

Title: ☐ Executive Director ☐ Chief Financial Officer ☐ Chairman
☒ Other: Accounting Manager

Phone: (425) 257-8604

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2022

1. * Type of Federal Action:
- [ ] a. contract
- [x] b. grant
- [ ] c. cooperative agreement
- [ ] d. loan
- [ ] e. loan guarantee
- [ ] f. loan insurance

2. * Status of Federal Action:
- [ ] a. bid/offer/application
- [x] b. initial award
- [ ] c. post-award

3. * Report Type:
- [x] a. initial filing
- [ ] b. material change

4. Name and Address of Reporting Entity:

[x] Prime [ ] SubAwardee

*Name: City of Everett

*Street 1: 2930 Wetmore Ave Street 2:

*City: Everett State: WA: Washington Zip: 98201-4067

Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency:
Department of Justice

7. * Federal Program Name/Description:
Body Worn Camera Policy and Implementation

CFDA Number, *if applicable:* 16.835

8. Federal Action Number, *if known:*

9. Award Amount, *if known:*
$

10. a. Name and Address of Lobbying Registrant:

*Prefix: *First Name: Leslie Middle Name: I

*Last Name: Pollner Suffix:

*Street 1: 800 17th Street NW, Suite 1100 Street 2:

*City: Washington State: DC: District of Columbia Zip: 20006

b. Individual Performing Services (including address if different from No. 10a)

*Prefix: *First Name: Leslie Middle Name: I

*Last Name: Pollner Suffix:

*Street 1: 800 17th Street NW, Suite 1100 Street 2:

*City: Washington State: DC: District of Columbia Zip: 20006

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

*** Signature:** Completed on submission to Grants.gov

***Name:** *Prefix: *First Name: Cassie Middle Name:

*Last Name: Franklin Suffix:

Title: Mayor **Telephone No.:** 425-257-7112 **Date:** Completed on submission to Grants.gov

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OMB Number: 4040-0007
Expiration Date: 02/28/2022

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.§§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593(identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Completed on submission to Grants.gov	Mayor
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Everett	Completed on submission to Grants.gov

Standard Form 424B (Rev. 7-97) Back

Budget Summary

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		
Budget Category	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Total(s)
A. Personnel	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
B. Fringe Benefits	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
C. Travel	$3,004	$3,004	$0	$0	$0	$0	$0	$0	$0	$0	$6,008
D. Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
E. Supplies	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
F. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
G. Subawards (Subgrants)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
H. Procurement Contracts	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$0	$0	$0	$0	$300,000
I. Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Direct Costs	$53,004	$53,004	$50,000	$50,000	$50,000	$50,000	$0	$0	$0	$0	$306,008
J. Indirect Costs	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Project Costs	$53,004	$53,004	$50,000	$50,000	$50,000	$50,000	$0	$0	$0	$0	$306,008
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N (DOJ Financial Guide, Section 3.10)	No

A. Personnel

Name	Position	Computation						
List each name, if known.	*List each position, if known.*	*Show annual salary rate & amount of time devoted to the project for each name/position.*						
		Salary	*Rate*	*Time Worked (# of hours, days, months, years)*	*Percentage of Time*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
						$0		$0
					Total(s)	**$0**	**$0**	**$0**

Narrative

B. Fringe Benefits

Name *List each grant-supported position receiving fringe benefits.*	Computation *Show the basis for computation.*				
	Base	*Rate*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	$0	$0	$0

Narrative

C. Travel										
Purpose of Travel	**Location**	**Type of Expense**	**Basis**	**Computation**						
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Lodging, Meals, Etc.*	*Per day, mile, trip, Etc.*	*Compute the cost of each type of expense X the number of people traveling.*						
				Cost	*Quantity*	*# of Staff*	*# of Trips*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
BWCPIP National Meeting	Washington DC	Meals	Day	$251.00	4	2	1	$2,008	$1,004	$1,004
BWCPIP National Meeting	Washington DC	Lodging	Night	$350.00	3	2	1	$2,100	$1,050	$1,050
BWCPIP National Meeting	Washington DC	Transportation	Round-trip	$700.00	1	2	1	$1,400	$700	$700
BWCPIP National Meeting	Washington DC	Local Travel	N/A	$50.00	4	2	1	$400	$200	$200
BWCPIP National Meeting	Washington DC	Other	N/A	$25.00	2	2	1	$100	$50	$50
			N/A					$0		$0
			N/A					$0		$0
			N/A					$0		$0
							Total(s)	**$6,008**	**$3,004**	**$3,004**
Narrative										

Purpose Area #4

Attendance at the Body-Worn Camera (BWCPIP) Grantee National Meeting is a required meeting for up to two personnel from the applicant's agency. As stated in the solicitation, the location of Washington, D.C. was used in the planning of this two day meeting. For planning purposes of cross-country travel, the day before and the day after the meeting dates are considered travel days. Included in the estimated costs are rountrip airfare, roundtrip luggage fees, lodging for three nights, GSA meal per diem rate for four days, roundtrip shuttle transportation to/from airport and additional roundtrip shared local travel costs to transport personnel to and from the hotel and meeting site for two days. All associated costs meet the requirements listed within the City of Everett Travel Policy #400-18-03.

D. Equipment					
Item *List and describe each item of equipment that will be purchased*	**Computation** *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	*Unit Cost*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

E. Supplies					
Supply Items *Provide a list of the types of items to be purchased with grant funds.*	**Computation** *Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	*Unit Cost*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

F. Construction						
Purpose *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	*Cost*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
				$0		$0
			Total(s)	**$0**	**$0**	**$0**
Narrative						

G. Subawards (Subgrants)

Description	Purpose	Consultant?			
Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	*Non-Federal Contribution*	*Federal Request*
					$0
		Total(s)	$0	$0	$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation					
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*					
			Cost	*Duration or Distance*	*# of Staff*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
						$0		$0
					Total	$0	$0	$0

Narrative

H. Procurement Contracts

Description	Purpose	Consultant?	

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently $150,000).	*Describe the purpose of the contract*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
BWC Bundle, inclusive of cameras, SaaS, charging docks, mounts, licenses and other camera accessories	Purchase and implementation of 50 BWC bundle systems	No	$100,000	$50,000	$50,000
					$0
		Total(s)	**$100,000**	**$50,000**	**$50,000**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Hotel, airfare, per diem*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative

The purchase and acquisition of fifty (50) body-worn camera bundles will be provided either through a state contract or the City of Everett Request for Procurement competitive bidding process as outlined in Procurement Policy 400-12-06, effective April 10, 2012. All formal competitive call for bids and bid awards are to be approved by City Council. Included in the proposal for competitive bidding will be a request for body-worn camera bundle packages (cameras, SaaS and storage), licenses, mounts, charging docks and other camera accessories necessary for the body-worn camera program. Our estimated cost, inclusive of the aforementioned items plus tax (currently at 9.8%) is $2,000 per camera. We will progressively add fifty (50) cameras per year up to one-hundred and fifty (150) during the three-year grant cycle to complete the implementation of this program.

I. Other Costs

Description	**Computation**

Purpose Area #4

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).	*Show the basis for computation*						
	Quantity	***Basis***	***Cost***	***Length of Time***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
					$0		$0
					$0		$0
				Total(s)	**$0**	**$0**	**$0**

Narrative

J. Indirect Costs					
Description *Describe what the approved rate is and how it is applied.*	**Computation** *Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	*Indirect Cost Rate*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N (DOJ Financial Guide, Section 3.10)	*No*

A. Personnel

Name	Position	Computation						
List each name, if known.	*List each position, if known.*	*Show annual salary rate & amount of time devoted to the project for each name/position.*						
		Salary	*Rate*	*Time Worked (# of hours, days, months, years)*	*Percentage of Time*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
						$0		$0
					Total(s)	**$0**	**$0**	**$0**

Narrative

B. Fringe Benefits					
Name *List each grant-supported position receiving fringe benefits.*	**Computation** *Show the basis for computation.*				
	Base	*Rate*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative

C. Travel										
Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Lodging, Meals, Etc.*	**Basis** *Per day, mile, trip, Etc.*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*						
				Cost	***Quantity***	***# of Staff***	***# of Trips***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			N/A					$0		$0
							Total(s)	**$0**	**$0**	**$0**
Narrative										

D. Equipment					
Item *List and describe each item of equipment that will be purchased*	**Computation** *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	*Unit Cost*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	$0	$0	$0

Narrative	

E. Supplies					
Supply Items *Provide a list of the types of items to be purchased with grant funds.*	**Computation** *Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	*Unit Cost*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

F. Construction						
Purpose *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	*Cost*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
				$0		$0
			Total(s)	$0	$0	$0
Narrative						

G. Subawards (Subgrants)

Description	Purpose	Consultant?			
Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	*Non-Federal Contribution*	*Federal Request*
					$0
		Total(s)	$0	$0	$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation					
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*					
			Cost	*Duration or Distance*	*# of Staff*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
						$0		$0
					Total	$0	$0	$0

Narrative

H. Procurement Contracts

Description	Purpose	Consultant?	

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently $150,000).	*Describe the purpose of the contract*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	***Non-Federal Contribution***	***Federal Request***
BWC Bundle, inclusive of cameras, SaaS, charging docks, mounts, licenses and other camera accessories	Purchase and implementation of 50 BWC bundle systems	No	$100,000	$50,000	$50,000
		Total(s)	**$100,000**	**$50,000**	**$50,000**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	Location *Indicate the travel destination.*	Type of Expense *Hotel, airfare, per diem*	Computation *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	***Duration or Distance***	***# of Staff***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
						$0		$0
					Total	$0	$0	$0

Narrative

The purchase and acquisition of fifty (50) body-worn camera bundles will be provided either through a state contract or the City of Everett Request for Procurement competitive bidding process as outlined in Procurement Policy 400-12-06, effective April 10, 2012. All formal competitive call for bids and bid awards are to be approved by City Council. Included in the proposal for competitive bidding will be a request for body-worn camera bundle packages (cameras, SaaS and storage), licenses, mounts, charging docks and other camera accessories necessary for the body-worn camera program. Our estimated cost, inclusive of the aforementioned items plus tax (currently at 9.8%) is $2,000 per camera. We will progressively add fifty (50) cameras per year up to one-hundred and fifty (150) during the three-year grant cycle to complete the implementation of this program.

I. Other Costs

Description	Computation

Purpose Area #4

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).	*Show the basis for computation*						
	Quantity	***Basis***	***Cost***	***Length of Time***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
					$0		$0
					$0		$0
				Total(s)	**$0**	**$0**	**$0**

Narrative

J. Indirect Costs					
Description *Describe what the approved rate is and how it is applied.*	**Computation** *Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	*Indirect Cost Rate*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N (DOJ Financial Guide, Section 3.10)	No

A. Personnel

Name List each name, if known.	Position List each position, if known.	Computation Show annual salary rate & amount of time devoted to the project for each name/position.						
		Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						$0		$0
					Total(s)	$0	$0	$0

Narrative

B. Fringe Benefits					
Name *List each grant-supported position receiving fringe benefits.*	**Computation** *Show the basis for computation.*				
	Base	***Rate***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

C. Travel										
Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	**Location** *Indicate the travel destination.*	**Type of Expense** *Lodging, Meals, Etc.*	**Basis** *Per day, mile, trip, Etc.*	**Computation** *Compute the cost of each type of expense X the number of people traveling.*						
				Cost	***Quantity***	***# of Staff***	***# of Trips***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			N/A					$0		$0
							Total(s)	**$0**	**$0**	**$0**
Narrative										

D. Equipment					
Item *List and describe each item of equipment that will be purchased*	**Computation** *Compute the cost (e.g., the number of each item to be purchased X the cost per item)*				
	# of Items	*Unit Cost*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	$0	$0	$0

Narrative	

E. Supplies					
Supply Items *Provide a list of the types of items to be purchased with grant funds.*	**Computation** *Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.*				
	# of Items	***Unit Cost***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
			$0		$0
		Total(s)	**$0**	**$0**	**$0**

Narrative	

F. Construction						
Purpose *Provide the purpose of the construction*	**Description of Work** *Describe the construction project(s)*	**Computation** *Compute the costs (e.g., the number of each item to be purchased X the cost per item)*				
		# of Items	*Cost*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
				$0		$0
			Total(s)	**$0**	**$0**	**$0**
Narrative						

G. Subawards (Subgrants)

Description	Purpose	Consultant?			
Provide a description of the activities to be carried out by subrecipients.	*Describe the purpose of the subaward (subgrant)*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	*Non-Federal Contribution*	*Federal Request*
					$0
		Total(s)	$0	$0	$0

Consultant Travel (if necessary)

Purpose of Travel	Location	Type of Expense	Computation					
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	*Indicate the travel destination.*	*Hotel, airfare, per diem*	*Compute the cost of each type of expense X the number of people traveling.*					
			Cost	*Duration or Distance*	*# of Staff*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
						$0		$0
					Total	$0	$0	$0

Narrative

H. Procurement Contracts

Description	Purpose	Consultant?	

Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently $150,000).	*Describe the purpose of the contract*	*Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.*			
			Total Cost	*Non-Federal Contribution*	*Federal Request*
BWC Bundle, inclusive of cameras, SaaS, charging docks, mounts, licenses and other camera accessories	Purchase and implementation of 50 BWC bundle systems	No	$100,000	$50,000	$50,000
		Total(s)	**$100,000**	**$50,000**	**$50,000**

Consultant Travel (if necessary)

Purpose of Travel *Indicate the purpose of each trip or type of trip (training, advisory group meeting)*	Location *Indicate the travel destination.*	Type of Expense *Hotel, airfare, per diem*	Computation *Compute the cost of each type of expense X the number of people traveling.*					
			Cost	*Duration or Distance*	*# of Staff*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
						$0		$0
					Total	$0	$0	$0

Narrative

The purchase and acquisition of fifty (50) body-worn camera bundles will be provided either through a state contract or the City of Everett Request for Procurement competitive bidding process as outlined in Procurement Policy 400-12-06, effective April 10, 2012. All formal competitive call for bids and bid awards are to be approved by City Council. Included in the proposal for competitive bidding will be a request for body-worn camera bundle packages (cameras, SaaS and storage), licenses, mounts, charging docks and other camera accessories necessary for the body-worn camera program. Our estimated cost, inclusive of the aforementioned items plus tax (currently at 9.8%) is $2,000 per camera. We will progressively add fifty (50) cameras per year up to one-hundred and fifty (150) during the three-year grant cycle to complete the implementation of this program.

I. Other Costs

Description	Computation

Purpose Area #4

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).	*Show the basis for computation*						
	Quantity	***Basis***	***Cost***	***Length of Time***	***Total Cost***	***Non-Federal Contribution***	***Federal Request***
iPhone Service					$0		$0
				Total(s)	**$0**	**$0**	**$0**

Narrative

J. Indirect Costs					
Description *Describe what the approved rate is and how it is applied.*	**Computation** *Compute the indirect costs for those portions of the program which allow such costs.*				
	Base	*Indirect Cost Rate*	*Total Cost*	*Non-Federal Contribution*	*Federal Request*
			$0		$0
		Total(s)	$0	$0	$0

Narrative	

DEPARTMENT HEAD AUTHORIZATION FORM

DATE: May 17, 2019

DEPARTMENT: Police

GRANT TITLE: FY 2019 Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies Grant

I hereby designate Tracey L. Versteeg and Amanda Harper-Bishop to perform all electronic transactions necessary to fulfill the grant requirements, including online grant acceptance on behalf of the City of Everett.

_____

Cassie Franklin
Mayor

OMB No. 1121-0329
Approval Expires 11/30/2020

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

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP) Bureau of Justice Assistance (BJA) is seeking applications for the fiscal year (FY) 2019 Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies. This program furthers the Department's mission by promoting the safety of law enforcement officers and citizens.

Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies FY 2019 Competitive Grant Announcement

Applications Due: June 5, 2019

Eligibility

Eligible applicants are limited to public agencies of state government, units of local government, and federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior), or any department, agency, or instrumentality of the foregoing that performs criminal justice functions (including combinations of the preceding entities).

Applicants for the Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWCPIP-LEA) may apply on their own behalf or in partnership with one or more additional agency that meets the eligibility criteria. For the purposes of this solicitation, correctional agencies are eligible to apply, provided they perform law enforcement functions as part of their regular duties that are supported by public funding.

For this funding opportunity, a special funding category (Category 4) is set aside to support larger partnership programs operating on a state or regional level or through an established law enforcement consortium representing publicly-funded law enforcement agencies. Any consortium representing law enforcement agencies in which an established organization is authorized to act as a legal instrument on behalf of component or member organizations is eligible to apply, even if that organization does not itself perform direct law enforcement services. Category 4 applicants could include, for example, a State Administrating Agency (SAA), state police agencies, or a regional law enforcement authority supporting the implementation of BWC across multiple subrecipient agencies. Consortia representing law enforcement agencies from a particular geographic area (e.g., a state association of law enforcement agencies or an association/consortium organized to support a department within a municipal region) are eligible. Also eligible are entities representing member law enforcement organizations in a particular area of specialization (e.g., a national or state organization/consortium with a mission to support campus law enforcement agencies).

Funding categories 1 through 3 are intended for law enforcement agencies which are seeking to implement or expand a BWC program on their own or with partner agencies that are designated as subrecipients. Funding categories are defined by the number of sworn officers employed by the applicant agency at the time they apply, or, in the case of partnership organizations, the total number of sworn officers including those of the applicant agency and any subrecipient agency. This designation applies regardless of the number of BWCs the agency intends to deploy within the proposed program (i.e., whether it is a full, partial, expansion, or pilot BWC program).

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

BJA welcomes any applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees)[1]. The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project.

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

If clarification as to an entity's eligibility is needed, applicants are encouraged to contact the National Criminal Justice Reference Service (NCJRS) (see contact information below) to confirm their eligibility before developing a full application. BJA will consider any supporting documentation relevant to the determination of eligibility.

Applicants seeking to apply on behalf of multiple agencies and who are unclear under which category to apply are encouraged to contact NCJRS.

Deadline

Applicants must register with Grants.gov at https://www.grants.gov/web/grants/register.html prior to submitting an application. All applications are due by 11:59 p.m. eastern time on June 5, 2019.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP encourages all applicants to read this Important Notice: Applying for Grants in Grants.gov.

For additional information, see How to Apply in Section D. Application and Submission Information.

[1] For additional information on subawards, see "Budget and Associated Documentation" under Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726, 606–545–5035, at https://www.grants.gov/web/grants/support.html, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply section.

For assistance with any unforeseen Grants.gov technical issues beyond an applicant's control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800–851–3420; via TTY at 301–240–6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301–240–5830; or web chat at https://webcontact.ncjrs.gov/ncjchat/chat.jsp. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Applicants may also view the FY2019 BWCPIP-LEA Solicitation Frequently Asked Questions (FAQs), which may be updated periodically during the grant solicitation period.

Grants.gov number assigned to this solicitation: BJA-2019-15087

Release date: April 5, 2019

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Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies CFDA # 16.835

A. Program Description

Overview

The FY 2019 Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWCPIP-LEA) directly supports key priorities of the Department of Justice by promoting the safety of law enforcement officers and citizens by strengthening the means for evidence capture and by contributing to improved justice outcomes. Both formal research publication and testimonials by law enforcement executives have shown that BWCs, when properly implemented, contribute myriad benefits to law enforcement organizations, their personnel, and the communities they serve. BWC use can have a moderating effect on citizens' behavior; has been shown to reduce use-of-force incidents and citizen complaints; and can help strengthen mutual respect and civility in citizen-police interactions. Digital footage from BWCs can provide critical visual and audio records of interactions. The benefits of BWCs can be optimized when properly implemented as part of a deliberate program of carefully thought-out policies and practices in coordination with broader agency missions, including officer safety, accountability, increased disparity, training, and efficiency.

Additional information about current developments in BWC policy and practice, research on the effects of BWC programs, and technological advances can be found in BJA's BWC Toolkit. Information about the training and technical assistance (TTA) provided to past BWCPIP law enforcement grantees can be found on the TTA website. Information on existing and pending state laws that affect BWC deployment can be found on the Police Body-Worn Cameras Legislation Tracker. A list of BWCs on the market and specification of their technological features can be found in A Market Survey on Body Worn Camera Technologies, published by the National Institute of Justice.

Statutory Authority: Awards under this solicitation will be made under statutory authority provided by the Consolidated Appropriations Act, 2019, Public Law No. 116-6, 133 Stat 13, 114.

Program-Specific Information

Program funds under this solicitation are intended specifically for agencies seeking to establish or expand comprehensive BWC programs with a specified plan to implement this technology in a manner that maximizes the benefits of BWCs. As part of their submission, applicants 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. **Applicants that are seeking only to fund the purchase of BWCs without consideration of the broader program goals discussed below will not be considered for funding.**

The FY 2019 BWCPIP-LEA solicitation will support applicants under four specific funding categories. All four categories are intended to support BWC program implementation or expansion in publicly-funded law enforcement agencies.

Regardless of their type and size, proposed BWC programs are expected to fulfill the following objectives:

- Development of a planned and phased approach that achieves broad support of stakeholders, including local political leadership, prosecutors, and relevant community groups, which thereafter seeks to leverage stakeholder input to support and inform policy, deployment, training, and procurement of BWCs;
- Implementation of operational procedures and tracking mechanisms that address digital media evidence (DME) use, including review, access, storage, retention, redaction, and retention of BWC video;
- Demonstration of commitment to incorporating the evidentiary value of BWCs (DME) into daily administrative and field operations in a manner that promotes improvements in criminal justice outcomes, including improvements in officer and citizen safety;
- Training of officers, administrators, and associated agencies on BWC use, policy, and any applicable laws and regulations regarding access to and sharing of DME; and
- Implementation of appropriate BWC policies that address relevant state law, operational requirements, privacy matters, and release of video to the public.

It is understood that the scope of effort and resources committed to implementing a BWC program will vary based on attributes of the applying agency, most notably its size. BJA understands that the scope of effort may also vary depending on the type of program proposed (e.g., a pilot, full-implementation, or expansion of existing program) and the number of cameras proposed to be deployed.

Objectives and Deliverables

Applicants should describe the technology they intend to deploy, and they should also illustrate how they will deploy the technology using evidence-based and problem-solving approaches. They should describe how the BWC program would be integrated within the agency's operational framework, enhance the ability of officers to perform their duty, and promote organizational efficiency.

Regardless of the program type and size, proposed BWC programs are expected to include the following elements:

1. **Development of a planned and phased approach** that achieves broad support of criminal justice stakeholders and leverages partnership input to address policy, training, deployment, and procurement of BWCs;
2. **Implementation of operational procedures and tracking mechanisms** that address the use, review, access, storage, retention, redaction, and deletion of digital media evidence (DME);
3. **Demonstration of commitment to incorporating the evidentiary value of BWCs** (DME) into daily administrative and field operations in a manner that promotes improvements in criminal justice outcomes, including improvements in officer and citizen safety;
4. **Establishing training protocols** for officers, supervisors, and administrators on BWC use and policy;
5. **Addressing access to and sharing of BWC** footage by agency personnel, prosecutors, other criminal justice stakeholder, and the community;
6. **Implementation of appropriate BWC policies** that address relevant state law, privacy rights, data retention, and public release of video footage.

If applicable, grantees should demonstrate how they will use funds to plan and implement BWC policies that are consistent with state law. They should also demonstrate their commitment to

consider current professional standards as espoused by police organizations such as CALEA, IACP, the Police Foundation, or PERF as well as local considerations.

BWC program implementation can be complex and challenging. Assistance will be available to award recipients through a TTA provider funded by BJA. Agencies without fully-developed BWC policies should plan on spending two to six months developing their policies in close coordination with the TTA provider.

Special Withholding Conditions for BWC Policy Development
All award recipients will be required to successfully demonstrate that they have developed BWC policies that are purposeful, comprehensive, and deliberately designed. Applicants will only have access to 10 percent of their total funds to support planning and implementation efforts until this policy condition is cleared.

Holds on funding for policy development may be lifted by one of two means: **(1)** Agencies that have already developed BWC policies will be required to have their executive officers certify that their policy was developed in a comprehensive, deliberate and planned manner, and is consistent with relevant state laws. They will also have to certify that the local prosecutor, or an equivalent party, has reviewed and was allowed to provide input to the policy before it was finalized. Such agencies will be required to provide a copy of their BWC policy to the TTA provider and will be encouraged to share that policy for the benefit of other agencies. **(2)** Agencies that have not yet developed BWC polices will be required to do so as a condition of the award. Such agencies must work with the designated TTA provider to ensure that policy development is comprehensive and deliberate. The level of assistance will be calibrated to the level of experience and need demonstrated by such agencies.

The primary tool for policy development review is the BWC Policy Review Scorecard. Examples of the scorecard used with previous grantees can be found on BJA's website at https://www.bja.gov/bwc/pdfs/BWC-Scorecard-Instructions-and- Template.pdf. This scorecard may be updated for FY 2019 to better reflect current BWC practice and technology.

All agencies will have access to the TTA provider whether to review, update, or revisit BWC policies.

Other Special Considerations

Data Storage Costs: To ensure agencies establish program continuity, the BWCPIP-LEA program does not allow for federal reimbursement of data storage costs. However, BJA recognizes that BWC systems are often bundled or sold as software-as-a-service (SAAS) with no line-item distinction of data storage costs; therefore, procurements with bundled costs (specifically no line-item storage costs) are permissible for reimbursement, and the agency will not be asked to break out the costs. Storage costs may be proposed as matching funds.

Reimbursement for Previously Purchased Cameras, Other Equipment, and Contracts:
As described above, BJA will only make awards to new and expanding BWC programs. Applications that seek reimbursement for previously purchased components will **not** be considered for this solicitation except under extenuating circumstances. See the Pre-Award Cost Approvals section on page 12 for more details.

Regular Review of BWC Footage for Improving Officer Safety: Applicants are required to attach documentation on agency letterhead signed by an authorized agency official (law enforcement or administrative executive) that affirms that the applicant, if awarded grant funds, will periodically review and assess BWC digital footage for purposes of refining BWC use in a manner that optimizes officer safety.

The following are the categories under which applicants to the FY 2019 Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWCPIP-LEA) may apply:

CATEGORY 1: IMPLEMENTATION OR EXPANSION OF BWC PROGRAMS FOR SMALL and MID-SIZED AGENCIES. Competition ID: BJA-2019-15304

This funding category seeks to establish new or expand existing BWC programs in small and mid-sized law enforcement agencies with 250 or fewer sworn officers. Agencies may invite subrecipient agencies to be included in their proposals. If they do, the combined number of sworn officers across all agencies should be used to determine the category of funding.

Funding Range

Applicants may request no more than $500,000 under this category. Federal funds for individual agency applicants will also be capped using the **$2,000 per BWC Funding Metric** described in the subsection below (page 9).

CATEGORY 2: IMPLEMENTATION OR EXPANSION OF BWC PROGRAMS FOR LARGE AGENCIES. Competition ID: BJA-2019-15305

This funding category seeks to establish new or expand existing BWC programs in large police agencies with more than 250 and up to 1,000 sworn officers. Agencies may invite subrecipient agencies to be included in their proposals. If they do, the combined number of sworn officers across all agencies should be used to determine the category of funding.

Funding Range

Applicants may request no more than $2,000,000 under this category. Federal funds for individual agency applicants will also be capped using the **$2,000 per BWC Funding Metric** described in the subsection below (page 9).

CATEGORY 3: IMPLEMENTATION OR EXPANSION OF BWC PROGRAMS FOR EXTRA-LARGE AGENCIES. Competition ID: BJA-2019-15306

This funding category seeks to establish new or expand existing BWC programs in extra-large police agencies with more than 1,000 sworn officers. Agencies may invite subrecipient agencies to be included in their proposals. If they do, the combined number of sworn officers across all agencies should be used to determine the category of funding.

Funding Range:

Applicants may request no more than $3,000,000 under this category. Federal funds for individual agency applicants will also be capped using the **$2,000 per BWC Funding Metric** described in the subsection below (page 9).

CATEGORY 4: IMPLEMENTATION OR EXPANSION OF BWC PROGRAMS THROUGH STATE OR REGIONAL CONSORTIA. Competition ID: BJA-2019-15307

This funding category seeks to leverage economies of scale by enabling a single organization to apply on behalf of component agencies in order to leverage partnerships, collaboration, and joint-acquisition strategies to establish new or expand existing BWC programs.

Category 4 is reserved for programs where multiple agencies would work together to carry out BWCPIP implementation under an established consortium representing a group of law enforcement agencies. Eligible applicants under this category include state agencies (e.g., state police, State Administering Agencies (SAAs)), regional law enforcement authorities, or major city or county agencies, acting on behalf of a joint partnership or consortium. A list of SAAs recognized by OJP can be found at https://ojp.gov/saa/.

Under Category 4, only the lead agency may officially act in the capacity of the applicant. All other entities in the consortium must be proposed subrecipients ("subgrantees").[2] Priority consideration under this category will be given to a lead applicant with a solid performance history of grant administration, collaborative partnerships, and shared technology-procurement. The lead agency need not be a law enforcement agency, but must represent a group of publicly-funded law enforcement agencies in which BWC programs will be implemented.

A lead agency applying under Category 4 is generally distinct from a partnership application under categories 1 to 3. If further clarification is needed, applicants are encouraged to contact the National Criminal Justice Reference Service (NCJRS) as described on page 2.

Note: Category 4 applicants must plan to purchase at least 100 BWCs across the participating agencies. Applicants seeking to partner with other agencies and that seek fewer than 100 BWCs are encouraged apply under categories 1 through 3 with one agency acting as the primary applicant and other agencies acting as subrecipients.

Funding Range

There is a maximum allowable request of $3,000,000 for this category and a minimum request of $200,000. Federal funds for individual agency applicants will also be capped using the **$2,000 Funding Metric** described in the subsection immediately below.

$2,000 per BWC Funding Metric: Applicable to All Categories

Applications submitted under all of the categories above may request no more than $2,000 in federal funds for each body-worn camera to be deployed in their proposed BWC program, up to the funding category maximum (see above). Though funds are correlated to the number of cameras that will be deployed, **awarded funds may also be used for any part of the BWC program,** other than line-item data storage costs, which can only be covered with matching funds. BWC systems that are bundled or sold as software-as-a-service (SAAS) with no line-item distinction to data storage costs are permissible to support with federal funding.

Camera-Based Funding Metric Formula and Examples

Each of the categories discussed above has a funding limit. However, on an individual basis, applicants will be restricted in the amount of funds they can request relative to the number of cameras they propose to purchase. The formula and illustrative examples can be found in this link from BJA's BWC Toolkit.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in Section D. Application and Submission Information, under Program Narrative.

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

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

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

Information Regarding Potential Evaluation of Programs and Activities
The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that the Office of Justice Programs may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and sub-recipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

B. Federal Award Information

BJA expects to make up to 28 awards, with an estimated total amount of $18,000,000. All awards will be for a 36-month period of performance, to begin on October 1, 2019.

The actual number of awards may vary based on the number and quality of applications submitted for each category. The following breakdown provides funding estimates by category:

- **Category 1: Implementation or Expansion of BWC Programs for Small to Mid-sized Agencies** – BJA estimates that 17 or more awards will be made in this category for a total of $5,000,000.
- **Category 2: Implementation or Expansion of BWC Programs for Large Agencies** – BJA estimates that 5 or more awards will be made in this category for a total of $3,000,000.
- **Category 3: Implementation or Expansion of BWC Programs for Extra Large Agencies** – BJA estimates that 3 or more awards will be made in this category for a total of $4,000,000.
- **Category 4: Implementation or Expansion of BWC through State or Regional**

Consortia – BJA estimates that 3 or more awards will be made in this category for a total of $6,000,000.

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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

Type of Award
BJA expects to make any award under this solicitation in the form of a grant. See Administrative, National Policy, and Other Legal Requirements, under Section F. Federal Award Administration Information, for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Financial Management and System of Internal Controls
Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities[2]) must, as described in the Part 200 Uniform Requirements[3] as set out at 2 C.F.R. 200.303.

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

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

(c) Evaluate and monitor [the recipient's (and any subrecipient's)] compliance with statutes, regulations, and the terms and conditions of Federal awards.

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

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with

[2] For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under What an Application Should Include, Section 4c of this solicitation.
[3] The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at https://onlinegfmt.training.ojp.gov. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make award decisions. Under Section D. Application and Submission Information, applicants may access and review a questionnaire—the OJP Financial Management and System of Internal Controls Questionnaire—that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

Budget Information

Cost Sharing or Matching Requirement (cash or in-kind)
Federal funds awarded under this solicitation may not cover more than 50 percent of the total costs of the project. An applicant must identify the source of the 50 percent non-federal portion[4] of the total project costs and how it will use match funds. If an award recipient's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. ("Match" funds may be used only for purposes that would be allowable for the federal funds.) Recipients may satisfy this match requirement with either cash or in-kind services. See the DOJ Grants Financial Guide at https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm for examples of "in-kind" services. The formula for calculating the match is:

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

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

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

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

For additional information on cost sharing and match, see the DOJ Grants Financial Guide at https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm.

Pre-agreement Costs (also known as Pre-award Costs)
Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

[4] Indian tribes and tribal organizations that otherwise are eligible for an award may be able to apply certain types of funds received from the federal government (for example, certain funds received under an Indian "self-determination contract") to satisfy all or part of a required "non-federal" match.

OJP does **not** typically approve pre-award costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs before submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-award costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-award costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at https://ojp.gov/financialguide/DOJ/index.htm for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver
With respect to any award of more than $250,000 made under this solicitation, a 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.[5] The 2019 salary table for SES employees is available on the Office of Personnel Management website at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/exec/html/ES.aspx. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the Budget Narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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 OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at
https://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs

[5] OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)
If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards" in the OJP Funding Resource Center at https://ojp.gov/funding/index.htm.

C. Eligibility Information

For eligibility information, see title page.

For information on cost sharing or match requirements, see Section B. Federal Award Information.

D. Application and Submission Information

What an Application Should Include
This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that BJA has designated to be critical, will neither proceed to peer review, nor receive further consideration. **For this solicitation, BJA has designated the following application elements as critical: Budget Detail Worksheet and Budget Narrative, and, if submitting on behalf of subrecipient agencies, a document affirming Subrecipient Commitment to Program Participation from each subrecipient.**

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See "Budget Information and Associated Documentation" below for more information about the Budget Detail Worksheet and where it can be accessed.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. Also, OJP recommends that applicants include résumés in a single file.

Please review the "Note on File Names and File Types" under How To Apply to be sure applications are submitted in permitted formats.

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

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for "Legal Name" (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP's financial system.) Also, current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead, etc.) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the How to Apply section for more information on SAM and DUNS numbers.

Intergovernmental Review: This solicitation ("funding opportunity") **is** subject to Executive Order 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/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf. If the applicant's State appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the State's process under E.O. 12372. In completing 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 the response that the: "Program is subject to E.O. 12372, but has not been selected by the State for review.").

2. **Project Abstract**
Applications should include a high quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be:

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

The abstract should be single-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins. If the program abstract fails to comply with these restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

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

3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (a-e below) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 15 pages. Number pages "1 of 15," "2 of 15" etc. If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

a) Description of the Issue(s)

b) Project Design and Implementation

c) Capabilities and Competencies

d) Plans for Continuity of the Program after Federal Funds Have Been Expended

e) Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "General Information about Post-Federal Award Reporting Requirements" in Section F. Federal Award Administration Information). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in Section A. Program Description.

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at bjapmt.ojp.gov. Applicants should examine the complete list of performance indicators at https://bjapmt.ojp.gov/help/BWCPerformanceMeasures.pdf .

Note on Project Evaluations
An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 ("Protection of Human Subjects").

"Research," for purposes of human subjects protection for OJP-funded programs, is defined as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the "Research and the protection of human subjects" section of the "Requirements related to Research" webpage of the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards," available through the OJP Funding Resource Center at https://ojp.gov/funding/index.htm.
Every prospective applicant whose application may propose a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that webpage.

4. Budget and Associated Documentation
The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm.

a. Budget Detail Worksheet
The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at https://ojp.gov/financialguide/DOJ/index.htm.

b. Budget Narrative

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

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

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

Budget for travel to grantee BWCPIP Grantee National Meeting (ALL applicants):

- Applicants must budget funding to travel to DOJ-sponsored BWCPIP National Meeting. Applicants should estimate the costs of travel and accommodations for up to two personnel to attend this meeting in Washington, D.C., during the life of the grant.[6]

As described on page 7, under **Special Withholding Conditions for BWC Policy Development**, awardees will only have access to 10 percent of their funds for this phase. Once an executive officer has certified policy development or the BWCPIP Policy Review Scorecard has been reviewed by the TTA provider and approved by BJA, funds will be released, provided there are no other conditions for holding funds in effect.

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

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

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at https://ojp.gov/financialguide/DOJ/index.htm.

[6] The exact meeting location is subject to change but applicants may use Washington, D.C., for planning purposes

c. Information on Proposed Subawards (if any) and on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at https://ojp.gov/training/training.htm.

- Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.
- Checklist to Determine Subrecipient or Contractor Classification.
- Sole Source Justification Fact Sheet and Sole Source Review Checklist.

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently-detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should: (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

2. **Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over $250,000[7])**
Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement "contracts" under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at https://ojp.gov/training/subawards-procurement.htm. If a proposed procurement contract would exceed the Simplified Acquisition Threshold—currently, $250,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement. An applicant that (at the time of its application) intends – without competition – to enter into a procurement contract that would exceed $250,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently $250,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a

[7] Consistent with the provisions of Office of Management and Budget memorandum, OMB M-18-18, dated June 20, 2018, and entitled, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance," DOJ will allow recipients (and any subrecipients) of awards made under this solicitation to use a simplified acquisition threshold of $250,000 and a micro-purchase threshold of $10,000, for federal grants administrative purposes.

procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the $250,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source Grant Adjustment Notice (GAN). Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

d. Pre-Agreement Costs

For information on pre-agreement costs, see Section B. Federal Award Information.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

(a) The recipient has a current (unexpired), federally approved indirect cost rate; or
(b) The recipient is eligible to use, and elects to use, the "de minimis" indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant's accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 1–800–458–0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

Certain OJP recipients have the option of electing to use the "de minimis" indirect cost rate. An applicant that is eligible to use the "de minimis" rate that wishes to use the "de minimis" rate should attach written documentation to the application that advises OJP of both—(1) the applicant's eligibility to use the "de minimis" rate, and (2) its election to do so. If an eligible applicant elects the "de minimis" rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The "de minimis" rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the "de minimis" rate.) For the "de minimis" rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

6. Tribal Authorizing Resolution (if applicable)

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal

documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)**
Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf as part of its application. The 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.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

8. **Disclosure of Lobbying Activities**
Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at https://ojp.gov/funding/Apply/Resources/Disclosure.pdf. An applicant that does not expend any funds for lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

9. **Applicant Disclosure of Pending Applications**
Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to State agencies that will subaward ("subgrant") federal funds).

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

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

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

Federal or State Funding Agency	**Solicitation Name/Project Name**	**Name/Phone/Email for Point of Contact at Federal or State Funding Agency**
DOJ/Office of Community Oriented Policing Services (COPS Office)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

SAMPLE

Each applicant should include the table as a separate attachment to its application. The file should be named "Disclosure of Pending Applications." The applicant's Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: "[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application."

10. Applicant Disclosure and Justification – DOJ High Risk Grantees[8]

An applicant that is designated as a DOJ High Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named "DOJ High Risk Grantee Applicant Disclosure and Justification." (See, also, Application Review Information, for a brief discussion of how such information may considered in the application review process.)

OJP constantly seeks to optimize its investments in criminal- and juvenile justice-focused programs and activities, increase program effectiveness, and maximize the return – and program impact – from limited programmatic resources. Therefore, OJP may remove from consideration or not select for award a "DOJ High Risk Grantee" applicant that is determined to pose a substantial risk of program implementation failure. In making such determinations, OJP will consider one or more of the following factors: the applicant's lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High Risk Grantee designation; the nature and severity of the issues leading to or accompanying the applicant's DOJ High Risk Grantee designation; or the applicant's expected ability to manage grant funds and achieve grant goals and objectives.

In this attachment, the applicant is to provide any additional information or justification – especially with regard to corrective actions yet to be implemented (as of the application date) – that may help demonstrate how the applicant has addressed or otherwise mitigated such uncorrected matters, such that any negative impact on the proposed program and its implementation would be immaterial or would be significantly reduced or eliminated. (To the extent that the applicant believes that any of the information provided pursuant to this disclosure may be confidential in nature, the applicant should specifically identify it.)

11. Additional Attachments

a. Research and Evaluation Independence and Integrity

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 must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below:

i. The applicant is to document research and evaluation independence and integrity by including one of the following two items:

a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients)—that

[8] A "DOJ High Risk Grantee" is a 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, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. The applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such

conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

b. Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by

the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

c. Memoranda of Understanding (MOUs) or Letter of Support from Designated Subagency Participants

All applications requesting funding for one or more subrecipients must include documentation that states expressly that the subrecipient agency will be willing to cooperate fully with the primary applicant agency should funding be awarded. This document can be in the form of an MOU or a letter signed by the duly authorized representative of the subrecipient agency

MOUs

Each MOU or letter must:

- Describe the subrecipients understanding of the scope of the project.
- Describe how each partner's existing vision and current activities align with those of the primary applicant.
- Demonstrate a commitment to provide requisite data to the primary applicant
- Contain the signature of the chief executive officer authorized to represent subrecipient agency

d. Affirmation of Plan to Conduct Regular Reviews of BWC Digital Footage for Purpose of Enhancing Officer Safety.

Applicants must provide documentation that their agency (and subrecipient agencies, if applicable) will regularly review their BWC digital footage to advance training, feedback, and policy revisions in ways that can enhance officer safety. The document should be provided on agency letterhead and contain the name and signature of a duly authorized agency representative. Document copies with physical signatures or electronic signatures of authorized individuals are acceptable. Applications that contain such documentation will be given preferential consideration. If affirmation documents from multiple agencies are provided, all should be contained in a single attached document.

How To Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at https://www.grants.gov/web/grants/support.html. Applicants that

experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800–518–4726** or **606–545–5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at https://www.grants.gov/web/grants/manage-subscriptions.html. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments: Grants.gov has two categories of files for attachments: "mandatory" and "optional." OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other, etc.). Please ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed "mandatory" attachments within another file.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

An application can be checked for errors via the **Check Application** button on the **Forms** tab of the **Manage Workspace** page. The button is active if the set of forms in the workspace matches those required in the application package. If you receive a **Cross-Form Errors** message after clicking the **Check Application** button, refer to the Cross-Form Errors help article for more detailed information about this validation error.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

Characters
Upper case (A – Z)
Lower case (a – z)
Underscore (_)
Hyphen (-)
Space
Period (.)

Special Characters		
Parenthesis ( )	Curly braces { }	Square brackets [ ]
Ampersand (&)*	Tilde (~)	Exclamation point (!)
Comma (,)	Semicolon (;)	Apostrophe (')
At sign (@)	Number sign (#)	Dollar sign ($)
Percent sign (%)	Plus sign (+)	Equal sign (=)

***When using the ampersand (&) in XML, applicants must use the "&" format.**

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

All applicants are required to complete the following steps:

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)
Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

Applying as an Individual
An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Enter the FON at https://apply07.grants.gov/apply/IndCPRegister to complete the registration form and create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps below except 1, 2 and 4.)

Registration and Submission Steps

1. **Acquire a unique entity identifier (currently, a DUNS number).** The Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

   This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the

life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at https://www.dnb.com/. A DUNS number is usually received within 2 business days.

2. **Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation. ***Notarized letters must be submitted via U.S. Postal Service Mail.*** *Read the Alert at sam.gov/SAM/ to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at www.gsa.gov/samupdate to learn more about this process change.* All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). Information about SAM registration procedures can be accessed at sam.gov/SAM/.

   An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to https://www.grants.gov/web/grants/applicants/organization-registration.html.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.835 titled "Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies," and the funding opportunity number is BJA-2019-15087.

6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

   Category 1: Implementation or Expansion of BWC Programs for Small and Mid-Sized Agencies. Competition ID: BJA-2019-1530

   Category 2: Implementation or Expansion of BWC Programs for Large Agencies. Competition ID: BJA-2019-15305

   Category 3: Implementation or Expansion of BWC Programs for Extra-Large Agencies.

Competition ID: BJA-2019-15306

Category 4: Implementation or Expansion of BWC Programs Through State or Regional Consortia. Competition ID: BJA-2019-15307

7. **Access Funding Opportunity and Application Package from Grants.gov**. Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.

8. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** To preview the application prior to (or after) submitting, go to the **View Application** tab in Workspace. For additional information, review the View Application Tab help article and Attachments Tab help article. Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date, to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on June 5, 2019.

Go to https://www.grants.gov/web/grants/applicants/organization-registration.html for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

Note: Application Versions
If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen Grants.gov Technical Issues
An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at https://www.grants.gov/web/grants/support.html or the SAM Help Desk (Federal Service Desk) at https://www.fsd.gov/fsd-gov/home.do to report the technical issue and receive a tracking number. The applicant must email the contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

Note: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at https://ojp.gov/funding/index.htm.

E. Application Review Information

Review Criteria
Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. **Description of the Issue (15 percent)**
    a. State clearly whether this request is to support a new BWC implementation, a pilot implementation, or an expansion of existing efforts.
    b. Provide justification and data to support the need to implement a BWC program or expand an existing program.
    c. Briefly describe the demographics of the affected jurisdiction or jurisdictions.
    d. Demonstrate agency plans to leverage digital multimedia evidence (DME) to help inform and improve adjudication of cases.
    e. Demonstrate understanding of how BWCs can be used to enhance officer safety, support evidentiary effectiveness, and promote transparency and accountability in your agency.
    f. Provide metrics on sworn agency personnel with respect to planned BWC use, including:
        i. Total number of sworn officers in the agency (or agencies);
        ii. The number of sworn officers with patrol activities or daily citizen interactions in the field;
        iii. The number of officers, including sworn and non-sworn, for whom the project expects to provide BWCs as a result of this grant.
    g. Identify the expected number of BWCs to be purchased with the requested funds.
    h. Additionally, all applicants **must** identify and provide the status of any other BWC grant program for which they have pending applications.

2. **Project Design and Implementation (35 percent)**
    a. All applicants must describe an implementation plan for achieving the objectives of the BWCPIP.
    b. Describe specifically how the project will accomplish expected outcomes by providing the objectives and performance measures for the project.
    c. Demonstrate partnerships with allied criminal justice agencies likely to be

impacted by BWC use and DME.

d. Demonstrate plans to work with the local community to provide education and seek feedback on community needs and concerns regarding BWC implementation.

e. Address the travel attendance commitment and expenditures for a mandatory national meeting and an optional regional peer-to-peer information exchange opportunity.

f. Identify methods to develop policies and tracking mechanisms that include the legal responsibilities pertaining to the Freedom of Information Act (FOIA: state or local statutes and regulations pertaining to storage; retention, redaction, and deletion of DME; as well as privacy policies addressing BWC issues involving civil rights and domestic violence, juvenile, and other victims groups' rights).

3. Capabilities and Competencies (15 percent)

a. Fully describe the applicant's capabilities to implement the project and the competencies of the staff assigned to the project.

b. Describe and demonstrate effective policy development and implementation plans for the program and describe program communication plans.

c. Describe the agency's technology capabilities, including the implementation of previous systems.

d. Describe previous mobile technology deployments and the results of those efforts (e.g., use of mobile, records management systems (RMS), computer-aided dispatch (CAD), electronic citations and other reports, mobile computers and devices, in-car video, and mobile applications).

e. Provide evidence of broad stakeholder and community collaboration and a high level of commitment from participating agencies and entities via MOUs or other appropriate mechanisms. Such commitment for the BWCPIP should be described in the application and submitted as attachments with the application.

   i. Refer to the attached documentation of Prosecutor Support (see page 7).

   ii. Refer to the attached affirmation of Review of BWC Digital Footage for Enhancing Officer Safety (see page 8).

4. Program Continuity (5 percent)

a. Describe specifically how the jurisdiction will support the BWC program after the end of the grant period.

b. Address budgetary, policy, and administrative management continuity.

5. Plan for Collecting the Required Performance Measures Data (10 percent)

a. Describe the process for measuring project performance.

b. Identify the specific personnel who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and evaluate the impact of the program.

c. Describe the applicant's commitment to working with the BJA TTA provider to document policy development processes, address other TTA issues, and provide accurate and timely updates regarding progress in training, BWC implementation, and program development.

6. Budget (20 percent)

a. Provide a proposed budget and budget narrative that are complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project

activities).

b. Identify the number of cameras to be purchased with federal and match-funding sources.
c. The budget narrative should demonstrate generally how the applicant will maximize cost effectiveness of grant expenditures.
d. The budget narrative should enhance the information provided in the budget detail worksheet, providing details about how the line items impact the overall project.
e. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.[10]
f. Travel expenditures, to include airfare, lodging, *per diem*, and other allowable incidental costs for attending one national meeting and one regional peer-to-peer information exchange opportunity, should be specified using applicable U.S. General Services Administration (GSA) federal *per diem* rates. Please use Washington, DC, as the destination when calculating the estimated costs for required travel for the national meeting.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as "critical elements."

For a list of the critical elements for this solicitation, see "What an Application Should Include" under Section D. Application and Submission Information.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review criteria. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for BJA include geographic diversity, strategic priorities, and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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 that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM 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 (currently, the Federal Awardee Performance and Integrity Information System, (FAPIIS)).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as:

1. Applicant financial stability and fiscal integrity
2. Quality of the applicant's management systems, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

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 take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2019. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and

accept the award. The award acceptance process requires a physical signature on the award document by the authorized representative. The fully-executed award document must then be scanned and submitted to OJP.

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, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards," available in the OJP Funding Resource Center at https://ojp.gov/funding/index.htm. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

- Certified Standard Assurances

The webpages accessible through the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards" are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2019. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

OJP will include as appropriate an award condition (the specific terms of which will govern the award) requiring recipients of OJP grant funding that will support projects that involve or serve minors under the age of 18 to develop and implement written screening procedures (consistent with pertinent federal, state, and local law) for individuals who will interact in a staff or volunteer capacity with minors involved in the grant-funded programs.

General Information about Post-Federal Award Reporting Requirements
In addition to the deliverables described in Section A. Program Description, any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress 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.)

Awards that exceed $500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at https://ojp.gov/funding/FAPIIS.htm.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103–62, and the GPRA Modernization Act of 2010, Public Law 111–352, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)
All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP
To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojpprsupport@usdoj.gov. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Appendix: Application Checklist
FY 2019 Body-Worn Camera Policy and Implementation Program For Law Enforcement Agencies

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number (see page 29)
_____ Acquire or renew registration with SAM (see page 30)
To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password (see page 30)
_____ Acquire AOR confirmation from the E-Biz POC (see page 30)
To Find Funding Opportunity:
_____ Search for the Funding Opportunity on Grants.gov (see page 30)
_____ Select the correct Competition ID (see page 30)
_____ Access Funding Opportunity and Application Package (see page 31)
_____ Sign up for Grants.gov email notifications (optional) (see page 28)
_____ Read Important Notice: Applying for Grants in Grants.gov
_____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm

After Application Submission, Receive Grants.gov Email Notifications That:
_____ (1) application has been received,
_____ (2) application has either been successfully validated or rejected with errors (see page 31)
If No Grants.gov Receipt, and Validation or Error Notifications are Received:
_____ contact NCJRS regarding experiencing technical difficulties (see page 31)

Overview of Post-Award Legal Requirements:

_____ Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards" in the OJP Funding Resource Center at https://ojp.gov/funding/index.htm.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) considering both the minimum (if applicable) and maximum amounts set forth in the relevant funding category description (see pages 8-9) **and** the $2,000 per BWC Funding Metric (see page 9).

Eligibility Requirement:
Eligible applicants are limited to public agencies of state government, units of local government, and federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior), or any department, agency, or instrumentality of the foregoing that performs criminal justice functions (including combinations of the preceding entities).

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 15)
_____ Intergovernmental Review (see page 15)
_____ Project Abstract (see page 15)
_____ Program Narrative (see page 16)
_____ Budget Detail Worksheet (see page 17)
_____ Budget Narrative (see page 18)
_____ Indirect Cost Rate Agreement (if applicable) (see page 21)
_____ Tribal Authorizing Resolution (if applicable) (see page 21)
_____ Financial Management and System of Internal Controls Questionnaire (see page 22)
_____ Disclosure of Lobbying Activities (SF-LLL) (see page 22)
_____ Applicant Disclosure of Pending Applications (see page 23)
_____ Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 24)
_____ Additional Attachments
  _____ Research and Evaluation Independence and Integrity (if applicable) (see page 24)
  _____ Disclosure of Process related to Executive Compensation (see page 26)
  _____ Memoranda of Understanding Letters of Support from Subrecipients (see page 27)
_____ Request and Justification for Employee Compensation; Waiver (if applicable)
_____ Letter Affirming Regular Review of BWC Footage to Improve Officer Safety (see page 27)