

**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Availability of Grant Funds**



*Fiscal Year 2022
Law Enforcement Body-Worn Camera Program
Availability of Grant Funds
June 30, 2021*

**Charles Baker
Governor**

**Karyn Polito
Lieutenant Governor**

**Thomas Turco, III
Secretary**

**Kevin Stanton
Executive Director**

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants & Research

Law Enforcement Body-Worn Camera Program
Availability of Grant Funds (AGF)

Due: August 30, 2021; 4:00 p.m.

Introduction

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants and Research (OGR) will make available **\$4,000,000** in funding for law enforcement to establish and implement body-worn camera (BWC) programs. Grants funds may be used to create a BWC program or expand an existing BWC program.

Applicant Eligibility

Only a police department from a Massachusetts municipality (local unit of government) is eligible to apply. Smaller law enforcement agencies (under 50 sworn officers), may collaborate and jointly submit an application under this grant program. Each department must assure that they will provide copies of their mandatory wear policy, documentation of collective bargaining approval, and comply with other assurances under this solicitation. One department must be designated as the lead agency, responsible for managing and administering the grant program on behalf of the collaborating law enforcement agencies.

Eligible police departments' Acadis training records must be up to date within the Municipal Police Training Committee (MPTC) Acadis Training Portal. MPTC will verify compliance. Eligible police departments must have a Civil Rights Officer (CRO) and provide the CRO's contact information on the application cover page.

The Senior/Municipal Department Official for the applicant law enforcement agency seeking a grant award must sign and date the application. Applications submitted without the required signature will be deemed invalid and will not be considered for an award.

Purpose

This grant opportunity is a competitive solicitation for local law enforcement agencies, within Massachusetts, interested in planning and implementing a new BWC program or expanding an existing BWC program in an effort to improve officer and community safety. The purpose of funding is to improve public safety; enhance community-police relations; foster better accountability for the actions of police personnel; deter inappropriate conduct by police officers and members of the public; capture digital audio-video evidence for criminal, civil and traffic-related court cases; be used as a training tool for officer safety and best practices; and to protect privacy. This is a targeted program to offset start-up costs for local law enforcement agencies and not intended to cover replacement costs for existing programs. Departments interested in expanding their existing BWC programs, however, may apply for funding to purchase additional equipment to accommodate personnel that are not yet outfitted with the BWC technology.

Key Dates

AGF Posted	June 30, 2021
Deadline for Questions	August 13, 2021
Application Due	Monday, August 30, 2021, 4:00 p.m.
Award Notification	October 2021
Performance Period	~ November 1, 2021-October 31, 2022

Application Requirements

Applicants shall submit a comprehensive deployment plan that must describe a deliberate and phased plan to deploy BWC technology, as well as specific ways the proposed BWC program will be used to enhance the applicant agency's mission.

Applicants' BWC proposal shall include the applicant's plan for:

- (1) the procurement of body-worn cameras and on-premises server(s) for video storage (*grant funded components*);
- (2) development of protocols for the use of cameras;
- (3) addressing privacy protections;
- (4) establishing a policy for retention of and access to video footage;
- (5) training on the BWC program;
- (6) reporting and program evaluation; and
- (7) sustaining the program once grant funding is exhausted.

With regard to ensuring privacy concerning BWC video, it is imperative that the applicant's plan include a timeline for developing written BWC program video policies focusing on the following areas:

- Video Capture (activation, deactivation, consent)
- Video Viewing (superior, officer, and critical incident review)
- Video Use (evidence, custodial interviews, intelligence)
- Video Release (public release, FOIA inclusion)
- Video Storage (categorizing, downloading, chain of custody, retention)
- Process/Data Audits & Controls (training, compliance monitoring, security, violations, policy/program evaluation)

Maximum Award Amount

No award may exceed **\$250,000**. For budgeting purposes, the anticipated average cost for a BWC is approximately \$1,000; the anticipated average cost for server(s) for video storage is approximately \$1,000 per BWC.

Additional BWC Program Eligibility Requirements

- Applicant law enforcement agencies who wish to purchase cameras must certify that they have/will have a written "mandatory wear" policy in effect for BWCs. The [BJA BWC Toolkit](#) provides model BWC policies and best practices to assist departments in implementing BWC programs. If one department is applying on behalf of multiple departments, each department included in the application must provide certification of this requirement and provide a copy of their policy once finalized. Mandatory wear policies must be in place no later than 6 months after execution of a grant award contract.
- Applicant law enforcement agencies must certify that the department has/is seeking collective bargaining approval. If one department is applying on behalf of multiple

departments, each department included in the application must certify and provide documentation of this requirement once finalized. Mandatory wear policies must be in place no later than 6 months after execution of a grant award contract.

- Applicant law enforcement agencies must certify that they are up to date with their MPTC Acadis training records. If one department is applying on behalf of multiple departments, each department included in the application must provide certification of this requirement.
- Applicant law enforcement agencies must notify their local District Attorney's office of their intent to implement or expand a BWC program. If one department is applying on behalf of multiple departments, each department included in the application must provide certification of this requirement.
- Applicant law enforcement agencies must provide an assurance that the applicant will accept full responsibility to cover operational expenses outside the scope of the grant. If one department is applying on behalf of multiple departments, each department included in the application must provide certification of this requirement. (*Note: It is estimated that one full-time support position is needed for every 75 officers using body worn cameras and in-dash cameras. As this funding opportunity is for capital expenses only, personnel expenses are unallowable and must be absorbed by the department.*)
- These requirements must be in place before any funding will be approved.

Allowable Costs

This is a capital procurement and funding is limited to hardware purchases – Body Worn Cameras and Servers. Administrative costs are unallowable. Additional staffing and technology set-up costs will be the responsibility of the applicant department. Eligible law enforcement departments may apply for funding for the following items:

- Body-worn cameras and accessories, including mounting kits, tablets, field viewers, microphone, battery pack, docking and charging stations; and
- On-premises server(s) for video storage only (*NOTE: in lieu of procuring and maintaining on-premises server(s), applicants may prefer to use "cloud" storage for BWC program video storage, however, video storage service fees are unallowable costs under this grant program*).

Budget Requirements

Applicants must provide a detailed 12-month budget for the BWC program. EOPSS/OGR will also provide non-monetary technical assistance/support, as needed.

Before completing an application for this funding opportunity, applicants must consider and plan for the full cost of implementing a comprehensive BWC program. This capital funding opportunity will only cover hardware purchases and applicants must accept the necessary and ongoing non-capital expenses to sustain the BWC program. Applicants must acknowledge that they will absorb the ongoing BWC program costs.

Project Duration

Applicants must apply for up to 12 months of funding. The anticipated funding cycle for projects will begin on or about **November 1, 2021 and end on October 31, 2022.**

Fund Disbursement

This is a cost reimbursement grant. Reimbursement requests must be submitted to OGR on a quarterly basis. Details about the reimbursement process will be provided upon award notice.

Subrecipient Requirements

Subrecipients must abide by the grant requirements below as well as the OGR Subrecipient Grant Conditions, which will be provided at the time of contracting.

Grants Management

If awarded, OGR requires:

- OGR subrecipient grant conditions to be signed and dated.
- The submission of satisfactory and timely progress reports and quarterly financial reports. OGR will provide performance measures on which subrecipients must report.
- Cooperation during OGR monitoring endeavors, including site visits, desk reviews, and attendance at technical assistance meetings.
- All costs paid with grant funds are direct and specific to the implementation of the BWC grant-funded project.
- Subrecipients must accept their award no later than 30 days from the award date. Failure to accept a grant award within the 30-day timeframe may result in a loss of funds.
- Subrecipients are expected to initiate program activities within 6 months of a contract being executed. Failure to do so may result in a loss of funds.

Procurement

- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government.
- It is the responsibility of the subrecipient to report alleged waste, fraud or abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with related laws and regulations, and appropriate guidelines for purposes of the grant. Reports should be made to the Offices of the Massachusetts Inspector General or State Auditor.

Office of the Inspector General
John W. McCormack State Office Building
One Ashburton Place, Room 1311
Boston, MA 02108
800-322-1323
IGO-FightFraud@state.ma.us

Office of the State Auditor
Massachusetts State House, Room 230
Boston, MA 02133
617-727-2075
Auditor@SAO.state.ma.us
<https://www.mass.gov/how-to/report-waste-and-abuse>

Application Questions

OGR will accept written questions regarding this AGF until **August 13, 2021**. Submit questions via email to Alexander.D.Marcus@mass.gov. Responses to all questions will be posted every Friday throughout the application period at: <https://www.mass.gov/service-details/justice-and-prevention-grants>. The final set of questions and answers will be posted no later than **August 18, 2021**. *Responses will not be provided for questions submitted after August 13, 2021.*

Application Template Instructions

To provide OGR the best opportunity to fairly evaluate all requests for funding, applicants are encouraged to be clear and concise in their proposals.

The Application Template must be completed as outlined in this section. Applications submitted without a signature from the Senior/Municipal Department Official will be considered invalid and may not be reviewed for funding.

Section I. Applicant Template Information

Police Department's Contact and Fiscal Information

- Indicate Police Department name, address, department signatory, grant point of contact, civil rights officer and finance officer contact information.
- Also, indicate the exact amount of grant funds (up to \$250,000) being requested.

Program Summary

- Provide brief summary of the proposed goods (equipment and/or technology) to be funded through this application (250 characters).

Police Department Official/Assurances

- Submitted application must be signed by the Senior/Municipal Department Official of the Police Department identified on the application. By signing and submitting the application, the Senior/Municipal Department Official assures that the BWC grant program requirements are/will be met.

Section II. Narrative Template

The application narrative template is comprised of four sections: Needs Assessment, Project Description, Implementation Plan/Timeline and Budget Narrative.

Needs Assessment (2-page limit)

At a minimum, the needs assessment should address the following:

- State clearly whether this request is to support a new BWC implementation or an expansion of existing efforts.
- Provide metrics on sworn agency personnel with respect to planned BWC use, including:
 - Total number of sworn officers in the agency.
 - The number of sworn officers with patrol activities or daily citizen interactions in the field.
 - The number of sworn officers for whom the project expects to provide BWCs as a result of this grant.

- The expected number of BWCs to be purchased with the requested funds.
- Identify and provide the current status of any other existing BWC program within the applicant agency.
- Describe any other funding resources, if available, that are/will be available to support the new or existing BWC program.

***Helpful Hint:** This will likely be a very competitive process. The peer reviewers will prioritize funding for applicants that clearly explain, justify and prove real need for all items being requested. Small and large departments may have great need, but often fail to provide specific data and detail proving the need actually exists.*

Project Description (3-page limit)

Applicants must thoroughly describe the goods to be purchased and their BWC implementation plan. Include the purpose of the proposed equipment; where the program will take place/equipment will be used/stored; who will utilize or be responsible for the upkeep, monitoring and maintenance of such goods; etc. At a minimum, the following should be addressed when completing this section:

- Discuss how proposed equipment purchase(s) and program activities directly correlate to the needs assessment provided.
- Cite any local procurement rules/regulations required in order to purchase the items or services as described. If known, include information as to the vendor that will be utilized for stated project and/or describe the process utilized to select vendor/contractor.
- Describe the expected benefit (outcome) for the law enforcement officer, department and community as a result of receiving a grant award.
- Describe operational procedures and tracking mechanisms that will be implemented to address the use, review, access, storage, retention, redaction, and deletion of digital evidence media (DEM).
- Discuss plan for establishing training protocols for officers, supervisors, and administrators on BWC use and policy.
- Describe and identify collaboration efforts with other stakeholders to ensure successful implementation of a new BWC program or expansion of an existing BWC program.
- Address access to and sharing of BWC footage by agency personnel, prosecutors, other criminal justice stakeholders, and the community.
- Describe specifically how the jurisdiction will sustain and maintain the BWC program during and after the end of the grant period of performance.
- Describe the status of negotiations with the department's union(s) to acquire collective bargaining approval of the purchase of BWCs and implementation of a BWC mandatory wear policy.

Implementation Plan, Timeline and Person Responsible (1 page limit)

Please discuss your management and implementation plan for the proposed project period. This should include a timeline with key activities and milestones (including anticipated dates for acquiring collective bargaining approval, if not achieved before application submission; development of a mandatory wear policy, if not already in place; and procurement of BWCs), who will be responsible for the effective implementation and oversight of the project, methods of procurement (if not previously mentioned) of equipment and/or technology, and identification of key partnerships or stakeholders who will play a role in the implementation of this award. Complete the template grid provided by identifying the necessary steps to be implemented over

the approximate 12-month project period. Include the following:

- List of major tasks/activities to be conducted, including collective bargaining approval, mandatory wear policy implementation, bidding process for equipment purchases;
- Anticipated beginning/end date for major activities;
- Anticipated outcome of each major activity; and
- Person/Individual responsible for conducting/overseeing the stated task/activity.

Additional Documentation/Other Materials

If available at time of application submission, please include with your application the following required materials (otherwise, the completed documentation must be submitted no later than 6 months after execution of award contract):

- Evidence of buy-in from the union for a BWC program within the department.
- Copy of applicant law enforcement agency’s “mandatory wear” policy.

Section III. Budget Narrative Summary and Budget Excel Worksheet

The **Budget Narrative Summary** (template) should outline the budget requested and itemize the purchases as described in this application. Applicants may submit a budget for *up to* 12 months of funding. Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete both (Excel tabs) the Summary Roll Up tab and Details tab, and submit with your application response.

Budget Cost Categories

Allowable Budget Cost Categories	Definitions
Contract Costs	Contractor fees associated with the equipment/technology purchased (e.g., installation). Provide a description of the product/services to be procured by contract and an estimate of the cost. Applicants should use a competitive process for procurements compliant with the organization's own procurement policy.
Equipment/Technology Costs	Tangible non-expendable personal property having a useful life of more than one year; cost based on classification of equipment.
Supplies	Supplies directly correlated to the equipment purchased/program implementation (e.g., batteries, expendable items, etc.)
Other Costs	List items by major type and the basis of the computation.

Review Process

This is a competitive grant and will be subject to a peer review process. It is the intent of OGR to distribute funding equitably and geographically throughout the Commonwealth. Applications will be reviewed and scored by three peer reviewers based on the following criteria:

- Use of data to demonstrate need and a description of how requested equipment/programming will address the stated need (20 points);
- A narrative that clearly describes the items to be purchased and programming to be implemented, and the benefits to the department and/or community, including (40 points);

- Demonstrated understanding of how BWCs and DEM may be used to enhance officer safety, support evidentiary effectiveness, and promote transparency and accountability in the applicant agency.
- Identified methods to develop policies and tracking mechanisms that include the legal responsibilities pertaining to the Freedom of Information Act (FOIA) such as state or local statutes and regulations pertaining to storage; retention, redaction, and deletion of DEM; as well as privacy policies addressing BWC issues involving civil rights and domestic violence, juvenile, and other victim groups' rights.
- Implementation plan and timeline that is feasible and ensures all goods and services will be received, paid for, and implemented within the anticipated grant period (15 points); and
- A detailed, reasonable, relevant and complete budget that: (25 points).
 - Documents the full cost of the capital items to be procured.
 - Demonstrates commitment from the applicant agency to cover pertinent operational costs outside of the scope of the grant necessary to the implementation of the BWC program.

Notification of Awards

Funding decisions are at the discretion of the Executive Director of OGR and Secretary of Public Safety and Security. Awards may provide applicants with full or partial funding, based on reviewers' recommendation, availability of funds, and to ensure equitable distribution of funds throughout the Commonwealth. It is anticipated that the BWC Program grant awards will be announced in October 2021.

Note: In an effort to assist as many communities as possible, departments are encouraged to submit reasonable and cost effective requests. EOPSS/OGR retains the right to partially fund departments in an effort to award additional departments throughout the Commonwealth that reviewers recommend for funding.

Submission Process and Deadline

Please review the following instructions carefully as there are *two* separate steps involved in submitting the Application Template and other supporting documents: **(Hard Copy and Electronic)**. **Both Hard Copy and Electronic applications must be received by 4:00 p.m. on August 30, 2021.**

Step 1: Hard Copy Submission

ONE SIGNED ORIGINAL and THREE COPIES of the proposal and attachments **must be received no later than 4:00 p.m. on August 30, 2021.** Faxed proposals will **not** be accepted. Please use binder clips or paper clips (no staples or ring binders).

Required Documents for Hard Copy Submission

- Attachment A: Application Template – Page 2 signed (in blue ink) and dated
- Attachment B: Budget Excel Worksheet Form (Summary and Details sheets)
- Required Documentation/ Letter(s) of Commitment – collective bargaining approval (if available)
- Additional Material – “Mandatory Wear” policy (if available)

Proposals must be mailed or hand-delivered* to:

Executive Office of Public Safety and Security
Office of Grants and Research
10 Park Plaza, Suite 3720-A
Boston, MA 02116
ATTN: Alexander Marcus

* If hand delivering your proposal, note that a valid form of identification is required to enter Ten Park Plaza Office Building beyond the 2nd floor. Building security will not allow entrance after 5:00 p.m. or accept grant applications on behalf of the Office of Grants and Research. No exceptions will be made.

Step 2: Electronic Submission

Email the completed Application Template (Attachment A) as a PDF - not as a scan - and Budget Excel Worksheet (Attachment B) to Alexander.D.Marcus@mass.gov **no later than Monday, August 30, 2021 at 4:00 p.m.** All other documents may be scanned and submitted as email attachments.

**Adobe Reader version 9.5 or higher is necessary to open, complete, and save the Application Template as a PDF. Adobe may be downloaded at <http://get.adobe.com>.

Required Proposal Documents and Attachments

Signed attachments are required to be scanned attached with electronic submissions.

- Application Template** (*Attachment A*) -A completed Grant Application submitted both electronically as a fillable PDF and as a signed hard copy.
- Budget Excel Workbook** (*Attachment B*) – Submitted both electronically and as hard copy.
- Documentation/Letter(s) of Commitment** - Submitted both electronically (scanned) and as hard copy
 - Collective bargaining approval of BWC program and mandatory wear policy (if available).
- Additional Material** – relevant BWC policies and procedures (i.e., mandatory wear policy, if available); submitted both electronically and as hard copy.