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**A GUIDE TO SECURING
GRANT FUNDING FOR
BODY-WORN CAMERAS**



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FROM THE EDITOR

In 2015, the Department of Justice announced its BWC Pilot Partnership Program to encourage the adoption of body-worn cameras as part of a comprehensive nationwide effort for enhanced transparency, accountability and the advancement of overall public safety. At the time, many in law enforcement viewed body-worn cameras (BWCs) as an experimental technology.

Today, BWCs have proven to be an essential tool for law enforcement agencies of every size, throughout the United States and beyond.

In addition to funding new BWC programs, the Department of Justice's Body-Worn Camera Policy and Implementation Program (BWCPIP) – informally known as the BWC grant – has evolved to also include applicants with existing BWC programs who are now facing the need to replace end-of-life technology, or who are seeking to improve the

management, sharing and integration of digital evidence generated from BWCs, optimize how prosecutors leverage BWC footage to improve operations or use BWC footage to enhance officer training or constitutional policing practices.

The goal of this eBook is to provide you with information, advice and best practices for preparing a strong competitive application to the BWCPIP, as well as a look at some essential features to consider when evaluating body-worn cameras for lease or purchase.

It is our hope that the information provided in this guide will help you submit a successful application that helps your agency fulfill the promise of BWCs envisioned by the DOJ less than a decade ago and meet the challenges of the future.

Lexipol Grants Team

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BODY-WORN CAMERA POLICY AND IMPLEMENTATION PROGRAM TO SUPPORT LAW ENFORCEMENT AGENCIES: A PROGRAMMATIC APPROACH

WRITTEN BY
[Alyson Trowbridge](#)

As useful as body-worn cameras (BWCs) are, law enforcement agencies have often found the cost of deploying them prohibitive. In 2015, the Department of Justice announced its BWC Pilot Partnership Program to assist agencies with this financial burden and encourage the adoption of BWCs as part of a comprehensive nationwide effort for enhanced transparency, accountability and the advancement of overall public safety. This three-year pilot program was the first of its kind and allowed the DOJ's Bureau of Justice Statistics (BJS) to collect data on awardees' BWC use through agency surveys. That, in part, informed federal powers for what would become the current BWC program.

Following the pilot, various versions of a federal body-worn camera grant have been offered, culminating in the present-day [Body-Worn Camera Policy and Implementation Program](#) (BWCPIP, informally known as the "BWC Grant"). The BWCPIP has also evolved to meet the changing needs of law enforcement, including adaptations aligned with contemporary community safety challenges and community-oriented policing practices, as well as the incorporation of best practices gleaned from the diversity of awarded agencies throughout the years. The program has also seen increased funding, with the most recent cycle (FY24) being allocated \$29 million, a major jump even from FY20, when only \$9 million in total program funding was allocated.

More resources than ever are available for agencies seeking to take advantage of this

grant program. In 2015, the Bureau of Justice Assistance (BJA), an arm of the DOJ, deployed its [National Body-Worn Camera Toolkit](#). The toolkit serves as a comprehensive resource for agencies in the early stages of adopting a BWC program, as well as those looking to expand or improve upon existing programs. Areas of focus include procurement considerations, training needs, implementation requirements, policy and retention concerns and best practices, information sharing, community engagement and more.

Let's dive further into where the BWCPPI stands today, including eligibility, program goals and objectives, tips and tricks for successful applications, and things law enforcement agencies should be aware of when embarking on their BWC funding journey.

The intent of the BWCPPI

The BWCPPI is intended to fund law enforcement agencies (including university and college agencies at publicly funded institutions and specialized publicly funded police forces like park police, independent school district police, transit police and fish and game enforcement agencies), prosecutors' offices

and correctional agencies that perform law enforcement functions in purchasing or leasing BWCs, whether that is in the form of establishing a first-time program or expanding an existing one. Over the years, the program has placed more emphasis on the programmatic elements of BWC efforts, meaning applicants need to be prepared to outline their agencies' plans for not only the procurement of the equipment itself, but also (and arguably more challenging) elements of deployment over the long-term.

Funding limits and competitiveness

The FY24 cycle allotted 40 site-based law enforcement awards nationwide, and three awards each in the remaining categories of correctional agencies, digital evidence management, prosecutor office demonstration projects, and leveraging BWC footage for training and constitutional policing. This is a highly competitive federal discretionary funding program. (For agencies that may not have the internal structures in place to address the demands of this program, its sister program, the [Small, Rural and Tribal Body-Worn Camera program](#) [SRTBWC], may be a better fit if you represent a small [50 or fewer officers] or rural agency or federally recognized tribe.)



Law enforcement agencies can request up to \$2 million, although agencies that are primarily intending to initiate, pilot or expand a BWC program through the purchase or lease of BWCs cannot exceed more than \$2,000 per BWC. The funding cap per BWC can include related equipment, digital data storage/management, officer training and BWCPIP administrative personnel. The program also requires a 50% local cost share for two of its categories (site-based awards for law enforcement and correctional agencies). The period of performance is 36 months, and proposals should incorporate a holistic problem-solving approach to crime or other identified problem(s) within a specific jurisdiction.

A more considerable application

The BWCPIP differs from many federal law enforcement-focused grant programs in that it requires a substantive written narrative that addresses the core components of the grant's goals and objectives and merits of an individual applicant's proposal for DOJ review. If you are familiar with other grant programs, this is a much more considerable application than most.

When beginning your application, it is recommended to review the current cycle's BWCPIP evaluation. The program's Notice of Funding Opportunity (NOFO) will include information on basic minimum requirements as well as areas where applicants will be evaluated.

The review criteria also provide insight into which areas of your application should get heightened emphasis. For BWCPIP, proposals must address the following:

- Project design and implementation (35%)
- Capabilities and competencies (25%)
- Budget (20%)
- Statement of problem/description of the issue (10%)
- Plan for collecting the data required for performance measures (10%)

Other review factors include things like geographic diversity and strategic priorities, but if your proposal focuses on the five core criteria above, you will be well positioned for success.

The NOFO further breaks down what applicants should address in each of the five core evaluation categories above – this is not to be missed. Prior to drafting your application, it is highly encouraged to sit down with a core group of stakeholders to talk through each of the categories and outline perspectives through various lenses. For example, an agency with no existing BWC policy may not have previously engaged their local school system to discuss how BWCs might be used (and allowed) in those settings. Similar situations occur when agencies need to coordinate with their local hospitals and medical facilities to ensure HIPAA privacy rules are followed. These conversations should include an agency's legal representative.

Key policy and other considerations

Agencies should also consider situations like domestic violence, witness protection, officer-involved-shootings and policies and procedures for releasing BWC footage to the public. Some agencies also include within their policies types of situations where officers should not activate their BWCs, such as during internal personnel matter discussions, with command staff or when sensitive information is being discussed.

Along the lines of increasing public trust, accountability and transparency, agencies should also consider (and include within their funding proposal) how BWC footage will be used during police personnel investigations, such as when a civilian complaint is made. Include these determinations in the grant application so your agency can report that data as part of your project, as well as to inform future decisions internally and allow flexibility to adjust for overall program effectiveness and efficiency.

Evidence management is also a core component of a successful BWC grant application. Many agencies will include procedures to lock down their digital evidence during critical incidents to



internally manage who can view that footage. This requires the development of specific policies and procedures. Additionally, agencies must have a policy consideration for sharing evidence with involved judicial parties. This is critical to court proceedings and the overarching BWCIIP goal of improving prosecutorial outcomes. All these policy considerations must be reflected and incorporated into officer training and addressed within the grant proposal. Often, this can be as simple as rolling recurring BWC training into an agency's regular curriculum.

As you can see with the heavily emphasized policy considerations above, the BWCIIP is rooted in strategic implementation over initial procurement. This is also reflected in the fact that a BWCIIP grant award is contingent upon an agency's policy development and its subsequent approval by the DOJ.

It is common for law enforcement agencies to learn of the BWCIIP and, understandably, become excited about the possibility of discretionary funding, particularly in an era of budget reductions and stagnation, competing agency priorities and the increasing cost(s) of technology. However, remember that the BWCIIP

is rooted in policy and strategic programmatic development, including the enhancement of officer training, constitutional policing practices and the optimization of digital evidence management to improve prosecutorial outcomes. Strictly requesting funding for the purchase of equipment without substantial preplanning and goals related to your jurisdiction's identified problem will fall flat with reviewers.

Using the recommendations above, incorporating internal and external stakeholders into the process, and developing a comprehensive evidence-based problem-solving approach within your agency's operational framework will position your agency competitively when applying for Body-worn Camera Policy and Implementation Program funds – and ultimately help achieve funding success. **1**)

Disclaimer: The BWCIIP is a comprehensive discretionary grant program that includes an extensive amount of information, not all of which can be quickly shared in short format. It is highly encouraged that interested applicants read the entirety of the current cycle's Notice of Funding Opportunity to confirm their grant application adequately addresses all the requirements.



**BODY-WORN CAMERA
GRANT APPLICATIONS:
TELL
YOUR
STORY**

At the onset of the federal body-worn camera grant program in 2015, most agencies were just in the infancy stages of diving into BWC technology. It's hard to believe that a mere decade ago, many in law enforcement viewed BWCs as an experimental technology. Today they're a foundational tool on a global scale.

Paralleling the evolution and rapid adoption of BWCs within law enforcement agencies, the Department of Justice's [Body-Worn Camera Policy and Implementation Program \(BWCP\)](#) has also undergone a metamorphosis over the years. While it was originally targeted to agencies who had never deployed BWCs, recent cycles have trended toward applicants with existing programs who are facing end-of-life technology while attempting to balance increasing program management costs.

What can your law enforcement agency do to stand out when applying for BWCP funding?

First and foremost, your agency needs to ensure its application meets the basic minimum requirements of the BWCP for it to reach technical merit evaluation by a peer review panel. Once you have achieved that, you are ready to tackle one of the most critical aspects of a successful grant application: telling your organization's unique story.

Today, with the longevity and widespread adoption of the BWCP, those who will be reviewing your application are familiar with generalities. Reviewers are well versed in the benefits of deploying BWC technology, challenges, chain-of-custody evidence requirements and policy best practices. While it is still important to include these within your application, keep in mind that applicants across the country will be doing the same. Reviewers often have limited time to evaluate the numerous submissions received each cycle. Your agency needs to be strong right out of the gate to captivate your audience.

This can feel like a heavy task, particularly for first-time applicants. To assist in this process, the following is an example of a well-thought-out application blueprint that led to a successful grant award under the BWC program:

Example Agency

A medium-sized law enforcement agency in a rural community is experiencing an increase in violent crime coupled with significantly low clearance rates. The department is encountering roadblocks with witnesses and general cooperation due to tight-knit relationships and fear that coming forward could result in retribution. Historically, successful prosecution has been minimal, allowing suspects to be released into the community. This has been caused, in part, by the fact that present-day juries often expect video and/or audio evidence to support verbal testimonies and physical evidence during criminal proceedings.

The agency has also been seeking means to improve community relations through better transparency after several critical incidents and citizen complaints. When the department receives a citizen complaint, it has no way to verify accurate information regarding the interaction since it does not have body cameras.

The agency is requesting approximately \$150,000 in federal funding to deploy BWCs among its 75 officers who have regular contact with the public. The goal is to support improved prosecutorial outcomes and an overall reduction in violent crime. The application outlines specific project goals, which include enhancing community and officer safety, supporting evidentiary effectiveness and promoting law enforcement transparency and accountability. The proposal delineates how the BWC technology will provide clear and indisputable evidence in both criminal cases and situations pertaining to citizen complaints, as well as a transparent means to build an environment of public trust – all with functional examples unique to their agency and jurisdiction.



The application further summarizes existing shortfalls in these areas, including specific examples of when BWCs would have positively impacted outcomes. The application includes an assessment of qualitative and quantitative effects, including indirect costs incurred from the agency's lack of access to BWCs – for example, investigatory costs like officer overtime to track down witnesses and other potential parties, as well as increased trial costs. Noninvestigatory costs for things that could reduce overall organizational risk, such as civil litigation and settlements related to complaints against officers, are also included. This information was substantial when the agency later outlined their requested budget and the project's cost-benefit. With that information, coupled with a declining budget in the past few years, the agency also made a compelling financial need argument.

Following the application's problem identification, the agency detailed a well-thought-out policy and implementation plan that incorporated recommendations from the [BJA BWC Toolkit](#), similar publications, industry leaders and the community. Members of the agency's command staff also met with surrounding jurisdictions

that had BWC programs to learn about their experiences, including recommendations from agencies of similar size serving similar communities and lessons learned. The department developed its body-worn camera policy in accordance with its state's accreditation commission and the [Commission on Accreditation for Law Enforcement Agencies \(CALEA\)](#). This preplanning led to a standout policy proposal that not only was rooted in evidence-based practices but also exhibited the agency's commitment to the program, ability to execute, flexibility to seek feedback and make positive changes, and competencies of the staff responsible for deployment and long-term management and administration.

The department provided considerable narrative pertaining to project deliverables. This included how the department would track and compare violent crime and clearance rates pre- and post-award, as well as collaboration methods with the district attorney's office to collect data on prosecutorial outcomes. Officer surveys would also be disseminated to determine the program's usefulness and acquire feedback on the equipment to inform future decision-making.



Additional information was scattered throughout the application that complemented the agency’s overall project. These are areas that can be helpful for agencies to consider and include in their own BWC application when seeking BWCPPI funding:

- Privacy measures, including retention requirements, policies for redaction and deletion of captured DEM, plans for HIPAA compliance, and how sensitive cases like domestic violence or involving minors will be handled.
- Shows of support, including buy-in and approval from your local government, letters of support from stakeholders and community members, and community engagement and public education efforts.
- Key partnerships such as with allied criminal justice agencies, including state and federal partners and the involvement of agency legal counsel for any legislative scenarios that would require amending policies.

- Tracking mechanisms, including legal responsibilities pertaining to the Freedom of Information Act (FOIA) and a defined cadence of BWC footage review to monitor officer performance and compliance with policies.
- Staff qualifications and any new or expanded IT requirements.

Conclusion

The intention of the BWCPPI is to support the Department of Justice’s agency-level priorities and overall commitment to “increase access to justice, support crime victims and individuals impacted by the justice system, strengthen community safety, protect the public from crime and evolving threats, and build trust between law enforcement and the community.”

Body-worn cameras and discretionary funding via the BWCPPI enhance this mission. By incorporating the above recommendations into your agency’s grant application, you will position your agency for funding success. **1)**

COMPLETING YOUR BODY-WORN CAMERA GRANT APPLICATION, INCLUDING ADMINISTRATIVE STEPS



To apply for this type of grant, there are several things you must do to prepare. Make sure to know your deadlines and give yourself enough time for each step in the process. You'll need several items to start your application.

Below is a step-by-step list of important considerations for your agency:

1 **Legal applicant** – The first thing your organization needs to do is identify the legal applicant. With government agencies this could be your fiscal agency, administrator or another official.

2 **EIN** – You also will need the EIN (Employer Identification Number) for your organization. The EIN is a nine-digit number assigned by the IRS. If you need to apply for one, it is approximately a two-week process. Apply at the [IRS's EIN website](#).

3 **UEI and SAM** – The next important step is to determine if your agency has a Unique Entity Identifier (UEI). If you do not, go to [SAM.gov](#) to obtain one. The System for Award Management (SAM) provides a 12-character alphanumeric identifier to each unique organization. There is no fee for registering with SAM.gov, but registrations must be updated, renewed and validated every 12 months. Needed information includes your UEI, jurisdiction name, mailing address and banking information. Payments for federal grants are contingent on your agency having a current SAM registration.

4 **JustGrants** – If your agency is new to JustGrants, you will need to confirm the contact information email address for your entity's electronic business point of contact (e-biz POC) in SAM. This information is imported into JustGrants. The entity administrator is responsible for completing user onboarding. Once the administrator is onboarded, that role can be reassigned to another user. Make sure your user roles are properly assigned, as this will save you time later.

This process can take up to 10 business days after you submit your registration. If you need

CREATING A UEI

1. Go to [SAM.gov](https://sam.gov) to create an account.
2. Fill out all the information and click “Submit.”
3. Once it is created, you will receive an email from Login.gov. You must click the link in the email to complete the verification process.
4. Return to Login.gov and enter the username and password and click “Login” to complete the account registration process.
5. You can then return to the SAM.gov process to complete that. The legal applicant’s SAM.gov registration must be active and set to public view when the application is submitted. All applicants must register with SAM to apply online. Failure to register with the SAM will result in the application being rejected by [Grants.gov](https://grants.gov) during the submissions process.


assistance registering or updating either your user account or your entity, go to [the DOJ’s Onboard and Access JustGrants E-Newsletter](#).



5 Grants.gov – Your next step will be to create an account in Grants.gov. To register a Grants.gov account, go to [Grants.gov](https://grants.gov). To [apply](#), your organization must have an active SAM.gov registration.

1. Once you are at Grants.gov, click the “Register” link in the top right corner.
2. Click the “Get Registered Now” button on the Register page.
3. Complete the Contact Information and Account Details section and click “Continue.”
4. Click the “Send Temporary Code” button, then access your email account to access the temporary code. Enter the temporary code you received in the email into the temporary code field and click the “Continue” button.
5. Next, click “add a profile” to your Grants.gov account.



6  **Ready to apply** – Once you have these steps completed, you are ready to apply for the grant. Go to Grants.gov and search for the open funding opportunity. Select the grant you are applying for and complete and submit the required documents. This process should be done 48 to 72 hours prior to the Grants.gov deadline to allow time for errors and corrections.

The Grants.gov workspace status will change from “In Progress” to “Submitted” once the application has been successfully submitted in Grants.gov. If technical issues prevent application submission prior to the deadline, the applicant must follow the guidance in the solicitation.

Within 48 hours after submitting the Grants.gov application, you should receive four email notifications from Grants.gov:

1. A submission receipt.
2. A validation receipt.
3. A grantor agency retrieval receipt.
4. An agency tracking number assignment.

Within 24 hours after receiving confirmation emails from Grants.gov, the individual identified in Section 8.F of the SF-424 will receive an email from JustGrants with instructions for JustGrants login. You will then complete the required fields in JustGrants.

Tips

1. When using JustGrants, the preferred browsers are Microsoft Edge and Chrome.
2. Multifactor authentication is required every time you log in.
3. Be sure to save your work often.
4. Currently, JustGrants can only recognize one user (one unique email address) per entity. Make sure your email is specific to the agency for which you’re submitting.

With the above preregistration and submission tips, as well as the other information in this guide, your agency will be well prepared to submit its body-worn camera grant application in pursuit of supplemental funding to advance its overall mission and continued pursuit of community safety. [1](#)





WHAT TO LOOK FOR IN BODY-WORN CAMERAS

Body-worn cameras (BWCs) are quickly becoming must-have equipment for law enforcement. However, not all BWCs are created equal. To ensure your department purchases body cameras that can be counted on 24/7, check them first against this list of essential features.

1 Dependability is job one

A major use of body cameras is to produce accurate records of interactions between officers and the public. This is why dependability is the top quality of any body camera being considered for purchase.

Dependability means durability. The right body camera has to be tough enough to work in all kinds of environmental conditions, and keep

working even after being exposed to dirt, dust or water. It also must be rugged enough to survive being dropped, because that will happen from time to time.

Dependability also means reliability. No matter what happens, a body camera should never lose footage and should always show accurate data, like date and time, associated with the video evidence. This kind of dependability is what makes agencies and the communities they serve feel confident about the benefit of body cameras.

2 Is it the right one for your agency?

Law enforcement officers typically have their hands full on the job. As a result, they need body cameras that are easy to use, efficient in their operations and don't require constant attention and tweaking. But all body cameras are not the same – and features that are important to one agency may not be essential to another.



This is why procurement officers need to ask specific questions on body camera features before purchasing a system that works for their agency. Questions to ask include:

- Is the camera easy and intuitive to use?
- Does the body camera have fail-safe features like automated recording to ensure videos get recorded and saved no matter what is happening?
- Does the body camera feature pre- and post- recording to capture critical context even after the fact?
- Does the body camera capture clear images, even in low-light conditions?
- Does the body camera allow video files to be uploaded via Wi-Fi or LTE wireless from the units while officers are still in the field?
- Does the body camera include GPS so an officer's location can be monitored?
- Does the body camera include remote management tools that can notify management if the BWC begins to malfunction or is inoperable?

These and other body camera features vary by model, but [Motorola Solutions](#) offers a variety of mission-critical body cameras, built for the rigors of the job, no matter the size of the agency or their needs.

3 Is the price right?

Body cameras are a great idea, but with funding in question, it makes sense to know what grants, payment plans or offers are available.

Fortunately, “as a service” programs arrange for costs to be spread over predictable monthly payments, rather than a one-time 100% upfront purchase.

“As a service” plans help departments acquire and deploy new equipment quickly. Companies also regularly update this equipment for their clients as part of their plans, so police have

the flexibility to upgrade when new models are available. In today's fast-changing world, this degree of technological nimbleness is a must.

This being said, it is vital for procurement officers to thoroughly understand their department's purchasing procedures, limits and rules before asking for prices and plans, so they don't waste their time and effort. It is also wise to determine any external funding sources that may be able to help with payments, again to save time and speed body camera deployment in the field.

4 Does it integrate with existing systems?

Today's law enforcement agencies are sophisticated technology users, with multiple types of equipment, communication systems and IT infrastructure being integrated to form a cohesive whole. Such equipment includes everything from in-car cameras, smartphones and tablets to land mobile radios, dispatch systems and digital evidence lockers.

To successfully add body cameras to this mix, it's beneficial for your body cameras to “play nice” with everything else currently being used by the department. This is why it's critical to check that a proposed body camera system will work with your system architecture, and that its design does not limit the choice of equipment vendors you choose for other items going forward — before committing to any specific piece of technology.

5 Build trust, gain evidence

A body camera program has significant benefits not only for the police department, but also the public at large. Being able to share timely video with community members is critical for promoting transparency and building and maintaining trust between police and the communities they serve.

For law enforcement, body cameras are essential tools for gathering and sharing evidence with investigators and prosecutors. Having a record of an independent point of view — and often multiple perspectives of the same incident — can help investigators get to the facts of a case.



Sharing video evidence with prosecutors also helps strengthen a case and get a judgment rendered more quickly.

6 Enhance officer safety

Another strong rationale for body cameras is the added layer of safety and security they can offer to users. Certain models include automatic recording triggers, ensuring evidence is captured while allowing the officer to focus on the threat. Video streaming and location tracking provides another measure of safety by enabling command staff, dispatch and other permitted users to maintain real-time situational awareness and communication with the officer.

7 How long does it run?

A body cam is only useful for as long as it runs. As a result, battery life is a key consideration in any body camera procurement.

This being the case, procurement officers should look for body cameras whose batteries last beyond a 12-hour shift. Swappable batteries are another option to consider in the field, because sometimes the job goes well past a regular shift length. As well, a body camera that comes with a compact, efficient charging dock is a good feature to have, because any chance for charging is a good one to take.

A body camera system that satisfies the criteria above will likely deliver the kind of reliable performance the department is looking for. Weighing your department's priorities against these criteria will help you identify the right body camera purchase for your needs. **1**

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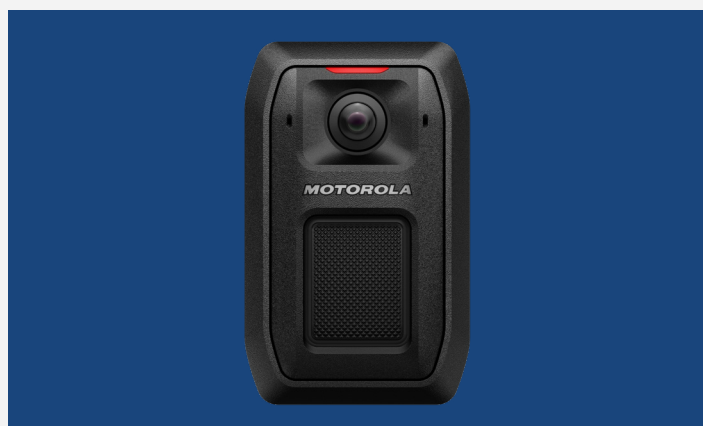
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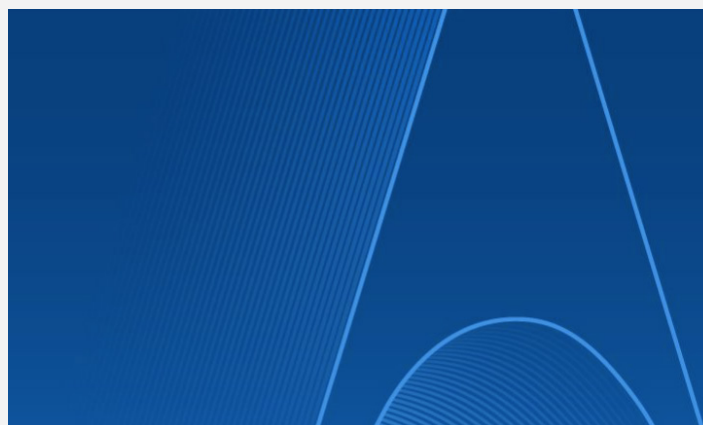
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