

APPLICATION INSTRUCTIONS

Body-Worn Camera Grant Program (BWC)

APPLICATION DEADLINE: FRIDAY, OCTOBER 15, 2021

BEFORE YOU BEGIN

Here are a few things to check before you start your application

- o Familiarize yourself with our grant management system, ZoomGrants, prior to starting your application. Information can be found at <https://dcj.colorado.gov/grants-training-materials>
- o Do you have your DUNS number and have you registered with SAM.gov?
- o Do you have details about your budget handy?

RESOURCES

Additional Resources

- Additional information about the Body-worn Camera Grant Program may be found here: <https://dcj.colorado.gov/body-worn-cameras>
- Resources to help you implement a Body-worn Camera Program may be found by using the [Bureau of Justice Assistance BWC Toolkit](https://bja.ojp.gov/program/bwc) at <https://bja.ojp.gov/program/bwc>.

Contacts

- Questions about your application or allocation amount:
Kate Ferebee, kate.ferebee@state.co.us
- Help with ZoomGrants: cdps_dcjgms@state.co.us

GRANT APPLICATION INSTRUCTIONS

Go to ZoomGrants here: <https://www.zoomgrants.com/zgf/BWC> and **log in** or **create an account**. Fill out the information requested on each tab and navigate by clicking “Next” at the bottom of the page.

SUMMARY TAB

Project Name/Project Title: Please title your project after the name of your Law Enforcement Agency. (example: Colorado Police Department)

DUNS/SAM: A DUNS number and registration with **SAM** are required to submit your Project Application.

Amount Requested: Enter the amount of your agency’s allocation, as indicated in the notification letter dated September 17, 2021.

Organization Information: Enter all requested information for the applicant agency.

QUESTIONS/STATEMENT OF WORK TAB

Project Duration: (Q1 & 2) The estimated project period will be December 1, 2021 to June 30, 2022. The Division of Criminal Justice will adjust your project start date with the date the final Grant Agreement is executed. **Spending prior to the execution date will not be reimbursed.**

Application Type: (Q3) Select *Body Worn Cameras (FY 21-22)*

Project Summary: (Q4) Provide a brief description of what you plan to purchase with these funds.

Implementation Plan: (Q5) Briefly describe how you will implement the body-worn camera program in your agency. Include when you developed or when you plan to develop policies and procedures that guide your body-worn camera program. *Upload body-worn camera policies and procedures to the Documents Tab.*

Primary Contact: (Q6) List the individual who will be the main contact throughout the application process. Enter the name, telephone number, and e-mail address.

TABLES TAB (Budget Details)

Budget items should be detailed, reasonable, specifically defined, justified and the applicant should demonstrate how the costs were determined. Budget must be completed entirely and each item listed should be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item.

- In configuring the budget, work with **WHOLE DOLLAR AMOUNTS ONLY.** When necessary, **round to the next highest whole dollar amount.**
- The budget is broken into **two** allowable Budget Categories: 1) Supplies and Operating, and 2) Equipment (for individual items costing \$5,000+).

Budget Narrative and Justification: Provide a justification and explanation of the budget items listed in each Budget Category. Show calculations. **Describe the criteria used to compute budget figures. All budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and proposed project operations.**

On the next page is an example of sufficient detail in the budget narrative.

Non-Personnel: Budget & Budget Narrative Details			
Budget Item	Item	Amount To Be Paid By Grant Funds	Budget Narrative and Justification
<input type="checkbox"/> Editable	<input type="checkbox"/> Editable	<input type="checkbox"/> Editable	<input type="checkbox"/> Editable
SUPPLIES & OPERATING			
S&O 1	Molle Mount, Double	\$ 252	6 Molle Mount, Double, Axon Rapid Lock @ \$42 each
S&O 2	Virtual Bodycam Starter	\$ 1,000	1 Virtual Bodycam Starter \$1,000 each = \$1,000
S&O 3	Axon Body 3 Cams & Docks	\$ 7,788	7 Axon Body 3 - NA10 @ \$699 each = \$4,893 1 Axon Body 3 - 8 Bay Dock @ \$1,495 = \$1,495 7 Axon Body 3 - 1 Bay Dock @ \$200 each = \$1,400
S&O 4	Power Supplies	\$ 80	7 Axon Body 3 - 1-Bay Dock Power Supply @ \$10 each = \$70 1 Power Cord for AB3 8-Bay Dock @ \$10 each
S&O 5	Wing Clip Mount	\$ 217	7 Wing Clip Mount, Axon Rapidlock @ \$31 each
S&O 6	Evidence.Com Storage	\$ 900	1,200 Evidence.Com Storage (GB): 1 Year @ \$0.75 = \$900
S&O 7	Redaction Assistant	\$ 1,050	6 Redaction Assistant 1-10 Sworn Payment @ \$175 each = \$1,050
S&O 8	Aware Plus	\$ 1,800	72 Aware Plus Payment @ \$25 each = \$1,800
S&O 9	Basic Evidence.Com	\$ 900	5 Basic Evidence.Com Licenses: Year 1 Payment @ \$180 each = \$900
S&O 10	Professional Evidence.Com	\$ 468	1 Professional Evidence.Com License: Year 1 Payment @ \$468 = \$468
Supplies & Operating Total		\$14,455	

Figure 1 Budget Example

SUPPLIES AND OPERATING:

Items with a unit cost less than \$5,000 and software, regardless of cost, are considered supplies and should be listed in this category.

Separate items within this category by major type (e.g., cameras, docking stations, cables, software, annual contract), and show the basis for computation in the narrative/justification field. For example, “X” dollars for one camera multiplied by “Y” number of sworn officers being outfitted.

Items costing \$5,000 or more per unit should be listed under Equipment (see D below). If software is being purchased, regardless of the price, it belongs in the Supplies and Operating category.

Budget Narrative and Justification: Explain how the cost of each item was determined and justify the need for the item. See example below.

EQUIPMENT:

Add each item separately, by unit cost. This category should include all items with a **unit cost of \$5,000 or more** and useful life of more than one year. Items not meeting these criteria should be included in the Supplies and Operating category. Due to its high cost, equipment must be justified as necessary and you must show that it is currently unavailable to your agency.

If the proposed equipment is to be shared with entities outside this project, the cost should be prorated based upon the percentage of use of the equipment by this project.

All equipment must be purchased through competitive bid, state or local award, or established purchasing procedures.

Budget Narrative and Justification: Explain how the cost of each item was determined. Explain why the proposed equipment is essential to conducting the project and is not currently available for use within your agency or organization.

CONSULTANT & PROFESSIONAL SERVICES:

Your application must contain a detailed budget and budget narrative for anything listed under Contracted, Consultant and Professional Services. List each consultant, contractor, or type of service with proposed fee (by eight-hour day or hourly rate). **NOTE: BWC funds are not allowable for additional personnel, whether employed or contracted by the agency, to manage an agency's BWC program or data.**

Rates (honoraria are not an allowable expense) for individual professional services must be based on an hourly rate (including preparation and travel time). Justification is required to establish a "usual" or "going rate" for similar services. Some consultants provide services at a flat rate rather than an hourly rate. If that is the case, identify the service to be provided, including all covered expenses such as travel, and the flat rate for each "unit" of service. Professional services should be procured competitively.

Budget Narrative and Justification: Explain why proposed consultant services cannot or should not be provided by project staff. Explain how the hourly rate or flat rate was determined. For each consulting organization added, indicate the number of people to be assigned to the project, number of hours per person per day to be spent on the project, and a breakdown of the contract price by major cost item (i.e., supplies, rent, equipment, travel, contracted services).

DOCUMENTS TAB

Roster: Required. Upload a roster for your organization. It should show all sworn officers/positions in your agency and total number of positions eligible to be outfitted with these funds. If the requested number of cameras exceeds the number of eligible positions, the Division of Criminal Justice may adjust your allocation.

Financial Management Questionnaire: Required. All applicants are required to download this form, complete, save, and upload back into ZOOMGRANTS. It is the applicant's responsibility to verify the agency's ability to administer funds and comply with federal and state accountability requirements. The questions should be answered by the Applicant Agency with the assistance of the Financial Officer.

Body-worn Camera Policies and Procedures: All applicants are required to submit policies and procedures that have been developed for their Body-worn Camera Program.

Certification Regarding Lobbying; Debarment, Suspension; and Drug Free Workplace: Must be submitted with the application.

Body-Worn Camera Budget Worksheet: Use this Excel worksheet to help with your budget if you do not yet have a quote or agreement from a vendor. Upload the completed worksheet so that DCJ staff can reference it when reviewing your budget in case questions arise. The costs on the worksheet are from the [state's price agreement](#) with the three vendors listed on each tab. Your costs may be different. **If you were quoted different prices, use the prices you were quoted.** This is only to help you estimate your budget if you do not yet have a quote.

Certificate of Good Standing: Non-profits must provide a Certificate of Good Standing from the Colorado Secretary of State before contracting may commence.