

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



State Fiscal Year 2025
Law Enforcement Body-Worn Camera Program
Availability of Grant Funds
Second Round of Funding

Posted: September 12, 2024

Maura T. Healey
Governor

Kimberley Driscoll
Lieutenant Governor

Terrence M. Reidy
Secretary

Kevin J. 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: October 7, 2024; 4:00 p.m.

Introduction

The Office of Grants and Research (OGR), a state agency that is part of the Executive Office of Public Safety and Security (EOPSS), will make available approximately **\$738,210.92** in funding for municipal 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 fewer applicants contingent upon availability of state funds. These funds are being made available as a Second Round of BWC funding for SFY2025.

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 attesting that an attempt was made in good faith to obtain collective bargaining support

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. A Memorandum of Understanding (MOU) will need to be signed and uploaded to the online application. The MOU will need to include authorized signatures from each municipality.

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 in the application.

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. This funding will

serve as a supplemental funding opportunity for local police departments to solicit funding for 6-7 months, with programs ending no later than June 30, 2025. 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	September 12, 2024
Application Due	Monday, October 7, 2024, 4:00 p.m.
Award Notification (Tentative)	November, 2024
Performance Period (Tentative)	December 2024 - June 30, 2025

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

Applicant’s 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 the [Massachusetts Law Enforcement Body Camera Task Force's Recommended Regulations for the Procurement and Use of Body Worn Cameras](#) provide 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.***

Applicant law enforcement agencies must certify that the department is working or has worked 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 statement detailing a department's sustained good faith effort to reach CBA within 90 days after the execution of a grant award contract.

A Chief or Commissioner may move forward with their BWC program without collective bargaining approval as long as a good faith effort was made to reach a CBA within 90 days upon execution of a contract. The CBA or a statement attesting to making a good faith effort must be submitted to OGR 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 BWC Program Requirements (listed above) must be in place before any funding will be approved for spending.

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.

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, 2025. Funds will be use or lose. No extensions will be permitted. The anticipated funding cycle for projects will be **December 2024 and end on June 30, 2025.**

Fund Disbursement

This is a 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, 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 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 Online Application 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 Information

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 [Online Application](#) must be completed as outlined here.

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.

- Indicate the exact amount of grant funds (up to \$250,000) being requested.

Program Summary

- Provide a 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. Application Narrative

The application narrative is composed 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 statement 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 and Budget Excel Worksheet

The **Budget Narrative** should outline the budget requested and itemize the expenses by cost category as described in this application. Applicants may submit a six month budget that covers expenses up to June 30, 2025.

Applicants must also complete a **Budget Excel Worksheet** (refer to **Attachment A**). Please be sure to complete both the Summary tab and Details tab (Excel tabs) 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
 - *If training is provided by the vendor as a cost associated with the purchase of BWC's, this would be considered allowable. Training costs to cover overtime for officers to attend/participate in training is unallowable.*
- Overtime
- Leasing of equipment
- Cloud storage

Section IV. Application Submission and Award Process

Submission Process and Deadline

Submit [online application form](#) including all required attachments no later than **October 7, 2024, at 4:00 p.m.**

-Emailed submissions will not be accepted. Please let OGR know if you have any questions regarding the online application. All questions can be directed to Samantha.frongillo@mass.gov.

The online application must be completed and submitted with the following required attachments uploaded:

- Attachment A: Budget Excel Workbook uploaded in Excel format, not PDF
- Attachment B: MOU (*only needed if departments are applying jointly*)
- Additional Materials: Body-Worn Camera (BWC) Wear Policy, collective bargaining approval or a statement attesting that an attempt was made in good

faith to obtain collective bargaining support, if applicable

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.

Applications will be reviewed and scored by three reviewers based on the following criteria:

- Complete responses and required attachments **(10 points)**;
- Needs Assessment **(12 points)**;
- Project Description **(53 points)**;
- Implementation Plan, Timeline and Person Responsible **(5 points)**; and
- A detailed, reasonable, relevant, and complete budget **(20 points)**

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

Notification of Awards

Funding decisions are at the discretion of the OGR Executive Director, Secretary of Public Safety and Security and the Governor's Office. 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 late November 2024.

Section V. Proposal Checklist

Please Note: The application and attachments are to be submitted electronically via the [online application](#) form. Emailed submissions will NOT be accepted

Hard copy applications are NOT required.

This AGF and the Budget Worksheet Template (Attachment A) can be found on our website:

[Law Enforcement Body-Worn Camera \(BWC\) Program | Mass.gov](#)

- Submitted Online Application – Please notify OGR immediately if applicant is unable to utilize the online application.
- Budget Excel Worksheet (Attachment A) (both the Summary and Detail sheets must be uploaded to the online application and a printed hard copy mailed).
- Attachment B: MOU (*only needed if departments are applying jointly*)
- Additional Materials: Body-Worn Camera (BWC) Wear Policy, collective bargaining approval or a statement attesting that an attempt was made in good faith to obtain collective bargaining support, if applicable