



Creating/Submitting Applications in BVP

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

User Guide

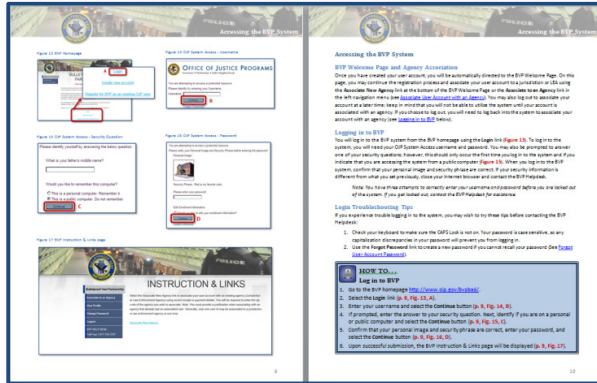
*Guide provided by BJA, Bureau of Justice Assistance,
U.S. Department of Justice, Office of Justice Programs*

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.

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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

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.

Creating an Application – Jurisdiction Users

Figure 34 Application Section of BVP Menu for Jurisdiction Users



Figure 35 Review Application Page with LEA Sub-Applications

1. Registration

2. Application

- 2.1 Application Profile
- 2.2 Review Application**
- 2.3 Mandatory Wear Policy
- 2.4 Submit Application

3. Payment

4. Status

5. Personal Information

Help

JUR: Test Jurisdiction

LOGOUT

OMB #1121-0235
(Expires: 10/31/2016)

REVIEW APPLICATION

✓ — ✓ — ✓ — ○

Application Profile Sub Application NIJ Approved Vests Submit Application

Below is the current status of your application and your LEAs' applications. You can approve, disapprove or reopen an LEA application, as well as view its details from the 'Application Status' column.

APPLICATION PROFILE

Participant	MONTANA
Fiscal Year	2016
Number of Agencies Applied	2
Total Number of Officers for Application	135
Number of Officers on Approved Sub-Applications	135

REVIEW BVP APPLICATION FOR FUNDING

Applicant	Quantity	Total Cost	Date Submitted	Application Status
FISHWILDLIFE/PARKS DEPT-GAME WARDENS	20	\$15,100.00	01/20/16	Approved by Jurisdiction View/Update Details
LIVESTOCK DEPT-BRANDS & ENFORCEMENT	25	\$6,350.00	02/23/16	Pending Jurisdiction Approval View/Update Details
Totals from LEA's:	45	\$21,450.00		

Creating an Application – Jurisdiction Users

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

Creating an Application – Jurisdiction Users

Figure 36 Application Section of BVP Menu

2. Application

- 2.1 Application Profile A
- 2.2 Manage Application
- 2.3 Review Application
- 2.4 Mandatory Wear Policy
- 2.5 Submit Application

Figure 37 Agency Information Page

* Current Population: B

Total Number of Officers from Sub-Application:	0
Existing Full Time Officers:	96
Existing Part Time Officers:	0

* Current Full Time Officers: C
 * Current Part Time Officers:

OFFICE ADDRESS

* Address Line 1: D

Address Line 2:

* City:

State:

* Zip:

By selecting 'Save', I certify that the population, banking and officer data provided in this BVP application are in keeping with all BVP program and statutory requirements. I further understand that inaccurate, misleading, or fraudulent information provided on this form may result in various sanctions or corrective actions, including the application being disapproved, the award amount being recalculated, or awarded funds being returned to DOJ.

E

Figure 38 Sub-Application Profile Page

5. Personal Information G

Provide application details for LEA?

SUB-APPLICATION PROFILE

JUR: CITY, WI

OMB #1121-0235
(Expires: 10/31/2016)

Vest Replacement Cycle:
Under normal conditions, the number of years you allow an officer to wear body armor before it is replaced. 5

Emergency Replacement Needs:
Emergency replacement needs cover vests that are potentially defective, vests that have been lost, stolen, or damaged, and vests needed as a result of unanticipated officer turnover occurring within the last 3 to 6 months. It DOES NOT include tactical vests or routine agency needs for new or replacement vests unless those vests contain Zylon® and must be replaced immediately.

* Stolen or Damaged

* Officer Turnover

Required fields are denoted by *.

F

Creating an Application – Jurisdiction Users



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.

Creating an Application – Jurisdiction Users

Figure 39 Search for Vests Page

SEARCH FOR BALLISTIC VEST

[Manufacturer Name](#)

- ABBA TECH/PRO-ARMOUR
- AR500 Armor
- ATK Accessories - BLACKHAWKI
- Accushape, Inc.
- Achidatex Ltd.
- AdvanTac Technologies
- Advanced Ballistic Systems, LLC
- Aegis Engineering Ltd

[Vest Type](#)

Choose Threat Level:

All I II-A II III-A III IV Special

[Gender](#)

All Male Female Neutral

SEARCH FOR STAB VEST

[Manufacturer Name](#)

- American Body Armor, LLC
- Armor Express, Inc.
- ArmorShield USA
- ArmorWorks Canada, Inc.
- ArmorWorks, Inc.
- Be Safe International
- Composite Armor Services LLC
- Dupont Advanced Fibers Systems

[Vest Type](#)

Choose Protection Class:

All Spike Edged Blade

[Gender](#)

All Male Female Neutral

Figure 40 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

Standard: NIJ 0101.06 - Threat Level: II

Model Name	Specification	Gender	Actions
BA-2000S-XT03F (More Information)	II	F	Add to Application
BA-2000S-XT03 (More Information)	II	N	Add to Application

Figure 41 Add Vest Page

ADD VESTS TO APPLICATION

Quantity	Unit Price ¹	Tax, Shipping & Handling Costs	
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	D

Figure 42 Vest Listed in View/Update Application Table

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

**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.

Viewing/Updating Your Application – Jurisdiction Users

Figure 43 Application Section of the BVP Menu




Figure 44 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

Figure 45 Update Vest Page



1. Registration

2. Sub-Application

3. Payment

4. Status

5. Personal Information

Help

LEA: MONTANA FISH/WILDLIFE/PARKS DEPT- GAME WARDENS, MT

LOGOUT

OMB #1121-0235 (Expires: 10/31/2016)

You may make changes to the information shown for vests displayed below by changing the information in the text boxes and pressing the 'Update Vests' button. If you want to remove these vests from the application press the 'Remove Vests' button.

Manufacturer Name: Second Chance

Vest Model Name: BA-2A00S-MR01

Threat Level: IIA

Gender: N

VIEW/UPDATE APPLICATION		
Quantity	Unit Price	Tax Shipping and Handling
20	750.00	100.00

UPDATE VESTS REMOVE VESTS

Viewing/Updating Your Application – Jurisdiction Users

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**).

Viewing/Updating Your Application – Jurisdiction Users

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	

Figure 47 Remove Vest Page

VIEW/UPDATE APPLICATION		
Quantity	Unit Price	Tax Shipping and Handling
<input type="text" value="20"/>	<input type="text" value="750.00"/>	<input type="text" value="100.00"/>

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

Figure 49 Search for Vests Page

SEARCH FOR BALLISTIC VEST	
Manufacturer Name	<ul style="list-style-type: none"> ABBA TECH/PRO-ARMOUR AR500 Armor ATK Accessories - BLACKHAWK! Accushape, Inc. Achidatex Ltd. AdvanTac Technologies Advanced Ballistic Systems, LLC Aegis Engineering Ltd
Vest Type	Choose Threat Level: <input checked="" type="radio"/> All <input type="radio"/> I <input type="radio"/> II-A <input type="radio"/> II <input type="radio"/> III-A <input type="radio"/> III <input type="radio"/> IV <input type="radio"/> Special
Gender	<input checked="" type="radio"/> All <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Neutral

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	<input type="button" value="Add to Application"/>
MS-2A30S-MT21 (More Information)	IIA	N	<input type="button" value="Add to Application"/>

Figure 51 Add Vest Page

ADD VESTS TO APPLICATION		
Quantity	Unit Price	Tax, Shipping & Handling Costs
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Viewing/Updating Your Application – Jurisdiction Users

**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**).

Reviewing the Application – Jurisdiction Users

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



REVIEW APPLICATION

- 1. Registration
- 2. Application
 - 2.1 Application Profile
 - 2.2 Manage Application
 - 2.3 Review Application
 - 2.4 Mandatory Wear Policy
 - 2.5 Submit Application
- 3. Payment
- 4. Status
- 5. Personal Information
- Help

JUR: CITY, WI

LOGOUT

OMB #1121-0235
(Expires: 10/31/2016)

Application Profile
Sub Application
NIJ Approved Vests
Submit Application

Below is the current status of your application. To add more vests to your application or to make modifications to your application, use either the 'Update Details' link in the 'Application Status' column or step 'Manage Application' in the left hand menu bar.

APPLICATION PROFILE

Participant	CITY
Fiscal Year	2016
Number of Agencies Applied	0
Total Number of Officers for Application	0
Number of Officers on Approved Sub-Applications	0

SUB-APPLICATION PROFILE

Fiscal Year	2016
Vest Replacement Cycle	5
Number of Officers	110
Emergency Replacement Needs	0
Stolen or Damaged	0
Officer Turnover	0

REVIEW BVP APPLICATION FOR FUNDING

Applicant	Quantity	Total Cost	Date Submitted	Application Status
APTON CITY		\$0.00		Not Approved by Chief Executive Update Details
Grand Totals:		0	\$0.00	

PROCEED TO SUBMIT APPLICATION

Reviewing the Application – Jurisdiction Users

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."

Reviewing the Application – Jurisdiction Users

Figure 53 Application Section of BVP Menu

2. Application
2.1 Application Profile
2.2 Manage Application
2.3 Review Application
2.4 Mandatory Wear Policy
2.5 Submit Application

A

Figure 54 Applications Listed on Review Application page

REVIEW BVP APPLICATION FOR FUNDING				
Applicant	Quantity	Total Cost	Date Submitted	Application Status
GREEN POLICE DEPT	20	\$15,100.00	02/03/16	Pending Jurisdiction Approval View/Update Details
Totals from LEA's:	20	\$15,100.00		
GREEN CITY	20	\$15,100.00		Created Update Details
Grand Totals:	40	\$30,200.00		

B

Figure 55 Manage Application Page with Deny Application Button

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

C

Figure 56 Manage Application Page with Un-Deny Application Button

VIEW 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

D

Reviewing the Application – Jurisdiction Users

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**).

Reviewing the Application – Jurisdiction Users

Figure 57 Application Section of BVP Menu



Figure 58 LEA Sub-Applications Listed on Review Application Page

JUR: Test Jurisdiction

LOGOUT

OMB #1121-0235
(Expires: 10/31/2016)

Number of Officers on Approved Sub-Applications: 135

REVIEW BVP APPLICATION FOR FUNDING

Applicant	Quantity	Total Cost	Date Submitted	Application Status
FISH/WILDLIFE/PARKS DEPT-GAME WARDENS	20	\$15,100.00	01/20/16	Approved by Jurisdiction View/Update Details
LIVESTOCK DEPT-BRANDS & ENFORCEMENT	25	\$6,350.00	02/23/16	Pending Jurisdiction Approval View/Update Details
Totals from LEA's:	45	\$21,450.00		

The 'Pending Jurisdiction Approval' status for the second row is highlighted with a red box and labeled 'B'.

Figure 59 Update LEA Application Page

VIEW LEA'S APPLICATION

GREEN POLICE DEPT

NIJ#	Quantity	Unit Price	Extended Cost	Tax Shipping and Handling	Total Cost
BA-2A00S-MR01	20	\$750.00	\$15,000.00	\$100.00	\$15,100.00
Grand Totals	20		\$15,000.00	\$100.00	\$15,100.00

Current Status: Pending CEO Approval

Change Status RETURN

The 'Change Status' dropdown menu is highlighted with a red box and labeled 'C', and the 'SAVE CHANGED STATUS' button is highlighted with a red box and labeled 'D'.

Reviewing the Application – Jurisdiction Users



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**).

Mandatory Wear Policy – Jurisdiction Users

Figure 60 Application Section of BVP Menu



Figure 61 Mandatory Wear Policy Page

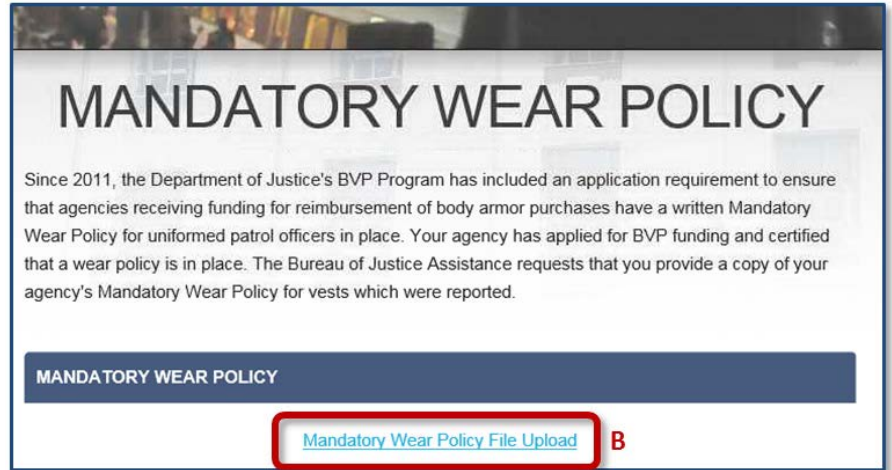


Figure 62 File Upload Page

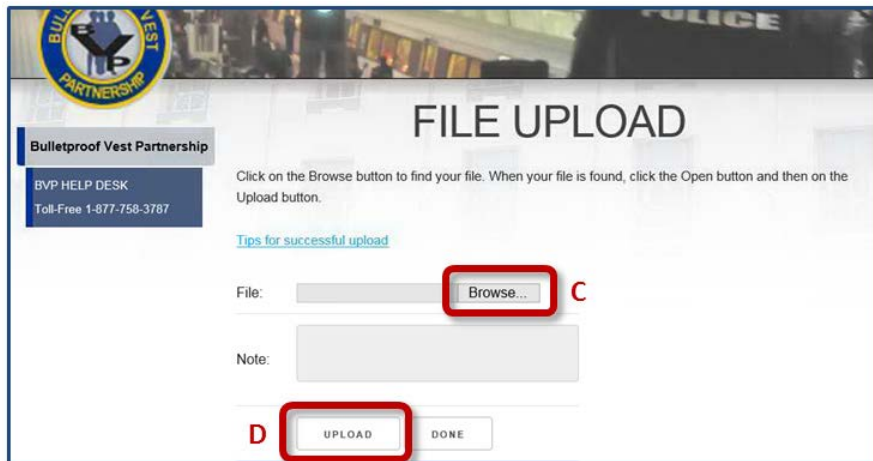
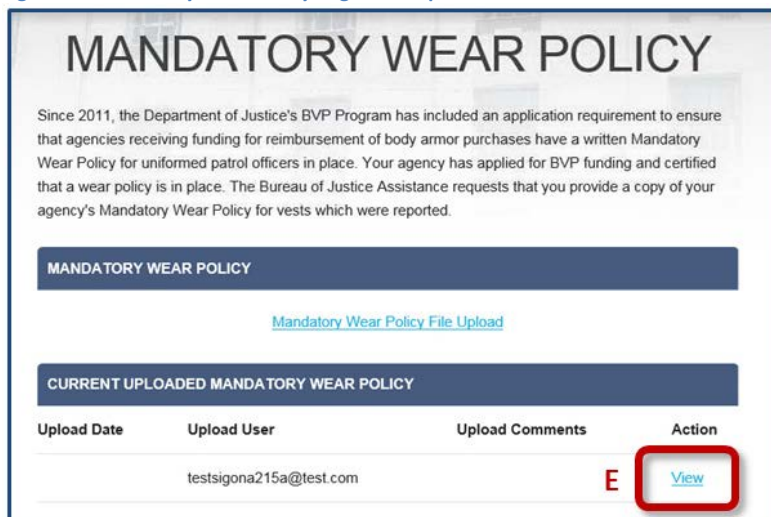


Figure 63 Mandatory Wear Policy Page with Uploaded Document



Mandatory Wear Policy – Jurisdiction Users

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/FAQsBVP MandatoryWearPolicy.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.

Submitting an Application – Jurisdiction Users

Figure 64 Application Section of the BVP Menu



Figure 65 Submit Application Page

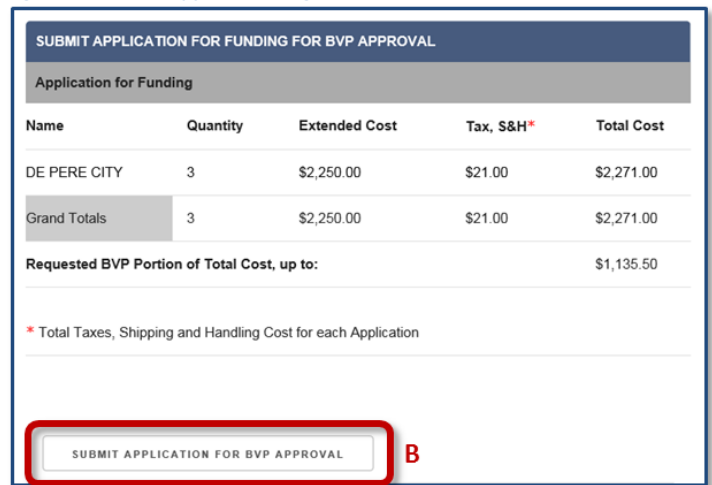


Figure 66 CEO Certification Page

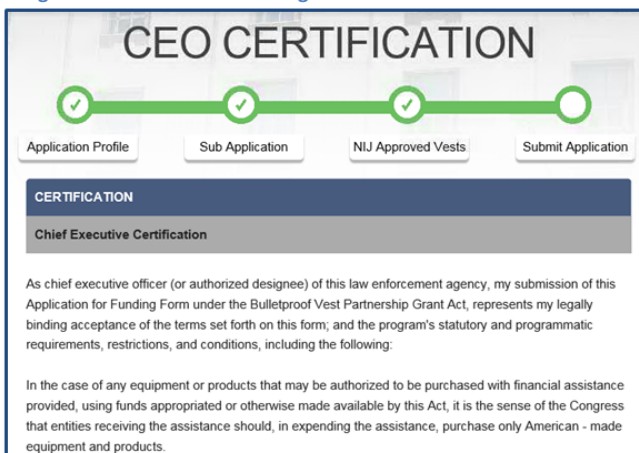


Figure 67 Signature Field at bottom of CEO Certification Page

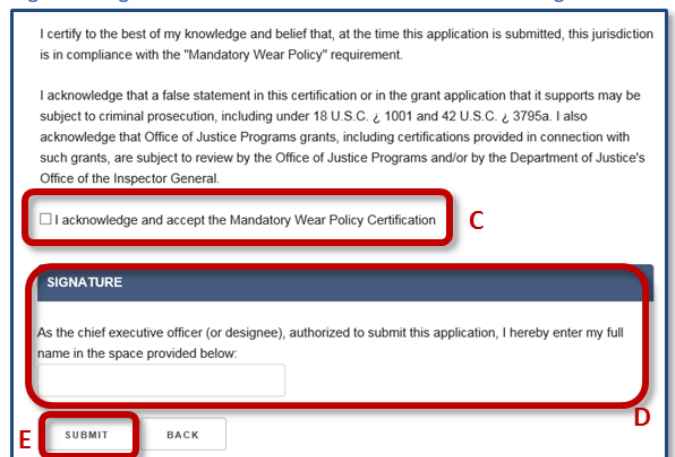
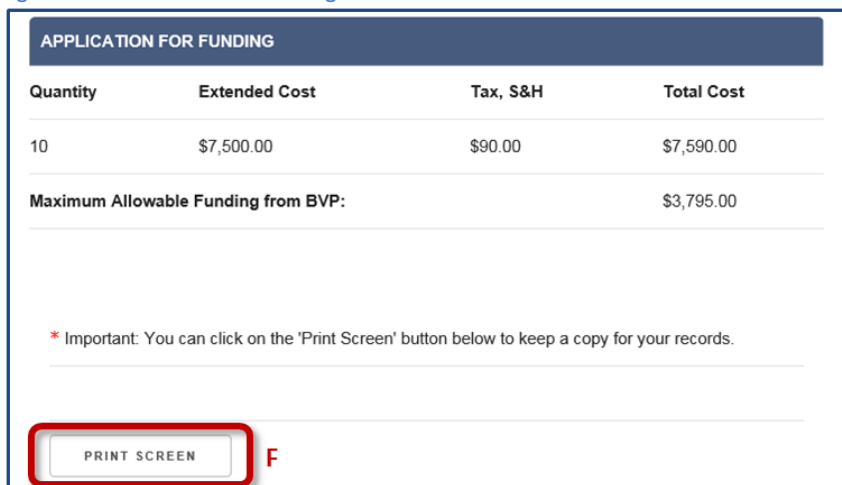


Figure 68 Successful Submission Page with Print Screen button at bottom



Submitting an Application – Jurisdiction Users

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.

Monitoring Status of a Submitted Application – Jurisdiction Users

Figure 69 Status Page

STATUS

This "Status" page shows any pending actions that must be completed prior to program deadlines. It also provides you with payment(s) status for tracking your requests for approved funds.

- Red !'s indicate your attention is needed in order to complete a task for action.

CURRENT ACTIVITY STATUS

Application	✓ Sent for BVP Approval	A	View Details
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CURRENT RECEIPTS SUMMARY

ATTN	No. of Receipts	Total Reported Vests	Total Reported Cost	Action
!	1	7	\$5,785.00	View Details

CURRENT PAYMENT REQUESTS

ATTN	Created Date	Total Amount Requested	Current Status	Status Date	Funding Type	Action
	10/20/2015	\$500.00	Sent for BVP Approval	10/20/2015	Regular Fund	View Details

JUR: TOWN, MA

[LOGOUT](#)

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Figure 70 Application Section of BVP Menu

2. Application

- 2.1 Application Profile
- 2.2 Manage Application
- 2.3 Review Application
- 2.4 Mandatory Wear Policy
- 2.5 Submit Application

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 Status of a Submitted Application – Jurisdiction Users

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.