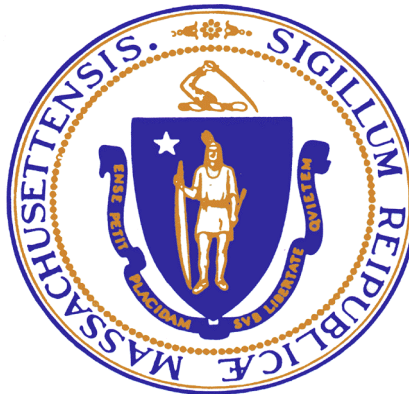


**Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research**



*Fiscal Year 2023
Law Enforcement Body-Worn Camera Program
Availability of Grant Funds
August 12, 2022*

**Charles Baker
Governor**

**Karyn Polito
Lieutenant Governor**

**Terrence M. Reidy
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: September 2, 2022; 4:00 p.m.

Introduction

The Executive Office of Public Safety and Security's (EOPSS) Office of Grants and Research (OGR) will make available approximately **\$2,500,000** 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. Please note OGR reserves the right to award more or less applicants contingent upon availability of state funds.

Applicant Eligibility

Only a police department from a Massachusetts municipality (local unit of government) is eligible to apply. Smaller law enforcement agencies (less than 50 sworn officers) may collaborate and jointly submit one application under this grant program. Each department must assure that they will provide:

- copies of their Body Worn Camera (BWC) Wear Policy, and
- collective bargaining approval or a statement about the status of achieving collective bargaining approval.

If departments are applying jointly, one department must be designated as the lead agency and will be responsible for managing and administering the grant program on behalf of all collaborating law enforcement partners.

Previous BWC awardees who have yet to implement their BWC program due to unforeseen challenges are eligible to submit for a new award under this solicitation. Also, awardees who have successfully implemented their BWC program but have additional need (such as cameras needed for new hires), may submit for additional funding under this solicitation.

Please note, applicants' Acadis training records must be up to date within the Municipal Police Training Committee (MPTC) Acadis Training Portal in order to be eligible for these funds. MPTC will verify applicant compliance for OGR. Eligible police departments must also have a Civil Rights Officer (CRO) and provide the CRO's contact information on the application cover page.

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; and to be used as a training tool for officer safety and best practices.

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	August 12, 2022
Application Due	Friday, September 2, 2022, 4:00 p.m.
Award Notification (Tentative)	September 2022
Performance Period (Tentative)	~ October 2022-June 30, 2023

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.

Previous FY2022 BWC applicants may use their prior application responses for this application, if still accurate.

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.


BWC Program Requirements

- **Applicant law enforcement agencies who wish to purchase cameras must certify**

that they have/will have a written Body Worn Camera Wear Policy in effect for BWCs. The [BJA BWC Toolkit](#) and our Massachusetts [Law Enforcement Body Camera Task Force's Recommended Regulations for the Procurement and Use of Body Worn Cameras](#) 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 a copy of their policy once finalized. Body Worn Camera Wear Policies must be in place no later than 90 days after the execution of a grant award contract. This requirement must be submitted prior to purchasing or spending any grant funds.

*** Please note: OGR is not responsible for approving your BWC Wear Policy, one must be submitted to confirm a policy is in place.*

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- Applicant law enforcement agencies must certify that the department is working in good faith to achieve 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. Applicants must provide the finalized collective bargaining agreement (CBA) or provide a description detailing a department's sustained good faith effort to reach CBA agreement within 90 days after the execution of a grant award contract. This requirement must be submitted prior to purchasing or spending any grant funds.
 - Applicant law enforcement agencies must be 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 be certified.
 - 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 notify their District Attorney's Office of their BWC implementation plan.
 - 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 accept the responsibility to cover expenses outside the scope of the grant. *(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 – BWCs and Servers. **Administrative costs are unallowable.** Additional staffing and technology set-up costs will be the responsibility of the applicant department.

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 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 have their program completed by June 30, 2023. Funds will be use or lose. No extensions will be permitted. The anticipated funding cycle for projects will be **October 2022 and end on June 30, 2023.**

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.

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.

Such concerns should be made to the Offices of the Massachusetts Inspector General or State Auditor at:

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

Please submit all questions regarding this AGF via email to Samantha.frongillo@mass.gov. Questions received on or before August 24th will be posted with responses for public viewing at: <https://www.mass.gov/service-details/justice-and-prevention-grants>.

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 (1000 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 three sections: Needs Assessment, Project Description, and Implementation Plan/Timeline.

Needs Assessment

Applicants will be asked to provide department metrics and current/planned BWC program status within the agency.

***Helpful Hint:** This will likely be a very competitive process. The peer reviewers will prioritize funding for applicants that clearly justify the need for all items being requested.*

Project Description

Applicants will be asked to thoroughly describe the goods to be purchased and their BWC implementation plan.

Implementation Plan, Timeline and Person Responsible

Applicants will be asked to discuss their management and implementation plan for the proposed project period.

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 90 days after execution of award contract):

- Evidence of buy-in from the union or documents demonstrating sustained good faith effort to reach union agreement for a BWC program within the department.
- Copy of applicant law enforcement agency's Body Worn Camera 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 expenditures prior to June 30, 2023. Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment B**). Please be sure to complete both (Excel tabs) the Summary 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, license keys etc.)
Other Costs	List items by major type and the basis of the computation.

Unallowable Costs

Some examples of unallowable costs are:

- Warranties that extend beyond one year (unless included with equipment costs)
- Training
- Overtime
- Leasing of equipment
- Cloud storage (i.e., evidence.com)

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. Prior applicants may use responses from their previously submitted application. All applications will be reviewed and scored by three peer reviewers.

Please refer to BWC PDF Application (Attachment A) that shows how scoring points are distributed.

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 September 2022.

***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 email all required Application documents as listed below no later than 4:00 p.m. on **September 2, 2022** to Samantha.frongillo@mass.gov. Include the applicant name in the subject line.

- **Attachment A:** Application Template as a fillable PDF (digitally signed), if applicant prefers to sign with a “wet signature”, please scan just the signature page and send as a separate attachment.
- **Attachment B:** Budget Excel Workbook
- **Attachment C:** Contractor Authorized Signatory Listing (CASL)
- **Documentation/Letter(s) of Commitment**
 - Collective bargaining approval or documents demonstrating sustained good faith effort to reach union agreement for a BWC program.
 - Body Worn Camera Wear Policy (if available).

Additional Material (optional)– relevant BWC policies and procedures.

Please refer to our [OGR Signature Policy](#) for accepted forms of signatures.

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>.