

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of the Mayor



OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS

**FY 2016 Request for Applications (RFA):  
Private Security Camera  
Incentive Program**

**IMPORTANT NOTICE**

**Application via electronic Grants Management System (eGMS)  
ZoomGrants™**

You will be required to establish a ZoomGrants™ account to submit an application electronically.

To access the application click on <http://www.ovsjg.dc.gov>

## I. GENERAL INFORMATION

### Introduction

The Executive Office of the Mayor, Office of Victim Services and Justice Grants (OVSJG), provides Federal and District funding to local initiatives that address issues of violent crime, public safety, and criminal justice. . OVSJG is pleased to announce that it is seeking applications for funding pursuant to the Private Security Camera Incentive Program.

This program creates an incentive for residents, businesses, nonprofits, and religious institutions to purchase and install security cameras that are intended to help deter crime and assist law enforcement with investigations. The program offers rebates for the purchase of security cameras.

### Submission Requirement

Applicants can apply for a security camera rebate of up to \$200 per camera for up to \$500 per residential address and \$750 per address of a property used for anything other than a residence. The camera must be purchased and installed on the property after September 22, 2015 and before all available funds are expended. The camera also must be registered with the Metropolitan Police Department. The amount of the rebate shall not be more than the cost of the purchase of the camera system. Only one security camera system per property address is eligible. Security camera systems must be installed on the exterior of a building.

### Availability of Funds

Funding is available under this program from **February 2, 2016** until the funds are expended. All rebate expenditures must occur within this time frame. Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable.

The Office of Victim Services and Justice Grants also reserves the right to, without prior notice, reduce or cancel the program listed in this RFA, reject all applications, adjust total funds available, or cancel the RFA in part or whole.

Funding levels are contingent on continued District funding.

### Priority Consideration

The Office of Victim Services and Justice Grants will give priority consideration to properties, businesses, and religious institutions in the following Police Service Areas (PSA):

- PSA 103
- PSA 104
- PSA 105
- PSA 106
- PSA 107
- PSA 108
- PSA 202
- PSA 207
- PSA 208
- PSA 302
- PSA 303
- PSA 305
- PSA 307
- PSA 308
- PSA 402
- PSA 403
- PSA 404
- PSA 405
- PSA 406
- PSA 409
- All PSAs in the Fifth Police District
- PSA 602
- PSA 603

- PSA 604
- PSA 607
- PSA 608
- All PSAs in the Seventh Police District

PSA borders can be found online at <http://mpdc.dc.gov/page/police-districts-and-police-service-areas>. Applicants can find their property address PSA online at: <http://geospatial.dcgis.dc.gov/PSAFinder>.

**Application Information**

The electronic application must be submitted to the Office of Victim Services and Justice Grants no later than the date the funds are expended. Applications can be found at [www.ovsjg.dc.gov](http://www.ovsjg.dc.gov). Applications received manually will NOT be accepted. Please be advised that it is the applicant’s responsibility to ensure that the application is submitted electronically through ZoomGrants™ by the deadline.

Any application received after the specified time will be considered INELIGIBLE and will NOT be reviewed for funding.

**Award Notification**

The Office of Victim Services and Justice Grants will notify all applicants of the final rebate decision within 10 business days of the determination. Payments will be made within 45 business days of the determination. For those applicants receiving funding, this notice will include the amount of funds to be rebated, note any reduction in funding from the initial request.

**Grievance Process**

Denied applicants may request an explanation of non-award decisions in writing to:  
 Office of Victim Services and Justice Grants  
 ATTN: Application Inquiry – Private Security Camera Incentive Program  
 441 4<sup>th</sup> Street, NW, Suite 727N  
 Washington, DC 20001  
 Email: [security.cameras@dc.gov](mailto:security.cameras@dc.gov)

**Payment Provisions**

The Government of the District of Columbia shall make payments on amounts in accordance with the terms of the rebate agreement, which results from this RFA. At any time or times before final payment and three (3) years thereafter, the Government of the District of Columbia may conduct an audit of the application and the statements made in the application.

OVSJG shall not be liable for any costs incurred in the preparation of applications in response to RFA. Applicants agree that all costs incurred in developing the application are the applicants’ sole responsibility.

OVSJG may conduct pre-award on-site visits to verify information submitted in the application.

If there are any conflicts between the terms and conditions of the RFA and any Federal or District law or regulation, or any ambiguity related thereby, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

### **Review Process and Decision on Awards**

Applications will be screened to determine whether the applicant meets all eligibility requirements, whether the applicant meets the priority considerations, and whether the applicant has submitted all required documentation. Once the above requirements are verified, OVSJG will contact the applicant to set up a site visit for verification purposes, if necessary.

Once final verification of security camera installation is made, awards will be made in accordance with the applicable District laws and regulations governing this program.

## **II. Application Instructions**

### **Applicant Profile**

Each applicant must include all information requested in the application and verified by the authorized official. The authorized official must be the person with the legal authority to sign on behalf of the applicant.

If the applicant is an **individual property owner**, the authorized official must be the person who is the legal owner of the property.

If the applicant is a **business, non-profit, or religious institution**, the authorized official must be the person with legal authority to sign on behalf of the business, nonprofit, or religious institution.

If the individual, business, nonprofit, or religious institution is not the legal owner of the property on which the private security camera system will be installed (i.e., they are a **tenant of the property**), the individual, business, nonprofit, or religious institution submitting an application must submit a statement from the legal property owner at the address where the private security camera system will be installed verifying that the individual, business, nonprofit, or religious institution has the permission of the property owner to install the private security camera system.

### **Verification of Security Camera Purchase and Receipt**

Each applicant must submit proof of security camera purchase. Proof of purchase may include a sales receipt, shipping receipt, and/or a delivery receipt. Only security cameras purchased after September 22, 2015 qualify for this program.

### **Verification of Security Camera Installation**

A security camera system shall be verified as installed before it is eligible for the rebate. An Applicant shall verify installation by the following means: 1) If the security camera system is

installed by a business with a valid Basic Business License that is engaged in the installation of security systems, the business shall certify the installation of the camera system at the property, including photographic evidence; or 2) if the security camera system is installed by the property owner, business owner, or another person without a valid Basic Business License, the Applicant shall notify the Office for an on-site visit to verify the installation of the security camera system.

### **Verification of Registration with the Metropolitan Police Department**

Each applicant must submit proof of registration of the security camera with the Metropolitan Police Department, which is done online at <http://mpdc.dc.gov/securitycameraregistration>.

The Applicant will receive an email from the Metropolitan Police Department verifying the security camera system has been registered. Security cameras must be registered with the Metropolitan Police Department prior to the application being submitted.

### **Permission of the Property Owner (if applicable)**

As stated above, when the applicant is not the property owner of the address where the security camera system is to be installed (i.e., a tenant), the applicant must provide a letter from the property owner stating that the property owner has given permission for the installation of the security camera at the address. For any tenants submitting an application, this letter must be submitted together with the application.

## **What an Application Must Include**

### **Application Checklist**

The following information constitutes a complete response to this RFA and must be submitted before the deadline:

- Applicant profile
- Receipt of camera purchase
- Verification of registration with the Metropolitan Police Department
- Statement of permission from the property owner (if applicable)
- Proof of installation (if applicable)