



Office of Criminal Justice Services

STATE OF OHIO
BODY-WORN CAMERA GRANT PROGRAM

2022

REQUEST FOR PROPOSALS

APPLICATIONS ARE DUE October 8 at 5:00 PM

OFFICE OF CRIMINAL JUSTICE SERVICES

1970 West Broad Street, P.O. Box 182632

Columbus, Ohio 43218-2632

Telephone: 614.466.7782 or 888.448.4842 • Fax: 614.466.0308

www.ocjs.ohio.gov

MIKE DEWINE, *Governor*

JON HUSTED, *Lt. Governor*

THOMAS J. STICKRATH, *ODPS Director*

KARHLTON MOORE, *OCJS Executive Director*

Apply for BWC grant online using the OCJS Grants Management System



OFFICE OF CRIMINAL JUSTICE SERVICES

State of Ohio Body-Worn Camera Grant Program

TABLE OF CONTENTS

| | |
|---|---|
| OCJS and Body-Worn Camera (BWC) Grant Program | 1 |
| What to Expect | 1 |
| Eligible Applicants | 2 |
| Bidders Training | 2 |
| Program Purpose | 2 |
| Requirements of the BWC Grant Program | 2 |
| Proposal Components Checklist | 3 |
| Format and Submission | 3 |
| BWC Grant Program Application Requirements | 4 |

OCJS AND THE BODY-WORN CAMERA GRANT PROGRAM

The Ohio Office of Criminal Justice Services ([OCJS](#)) is a division of the Ohio Department of Public Safety. By statute, OCJS is the lead justice planning and assistance office for the state, administering millions of dollars in state and federal criminal justice funding every year. OCJS also evaluates programs and develops technology, training, and products for criminal justice professionals and communities. Governor Mike DeWine has designated OCJS to administer the 2021 Ohio Body-worn Camera Grant Program (“BWC Grant Program”).

Law enforcement agencies are increasingly using body-worn cameras to serve a multitude of functions: to improve evidence collection, to train officers, to strengthen officer performance and accountability, to enhance agency transparency, and to document and investigate encounters between police and the public. In 2021, at the request of Governor Mike DeWine, \$10 million was set aside in the state budget to help outfit law enforcement officers across the state with body cameras, in an effort to achieve Governor DeWine’s goal “that most, if not all, law enforcement agencies in the state will establish a body camera program with the help of this grant funding.” ([Governor DeWine press release](#), Feb 3, 2021).

WHAT TO EXPECT

For technical assistance on any part of the BWC Grant Program application, call OCJS at 614.466.7782 or 888.448.4842 and ask to speak to a Grants Coordinator. Regional contacts: www.ocjs.ohio.gov/grants.stm. **OCJS staff are working remotely and emails are recommended for a quicker response.**

Application. No match is required. Agencies may submit only one application per subrecipient.

Funding amount. There is no funding cap; however, funding is limited. While grant funds can be used for various expenses related to implementing an agency’s body worn camera program, funds will be prioritized for agencies that do not currently have a body camera program.

Review. OCJS staff and external criminal justice professionals competitively review grant proposals using an established process discussed in the “Proposal Narrative” section below. Reviewers assure that project budget costs are allowable and directly relate to the program. OCJS conducts internal compliance reviews of funded projects, assessing the timeliness and thoroughness of their financial and programmatic reporting. The OCJS Executive Director makes final funding recommendations and the Director of the Ohio Department of Public Safety approves them.

Award notification. Projects will be notified and required to complete all forms and pre-award conditions electronically through the [Online Grants Management System](#). Subrecipients must complete all forms before final approval can be made. Law enforcement agencies **MUST** be certified on the Body-Worn Camera standard developed through the Ohio Collaborative on Community-Police Relations, *or* be actively working to become certified.

Length of funding. All awards will be for 12 months of funding, operating from July 1, 2021 to June 30, 2022.

ELIGIBLE APPLICANTS

Local law enforcement agencies are eligible to apply as the implementing agency. The unit of local government must serve as the official subrecipient (e.g., township/village/city/county).

BIDDERS TRAINING

A voluntary Bidders Training webinar for the 2021 BWC Grant Program will take place at 10 a.m. Friday Sept. 10. The training will provide information helpful for both the application preparation and review process. Please register for the webinar [here](#).

OCJS hosted a panel discussion with police chiefs from across Ohio to discuss “How to Implement a Body Worn Camera Program.” View the panel discussion [here](#).

PROGRAM PURPOSE

Law enforcement agencies must use BWC Grant Program funds **to support the creation of an agency BWC program or to expand/update an agency’s existing BWC program**. Priority will be given to outfitting officers *who regularly interact with the public* that do not currently have functional cameras.

Grant funds can be used to purchase the following:

- Body cameras (dashboard cameras are excluded) and related hardware and software for officers who regularly interact with the public
- BWC-related hardware and software
- Video storage mechanisms (Examples: server, cloud service)
- Redacting software/service
- Editing/tagging software
- IT costs to support the program
- Consultant fees for camera programming and storage set up
- Maintenance and support fees
- Contract/consultant for programming/installation, training, technical assistance
- Personnel costs
 - Related to program administration, including but not limited to purchase, installation, training, policy development
 - Related to video support, including but not limited to reviewing/redacting video footage, storing/copying video footage
 - Related to responding to FOIA requests
- Other body-worn camera related expenses not identified above must be justified

OCJS encourages agencies to have an implementation plan for the body worn camera program. For technical assistance in developing a plan or reviewing a plan please contact OCJS.

REQUIREMENTS OF THE BWC GRANT PROGRAM

Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using the Ohio Incident-Based Reporting System (OIBRS) or the FBI’s NIBRS Collection Application (NCA), per [Ohio Revised Code Section 5502.62\(C\)\(6\)](#)

Additionally, in order to receive BWC Grant Program funds, law enforcement agencies **must**:

- Be certified on the Body-Worn Camera standard developed through the Ohio Collaborative on Community-Police Relations. Agencies that apply for BWC grant funds but are not yet certified will have a pre-award condition requiring certification prior to the grant being awarded.
- Discuss in the Narrative how the agency works/will work with allied criminal justice agencies and the community in developing/implementing the agency's BWC program.
- Describe in the Narrative a sustainability plan that describes how the agency plans to support a BWC program beyond the life of this grant.
- Describe in the Narrative the required officer and supervisor training on BWC policy and use.

PROPOSAL COMPONENTS CHECKLIST

Use the following checklist as a general guide for submitting proposals to OCJS. Read the entire RFP before completing and submitting proposals.

- Title Page
- Narrative
- Budget

FORMAT AND SUBMISSION

Applicants must submit proposals online through the [Online Grants Management System](#), by 5 p.m. EST on October 8. Please visit www.ocjsgrants.com. *OCJS will not review late applications or consider them for funding.* Failure to follow the specified application requirements will also disqualify applications from review and consideration for funding.

IMPORTANT: Applications must be in the "APPLICATION SUBMITTED" status in the Online Grants Management System to be considered for funding. Designated Project Directors will receive an email confirmation that the application has been submitted.

Agencies that registered for the Online Grants Management System previously should use the same username and password information for this application. OCJS will deny duplicate registration requests. For more information on how to access the application portion of the Online Grants Management System, use the application manual located at www.ocjsgrants.com.

For technical assistance on any part of the BWC application, call OCJS at 614.466.7782 or 888.448.4842 and ask to speak to your Grants Coordinator. Regional contacts: www.ocjs.ohio.gov/grants.stm. **OCJS staff are working remotely and emails are recommended for a quicker response.**

OHIO BWC GRANT PROGRAM APPLICATION REQUIREMENTS

NARRATIVE (Limited to ____ characters)

Please address **ALL** of the following items in the narrative. Grant reviewers will evaluate the narrative in terms of how clearly and completely the application responds to the items below.

I. Community and Agency Demographics

- Describe the community being served by the agency, including:
 - Population size of the community served
 - County(ies) in jurisdiction
 - Percentage White/Black/Other
 - Percentage Hispanic/non-Hispanic
- Provide details about the law enforcement agency, including:
 - The total number of sworn officers in the agency
 - An estimate of the number of sworn officers who have patrol duties or who interact regularly with the public
 - Number of sworn officers on duty during largest shift

II. Description of the BWC Program

If your agency is developing a new BWC program, please respond to the following:

- How many cameras do you wish to purchase with these funds?
- What is the make (manufacturer) and model of the camera the agency wishes to purchase, if known?
- How many officers will you equip with these cameras? If officers will be sharing cameras, describe the process for doing so.
- Which officer position(s) will be the recipients of body cameras (patrol, investigation, traffic enforcement, community relations, other)?
- List any ancillary equipment and/or software you wish to pay for with this grant, and describe how this equipment/software relates to implementing a BWC program.
- List any ancillary services/personnel you wish to pay for with this grant, and describe how these services/personnel relate to implementing a BWC program.
- Do you have a BWC policy in place or are you currently developing a policy?
- What external criminal justice entities (e.g., judges, prosecutor offices, etc.) have been involved or consulted in developing your BWC program?
- What community-based persons or entities have been involved or consulted in developing the agency's BWC program?
- How will the agency handle the administrative components of video support, such as reviewing/redacting footage and storing/copying footage?

- How will the agency respond to Open Records Act requests for footage?
- How will your agency sustain the BWC program after this grant ends?

If your agency is expanding or updating its current BWC program, please respond to the following:

- Number of cameras the agency currently has in operation:
- Make (manufacturer) and model of the agency's current cameras, and the year they were purchased:
- If you plan to replace existing cameras, briefly explain why (e.g., cost, quality, ease of use, etc.):
- The primary role of officers who currently wear cameras (e.g., patrol, investigation, traffic enforcement, community relations, other):
- How the agency currently stores video footage (e.g., server, cloud service). If the agency plans to use these funds to change how they store footage, briefly explain why (e.g., cost, quality, ease of use, etc.):
- How the agency currently handles the administrative components of video support, such as reviewing/redacting footage and storing/copying footage.
- How the agency currently responds to FOIA requests for footage.
- Will funds from the BWC grant program be used to purchase cameras?
- If YES, answer the following:
 - How many cameras do you wish to purchase with these funds?
 - What is the make (manufacturer) and model of the camera the agency wishes to purchase, if known?
 - How many officers will you equip with these cameras?
 - If officers will be sharing cameras, describe the process for doing so.
 - The purpose of purchasing these cameras is: (check all that apply)
 - To provide cameras to additional officers who do not currently have cameras
 - To replace existing cameras
 - Which officer positions will be the recipients of body cameras (patrol, investigation, traffic enforcement, community relations, other)?
- List any ancillary equipment and/or software you wish to pay for with this grant, and describe how this equipment/software relates to implementing a BWC program:
- List any ancillary services/personnel you wish to pay for with this grant, and describe how these services/personnel relate to implementing a BWC program:
- How will your agency sustain the BWC program after this grant ends?

III. Objectives

Project objectives are not required for this grant. In lieu of listing objectives, applicants who are awarded BWC Grant Program funding will be asked to complete a brief form prior to receiving funding and again at grant closeout to assist OCJS in quantifying how the grant funds assisted your BWC program.

BUDGET

Describe any costs associated with creating or expanding your BWC program. Grant reviewers will evaluate the budget in terms of how effectively it:

- Aligns with what is detailed in the Narrative.
- Presents a clear and detailed budget with a narrative that explains and justifies the budget information.
- Justifies the costs of the proposed program and that the costs are considered reasonable and cost-effective.