



# **Body-Worn Camera Grant Solicitation**

Guidelines and Application Procedures

*(Extended)*  
*Application Due Date*  
*February 26, 2021*

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, Virginia 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

Issued: December 21, 2020

# Body-Worn Camera Grant Solicitation Guidelines and Application Procedures

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## I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is pleased to announce the availability of \$6.4 million in state general funds to support the use of body-worn cameras in law enforcement. DCJS is soliciting applications from law enforcement agencies within the Commonwealth of Virginia that have primary law enforcement duties within their jurisdiction to make one-time grants for the purchasing, operating and maintaining of body-worn camera systems.

During the 2020 General Assembly regular session, Virginia Code Section [15.2-1723.1](#) was enacted, defining a body-worn camera system as “*an electronic system for creating, generating, sending, receiving, storing, and processing audiovisual recordings, including cameras or other devices capable of creating such recording, that may be worn about the person.*”

## II. Eligibility

This grant announcement is restricted to law enforcement agencies within the Commonwealth of Virginia that have primary law enforcement duties within their jurisdiction. Eligible agency types include: state and local law enforcement agencies, as well as, colleges and universities employing certified law enforcement officers.

**Grant awards may be prioritized for localities making their first body-worn camera purchase and those that do not currently have a body-worn camera program.**

Localities with an existing body-worn camera program are eligible and encouraged to apply. However, the need for additional equipment should be sufficiently documented.

Funds available through this grant solicitation can be used to support one-time cost associated with:

- Purchases of body-worn camera equipment;
- Data storage;
- Operations; and
- Equipment maintenance.

**Twelve (12) months** is the maximum length of time that grant funds will be awarded to support a body-worn camera program in a locality.

**To be eligible the applicants must include:**

- Clear documented evidence of the need;
- The applicant’s written policy governing the use of the body-worn cameras and storage of the data they produce;
- Plan for data storage and retention;
- Plan for equipment maintenance and replacement.

\*\*\* The Virginia Department of Criminal Justice Services Model Policy is available at <https://www.dcjs.virginia.gov/content/body-worn-camera-model-policy> \*\*\*

### III. Grant Application Deadline

Applications must be received by DCJS **no later than 5:00 p.m. on February 26, 2021. Late applications will not be considered.** Email application packet (saved as one PDF versus multiple separate documents) to:

[grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)

### IV. Amount Available

The amount of funding available for the Body-Worn Camera Grant Program is determined by the state budget bill. On November 18, 2020, Governor Northam signed a revised biennial budget bill that included \$6,402,200 to be used to fund the Body-Worn Camera Grant Program. These funds have been made available for the FY2021 budget year. The grant cannot be extended and will not be eligible for continuation unless additional state funds are appropriated in subsequent years.

**Funds distributed through this grant program require a fifty percent (50%) match from local funding sources.** (Discussed more in section VI)

**The maximum total project amount, including state funds and the required local cash or in-kind match, is \$100,000.** Applications requesting more than this amount may not be considered.

**Grant awards are dependent upon the availability of funding.** Each applicant will be competing against other applicants in this competitive solicitation. Applications will be rated on its quality and adherence to these guidelines.

### V. Grant Period

Grants will be awarded on a competitive basis for a twelve (12) month period beginning April 1, 2021 to March 30, 2022.

### VI. Match Requirement

Grant recipients must provide fifty percent (50%) matching cash or in-kind funds from local sources. **“In-kind Match”** is the value of an item or service received or provided that pertains to or directly supports the specific project activities funded by the grant. This means that state funds can be used to fund no more than 50% of the cost of a proposed project. The remaining 50% of the project costs must be paid by the grant recipient with cash or in-kind contributions from local sources. For example, if a project’s budget totals \$25,000, state funds may be used to pay \$12,500 of that amount; the grant recipient must provide the remaining \$12,500 in cash or in-kind from local funding sources. Applicants who wish to demonstrate that they are contributing more than the required match may make reference to any additional support they

are providing in the project narrative.

## VII. Restrictions

- Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes.
- **Reimbursement will be based on paid invoices for approved expenditures or through requested advance drawdowns with expected expenditures.**
- Changes to the grant budget after award must be approved by DCJS prior to expending funds based on the changes;
- Transactions occurring outside of the grant period will not be eligible for reimbursement.

## VIII. Availability of Continuation Funding

The grant cannot be extended and will not be eligible for continuation unless additional state funds are made available in subsequent years.

## IX. Application Forms and Instructions

**Grant Application Form:** The first page of your application is the [Grant Application Form](#) (link), a one-page form. Please do not alter this form. It is extremely important that you provide fax numbers, e-mail addresses and telephone numbers for each person listed. Use the table below to assist you in completing the Grant Application Form.

**Itemized Budget Form:** You must submit the [DCJS Itemized Budget](#) (link), a two-page (2-page) form, to detail all proposed project expenditures.

**Project Narrative:** Each application must include a Project Narrative, which may not exceed five (5) pages. The Project Narrative heading should include the official name of the submitting entity and a Project Title. The Narrative must include the following sections: Need Statement, Project Description, and Budget Narrative.

- **Need Statement:**  
In the Need Statement section of your Project Narrative, provide a description of your agency and the constituents you serve; a description of the unmet need or problem that the grant project will address.
- **Project Description:**  
In the Project Description section, clearly explain how your proposal will address the identified need and the problem you propose to address. This should include a thorough discussion of how the body-worn cameras program will be implemented and/or enhanced in your jurisdiction through the proposed project.

- **Budget Narrative:**

In addition to completing the Project Narrative, you must also provide a Budget Narrative that explains the reason for each requested budget item and provides the basis for its cost. All items requested in the Budget Narrative must be thoroughly justified and clearly related to the proposed project. Each item or service to be purchased must be separately listed with its unit cost. The budget narrative must thoroughly explain the relevance and importance of each item to the project.

**Project Goals and Objectives Form**

List and describe your program's Goals and Objectives and complete the Goals and Objectives form. Identify the quantifiable and measurable data that you will collect and analyze to demonstrate that you have achieved your stated Goals and Objectives. The grant objectives should be SMART: S (Specific) M (Measurable) A (Attainable) R (Related to Goal) I (Time Bound).

## **X. Reporting Requirements**

Grant recipients must submit quarterly financial and progress reports online to DCJS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide the grant reporting requirements at the time of grant award.

**In addition to quarterly reporting, grant recipients will be required to provide programmatic information and data to support DCJS's required reporting to the General Assembly on program outcomes.**

## XI. How and Where to Submit Application

The completed DCJS Grant Application packet must be *received by 5:00 p.m. on February 26, 2021*. Applications received after the deadline will not be considered. The application packet (one PDF versus numerous attachments), must be e-mailed to:

[grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)

Please put the name of your locality in the subject line of the email. To receive a confirmation email, CC one of the DCJS grant staff listed at the end of this solicitation. Early submissions are appreciated.

All parts of the application should a) be complete, b) comply with any page limitations, c) use the forms provided, and d) be submitted as one PDF with the name of your locality as the title of the PDF document. (i.e., “DCJS BWC Grant”). Please submit the application packet (one PDF versus numerous attachments) in the order outlined in section XII – Grant Application Checklist.

## XII. Grant Application Checklist

- ✓ Grant Application Face Sheet: [DOC](#) (DCJS online form)
- ✓ Itemized Budget Form: [XLS](#) (DCJS online form)
- ✓ Project Narrative: Needs Assessment, Project Description and Budget Narrative  
Project Goal and Objectives Form: [DOC](#) (DCJS online form)

Links to grant preparation instructions:

- Grant Application Instructions: [DOC](#)
- Itemized Budget Instructions: [DOC](#)

The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet and they must sign the application face sheet.

Faxed applications will *not* be accepted.

Please number all pages and submit the application as one PDF document.

## XIII. Grant Application Review Process

DCJS staff uses a standardized rating form to review and rate grant applications. DCJS staff and colleagues chosen from outside the agency will review each application. An application can earn a maximum score of 72 points. The grant program elements are evaluated based on staff ratings of Excellent, Acceptable, Marginal, or Unacceptable. The rating points that can be awarded for each grant program element are: Itemized Budget 0–6 points, Budget Narrative 0–9 points, Needs Justification 0–12 points, Project Description 0–12 points, Goals and Objectives 0–9 points, Implementation Steps 0–9 points and Technical Compliance Elements 0–3 points.

Applications from communities where the law enforcement agency is currently accredited by the Virginia Law Enforcement Professional Standards Commission (VLEPSC) or the

Commission on Accreditation for Law Enforcement Agencies (CALEA) will receive ten (10) bonus points. Applications from Certified Crime Prevention Communities or Certified Crime Prevention Campuses will receive two (2) bonus points. An applicant locality can claim both categories of bonus points (accreditation and crime prevention) if they have been certified by one of each of the two program categories. If an applicant has achieved either or both of these certifications, it should be noted on the application face sheet and/or within the project narrative.

DCJS will rate the applications based on the priorities outlined above. The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and summaries and make funding recommendations to the full CJSB. Final grant approval is at the discretion of the CJSB.

#### **XIV. Technical Assistance**

Please contact the following DCJS staff for questions regarding your body-worn camera grant application:

Tracy Matthews: email [tracy.matthews@dcjs.virginia.gov](mailto:tracy.matthews@dcjs.virginia.gov) or telephone (804) 371-0635

Nicole Phelps: email [nicole.phelps@dcjs.virginia.gov](mailto:nicole.phelps@dcjs.virginia.gov) or telephone (804) 786-1577

For specific questions regarding your agencies body-worn camera program or program policy, please contact:

Erik Smith: email [erik.smith@dcjs.virginia.gov](mailto:erik.smith@dcjs.virginia.gov) or telephone (804) 225-3899