Creating/Submitting Applications in BVP

This guide provides information and procedures to help you create and submit applications in the BVP system.

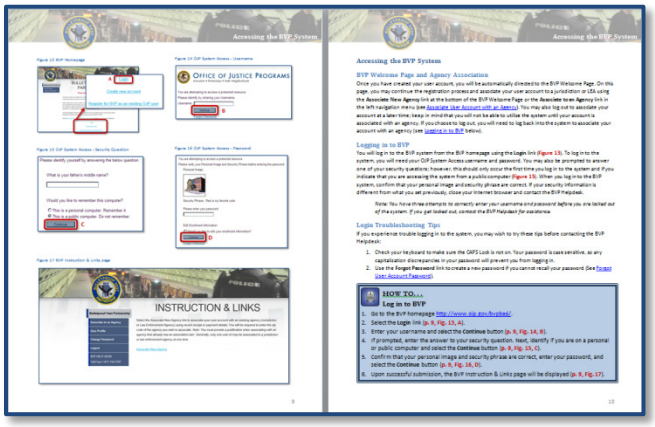
User Guide

Guide provided by BJA, Bureau of Justice Assistance, U.S. Department of Justice, Office of Justice Programs

March 2016

Helpful Resources

Using the Guide



This guide is designed as a reference to provide you with detailed instructions on creating and submitting applications for BVP funds in the online BVP system. All pages follow the same basic format. On the **left** page, figures such as screenshots and diagrams will be displayed. Often, figures are annotated to highlight important concepts. On the **right**, text provides information and instructions related to each topic. References in the text correspond with the annotations on associated figures.

Key Contacts

U.S. Department of Justice

Bureau of Justice Assistance
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(202) 353-4411

User Support

BVP Helpdesk
vests@usdoj.gov
(877) 758-3787

Resource Links

BVP Home Page: http://www.ojp.usdoj.gov/bvpbasi/

BVP FAQs: http://www.ojp.usdoj.gov/bvpbasi/bvpfaqs.htm

BVP Program Resources: http://ojp.usdoj.gov/bvpbasi/bvpprogramresources.htm

BVP User and Agency Registration User Guide:
http://www.ojp.usdoj.gov/bvpbasi/docs/BVPUserAgencyRegistrationGuide.pdf

BVP Receipts and Payments User Guide:
http://www.ojp.usdoj.gov/bvpbasi/docs/BVPReceiptsandPaymentRequestsUserGuide.pdf

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Introduction to the Bulletproof Vest Partnership Program

The Bulletproof Vest Partnership (BVP) Program is an initiative designed to provide critical resources to state, local and tribal jurisdictions for the purpose of purchasing body armor for sworn law enforcement officers. The BVP Program is administered by the Office of Justice Programs Bureau of Justice Assistance (BJA).

The purpose of the BVP Program is to reimburse states, counties, federally recognized tribes, cities, and local jurisdictions that employ law enforcement officers for up to 50% of the total cost of body armor vests purchased for those officers. Current legislation places the priority on funding jurisdictions with less than 100,000 residents. Remaining funds are distributed on a pro rata basis to jurisdictions with over 100,000 residents.

The phrase "law enforcement officer" means any officer, agent, or employee of a State, unit of local government, or federally recognized tribe authorized by law or by a government agency to engage in or supervise the prevention, detection, or investigation of any violation of criminal law, or authorized by law to supervise sentenced criminal offenders. This includes full-time, part-time, and auxiliary personnel, whether paid or volunteer.

What Does the BVP Program Cover?

In order to be reimbursed under the BVP Program, all purchased body armor must comply with the most current National Institute of Justice (NIJ) ballistic or stab body armor standards. BVP will reimburse for up to 50% of the total cost of eligible purchases. The total cost of each qualifying vest purchase includes items considered integral to or essential for the proper care, use, and wearability of the vest: namely the cost of the vest, vest carrier, attachments, inserts, shipping and handling charges, fitting charges, and applicable taxes.

BVP funds may be used for tactical-level armor, but for only one vest per officer in a replacement cycle. If the agency purchases a tactical level vest for an officer, it must be the officer's primary vest. The agency cannot then use BVP funds to purchase a regular duty vest for the same officer during the same replacement cycle.

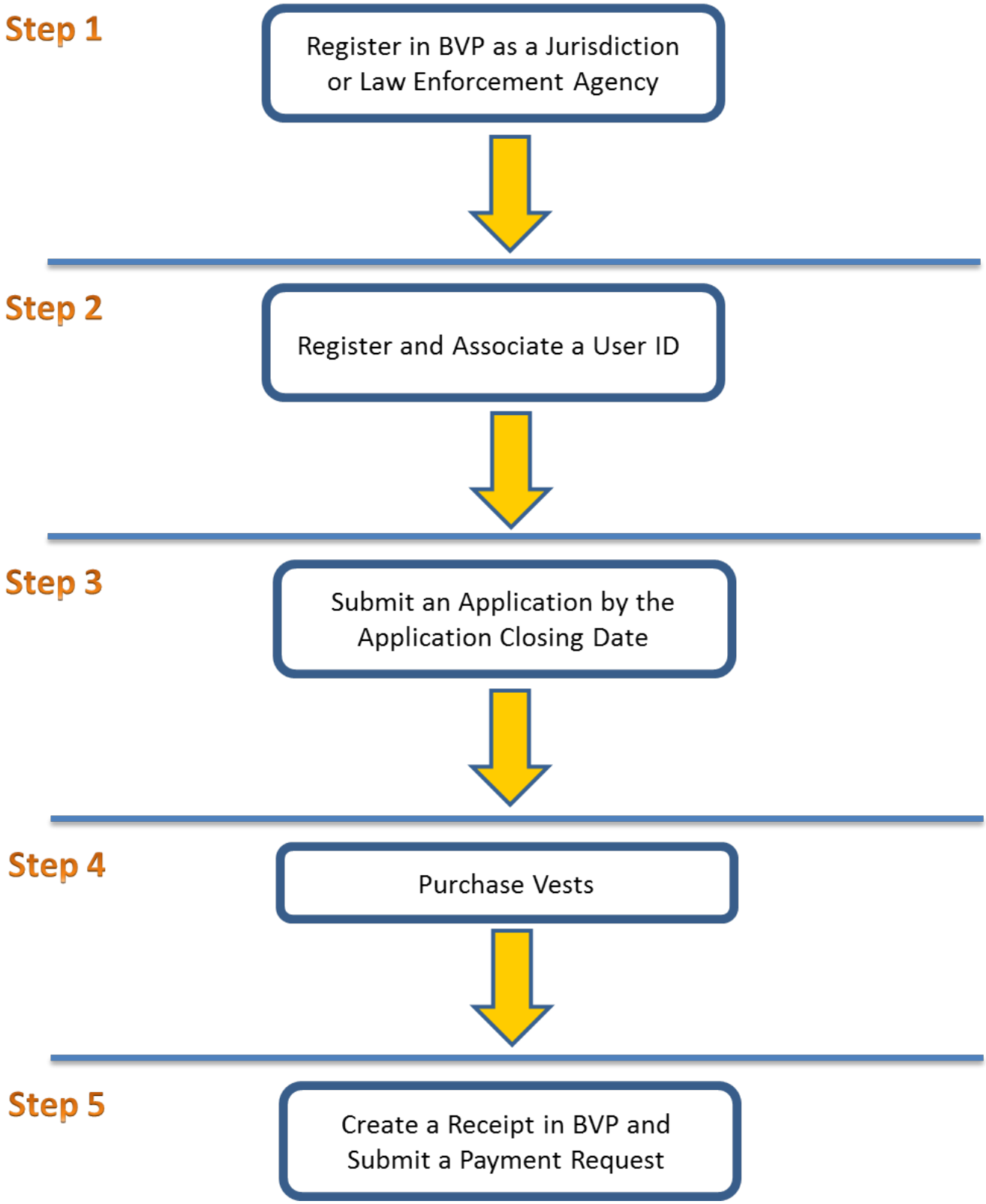
How Do Eligible Entities Participate in the BVP Program?

To participate in the BVP Program, jurisdictions and participating law enforcement agencies (LEAs) must respond to BVP Program solicitations by submitting application information. The BVP solicitation period opens once a year, usually beginning in April and closing six weeks from the opening date.

BJA reviews the submitted application, approves or rejects it, and notifies the applicant accordingly. Approved applicants are given an award amount, and must provide receipt information along with a payment request in order to receive funding. BJA reviews the payment request for accuracy, and completes payments on a monthly schedule. Once awarded, BVP funds are available for drawdown for two years from the time of the award announcement.

The entire application-through-payment process for the BVP Program is managed via the online BVP system.

Figure 1 Accessing and Utilizing the BVP System



Accessing and Utilizing the Online BVP System

The online BVP System enables users to register and associate their ID with an agency, submit applications for BVP Program funding and, upon approval of the application, create receipts and payment requests for reimbursement of their eligible vest purchases.

To participate in the BVP Program, state, local, and tribal jurisdictions must complete the following five steps (**see Figure 1**):

1. Register as a jurisdiction or law enforcement agency
2. Register and associate a User ID
3. Submit an application
4. Purchase vests
5. Submit a payment request with receipt information

Step 1: Register as a Jurisdiction or Law Enforcement Agency

Only jurisdictions are eligible to receive funding through the BVP Program. Jurisdictions are defined as general-purpose units of local Government (e.g., cities, towns, townships, boroughs, counties, etc.), Federally-recognized Indian tribes, the 50 State Governments, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

If an eligible jurisdiction has more than one law enforcement agency (LEA) – as is the case with state jurisdictions, some counties, and larger local municipalities – each LEA should also register in the BVP Program and complete its own application (called a sub-application). The jurisdiction will submit an aggregate application on behalf of all of its LEAs.

> ***NOTE:*** *A law enforcement agency is an organization that provides law enforcement services. Examples include Pennsylvania State Police, Pennsylvania Department of Corrections, Allegheny County Sheriff, Pittsburgh City Police, etc.*
>
> *LEA contacts should discuss application procedures and design with the jurisdiction representative. For smaller jurisdictions with only one LEA or for larger jurisdictions with only one participating LEA, there should be no need for a separate LEA application as this usually results in confusion and duplicative work.*

Agencies can register in the BVP Program at any time throughout the year by contacting BVP Customer Support at (877) 758-3787 or by emailing vests@usdoj.gov. Once the jurisdiction and its LEAs have been registered, the jurisdiction's chief executive officer or authorized designee must provide general oversight and approval of all key transactions between the BVP Program and participating LEAs.

Step 2: Register and Associate a User ID

After the jurisdiction or LEA has been registered, the next step is for a user to create an account in the BVP system and associate the user ID with the registered agency. Once associated to an agency, users are able to view agency details, oversee key LEA transactions where applicable, and complete program steps (such as submit an application or a payment request).

Users can register in the BVP system and associate their user ID to an agency online at https://grants.ojp.usdoj.gov/bvp/login/userRegistration.jsp. Normally, only one user ID at a time is associated with each agency. See the BVP User and Agency Registration User Guide for more details.

Step 3: Submit an Application by the Application Closing Date

In order to request reimbursement in the BVP Program, jurisdictions and their LEAs (where applicable) must first complete and submit application information in the BVP system. Applications may be submitted only during the annual open application period – which usually begins in April and ends six weeks from the opening date. Program deadlines are displayed prominently on the BVP homepage. Funding decisions are made within three to four months after the application period closes. Applicants are notified via email regarding approved funding levels.

Agencies are permitted to apply only once per program year. They may apply for additional vest funding during subsequent program years, even if prior year vest orders or payments are still pending.

When submitting an application, agencies must make sure to identify the total number, type and projected cost of vests for all eligible law enforcement officers. The total cost of each qualifying vest purchase includes the cost of the vest, vest carrier, attachments, inserts, and covers items considered integral or essential for the proper care, use and wearability, shipping, handling, fitting charges, and applicable taxes for the vests.

For more information on completing and submitting an application in the BVP system, see the Application section below.

Step 4: Purchase Vests

The BVP Program "reimburses" eligible expenses. Unlike other grant programs, funds are not disbursed until vests are purchased and received, and the jurisdiction submits a request for payment through the BVP system.

BVP funds may be used to purchase vests that meet the current NIJ bullet- and stab-resistant body armor standards, available at http://www.ojp.gov/nij/topics/technology/body-armor. Lists of vest models that meet the current NIJ standards are available at http://ww.justnet.org/body_armor/index.html.

BVP funds can be used to purchase only one vest per officer during the agency's stated replacement cycle. BVP funds may be used toward the purchase of tactical-level vests, but if a tactical-level vest is purchased for an officer, it must be the officer's primary vest; a regular-duty vest cannot be purchased for the same officer, during the same replacement cycle, using BVP funds.

Step 5: Submit a Payment Request with Receipt Information

Once vests are received and assigned to specific officers, the jurisdiction or LEA user must log into the BVP system (www.ojp.gov/bvpbasi), enter receipt information for all vest purchases for which they are asking reimbursement, and submit a request for payment. Recipients have up to two years from the date of the award to submit payment requests. LEA payment requests go to the jurisdiction. The jurisdiction submits payment requests to BJA for approval.

Once the payment request is submitted, BJA reviews the request for accuracy and processes payments on a bimonthly schedule. Payments go to the jurisdiction. The jurisdiction is responsible for distributing BVP funds to its eligible LEAs.

Figure 2 Application Section of BVP Menu for Jurisdictions

Figure 3 Sub-Application Section of BVP Menu for LEAs

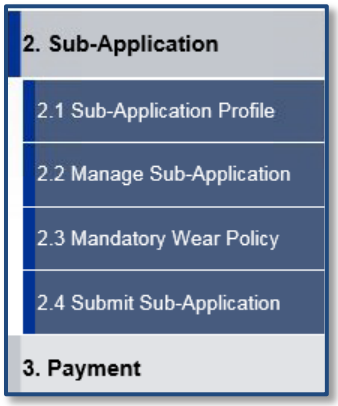


Figure 4 Application Process Flow

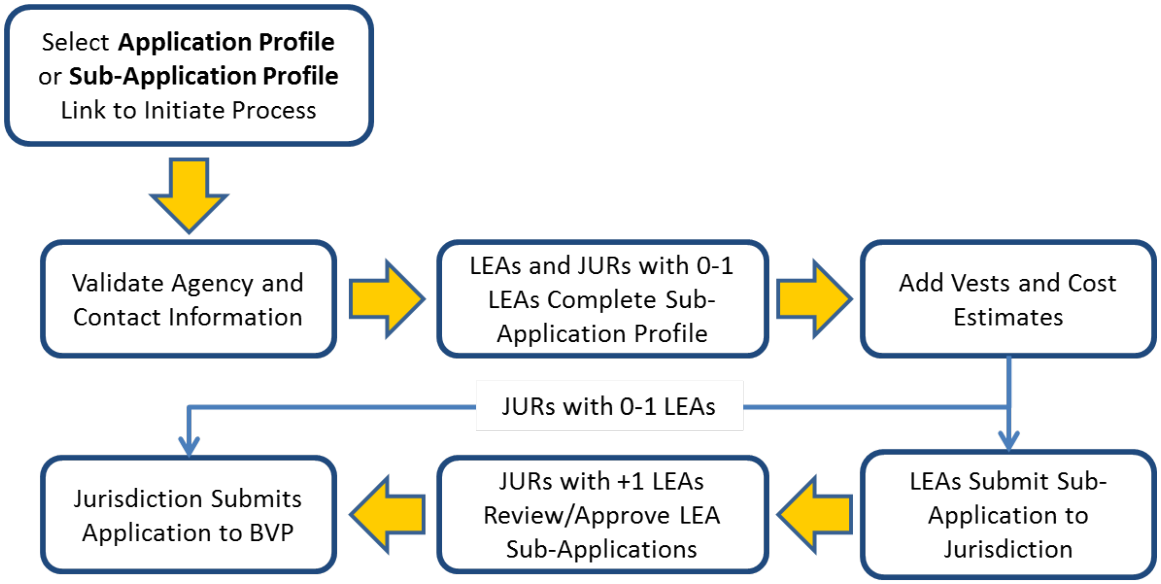
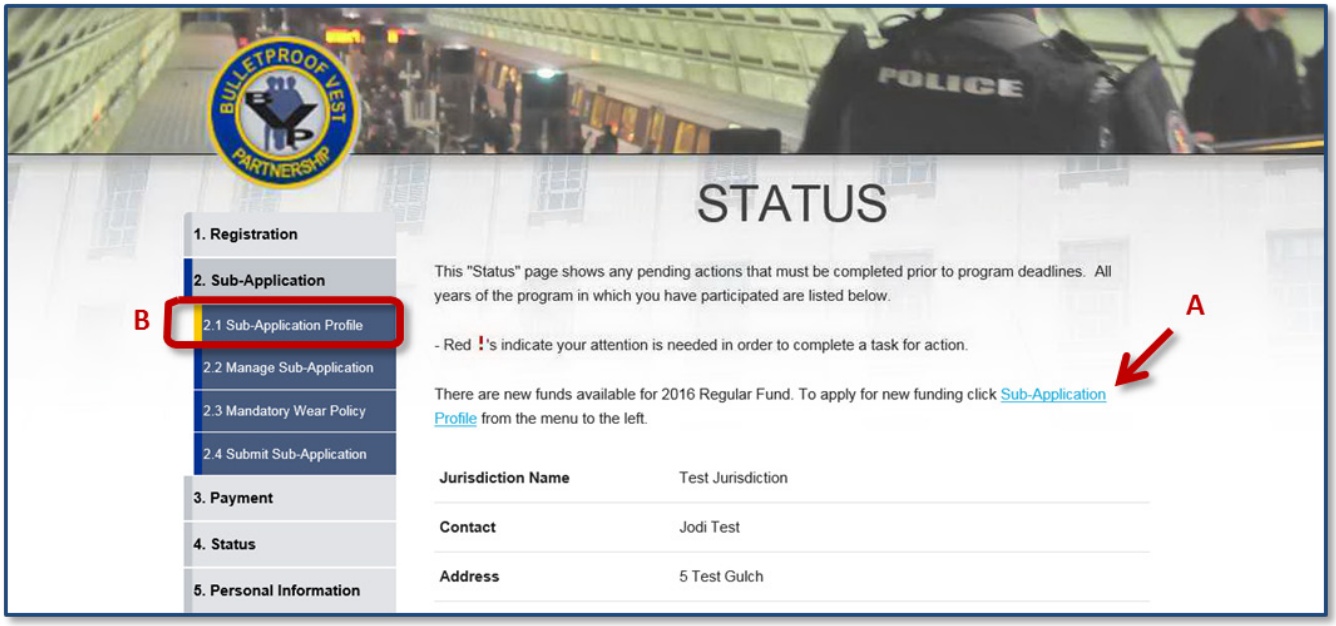


Figure 5 Sub-Application Profile link on LEA Status Page



Creating an Application or Sub-Application – All Users

The **Application** (**Figure 2**) or **Sub-Application** section (**Figure 3**) of the BVP menu enables users to complete, submit, and track the status of their applications for BVP Program funds. LEAs submit sub-applications to their jurisdiction. The jurisdiction in turn approves or rejects the sub-application. The jurisdiction submits all of its LEAs' approved sub-applications to BJA in one aggregate application.

Before LEA users create a sub-application, they should discuss the application procedures and the LEA's needs with the jurisdiction representative. For smaller jurisdictions with only one LEA or for larger jurisdictions with only one participating LEA, there should be no need for a separate LEA application; usually this results in confusion and duplicative work. In these cases, the application requirements can be fulfilled exclusively by the jurisdiction.

The Application Process

The application process varies depending on whether you are an LEA user, a jurisdiction with 0-1 registered LEA, or a jurisdiction with more than 1 registered LEA (**Figure 4**).

1. The process begins when you select the **Application Profile** or **Sub-Application Profile** link.
2. You will then update and validate agency and contact information.
3. LEA users in jurisdictions with more than 1 registered LEA, and jurisdictions with 0-1 registered LEA, complete the sub-application profile. They also add vests and cost estimates to the application.
    a. LEA users submit the sub-application to the jurisdiction.
    b. The jurisdiction reviews and approves the sub-application.
4. The jurisdiction user submits the application to BVP.

In addition, you must have uploaded a Mandatory Wear Policy document in order to submit the sub-application or application.

Open Solicitation Period

You can complete and submit an application or sub-application only during the open solicitation period, which usually begins in April and closes six weeks from the opening date.

When the solicitation period is open, an open solicitation notice will be displayed at the top of the Status page with an **Application Profile** or **Sub-Application Profile** link (**see Figure 5**). You can select the link in the notice or in the left menu to begin submitting an application for the new solicitation.

When the solicitation period is closed and you select any of the "application" or "sub-application" menu links, the system displays the Application History page where you can select a link for a previously submitted application to view, but not make changes to, the information

Workflows for Creating and Submitting Applications

For more information about the different workflows for creating and submitting applications, please refer to the following:

- **Law Enforcement Agency (LEA)** — **Refer to pages 7-20**
- **Jurisdiction** — **Refer to pages 21-42**

Figure 6 Agency Information Page

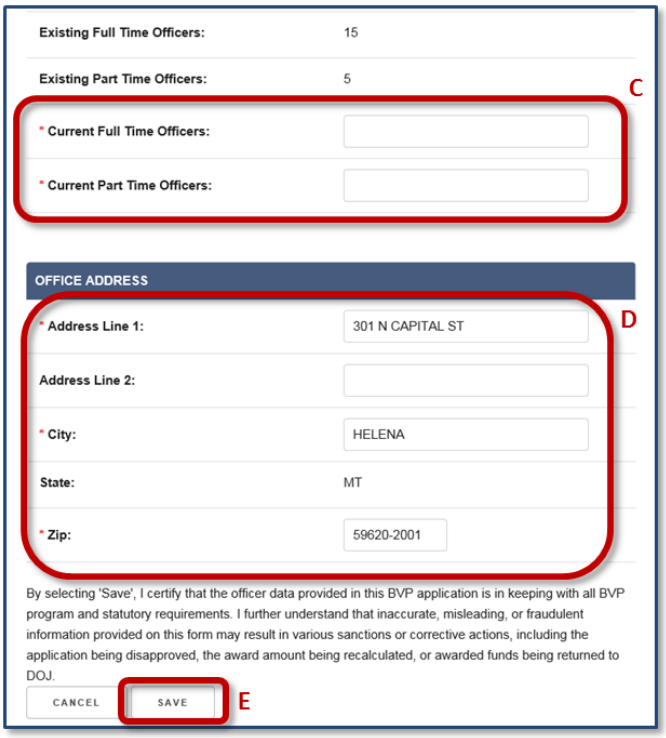


Figure 7 Agency Contacts Page

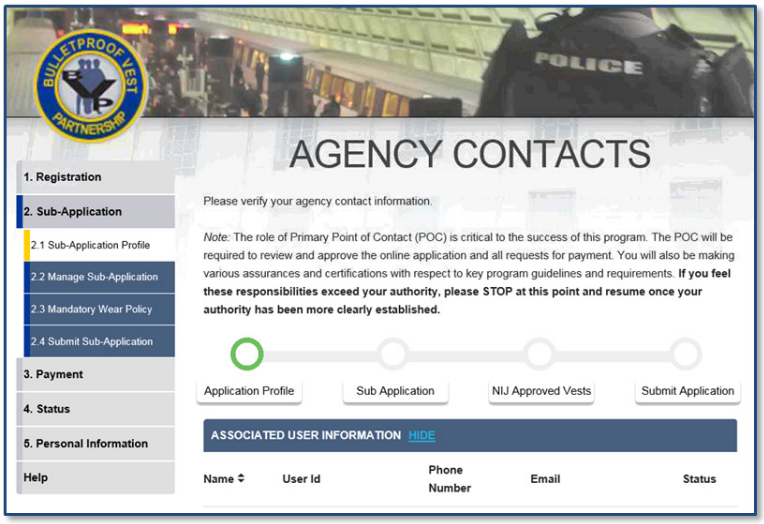
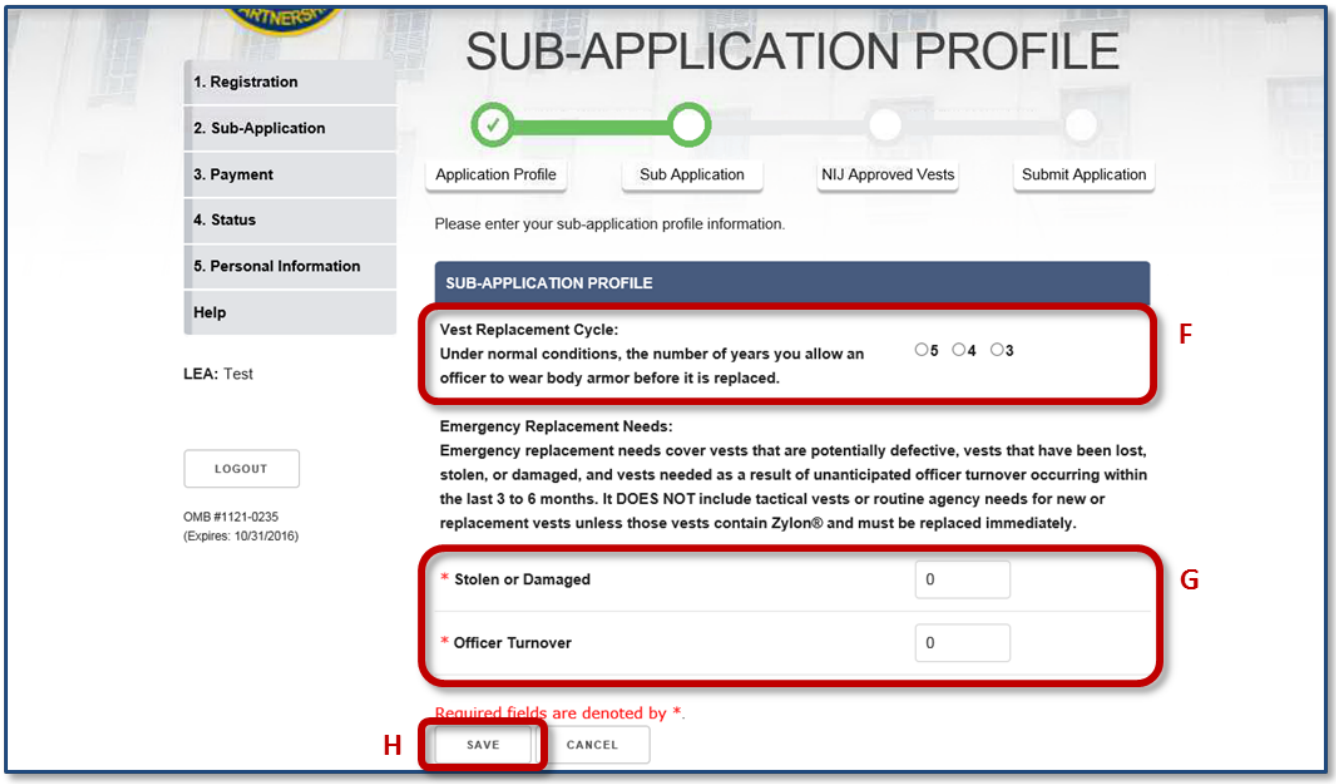


Figure 8 Sub-Application Profile Page



Completing the Sub-Application – LEA Users

Before you create a sub-application, discuss the application procedures and your needs with the jurisdiction representative. For smaller jurisdictions with only one LEA or for larger jurisdictions with only one participating LEA, there should be no need for a separate LEA sub-application. The application requirements can be fulfilled by the jurisdiction.

What You Will Need

When you are ready to complete the sub-application, make sure you have the following information:

- Total number of full-time and part-time officers
- Vest information:
  - Manufacturer Name
  - Vest Type
  - Gender Needed
  - Price per Unit
  - Estimated tax, shipping and handling charges
- Current Mandatory Wear Policy document, if you have not already uploaded it

HOW TO. . .
Create a Sub-Application Profile

1. Select the **Sub-Application Profile** link in the open solicitation notice on the Status page (**Figure 5, A**) or under **Section 2: Sub-Application** (**B**) in the left menu.
2. If you have already verified your agency and contact information, go to step 4. Otherwise, enter your current full and part time officers (**Figure 6, C**), verify the rest of your agency information (**D**), and select the **Save** button (**E**).
3. Verify your contact information and select the **Save** button (**Figure 7**).
   Note: You will need to validate agency and contact information only once during the application process. Once you do so, subsequent selections of **Sub-Application Profile** will take you directly to the Sub-Application Profile page.
4. Select the vest replacement cycle (if editable) (**Figure 8, F**), enter vest emergency needs replacement information (**G**), and then select **Save** (**H**).
   Note: The Vest Replacement Cycle is editable only the first time you complete a sub-application in BVP. If the field is not editable and an update is needed, call the BVP Helpdesk.
5. The system displays the Search for Vests page. Continue with How to Add Initial Vests to the Sub-Application.

Figure 9 Search for Vests Page

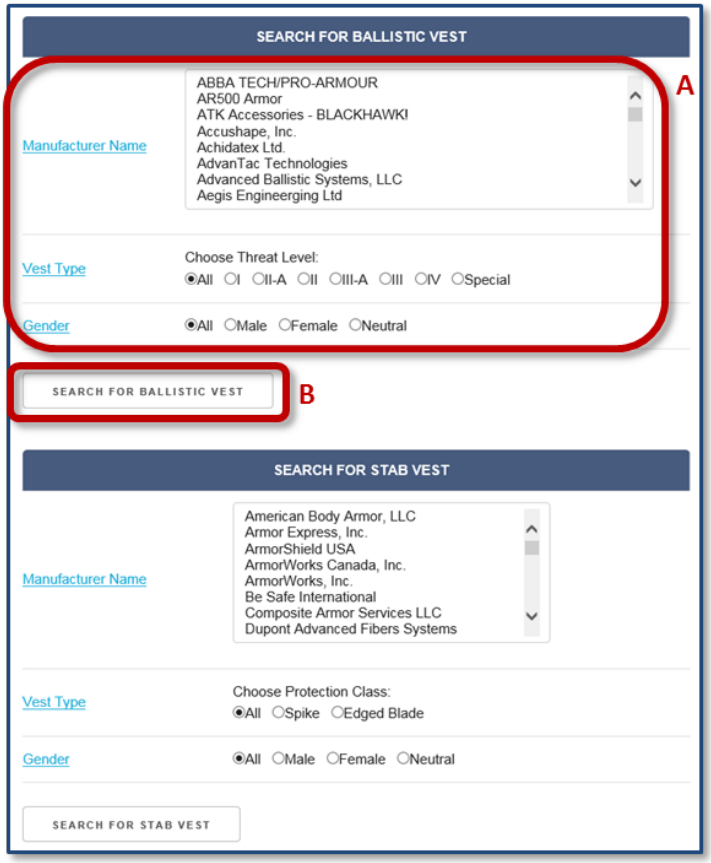


Figure 10 Select Vest Page

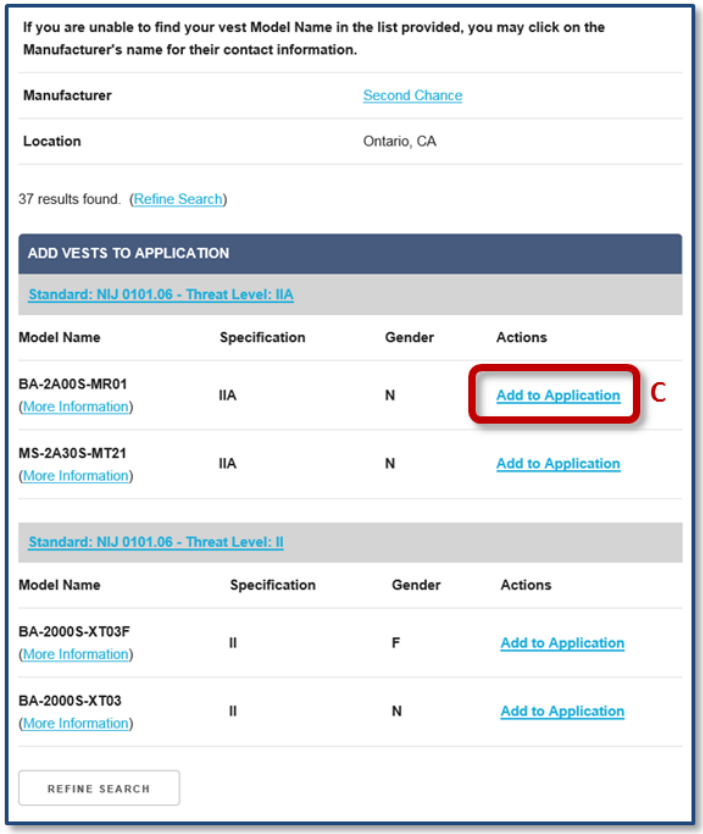


Figure 11 Add Vest Page

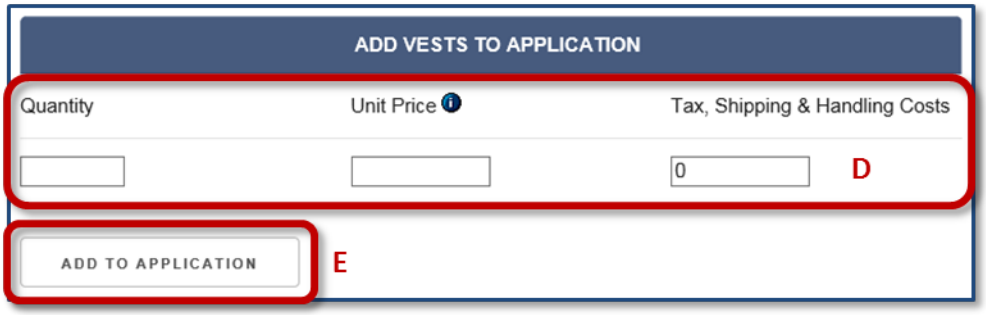
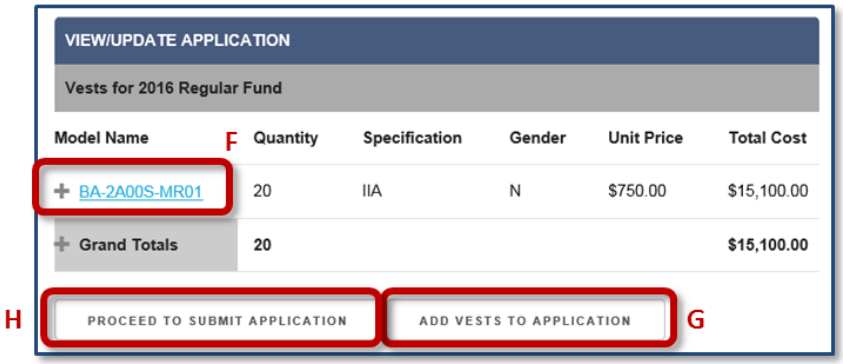


Figure 12 Vest Listed in View/Update Application Table



HOW TO. . .
Add Initial Vests to the Sub-Application

1. On the Search for Vests page, in either the Search For Ballistic Vest or Search For Stab Vest section, select the **Manufacturer Name**, **Vest Type** and **Gender** (**Figure 9, A**) of the vest you wish to add to your sub-application, and then select the appropriate **Search** button (**B**).
2. On the Select Vests page, select the **Add to Application** link (**Figure 10, C**) in the row for the vest you wish to add to your sub-application.
3. Provide the **Quantity**, **Unit Price** and **Tax, Shipping & Handling Costs** of the vest (**Figure 11, D**), and select the **Add to Application** button (**E**).
4. The system adds the vest to the application page in a new View/Update Application table.
   a. If you want to update or remove the vests on your sub-application, select the underlined model name (**Figure 12, F**) of the vest you want to modify and follow the prompts BVP presents. See Viewing/Updating Your Sub-Application for more information.
   b. If you want to add additional vests to your sub-application, select the **Add Vests to Application** button (**G**) and go to step 1.
5. When you are ready to submit your sub-application, select the **Proceed to Submit Application** button (**H**). See Submitting a Sub-Application for more information.

Figure 13 Sub-Application Section of the LEA BVP Menu

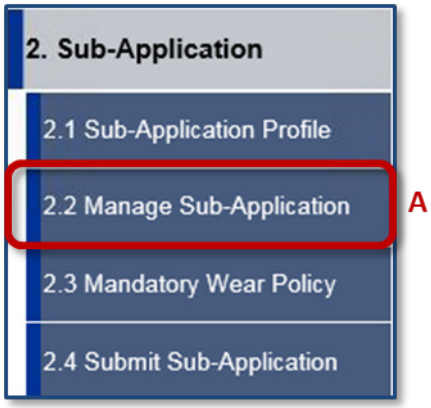


Figure 14 View/Update Application Table on Manage Application Page

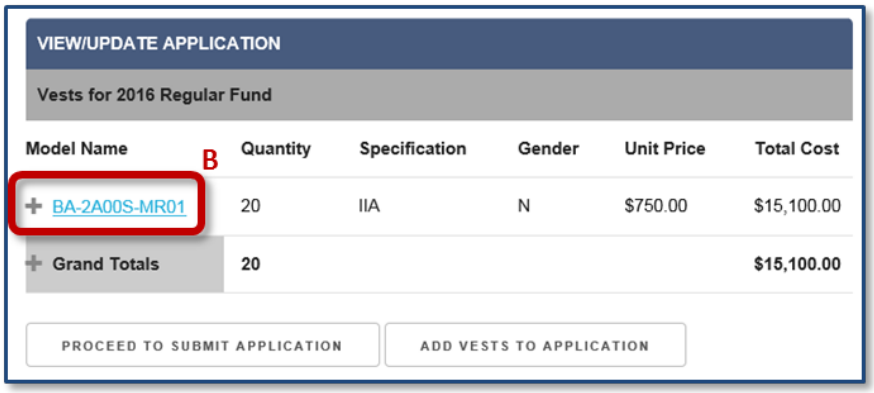
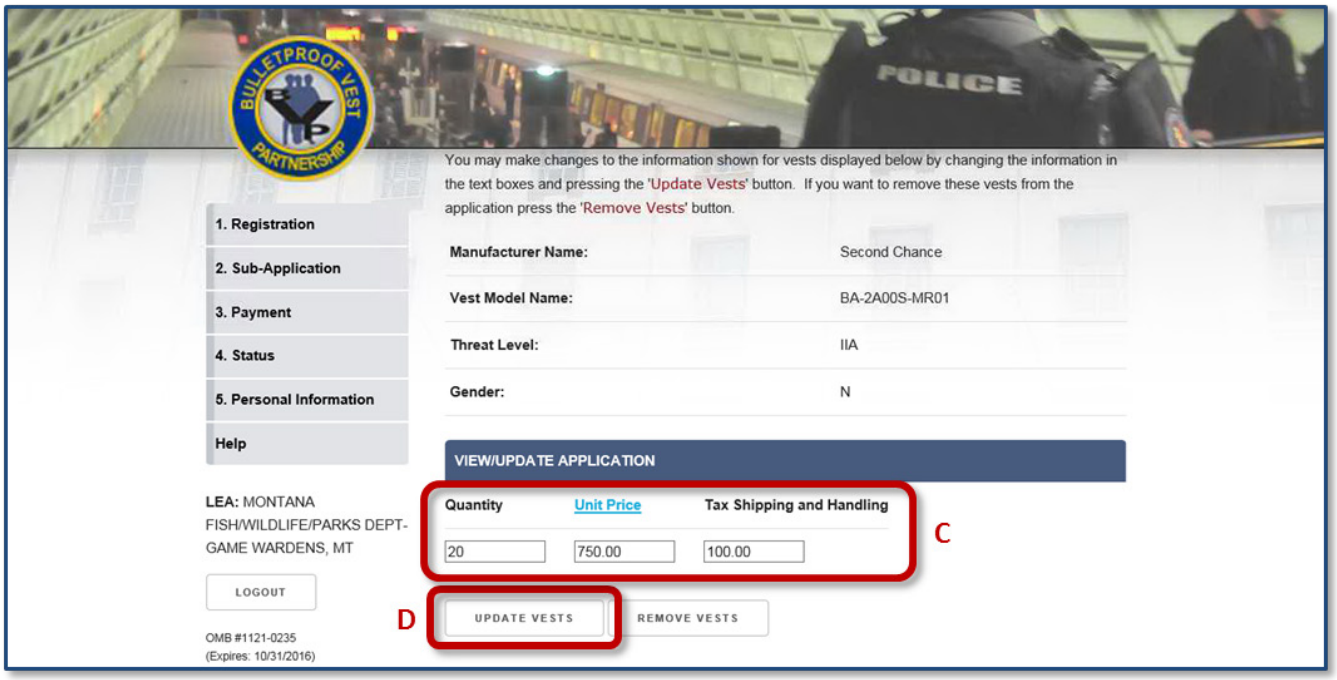


Figure 15 Update Vest Page



Viewing/Updating Your Sub-Application – LEA Users

After you add a vest to your sub-application, the system displays the Manage Application page, with the newly added vest listed in a View/Update Application table. You can also navigate to the Manage Application page by selecting **Manage Application** in the **Application** section of the BVP menu.

The Manage Application page enables you to:

- Update information for an added vest
- Remove a vest from the application
- Add new vests to the application
- Continue the application submission process

Update/Remove Vest Information

If you want to update or remove the vests on your sub-application, select the underlined model name of the vest you want to modify and follow the prompts BVP presents. See How to Update Vest Information and How to Remove a Vest for more detail.

Add New Vests to the Sub-Application

To add new vests to the sub-application, select the **Add Vests to Application** button. Doing so takes you to the Search for Vests page so that you can initiate a search for another NIJ-approved vest. See How to Add a Vest for more detail.

Continue With the Application Submission Process

When you are ready to submit your sub-application, select the **Proceed to Submit Application** button to begin the submission process. See Submitting a Sub-Application for more information.

HOW TO. . .
Update Vest Information

1. If needed, navigate to the Manage Sub-Application page by selecting **Manage Sub-Application** (**Figure 13, A**) in the **Sub-Application** section of the BVP Menu.
2. Select the **Model Name** link (**Figure 14, B**) of the vest you wish to update. The system displays the View/Update Application page for the selected vest, with previously entered Quantity, Unit Price, and Tax Shipping and Handling information.
3. Modify the appropriate fields (**Figure 15, C**) and select the **Update Vests** button (**D**).

Figure 16 View/Update Application Table on Manage Application Page

VIEW/UPDATE APPLICATION

Vests for 2016 Regular Fund

Model Name	Quantity	Specification	Gender	Unit Price	Total Cost
+ BA-2A00S-MR01	20	IIA	N	$750.00	$15,100.00
+ Grand Totals	20				$15,100.00

B

PROCEED TO SUBMIT APPLICATION | ADD VESTS TO APPLICATION

E

Figure 17 Remove Vest Page

VIEW/UPDATE APPLICATION

Quantity	Unit Price	Tax Shipping and Handling
20	750.00	100.00

UPDATE VESTS | REMOVE VESTS

C

Figure 18 Remove Vest Confirmation Page

REMOVE NIJ-APPROVED VEST FROM BVP APPLICATION

Vest Model Name:	BA-2A00S-MR01
Manufacturer Name:	Second Chance
Threat Level:	IIA
Gender:	N
Quantity:	20
Unit Price:	750.00
Tax, Shipping & Handling Costs:	$100.00

D

REMOVE FROM BVP APPLICATION | CANCEL

Figure 19 Search for Vest Page

SEARCH FOR BALLISTIC VEST

Manufacturer Name: ABBA TECH/PRO-ARMOUR, AR500 Armor, ATK Accessories - BLACKHAWK!, Accushape, Inc., Achidatex Ltd., AdvanTac Technologies, Advanced Ballistic Systems, LLC, Aegis Engineerging Ltd

Vest Type: Choose Threat Level: ◉All ○I ○II-A ○II ○III-A ○III ○IV ○Special

Gender: ◉All ○Male ○Female ○Neutral

F

SEARCH FOR BALLISTIC VEST

G

SEARCH FOR STAB VEST

Figure 20 Select Vest Page

If you are unable to find your vest Model Name in the list provided, you may click on the Manufacturer's name for their contact information.

Manufacturer	Second Chance
Location	Ontario, CA

37 results found. (Refine Search)

ADD VESTS TO APPLICATION

Standard: NIJ 0101.06 - Threat Level: IIA

Model Name	Specification	Gender	Actions
BA-2A00S-MR01 (More Information)	IIA	N	Add to Application
MS-2A30S-MT21 (More Information)	IIA	N	Add to Application

H

Figure 21 Add Vest Page

ADD VESTS TO APPLICATION

Quantity	Unit Price	Tax, Shipping & Handling Costs
		0

I

ADD TO APPLICATION

J

HOW TO. . .
Remove a Vest

1. If needed, navigate to the Manage Sub-Application page by selecting **Manage Sub-Application** (**p. 11, Figure 13, A**) in the **Sub-Application** section of the BVP Menu.
2. Select the **Model Name** link (**Figure 16, B**) of the vest you wish to remove.
3. Select the **Remove Vests** button (**Figure 17, C**).
4. On the Remove Vest confirmation page, select the **Remove from BVP Application** button (**Figure 18, D**) to confirm the removal. Selecting **Cancel** returns you to the Manage Sub-Application page without removing the vest.

HOW TO. . .
Add a Vest

1. If needed, navigate to the Manage Sub-Application page by selecting **Manage Sub-Application** (**p. 11, Figure 13, A**) in the **Sub-Application** section of the BVP Menu.
2. Select the **Add Vests to Application** button (**Figure 16, E**).
3. On the Search for Vests page, in either the Search For Ballistic Vest or Search For Stab Vest section, select the **Manufacturer Name**, **Vest Type** and **Gender** of the vest you wish to add to your sub-application (**Figure 19, F**), and then select the appropriate **Search** button (**G**).
4. Select the **Add to Application** link (**Figure 20, H**) in the row for the vest you wish to add to your sub-application.
5. Provide the **Quantity**, **Unit Price** and **Tax, Shipping & Handling Costs** of the vest (**Figure 21, I**), and select the **Add to Application** button (**J**).
6. When you are ready to submit your sub-application, select the **Proceed to Submit Application** button on the Manage Sub-Application page. See Submitting a Sub-Application for more information.

Figure 22 Sub-Application Section of LEA BVP Menu

Figure 23 Mandatory Wear Policy Page

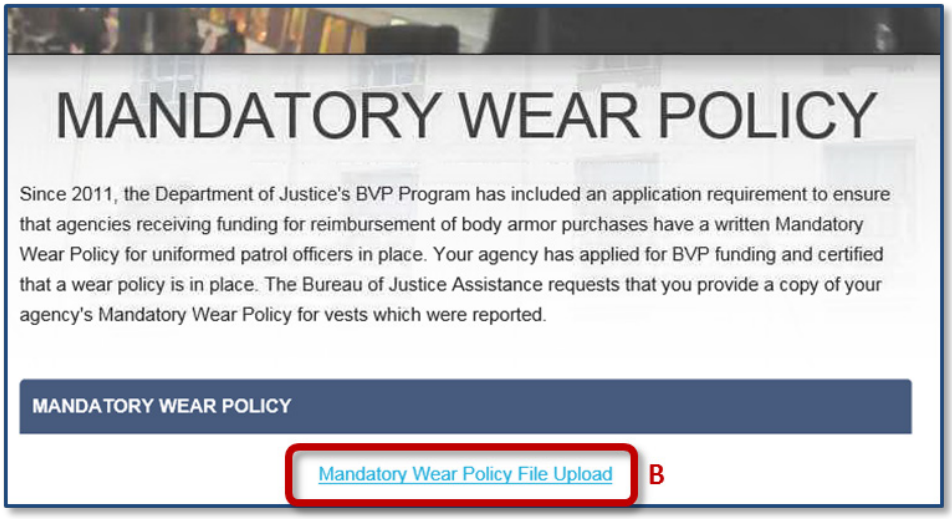


Figure 24 File Upload Page

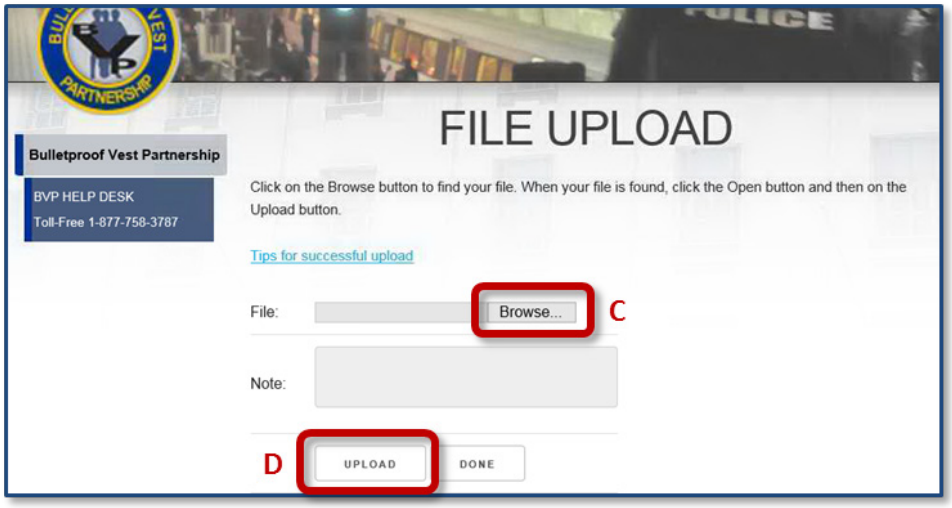
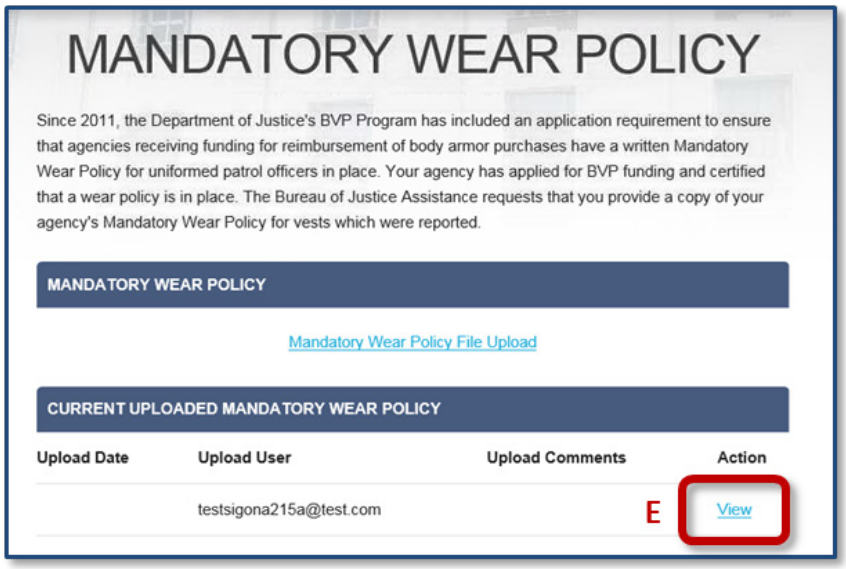


Figure 25 Mandatory Wear Policy Page with Uploaded Document



Mandatory Wear Policy – LEA Users

BJA requires that all agencies applying for BVP Program funds have a written Mandatory Wear Policy for uniformed patrol officers. The BVP system requires that the policy document be uploaded prior to submitting an application.

> ***NOTE:*** *To obtain a sample policy model, agency administrators can request a copy of the Body Armor Model Policy and Issues Paper, developed by the International Association of Chiefs of Police (IACP), from the BVP Helpdesk at 1(877) 758-3787 or vests@usdoj.gov.*

For more information on the Mandatory Wear Policy requirement, please see the Mandatory Wear Policy FAQ document available at http://ojp.gov/bvpbasi/docs/FAQsBVPMandatoryWearPolicy.pdf.

Uploading the Mandatory Wear Policy

You can upload and view your agency's current Mandatory Wear Policy document at any time by selecting **Mandatory Wear Policy** under the **Sub-Application** section in the left menu.

If you have not uploaded a Mandatory Wear Policy document before beginning the submission process, BVP will redirect you to the Mandatory Wear Policy page before allowing you to continue. Once you have uploaded the document, you can return to the Submit Sub-Application page by selecting the **Submit Application** button or by selecting **Submit Sub-Application** in the left menu.

HOW TO. . .

Upload a Mandatory Wear Policy Document

1. Select **Mandatory Wear Policy** (**Figure 22, A**) under the **Sub-Application** section in the left menu.
2. Select the **Mandatory Wear Policy File Upload** link (**B**).
3. On the File Upload page, select the **Browse…** button (**C**).
4. Locate and select the Mandatory Wear Policy file, and select **Open**.
5. Select the **Upload** button (**D**) to upload the file. The system displays the Mandatory Wear Policy page with the newly uploaded document listed in the Current Uploaded Mandatory Wear Policy table.

   Note: Selecting **Done** on the File Upload page, instead of **Upload**, takes you back to the Mandatory Wear Policy page without uploading the file.
6. To view an uploaded document, select the **View** link (**Figure 23, E**) to open the document in its native application.

Figure 26 Sub-Application Section of the LEA BVP Menu

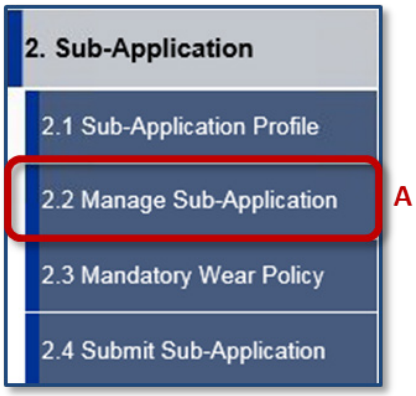


Figure 27 Submit Sub-Application Page

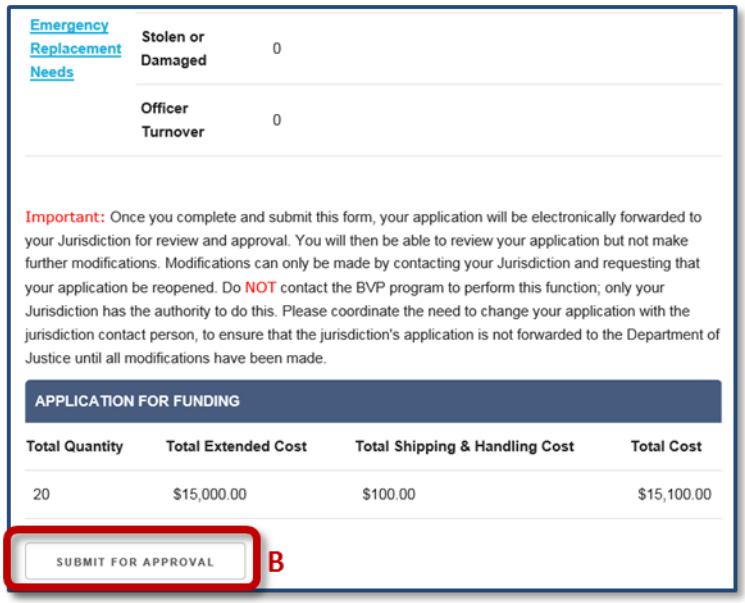


Figure 28 CEO Certification Page

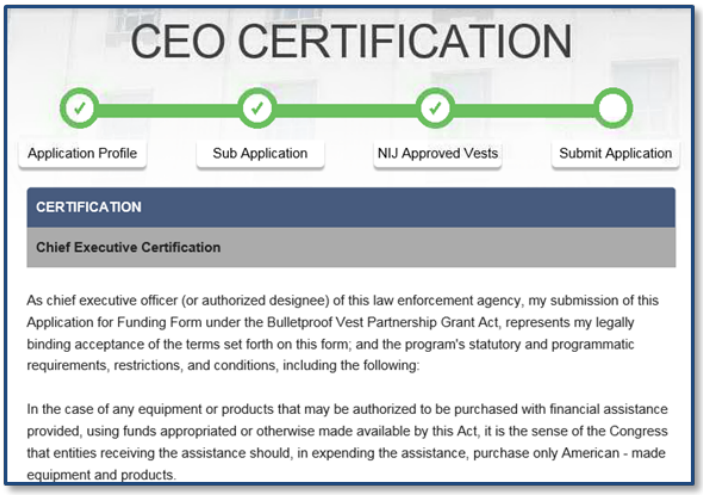


Figure 29 Signature Field at bottom of CEO Certification Page

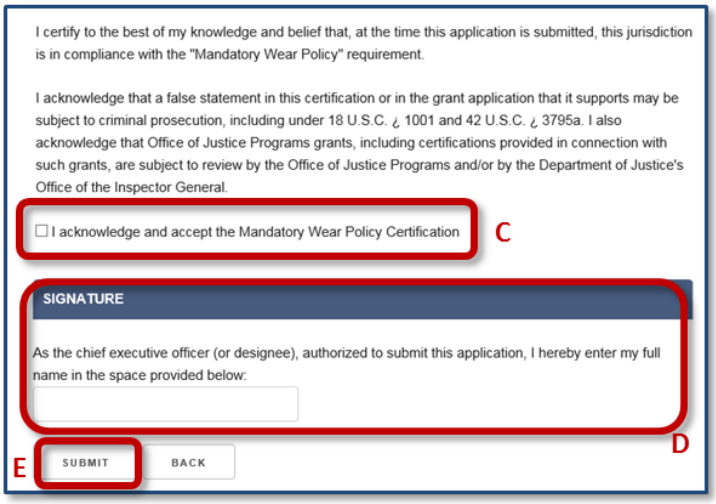
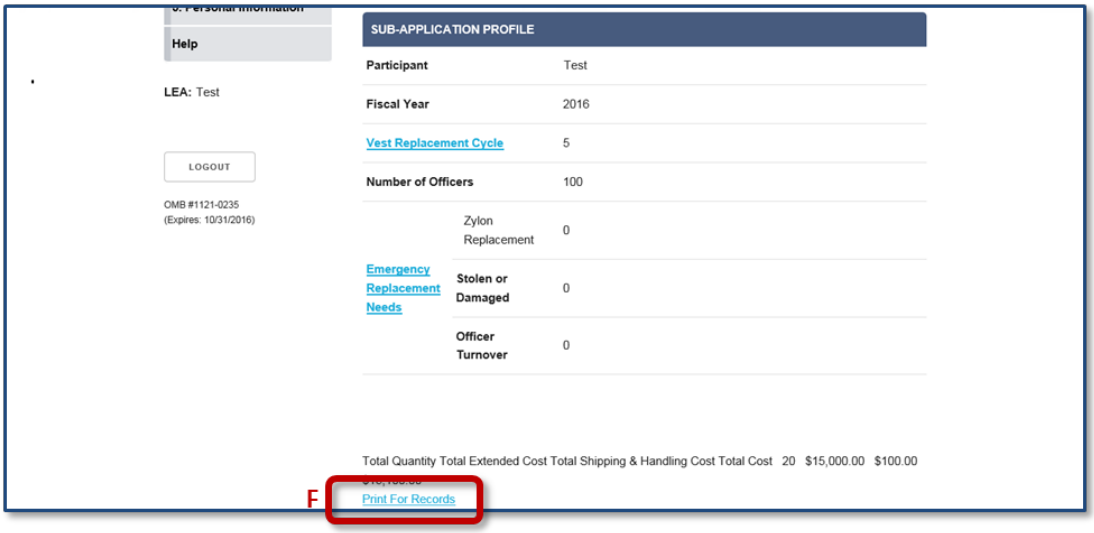


Figure 30 Application Submitted Page with Print For Records link at bottom



Submitting a Sub-Application – LEA Users

After you have completed the sub-application profile, added vests to the application, and made sure your agency's Mandatory Wear Policy document has been uploaded, you are ready to submit the sub-application.

To begin the submission process, select **Submit Sub-Application** in the **Sub-Application** section of the left menu; then select the **Submit for Approval** button. BVP will present a certification screen. Once you accept and submit the certifications, your sub-application is forwarded to your jurisdiction.

What to Expect After Submission

Law enforcement agency sub-applications go to the jurisdiction for approval. The jurisdiction reviews the sub-application to approve it, reject it, or re-open the sub-application so you can make changes and resubmit. If the jurisdiction approves the sub-application, it will submit it to BJA, with all of its other LEAs' approved sub-applications, in one aggregate application.

If the jurisdiction does not approve the sub-application prior to the application deadline, the LEA sub-application will be considered "not submitted" and will not be eligible for BVP funding. Please contact the jurisdiction representative to ensure they know to submit the BVP application.

You can monitor the status of your submitted Sub-Application on the Status page or Application History page.

HOW TO. . .
Submit a Sub-Application

1. If needed, select **Submit Sub-Application** (**Figure 26, A**) under the **Sub-Application** section in the left menu.
   Note: You may also select the **Proceed to Submit Application** button on the Manage Sub-Application screen.
2. Review your sub-application details and select the **Submit for Approval** button (**Figure 27, B**).
   Note: If you need to make any changes to the profile information, select **Sub-Application Profile** in the left menu to make and save your changes. If you wish to modify vest information, select **Manage Sub-Application** in the left menu to update, remove, or add vest information.

   Note: If the LEA does not have an uploaded Mandatory Wear Policy, the system will direct you to the Mandatory Wear Policy page. You must upload a Mandatory Wear Policy document and then select either the **Submit Application** button at the bottom of the Mandatory Wear Policy page or **Submit Sub-Application** under the **Sub-Application** section in the left menu to continue with the sub-application submission process.
3. On the CEO Certification (**Figure 28**), read each of the three certifications: Chief Executive Certification, Funding Limits Certification, and Mandatory Wear Policy Certification. Accept each certification by selecting the checkbox in its section (**Figure 29, C**).
4. Type your full name into the signature field (**D**), and select the **Submit** button (**E**). The system displays the LEA Application Submitted page.
5. If desired, select the **Print For Records** link (**Figure 30, F**) at the bottom of the page to print the sub-application.

Figure 31 LEA Status Page

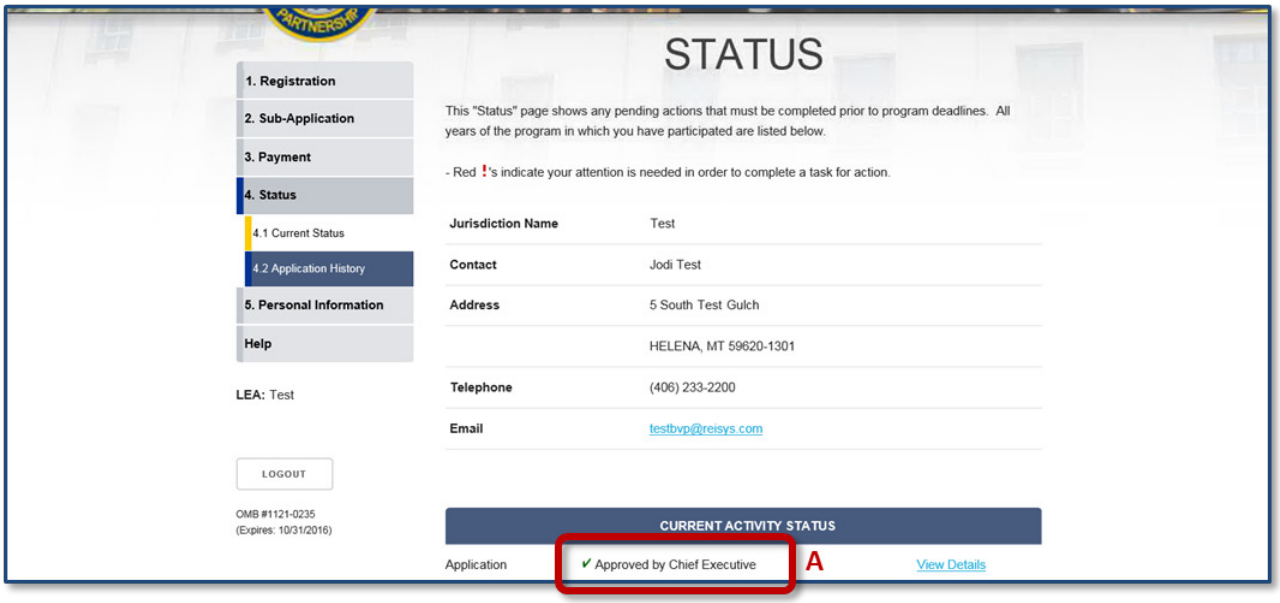


Figure 32 Status Section of LEA BVP Menu

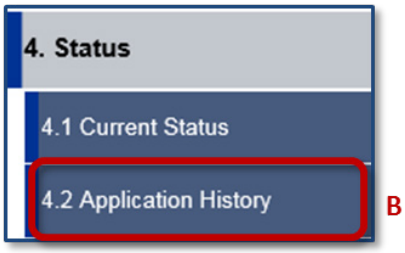
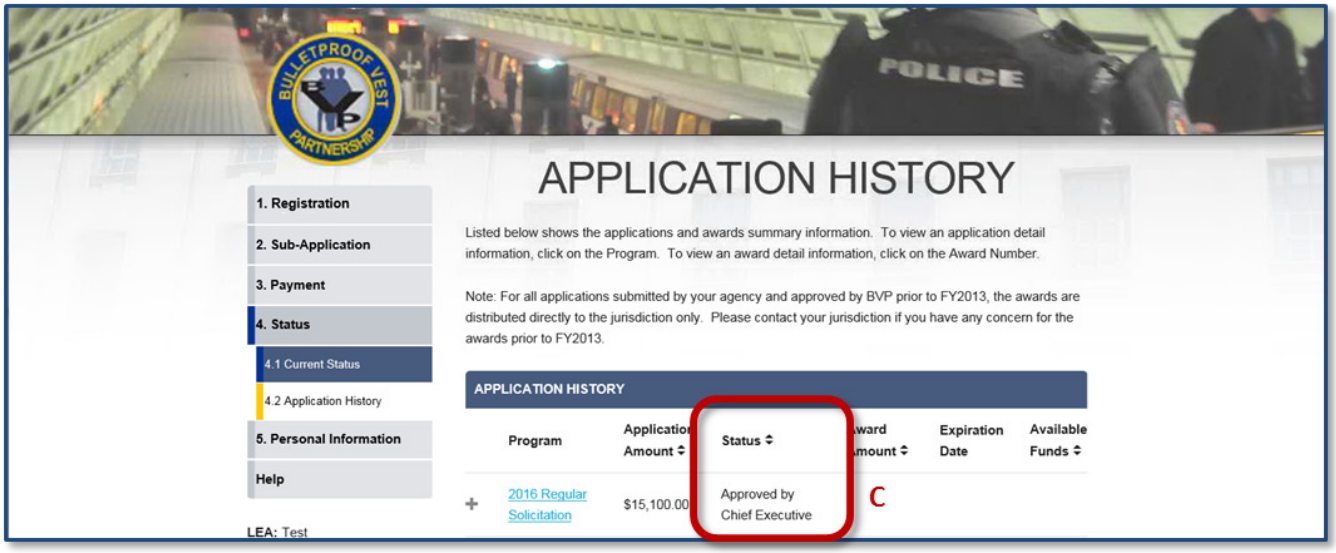


Figure 33 Application History Page



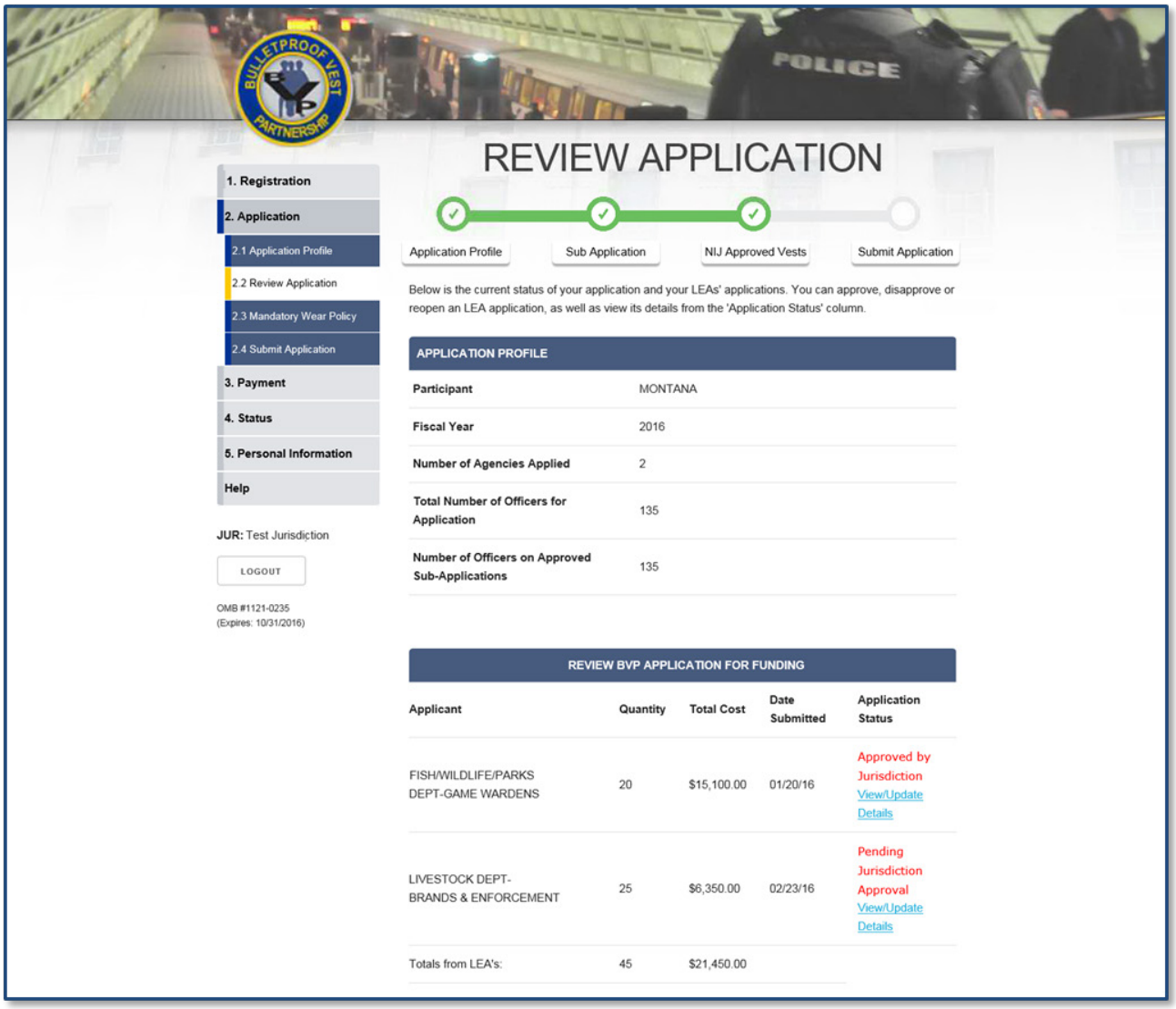
Monitoring the Status of a Submitted Sub-Application – LEA Users

The current status of your submitted sub-application is shown on the Status page that displays by default on login (**Figure 31, A**). In addition, you may select the **Application History** link in the **Status** section of the menu (**Figure 32, B**) to view the Application History page. The current status of the sub-application is displayed in the Status column (**Figure 33, C**).

After you have submitted your sub-application, selecting any of the links in the **Sub-Application** section of the left menu also displays the Application History page.

Figure 34 Application Section of BVP Menu for Jurisdiction Users

Figure 35 Review Application Page with LEA Sub-Applications



Creating an Application – Jurisdiction Users

The options available in the **Application** section of the Jurisdiction BVP menu depend on the number of registered LEAs. For jurisdictions with 0-1 registered LEA, the **Application** section of the BVP menu offers the following five options: **Application Profile**, **Manage Application**, **Review Application**, **Mandatory Wear Policy,** and **Submit Application** (**Figure 34**). These jurisdictions provide the sub-application details on behalf of themselves or their LEA, and then submit the application to BJA.

The **Manage Application** link does not display for jurisdictions with more than 1 registered LEA. For these jurisdictions, each LEA completes a sub-application reflecting their needs and submits it to the jurisdiction. The jurisdiction reviews each submitted LEA sub-application, and approves or rejects it. The jurisdiction submits all of its LEAs' approved sub-applications to BJA in one aggregate application.

Jurisdictions with More than One Registered LEA

If your jurisdiction has more than one registered LEA, you cannot create an application profile nor add vests to the application. Each of your LEAs will create their own sub-application and submit it to you for review. Once an LEA has started creating a sub-application, you will see it listed on the Review Application page with a status of "Not Yet Submitted". When the sub-application's status reads "Pending Jurisdiction Approval," (**Figure 35**) you can review the sub-application details. See the How to Review an LEA's Sub-Application for more information.

Jurisdictions with 0-1 Registered LEA: Complete the Application

Jurisdictions with zero registered LEAs must create the entire application. Currently, jurisdictions with one registered LEA have the option of creating the application themselves or letting the LEA do it. In this case, if you choose to create the application, make sure to coordinate with your LEA to avoid duplication.

What You Will Need

When you are ready to complete the application, make sure you have the following information:

- Total number of full-time and part-time officers
- Vest information
  - Manufacturer Name
  - Vest Type
  - Gender Needed
  - Price per Unit
  - Estimated tax, shipping and handling charges
- Mandatory Wear Policy document, if you have not already uploaded it

Figure 36 Application Section of BVP Menu

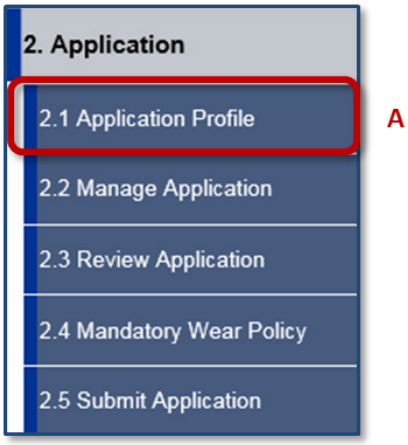


Figure 37 Agency Information Page

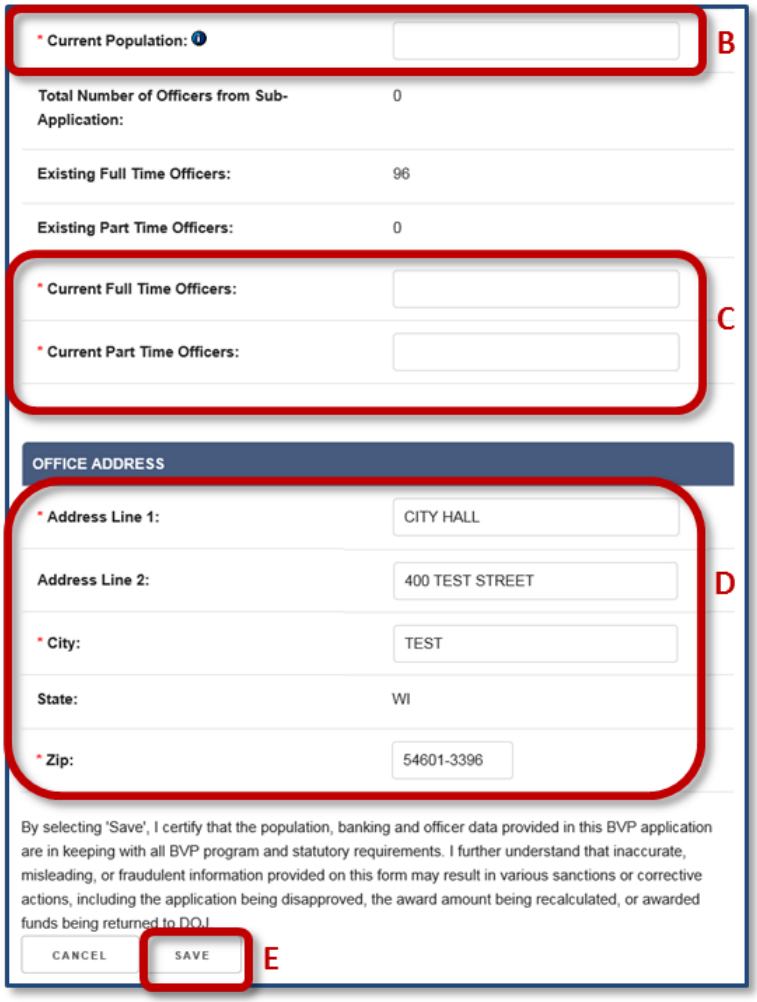
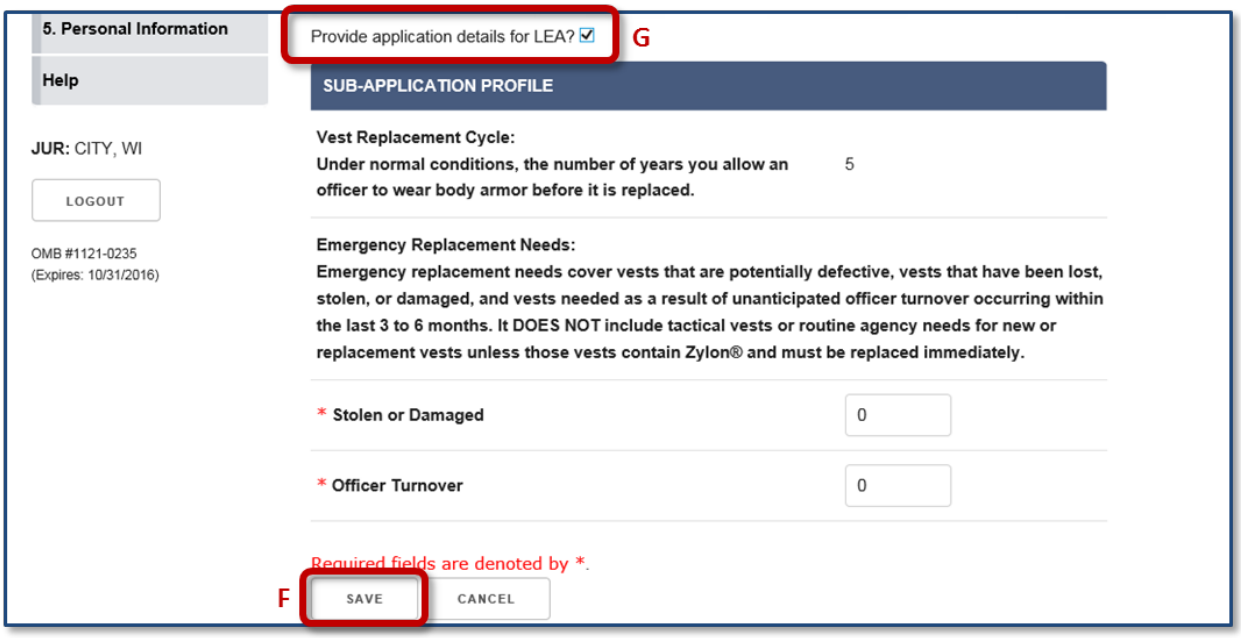


Figure 38 Sub-Application Profile Page



HOW TO. . .
Create an Application

1. Select the **Application Profile** link in the open solicitation notice on the Status page or under **Section 2: Application** in the left menu (**Figure 36, A**).
2. If you have already verified your agency and contact information, go to step 4. Otherwise, enter your population, (**Figure 37, B**) current full and part time officers (**C**), verify the rest of your agency information (**D**), and select the **Save** button (**E**).

   Note: Only jurisdictions with no registered Law Enforcement Agency (LEA), or with 1 registered LEA where the jurisdiction submits the sub-application on behalf of the LEA, are able to enter current full time and part time officers. For jurisdictions with more than 1 registered LEA, each LEA completes these fields.
3. Verify your contact information and select the **Save** button.

   Note: You'll need to validate agency and contact information only once during the application process. Once you do so, subsequent selections of **Application Profile** will take you directly to the Application Profile page.
4. If applicable, provide sub-application profile information* and then select the **Save** button (**Figure 38, F**). Whether you can provide sub-application profile information depends on your number of registered LEAs:
   a. If you have no registered LEAs, the **Provide application details for LEA?** checkbox (**G**) is automatically selected and you must provide sub-application details before selecting **Save**.
   b. If you have one registered LEA, you can choose whether you want to create a sub-application or not. If you select the **Provide application details for LEA?** checkbox, you must provide sub-application profile details before selecting **Save**.
   c. If you have more than one registered LEA, you cannot create a sub-application. Select **Save**.
5. If you cannot or chose not to create a sub-application, continue with Reviewing the Application. Otherwise, continue with How to Add Initial Vests to the Application.

**NOTE:* *The Vest Replacement Cycle on the sub-application profile page is editable only the first time you complete an application. If the field is not editable and an update is needed, contact the BVP Helpdesk.*

Figure 39 Search for Vests Page

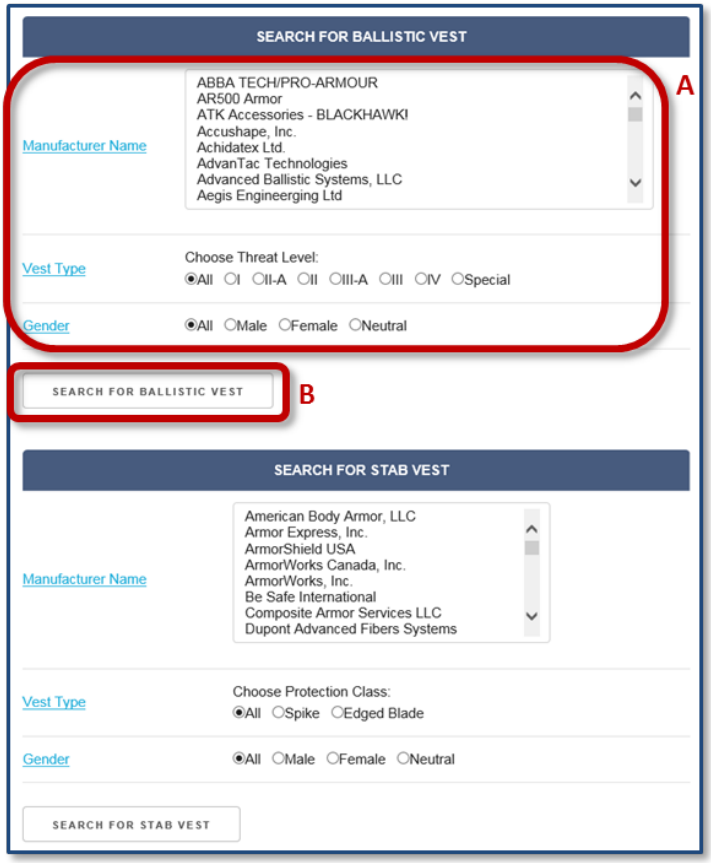


Figure 40 Select Vest Page

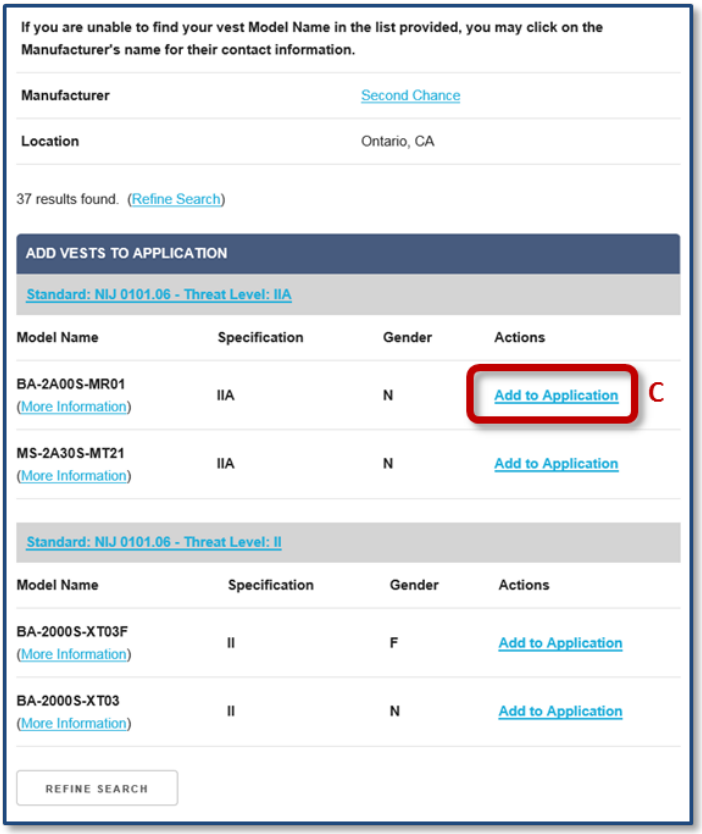


Figure 41 Add Vest Page

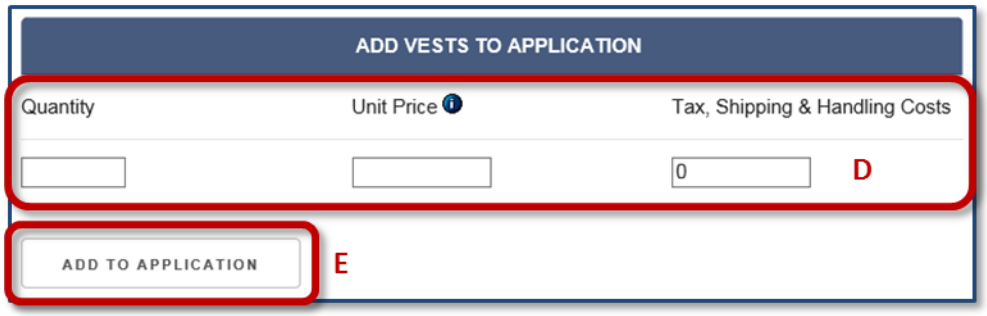
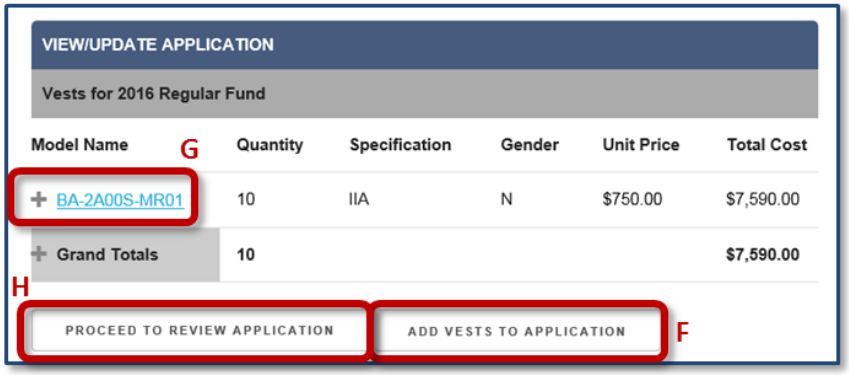


Figure 42 Vest Listed in View/Update Application Table



HOW TO. . .
Add Initial Vests to the Application

1. On the Search for Vests page, select the **Manufacturer Name**, **Vest Type** and **Gender** (**Figure 39, A**) of the ballistic or stab vest you wish to add to your application and then select the appropriate **Search** button (**B**).
2. On the Select Vests page, select the **Add to Application** link (**Figure 40, C**) in the row for the vest you wish to add.
3. Provide the **Quantity**, **Unit Price** and **Tax, Shipping & Handling Costs** of the vest (**Figure 41, D**), and select the **Add to Application** button (**E**).
4. The system adds the vest to the application page in a new View/Update Application table.
   a. If you want to add additional vests to your sub-application, select the **Add Vests to Application** button (**Figure 42, F**) and go to step 1.
   b. If you want to update or remove the vests on your application, select the underlined model name (**G**) of the vest you want to modify and follow the prompts BVP presents. See Viewing/Updating Your Application for more information.
5. When you are ready to move your application forward, select the "Proceed" button:
   a. If you have 0 registered LEAs, BVP displays the **Proceed to Submit Application** button on the Manage Application page (**see p. 9, Figure 12, H**). Select the **Proceed to Submit Application** button or the **Submit Application** link in the left menu. See Submitting an Application to continue.
   b. If you have 1 registered LEA, BVP displays the **Proceed to Review Application** button on the Manage Application page. Select the **Proceed to Review Application** button (**Figure 42, H**) or the **Review Application** link in the left menu. See Reviewing the Application to continue.

Figure 43 Application Section of the BVP Menu

Figure 44 View/Update Application Table on Manage Application Page

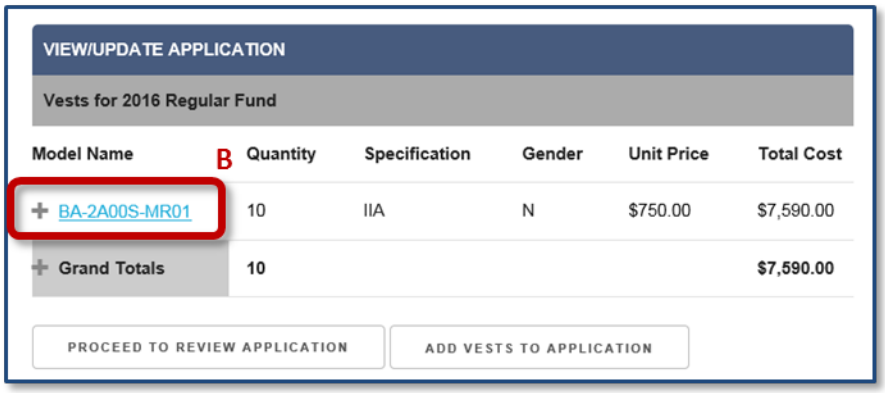
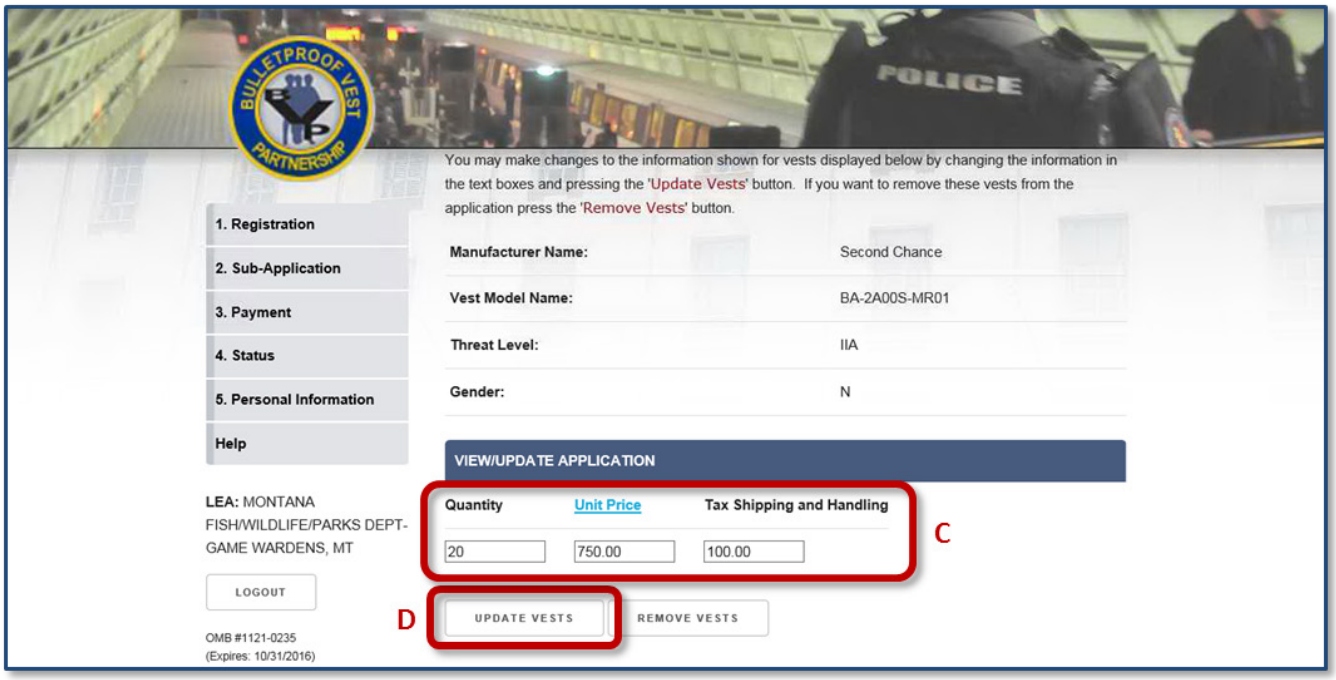


Figure 45 Update Vest Page



Viewing/Updating Your Application – Jurisdictions with 0-1 Registered LEA

After you add a vest to your application, the system displays the Manage Application page, with the newly added vest listed in a View/Update Application table. You can also navigate to the Manage Application page by selecting **Manage Application** in the **Application** section of the BVP menu.

The Manage Application page enables you to:

- Update information for an added vest
- Remove a vest from the application
- Add new vests to the application
- Continue the application process

The Manage Application page displays two buttons on the bottom that depend on whether the jurisdiction has 0 or 1 registered LEA. For jurisdictions with no registered LEAs, the buttons are **Proceed to Submit Application** and **Add Vests to Application**. For jurisdictions with 1 registered LEA, the buttons are **Proceed to Review Application** and **Add Vests to Application**.

Update/Remove Vest Information

If you want to update or remove the vests on your application, select the underlined model name of the vest you want to modify and follow the prompts BVP presents. See How to Update Vest Information and How to Remove a Vest for more detail.

Add New Vests to the Application

To add new vests to the application, select the **Add Vests to Application** button. Doing so takes you to the Search for Vests page so that you can initiate a search for another NIJ-approved vest. See How to Add a Vest for more detail.

Continue With the Application Process

When you are ready to move your application forward, select the **Proceed to Review Application** button (for jurisdictions with one registered LEA) or **Proceed to Submit Application** button (for jurisdictions with no registered LEAs). See the Reviewing the Application or the Submitting an Application section for more information.

HOW TO. . .
Update Vest Information

1. If needed, navigate to the Manage Application page by selecting **Manage Application** (**Figure 43, A**) in the **Application** section of the BVP Menu.
2. Select the **Model Name** link (**Figure 44, B**) of the vest you wish to update. The system displays the View/Update Application page for the selected vest, with previously entered Quantity, Unit Price, and Tax, Shipping and Handling information.
3. Modify the appropriate fields (**Figure 45, C**) and select the **Update Vests** button (**D**).

Figure 46 View/Update Application Table on Manage Application Page

VIEW/UPDATE APPLICATION

Vests for 2016 Regular Fund

Model Name	Quantity	Specification	Gender	Unit Price	Total Cost
+ BA-2A00S-MR01	10	IIA	N	$750.00	$7,590.00
+ Grand Totals	10				$7,590.00

PROCEED TO REVIEW APPLICATION | ADD VESTS TO APPLICATION

B E

Figure 47 Remove Vest Page

VIEW/UPDATE APPLICATION

Quantity	Unit Price	Tax Shipping and Handling
20	750.00	100.00

UPDATE VESTS | REMOVE VESTS

C

Figure 48 Remove Vest Confirmation Page

REMOVE NIJ-APPROVED VEST FROM BVP APPLICATION

Vest Model Name:	BA-2A00S-MR01
Manufacturer Name:	Second Chance
Threat Level:	IIA
Gender:	N
Quantity:	20
Unit Price:	750.00
Tax, Shipping & Handling Costs:	$100.00

D

REMOVE FROM BVP APPLICATION | CANCEL

Figure 49 Search for Vests Page

SEARCH FOR BALLISTIC VEST

Manufacturer Name: ABBA TECH/PRO-ARMOUR, AR500 Armor, ATK Accessories - BLACKHAWK!, Accushape, Inc., Achidatex Ltd., AdvanTac Technologies, Advanced Ballistic Systems, LLC, Aegis Engineerging Ltd

Vest Type: Choose Threat Level: ◉All ○I ○II-A ○II ○III-A ○III ○IV ○Special

Gender: ◉All ○Male ○Female ○Neutral

SEARCH FOR BALLISTIC VEST

F G

SEARCH FOR STAB VEST

Figure 50 Select Vest Page

If you are unable to find your vest Model Name in the list provided, you may click on the Manufacturer's name for their contact information.

Manufacturer	Second Chance
Location	Ontario, CA

37 results found. (Refine Search)

ADD VESTS TO APPLICATION

Standard: NIJ 0101.06 - Threat Level: IIA

Model Name	Specification	Gender	Actions
BA-2A00S-MR01 (More Information)	IIA	N	Add to Application
MS-2A30S-MT21 (More Information)	IIA	N	Add to Application

H

Figure 51 Add Vest Page

ADD VESTS TO APPLICATION

Quantity	Unit Price	Tax, Shipping & Handling Costs
		0

I

ADD TO APPLICATION

J

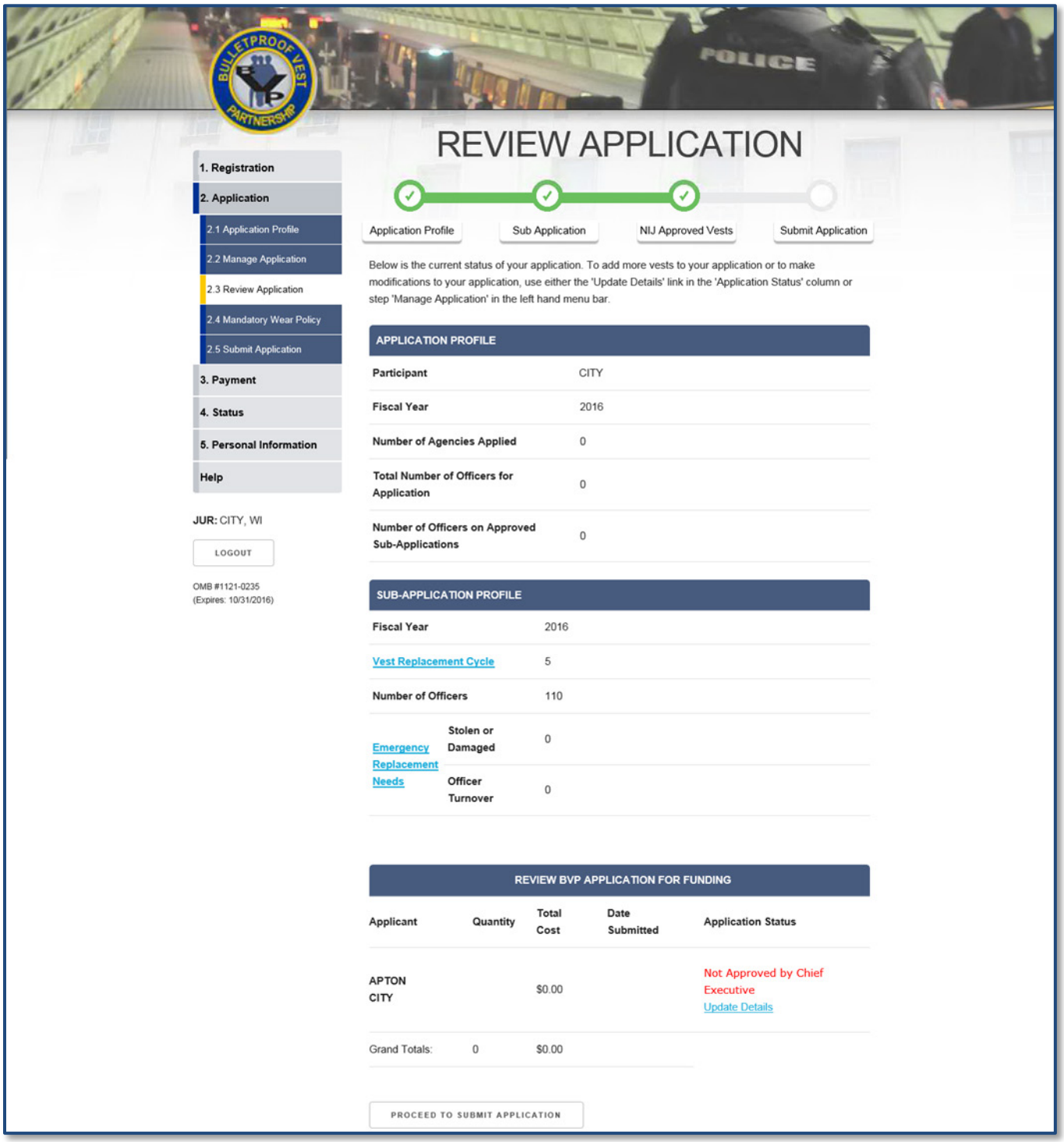
HOW TO. . .
Remove a Vest

1. If needed, navigate to the Manage Application page by selecting **Manage Application** (**see p. 27, Figure 43, A**) in the **Application** section of the BVP Menu.
2. Select the **Model Name** link (**Figure 46, B**) of the vest you wish to remove.
3. Select the **Remove Vests** button (**Figure 47, C**).
4. On the Remove Vest confirmation page, select the **Remove from BVP Application** button (**Figure 48, D**) to confirm the removal. Selecting **Cancel** returns you to the Manage Application page without removing the vest.

HOW TO. . .
Add a Vest

1. If needed, navigate to the Manage Application page by selecting **Manage Application** (**see p. 27 Figure 43, A**) in the **Application** section of the BVP Menu.
2. Select the **Add Vests to Application** button (**Figure 46, E**).
3. On the Search for Vests page, in either the Search For Ballistic Vest or Search For Stab Vest section, select the **Manufacturer Name**, **Vest Type** and **Gender** (**Figure 49, F**) of the vest you wish to add to your application, and then select the appropriate **Search** button (**G**).
4. Select the **Add to Application** link (**Figure 50, H**) in the row for the vest you wish to add to your application.
5. Provide the **Quantity**, **Unit Price** and **Tax, Shipping & Handling Costs** of the vest (**Figure 51, I**), and select the **Add to Application** button (**J**).

Figure 52 Review Application Page for Jurisdictions with 0 or 1 Registered LEA



Reviewing the Application – Jurisdiction Users

Jurisdiction users have a **Review Application** link in the **Application** section of the BVP Menu. Selecting the link takes them to the Review Application page (**Figure 52**) where they can review their own application or applications submitted by their LEAs.

If you are a jurisdiction user with 1 LEA where you completed the application on behalf of the LEA, you can also navigate to this page by selecting the **Proceed to Review Application** button on the Manage Application page.

The information and options available on the Review Application page depend on the number of registered LEAs associated with the jurisdiction.

Jurisdictions with No LEAs or With One LEA Where the Jurisdiction Completes the Sub-Application Profile

For jurisdictions with no LEAs or with one LEA where the jurisdiction completes the sub-application profile on behalf of the LEA, the Review Application page includes the Sub-Application profile (**Figure 52**). To make changes to the vests on the application, select the **Update Details** link in the Review BVP Application for Funding table to go to the Manage Application page. You may also select **Manage Application** in the left menu. See Viewing/Updating Your Application for more information.

If you have one registered LEA and opted to create a sub-application on behalf of the LEA, make sure you check the Review Application page to see if the LEA has also submitted a sub-application. If it has, you'll see it listed in the Review BVP Application for Funding table. You'll need to either deny your own sub-application or reject the LEA's sub-application since only one sub-application can be submitted to BJA. For details on rejecting or approving an LEA's sub-application, see How to Review an LEA's Sub-Application.

To deny your own sub-application, select the **Update Details** link in the Review BVP Application for Funding table and then select the **Deny Application** button. You can then approve the LEA's sub-application to move the application forward. You can "un-deny" your own sub-application, if needed, by again selecting the **Update Details** link in the Review BVP Application for Funding table and then selecting the **Un-Deny Application Profile** button. See How to Deny/Un-Deny Your Own Sub-Application for more details.

Jurisdictions with One or More LEAs Where the LEA Completes the Sub-Application Profile

For jurisdictions with one or more LEAs where the LEA completes the sub-application profile information, the Review Application page shows just the Application Profile table and the Review BVP Application for Funding table.

When at least one LEA sub-application has been started, the system lists it in the Review BVP Application for Funding table. If the LEA has not yet submitted the sub-application, the status column will read "Not Yet Submitted". When the LEA sub-application has been submitted and is ready for jurisdiction review, the status column will read "Pending Jurisdiction Approval."

Figure 53 Application Section of BVP Menu

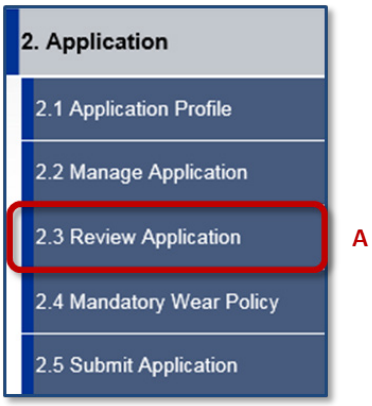


Figure 54 Applications Listed on Review Application page

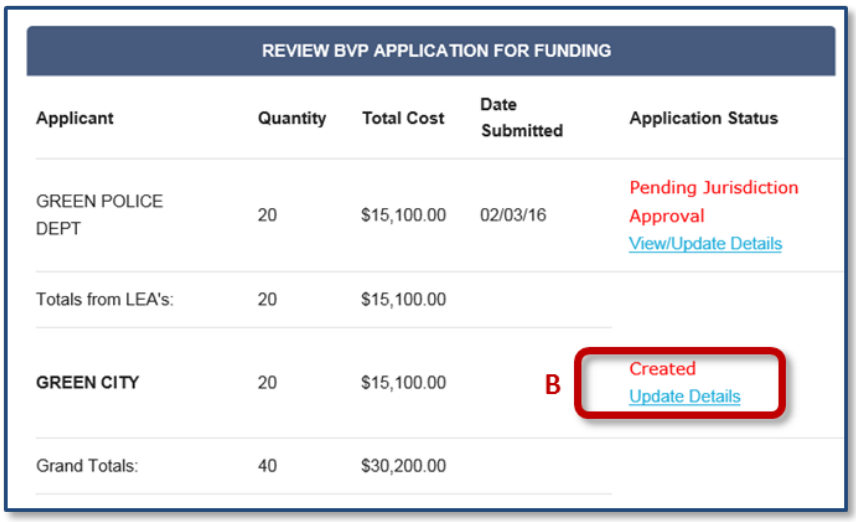


Figure 55 Manage Application Page with Deny Application Button

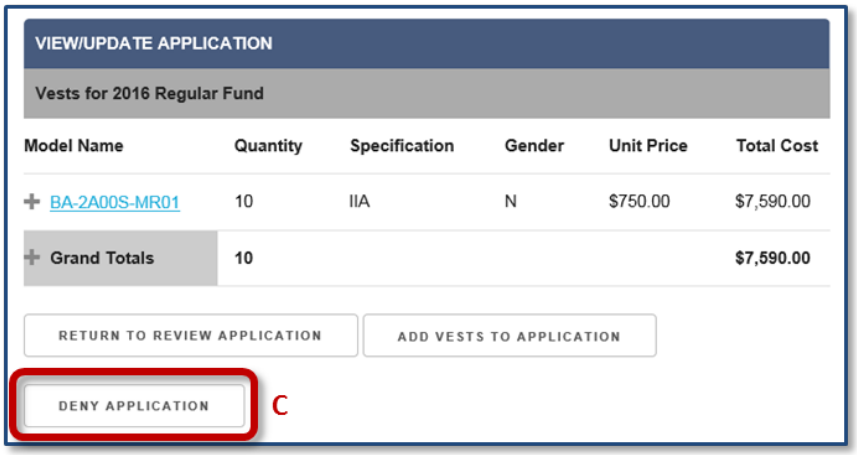
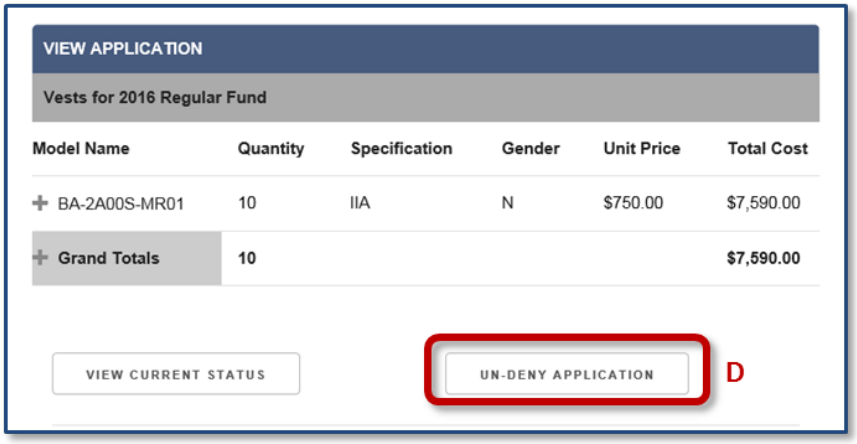


Figure 56 Manage Application Page with Un-Deny Application Button



To review the LEA's submitted sub-application, select its **View/Update Details** link. On the Update LEA Application page, select the appropriate status in the **Change Status** drop-down. The following status options are available:

- Pending CEO Approval
- Disapproved by CEO
- Re-opened for LEO Edits
- Approved by CEO

Select the **Save Changed Status** button to save the status. The system returns you to the Review Application page showing the sub-application's updated status. When at least one LEA sub-application status is "Approved by Jurisdiction", the system displays a **Proceed to Submit Application** button on the Review Application page.

Once you have acted on all sub-applications, you are ready to move the application forward in the submission process.

Move the Application Forward

When the review is complete and the application is ready to be moved forward, select the **Proceed to Submit Application** button. You may also select **Submit Application** in the left menu. See Submitting an Application for more information.

HOW TO. . .
Deny/Un-Deny Your Own Sub-Application

1. If needed, navigate to the Review Application page by selecting **Review Application** (**Figure 53, A**) in the **Application** section of the BVP Menu.

   Note: If you have one registered LEA and completed the sub-application profile, and then discover that the LEA submitted a sub-application to you for review, you must either deny your own sub-application and approve the LEA's sub-application, or you must reject the LEA sub-application in order to move your own sub-application forward.
2. To deny your own sub-application:
   a. Select the **Update Details** link (**Figure 54, B**) for your application in the Review BVP Application for Funding table.
   b. Select the **Deny Application** button (**Figure 55, C**).
3. The system requires that one sub-application profile exists before the jurisdiction user submits the application for BVP approval. If you subsequently need to un-deny your own sub-application:
   a. On the Review Application page, select the **Update Details** link (**Figure 54, B**) in the Review BVP Application for Funding table.
   b. Select the **Un-Deny Application** button (**Figure 56, D**).

Figure 57 Application Section of BVP Menu

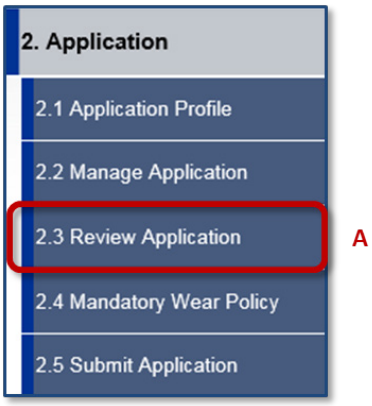
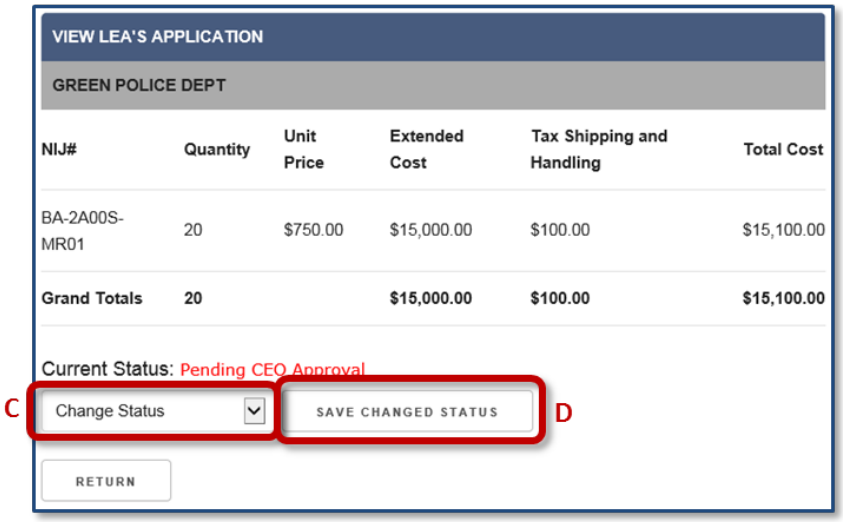


Figure 58 LEA Sub-Applications Listed on Review Application Page

Figure 59 Update LEA Application Page



HOW TO. . .
Review an LEA's Sub-Application

1. If needed, navigate to the Review Application page by selecting **Review Application** (**Figure 57, A**) in the **Application** section of the BVP Menu.
2. LEA sub-applications, once created, are listed in the Review BVP Application for Funding table. When the LEA has submitted the application for review, its status column will read "Pending Jurisdiction Approval." Select the **View/Update Details** link (**Figure 58, B**) for a submitted LEA sub-application.
3. After reviewing the details on the Update LEA Application page, select the appropriate status in the **Change Status** drop-down (**Figure 59, C**).

   Note: Selecting the **Return** button will take you back to the Review Application page without making changes.
4. Select the **Save Changed Status** button (**D**).

Figure 60 Application Section of BVP Menu

Figure 61 Mandatory Wear Policy Page

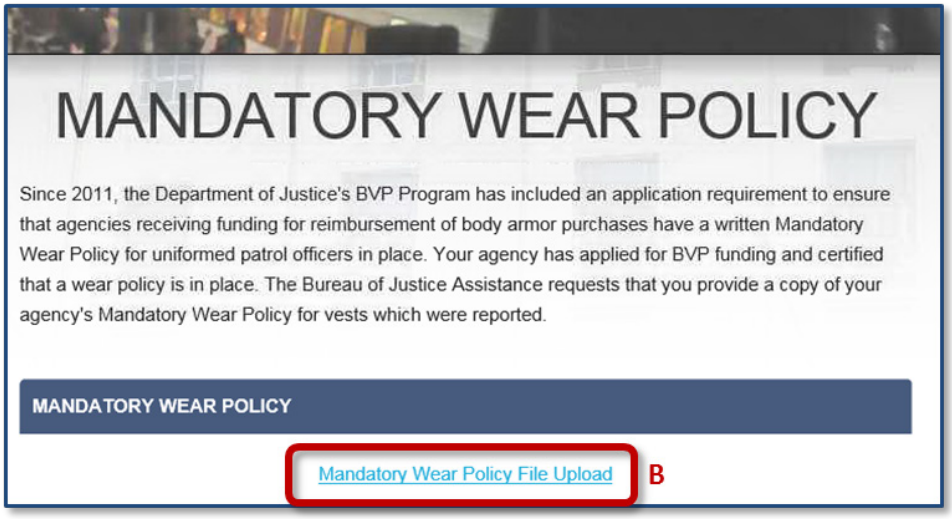


Figure 62 File Upload Page

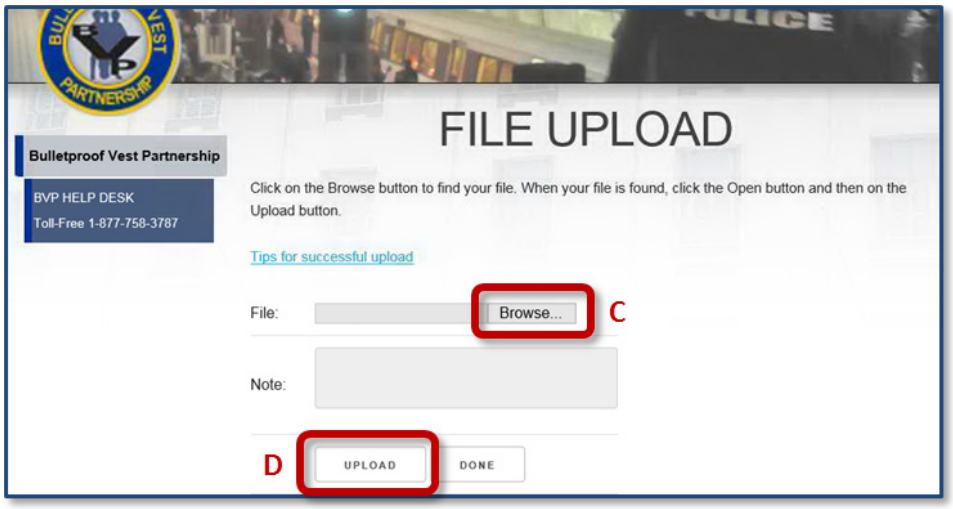
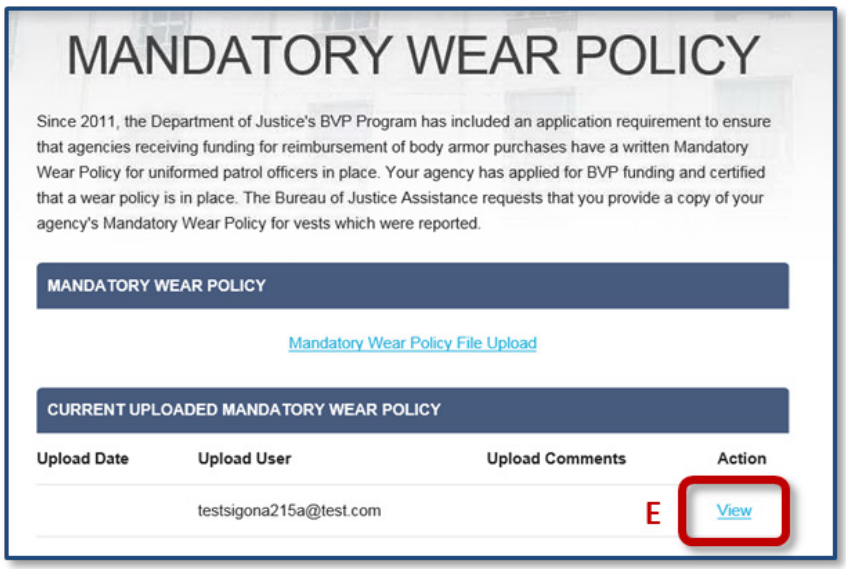


Figure 63 Mandatory Wear Policy Page with Uploaded Document



Mandatory Wear Policy – Jurisdictions Users

BJA requires that all agencies applying for BVP Program funds have a written Mandatory Wear Policy for uniformed patrol officers. The BVP system requires that the policy document be uploaded prior to submitting an application.

> ***Note:*** *To obtain a sample policy model, agency administrators can request a copy of the Body Armor Model Policy and Issues Paper, developed by the International Association of Chiefs of Police (IACP), from the BVP Helpdesk at 1(877) 758-3787 or vests@usdoj.gov.*

For more information on the Mandatory Wear Policy requirement, please see the Mandatory Wear Policy FAQ document available at http://ojp.gov/bvpbasi/docs/FAQsBVPMandatoryWearPolicy.pdf.

Jurisdictions with 0 or 1 Registered LEA

Jurisdictions with 0 or 1 registered LEA can upload and view their agency's current Mandatory Wear Policy document at any time by selecting **Mandatory Wear Policy** under the **Application** section in the left menu, and then clicking the link to upload the file.

If you have not uploaded a Mandatory Wear Policy document before beginning the submission process, BVP will redirect you to the Mandatory Wear Policy page before allowing you to continue. Once you have uploaded the document, you can return to the Submit Application page by selecting the **Submit Application** button or by selecting **Submit Application** in the left menu.

Jurisdictions with 2 or More Registered LEAs

Jurisdictions with 2 or more registered LEAs can upload and view their agency's Mandatory Wear Policy document at any time if the agency has its own funds. You cannot upload a Mandatory Wear Policy file if the jurisdiction does not have its own funds. Agencies with no funds are displayed a Mandatory Wear Policy page with no link to upload a file.

Viewing Your LEAs' Mandatory Wear Policy

Jurisdiction users with 1 or more registered LEAs can view their LEAs' current Mandatory Wear Policy file at any time on the Mandatory Wear Policy page. LEA documents are listed in a Law Enforcement Agency table.

HOW TO. . .
Upload a Mandatory Wear Policy Document

1. Select **Mandatory Wear Policy** (**Figure 60, A**) under the **Application** section in the left menu.
2. Select the **Mandatory Wear Policy File Upload** link (**Figure 61, B**).
3. On the File Upload page, select the **Browse…** button (**Figure 62, C**).
4. Locate and select the Mandatory Wear Policy file, and select **Open**.
5. Select the **Upload** button (**D**) to upload the file. The system displays the Mandatory Wear Policy page with the newly uploaded document listed in the Current Uploaded Mandatory Wear Policy table.
   Note: Selecting **Done** on the File Upload page, instead of **Upload**, takes you back to the Mandatory Wear Policy page without uploading the file.
6. To view an uploaded document, select the **View** link (**Figure 63, E**) to open the document in its native application.

Figure 64 Application Section of the BVP Menu

Figure 65 Submit Application Page

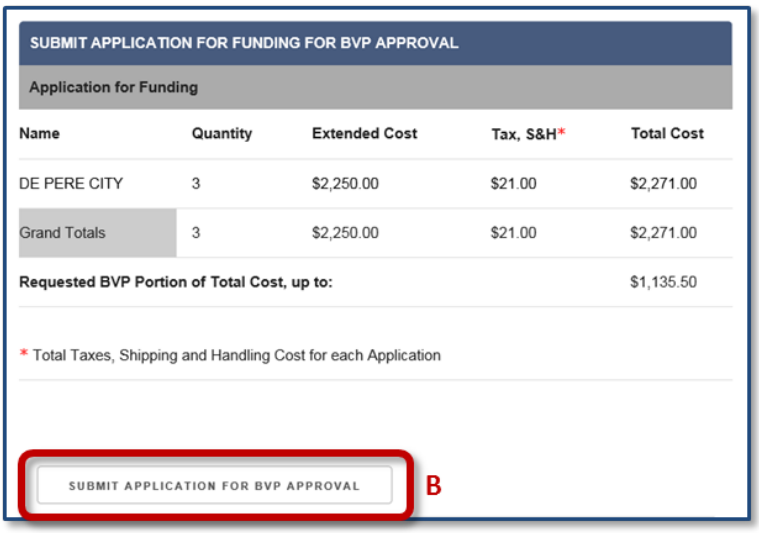


Figure 66 CEO Certification Page

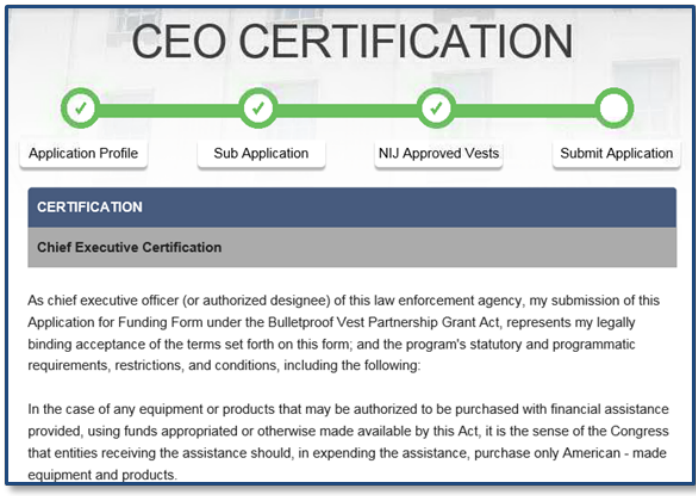


Figure 67 Signature Field at bottom of CEO Certification Page

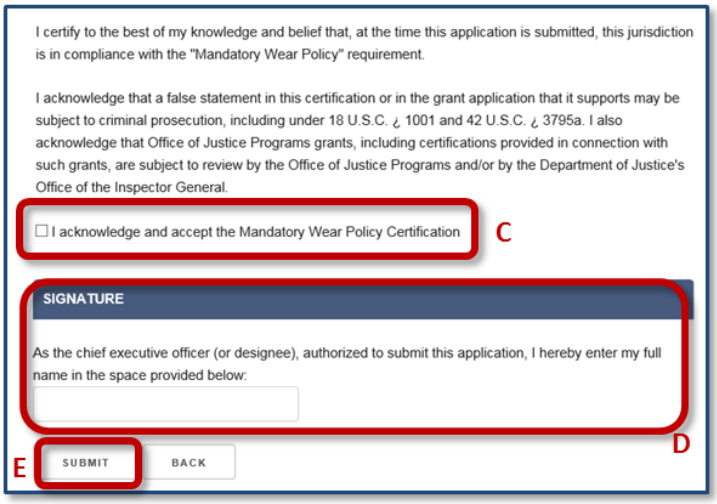
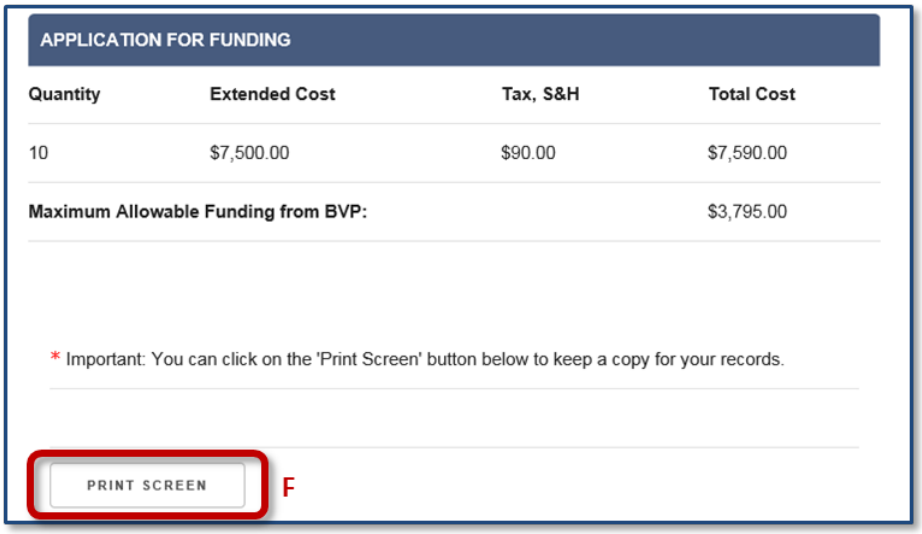


Figure 68 Successful Submission Page with Print Screen button at bottom



Submitting an Application – Jurisdiction Users

To begin the application submission process, select **Submit Application** in the **Application** section of the left menu; then select the **Submit Application for BVP Approval** button. BVP will present a certification page. Once you accept and submit the certifications, your application is forwarded to BJA.

> ***NOTE:*** *If you have not uploaded a Mandatory Wear Policy document before beginning the submission process, BVP will redirect you to the Mandatory Wear Policy page when you select the* ***Proceed to Submit Application*** *button on the Review Application screen or when you select* ***Submit Application*** *in the left menu. Once you have uploaded the document, you can return to the Submit Application page by selecting the* ***Submit Application*** *button or by selecting* ***Submit Application*** *in the left menu.*

What to Expect After Submission

BJA will review the application and either approve it, reject it, or re-open the application (if the application deadline has not passed) for you to make changes and resubmit. Funding decisions are made within three to four months after the application period closes. You will be notified by email regarding approved funding levels.

HOW TO. . .
Submit an Application

1. Select **Submit Application** (**Figure 64, A**) under the **Application** section in the left menu.
   Note: You may also select the **Proceed to Submit Application** button on the Review Application screen.
2. Review your application details and select the **Submit Application for BVP Approval** button (**Figure 65, B**).
   Note: If you created the sub-application and need to make any changes to the profile information, select **Application Profile** in the left menu to make and save your changes. If you wish to modify vest information, select **Manage Application** in the left menu to update, remove, or add vest information.

   Note: If the jurisdiction has its own funds and does not have an uploaded Mandatory Wear Policy, the system will direct you to the Mandatory Wear Policy page. You must upload a Mandatory Wear Policy document and then select either the **Submit Application** button at the bottom of the Mandatory Wear Policy page or **Submit Application** under the **Application** section in the left menu to continue with the application submission process.
3. On the CEO Certification page (**Figure 66**), read each of the three certifications: Chief Executive Certification, Funding Limits Certification, and Mandatory Wear Policy Certification. Accept each certification by selecting the checkbox in its section (**Figure 67, C**).
4. Type your full name into the signature field (**D**), and select the **Submit** button (**E**). The system displays the Submit Application page with a success message at the top.
5. If desired, select the **Print Screen** button (**Figure 68, F**) to print a copy of the page.

Figure 69 Status Page

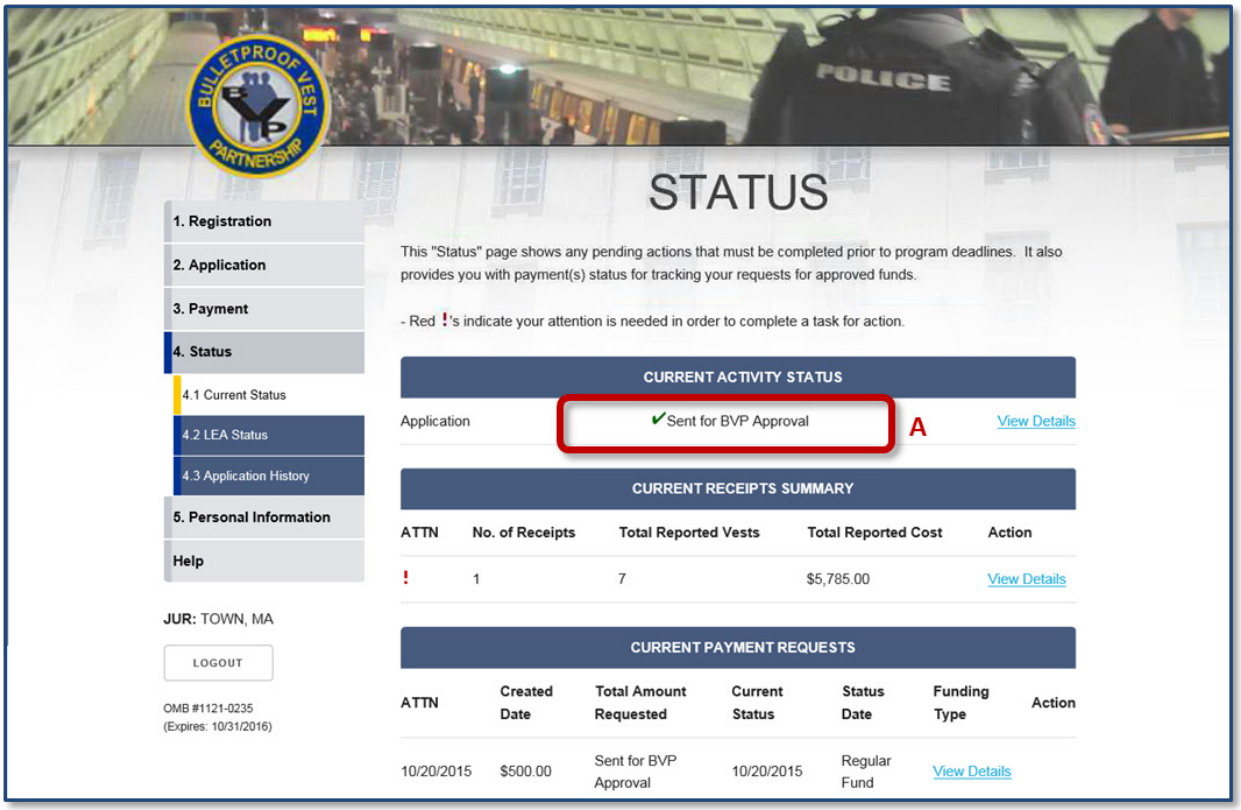
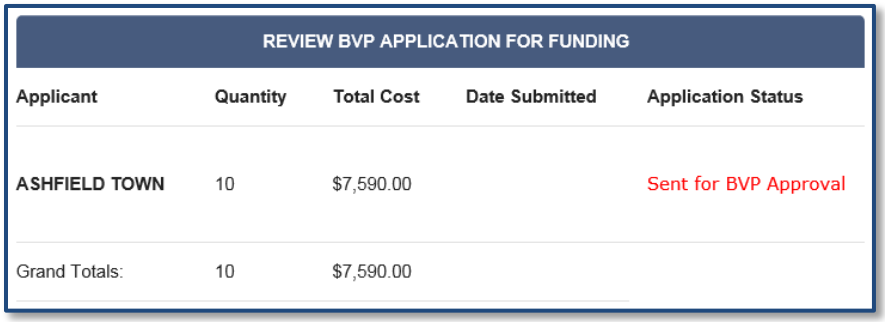


Figure 70 Application Section of BVP Menu

Figure 71 Review Application Page



REVIEW BVP APPLICATION FOR FUNDING				
Applicant	Quantity	Total Cost	Date Submitted	Application Status
ASHFIELD TOWN	10	$7,590.00		Sent for BVP Approval
Grand Totals:	10	$7,590.00		

Monitoring the Status of a Submitted Application – Jurisdiction Users

The current status of your submitted application is shown on the Status page that displays by default on login (**Figure 69, A**). In addition, you may select the **Review Application** link in the **Application** section of the menu (**Figure 70, B**) to view a read-only version of the Review Application page. The current status of the application is displayed in the Application Status column in the Review BVP Application for Funding table at the bottom of the page (**Figure 71, C**).

Once you have submitted your application, selecting any of the links in the **Application** section of the left menu also displays the Review Application page.