



Body Worn Camera - CJD
Funding
Requesting to Apply for funding
Announcement
Still in process of writing grant

Office of the Governor

Criminal Justice Division

Funding Announcement:

Body-Worn Camera Program,

Third-Round Funding Announcement

December 1, 2017

Opportunity Snapshot

Below is a high-level overview. Full information is in the funding announcement that follows.

Purpose

The purpose of this program is to aid municipal police departments and county sheriffs' offices in establishing or enhancing body-worn camera (BWC) programs.

Eligible Purpose Areas

Projects under this funding announcement are classified as: General Criminal Justice System Support – General Operational Support.

Organizational Eligibility

Applications may be submitted by municipal governments or counties who operate municipal police departments or county sheriff's departments that employ officers who are engaged in traffic or highway patrol, otherwise regularly detain or stop motor vehicles, or are primary responders to calls for assistance from the public. Governments that received prior CJD body-worn camera grants are eligible to apply under this funding announcement, but will be given lower priority than first-time applicants.

Project Periods

Projects may not exceed a 12-month period.

Budget

There is no minimum or maximum budget under this program.

Match

Grantees must provide matching funds equal to 20% of the total project cost. The match requirement can be met through cash or in-kind contributions. Match funds may not be in the form of discounts or contributions from camera or storage vendors.

Process

Applications under this funding announcement must be submitted in eGrants at: eGrants.gov.texas.gov.

Timelines

Action	Date
Funding Announcement Release	10/01/2017
Online System Opening Date	12/18/2017
Final Date to Submit an Application	02/20/2018 at 5:00PM CST
Earliest Project Start Date	06/01/2018
Latest Project End Date	09/01/2018

Contact Information

For more information, contact the eGrants help desk at eGrants@gov.texas.gov or (512) 463-1919.

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Body-Worn Camera Program

Overview of Application Process

Applicants should carefully review the application process as outlined below. CJD will not consider applications that fail to adequately address the application requirements and prompts.

- ❑ **Step 1 – Review eligibility and requirements:**
 - The Eligibility section outlines who may apply, which purpose areas will be considered, and the expenses and activities eligible to be included.
 - The Program-Specific Details section has information on timelines, reporting, and funding.
 - The Standard CJD Requirements section addresses application and project requirements.
- ❑ **Step 2 – Develop your project:** Special, abbreviated application procedures apply to this program. See the Special Application Procedures section for more information.
- ❑ **Step 3 - Apply in eGrants:** Compile and submit your grant application via eGrants, at <http://eGrants.gov.texas.gov>. For more instructions and information, see *How to Apply for a CJD Grant*, available at <http://gov.texas.gov/cjd/resources>.
- ❑ **Step 4 - Funding Decisions and Grant Acceptance:** Await the funding decision, which is provided through a grant award or other notice from CJD. If you receive an award, complete the acceptance process to access funds.

Application Resources

CJD has published several resources to assist applicants in understanding and applying for funding, all of which can be found at <http://gov.texas.gov/cjd/resources>

- *Guide to Grants:* CJD policies and guidance on common grant issues.
- *Grantee Conditions and Responsibilities:* A compendium of CJD and Homeland Security Grants Division policies for all grantees.
- *Standard Certifications and Requirements:* CJD's standard requirements that the Authorized Official must certify upon applying for a grant.

See the Special Application Procedures section for special application instructions under this funding announcement.

Eligibility

Eligible Organizations

Applications may be submitted by municipal governments or counties who operate municipal police departments or county sheriff's departments that employ officers who are engaged in traffic or highway patrol, otherwise regularly detain or stop motor vehicles, or are primary responders to calls for assistance from the public. Governments that received previous body-worn camera grants from CJD are

eligible for additional funds under this funding announcement, but will receive lower priority than first-time applicants. (See Chapter 1701, Occupations Code, Subchapter N as amended by SB 158, 84th Legislature.)

Eligible Activities and Costs

Grant funds are restricted to the cost of body-worn cameras, digital video storage, and retrieval systems or services. CJD will not pay for any service or subscription-based support that exceeds the cost prorated to the one-year project period.

Grant funds must be used to equip officers employed directly by a municipal police department or a county sheriff's office who are regularly engaged in traffic or highway patrol, otherwise regularly detain or stop motor vehicles; or are primary responders who respond directly to calls for assistance from the public. Funds may not be used to equip officers employed by other agencies that are not eligible for this funding.

The Texas Department of Information Resources (DIR) has negotiated discounted prices on body camera equipment with several different vendors. Contacts and prices may be viewed at this link:

<http://dir.texas.gov/View-Search/Contracts.aspx?keyword=body%20cameras> . For more information, contact Dana L. Collins at dana.collins@dir.texas.gov or 512-936-2233. DIR is also actively seeking agencies wishing to test a cloud-based video storage system and may offer incentives to participate. For more information, contact Tere Shade at terese.shade@dir.texas.gov or 512-475-4700.

Ineligible:

Projects funded under this announcement may not be used to support the unallowable services, activities, and costs listed in the *Guide to Grants* (available at <http://gov.texas.gov/cjd/resources>) and:

1. Salaries;
2. Indirect costs;
3. Costs ancillary to the purchase of cameras, storage, or the program operation, such as policy development, training costs, staff, or any other item determined ineligible or unreasonable by CJD; and
4. Any other prohibition imposed by federal, state or local law or regulation.

Eligible Purpose Areas

- Projects under this funding announcement are classified under the General Criminal Justice System Support – General Operational Support purpose area.

Program-Specific Details

Timeline

Action	Date
Funding Announcement Release	12/01/2017
Online System Opening Date	12/18/2017
Final Date to Submit an Application	02/20/2018 at 5:00PM CST
Earliest Project Start Date	06/01/2018
Latest Project End Date	09/01/2018

Funding and Reporting Details

Category	Detail
Funds Available	Up to \$2 million ¹
Budget Minimum	None
Budget Maximum	None
Match Requirement	20% of total project cost ²
Project Period	May <i>not</i> exceed 12 months
Program Income Method	Deduction (if applicable)
Funding Source	Funds are authorized under SB 158 and appropriated in Sec. 18.73 of the General Appropriations Act of the 84th Legislature.
Financial Reporting	At least quarterly, submitted via Financial Status Reports in eGrants
Financing Method	Reimbursement-for-costs basis
Progress Reporting	Close-out reports (see below)

- 1) Awards are dependent on funds remaining from the original legislative appropriation for this program.
- 2) Total project cost is the aggregate of OOG grant funds, cash match, and in-kind match. Go to the Guide to Grants, available at <http://gov.texas.gov/cjd/resources> for more information.

Close-Out Reports

Grantees must submit an online report to the Texas Commission on Law Enforcement (TCOLE) at <https://www.tcole.texas.gov/> within 30 days of the date the grantee submits its final request for reimbursement to CJD (indicating that all purchases are complete). As a condition of funding, each grantee must file follow-up reports via the TCOLE website 12, 24, and 36 months later, for a total of three annual reports. Each of these reports will include information covering the previous 12 months:

1. Any expenditures on cameras during the previous year, including the make, model and cost of cameras;
2. Any expenditures on video storage during the previous year, including the method and cost of video storage and the amount of storage required;
3. Impact evaluation information including the following incidents during the previous year:
 - a. number of public complaints filed against officers or the agency;
 - b. number of public complaints sustained (i.e. those that were not dismissed);
 - c. number of use of force incidents (as defined by the applicant);

- d. number of arrests for resisting arrest, search, or transportation (Texas Penal Code Sec. 38.03);
- e. number of arrests for evading arrest or detention (Texas Penal Code Sec. 38.04);
- f. number of arrests for hindering apprehension or prosecution (Texas Penal Code Sec. 38.05); and
- g. number of arrests for interference with public duties (Texas Penal Code Sec. 38.15).

Special Application Procedures

Applications under this program are exempt from filling out many parts of the eGrants application:

- **Profile tabs:** All information required.
- **Narrative tab:** Only the “Fund Source Information and Requirements” section is required. Applicants are not required to fill out the “Project Narrative” sections.
- **Activities tab:** Applicants should select “General Operational Support” under “General Justice System Support” as their purpose area. Applicants should select “Body-Worn Camera Program Implementation” as 100% of their activities.
- **Measures tab:** No information required.
- **Budget tab:** All information required.
- **Documents tab:** All information required.

Program-Specific Requirements

District attorney coordination letter: Before an applicant can receive reimbursement funds, they must upload a letter from the local district attorney expressing that they actively use the evidence created through the use of body cameras and will participate in the law enforcement agency’s BWC policy development. More information and a sample resolution are available at <http://gov.texas.gov/cjd/bodycams>.

Governing board letter: Before an applicant can receive reimbursement funds, they must upload a copy of a resolution from their governing body designating an individual as the responsible official for the grant, committing to work with the District Attorney in the development of BWC policies and trainings and granting access to video evidence. The resolution must also contain a commitment to maintain the cameras and equipment purchased under the grant for at least three years, and an estimated budget needed to accomplish that. More information and a sample resolution are available at <http://gov.texas.gov/cjd/bodycams>.

Statutory requirements: Chapter 1701, Occupations Code, Subchapter N governs this grant program as well as the use of body-worn cameras by law enforcement in general. CJD strongly encourages all applicants to read this statute prior to applying for funds as it contains other legal requirements as well as criminal penalties for certain unapproved releases of digital information. It is critical that all law enforcement agencies using body-worn cameras have a clear understanding of this statute and all rules governing these programs as they are both state law and conditions of funding.

Department policies: A grantee, before CJD can reimburse for any costs, must have developed and have in place all policies required under Subchapter N, Chapter 1701, Occupations Code, including the policy required under Sec. 1701.655. Such a policy must ensure that cameras are activated only for law enforcement purposes and must include:

1. Guidelines for when a peace officer should activate a camera or discontinue a recording in progress, including the need for privacy in certain situations or locations;
2. Provisions relating to data retention, including a minimum retention period of 90 days;
3. Provisions relating to storage of video and audio, including backup copies and data security;
4. Guidelines for public access, through open records requests, where the recordings are public information;
5. Provisions entitling an officer to access any recording of an incident involving that officer prior to being required to make a statement;
6. Procedures for supervisory or internal review;
7. The methods for handling and documenting equipment and malfunctions of equipment;
8. A provision that law enforcement officers may not be required to keep a body-worn camera activated for the full period of their duty shift; and
9. All policies adopted must be consistent with the Federal Rules of Evidence and the Texas Rules of Evidence.

TCOLE has developed model policies for publication available at <https://www.tcole.texas.gov/content/body-worn-cameras> which may be helpful in establishing agency policies. All policies adopted by grantees must abide by any minimum standards established by TCOLE.

Training: All officers who will be equipped with cameras purchased under the program must be trained before doing so in official duty and CJD cannot reimburse any costs until this training has occurred. Such training must comply with the requirements of Sec. 1701.656, Occupations Code, which requires that, prior to operating a body-worn camera program, the grantee must train the officers who will wear the cameras as well as any other personnel who will come into contact with the video and audio data obtained through the program.

To assist law enforcement agencies in this task, TCOLE has developed training programs for the use of body-worn cameras. Law enforcement agencies, however, may use their own training, that of another agency or department, an existing training curriculum, or that of TCOLE to satisfy the requirements of this program. However, all such training must meet any minimum standards established by TCOLE.

Sustainment: Grantees must agree to maintain the equipment, replace broken or nonworking equipment, and maintain adequate digital video storage for a period of not less than three years from the date of final grant award.

Research and Reference Material on Body-Worn Cameras

The Bureau of Justice Assistance has developed a Body-Worn Camera Toolkit that serves as a clearinghouse for information and available research on these programs. The toolkit includes a large set of reports and information including guidance, research, and project evaluations. Much of the information below about resources is excerpted from BJA's toolkit. The toolkit can be found at:

<https://www.bja.gov/bwc/>

There are several useful resources on body-worn cameras (BWC). The Police Executive Research Forum (PERF) and the Office of Community Oriented Policing Services (COPS) Office published a report in 2014 that examined key issues and offered policy recommendations. The report was based on survey responses from 254 agencies, interviews with 40 law enforcement executives who have implemented BWCs, and outcomes from a one-day conference held on September 11, 2013, that included more than 200 law enforcement executives, scholars, and experts. In April 2014, the Office of Justice Programs Diagnostic Center published a report that described the core issues surrounding the technology and examined the state of research on those issues (White, 2014). In March 2014, the National Institute of Justice (NIJ) published a market survey that compared BWC vendors across a range of categories. There is also a growing number of published evaluations that examine the implementation, impact, and consequences of body-worn cameras. The BJA web site and toolkit is intended to be a clearinghouse of the latest available research, reports, and knowledge on the technology.

For additional information, see:

- BJA offers a variety of technology resources including a Market Survey on Body-Worn Cameras compares the different commonly available cameras against a variety of technology capabilities. <https://www.bja.gov/bwc/Topics-Technology.html>
- Police Executive Research Forum (PERF) for the Office of Community Oriented Policing Services, Implementing a Body-Worn Camera Program: Recommendations and Lessons Learned: <http://www.justice.gov/iso/opa/resources/472014912134715246869.pdf>
- Office of Justice Programs Diagnostic Center, Police Officer Body-Worn Cameras: Assessing the Evidence: https://ojpdiagnosticcenter.org/sites/default/files/spotlight/download/Police_Officer_Body-Worn_Cameras.pdf
- National Law Enforcement and Corrections Technology Center (NLECTC) for the National Institute of Justice, Primer on Body-Worn Cameras for Law Enforcement: <https://www.justnet.org/pdf/00-Body-Worn-Cameras-508.pdf>

Standard CJD Requirements

When accepting an award under this funding announcement, the grantee agrees to comply with a variety of state and federal laws and regulations, including requirements related to Uniform Crime Reports, criminal history reporting, and immigration and customs enforcement requests. For more information see the following documents, available at <http://gov.texas.gov/cjd/resources>.

- *Standard Certifications and Requirements*
- *Grantee Conditions and Responsibilities*
- *Guide to Grants*

Selection Process

Application screening and grant review: CJD will review all applications to ensure that they meet the requirements included in the funding announcement. Applications that meet those requirements will be reviewed for reasonableness of cost.

Final decisions – all projects: The executive director will consider the grant review along with other factors and make all final funding decisions. Other factors may include cost effectiveness, overall funds availability, CJD or state government priorities and strategies, legislative directives, need, geographic distribution, balance of focuses and approaches, or other relevant factors.

CJD may not fund all applications or may only award part of the amount requested. Per Rule 3.9 of the Texas Administrative Code, all funding decisions made by the executive director are final and are not subject to appeal. The receipt of an application by CJD does not obligate CJD to fund the grant or to fund it at the amount requested.

Announcements

After CJD makes final funding decisions, each applicant will receive either an unfunded notice or a preliminary decision notification or final grant award.

About CJD

Our mission at the Criminal Justice Division is to direct much needed resources to those who are committed to making Texas a safer place and those who help victims of crime to recover and feel safe again. In carrying out this mission, we are committed to helping our grantees by actively finding ways for them to accomplish their goals and by making sure that we always have our eye to identifying the approaches that work best. We envision positive and beneficial working relationships with our grantees where we provide as much assistance as is needed and where we are always ready with answers, not burdensome restrictions or requirements.

CJD will make over \$275 million in funding available to hundreds of organizations during state fiscal year 2018 for juvenile justice, delinquency prevention, victims services, law enforcement, prosecution, courts, specialty courts, prevention of child sex trafficking, and other types of projects to benefit Texans.

TEXAS LIABILITY INSURANCE CARD

COMPANY PHONE NO. COMPANY COMMERCIAL PERSONAL
228 National Union Fire Ins. Co. of Pittsburgh (NAIC No. 19445)
POLICY NUMBER EFFECTIVE DATE EXPIRATION DATE
7093440 1/1/2018 1/1/2019
YEAR MAKE/MODEL VEHICLE IDENTIFICATION NUMBER
AGENCY ALL OWNED / LEASED VEHICLES ALL OWNED / LEASED VEHICLES
AGENCY PHONE NO.
Frenkel & Company 212-488-0200
350 Hudson Street
New York., NY 10014
INSURED

Total E&P USA Operating, LLC
5665 E 1st Street
Fort Worth., TX 76103

This policy provides at least the minimum amounts of liability insurance required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicle and named insureds and may provide coverage for other persons and other vehicles as provided by the insurance policy.

SPANISH TRANSLATION TRADUCCION DE ESPANOL

Tarjeta de Seguro de Responsabilidad de Texas Guarde esta tarjeta.

IMPORTANTE: Esta tarjeta o una copia de su póliza de seguro debe ser mostrada cuando usted solicite o renueve su:

- registro de vehículo de motor
- licencia para conducir
- etiqueta de inspección de seguridad para su vehículo.

Puede que usted tenga también que mostrar esta tarjeta o su póliza de seguro si tiene un accidente o si un oficial de la paz se la pide.

Todos los conductores en Texas deben de tener seguro de responsabilidad para sus vehículos, o de otra manera llenar los requisitos legales de responsabilidad civil. Fallo en llenar este requisito pudiera resultar en multas de hasta \$1,000, suspensión de su licencia para conducir y de su registro de vehículo de motor, y la retención de su vehículo por un período de hasta 180 días (a un costo de \$15 por día).

Texas Liability Insurance Card Keep this card.

IMPORTANT: This card or a copy of your insurance policy must be shown when you apply for or renew your:

- motor vehicle registration
- driver's license
- motor vehicle safety inspection sticker.

You also may be asked to show this card or your policy if you have an accident or if a peace officer asks to see it.

All drivers in Texas must carry liability insurance on their vehicles or otherwise meet legal requirements for financial responsibility. Failure to do so could result in fines up to \$1,000, suspension of your driver's license and motor vehicle registration, and impoundment of your vehicle for up to 180 days (at a cost of \$15 per day).

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ACORD 50 TX (2008/11)

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Print This Page

Agency Name: Johnson County
Grant/App: 3605401 **Start Date:** 10/1/2018 **End Date:** 9/30/2019

Project Title: Johnson County Body Worn Camera Program Phase 2
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
756001030

Application Eligibility Certify:

Created on:2/5/2018 4:59:17 PM By:Troy Fuller

Profile Information

Applicant Agency Name: Johnson County
Project Title: Johnson County Body Worn Camera Program Phase 2
Division or Unit to Administer the Project: Sheriff's Office
Address Line 1: 1102 E. Kilpatrick
Address Line 2:
City/State/Zip: Cleburne Texas 76031-1353
Start Date: 10/1/2018
End Date: 9/30/2019

Regional Council of Governments(COG) within the Project's Impact Area: North Central Texas Council of Governments
Headquarter County: Johnson
Counties within Project's Impact Area:

Grant Officials:

Authorized Official

User Name: Roger Harmon
Email: countyjudge@johnsoncountytexas.org
Address 1: 2 North Main
Address 1:
City: Cleburne, Texas 76033
Phone: 817-556-6360 Other Phone:
Fax: 817-556-6359
Title: The Honorable
Salutation: Judge
Position: County Judge

Project Director

User Name: Troy Fuller
Email: troy@johnsoncountytexas.org
Address 1: 1102 E. Kilpatrick
Address 1:
City: Cleburne, Texas 76031
Phone: 817-556-6058 Other Phone: 817-240-6793
Fax: 817-556-6051
Title: Mr.
Salutation: Lieutenant
Position: Administrative Lieutenant

Financial Official

User Name: Barbara Huneidi
Email: bhuneidi@johnsoncountytexas.org
Address 1: 2 NORTH MAIN ST
Address 1:
City: CLEBURNE, Texas 76033
Phone: 817-556-6307 Other Phone: 817-556-6305
Fax: 817-556-6075
Title: Ms.
Salutation: Ms.
Position: Grants Auditor

Grant Writer

User Name: Troy Fuller
Email: troy@johnsoncountytexas.org
Address 1: 1102 E. Kilpatrick

Address 1:**City:** Cleburne, Texas 76031**Phone:** 817-556-6058 Other Phone: 817-240-6793**Fax:** 817-556-6051**Title:** Mr.**Salutation:** Lieutenant**Position:** Administrative Lieutenant**Grant Vendor Information****Organization Type:** County**Organization Option:** applying to provide services to all others**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**
756001030**Data Universal Numbering System (DUNS):****Narrative Information****Introduction**

Information related to this program is in the CJD [funding announcement](#) for the Body-Worn Camera Program.

Section 1: Program-Specific Questions**A. Uploads**

In the Summary.Upload Files subtab of this application, please upload a letter from the local district or county attorney who prosecutes felony crimes in your jurisdiction expressing that they intend to actively use the evidence created through the use of body cameras and will participate in the law enforcement agency's BWC policy development.

If applicable, also upload a letter from the county sheriff regarding participation in U.S. Department of Homeland Security programs (see below under Certifications "J").

Before filing for reimbursement funds under this grant program, upload a copy of a resolution from the governing body of the applicant containing the text of the sample resolution available [here](#).

B. Project Information

Proposed number of officers to be equipped:

40

Number of cameras to purchased in project budget (number reported cannot exceed the number of officers equipped):

40

C. Organization Information

The number of licensed officers directly employed by the applicant agency:

93

The number of licensed, front-line officers who are engaged in traffic or highway patrol or otherwise regularly detain or stop motor vehicles, or are primary responders who respond directly to calls for assistance from the public:

56

Section 2: Certifications

In addition to the requirements found in existing statute, regulation, and the funding announcement, this program requires applicant organizations to certify compliance with the following:

A. Eligible Grantees and Eligible Personnel to Equip

Applicant assures that grant funds will be used only to equip full-time, paid officers of a municipal police department or sheriff's office, who are engaged in traffic or highway patrol, otherwise regularly detain or stop motor vehicles; or are primary responders who respond directly to calls for assistance from the public.

B. Eligible Purchases

Applicant assures that grant funds will be used only to purchase body-worn cameras, digital video storage, and retrieval systems or services; that grant funds will only be used to purchase a maximum of one year's service, support, or warranty separate from the equipment or video services; and grant funds will not be used to fund the salary or pay of any employee.

C. Equipment Standards

To maximize the effectiveness of purchased BWCs, applicant assures that cameras will meet the minimum standards set forth by DOJ in the "Body-Worn Camera Pilot Implementation Program Competitive Grant Announcement".

D. Sustainability Requirement

Applicant assures that it will maintain the cameras and video storage systems purchased with grant funds for a period of three years after their purchase. If the applicant purchases replacement cameras or video storage systems with other funds, this requirement shall be satisfied if the applicant maintains at least the number of operable cameras funded under this grant.

E. Reporting Requirements

Applicant assures that it will file reports with the Texas Commission on Law Enforcement regarding arrest statistics, expended project funds and other required information at the time of and then 12, 24, and 36 months after submitting the final request for reimbursement to the Criminal Justice Division.

F. Contract Management

Grantees must be able to ensure that contractors comply with all applicable rules and regulations.

G. CJD Regulations

Grantees must comply with the standards applicable to this funding source cited in the Texas Administrative Code (1 TAC Chapter 3), and all statutes, requirements, and guidelines applicable to this funding.

H. Uniform Crime Reports

Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

I. Criminal History Reporting

The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2010 through 2014.

J. Immigration and Customs Enforcement Requests

The full text of this certification can be found [here](#). To be in compliance with this requirement, any county or municipal government that includes a department that detains individuals after arrest for a criminal violation must provide a letter signed by the head of each such department certifying to the requirements. This letter may be used for any application submitted to OOG for a period of up to two years from the date it is signed. If that period expires during the project period of any grant, the grantee must submit an updated letter for each such grant to remain in compliance with this requirement.

All applicants must select one of the following options:

Applicant is not a county or municipal government.

Applicant is a county or municipal government and does not include any department that detains individuals after arrest for a criminal violation at any time.

Applicant is a county or municipal government that includes department(s) that detain individuals after arrest for a criminal violation. Letters certifying compliance and signed by the heads of all such departments have been uploaded to this application.

Applicant is a county or municipal government that includes department(s) that detain individuals after arrest for a criminal violation. The Authorized Official has read the certification found at http://gov.texas.gov/cjd/dhs_detainerrequest. Further, the Authorized Official will not be submitting signed letters certifying compliance from the heads of all such departments and understands that failure to comply with this certification may result in OOG, at its sole discretion, rejecting this application and any other application from the relevant county or municipal government.

K. Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Randy Gillespie

Enter the Address for the Civil Rights Liaison:

2 North Main Street, Cleburne, TX 76033

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

817-556-6350

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the CJD Funding [Announcement-amended](#) and CJD [Comprehensive Certification and Assurances](#) to be eligible for this program.

I certify to **all** of the above requirements.

Project Abstract :

The purpose of the Johnson County Body Worn Camera Program (also referred to as BWC program) is to serve the residents primarily residing in the unincorporated areas of Johnson County. In 2014, there were 72,962 calls for service in Johnson County with 26,658 or 37% of those calls being handled directly by the Sheriff's Office. The primary objective of the program is to promote transparency and accountability on the behalf of deputies, the community, and to establish a comprehensive policy and training program on the use of the body-worn camera. The use of the body-worn camera creates a more professional environment, acts as an "unbiased and impartial" witness to crime scene investigations, assists in the prosecution of criminal cases, and presents credible and reliable "first hand" accounting to an incident as it occurs.

Problem Statement :

The Uniformed Division handle calls for service that range from minor harassment incidents to homicide scenes. On average there are six to eight patrol deputies that are working at any given time providing 24 hour coverage to the citizens of Johnson County. Johnson County covers more than 700 square miles and the response to calls is often handled by a single deputy until a backup unit is available to respond. It is during these times that officer safety is most at risk and decision making is critical. It's essential that all scenes be documented for potential evidentiary reasons, whether it consists of verbal testimony or collection of physical evidence. Regardless of the type offense committed, interactions with the scene or public can be of vital importance to not only the ongoing investigation but also the successful prosecution of criminal cases. The Johnson County Sheriff's Office is represented in all but four school districts in Johnson County, which are established School Resource Officer (SRO) and Absent Student Assistance Program (ASAP), programs. These programs access nearly 24,000 students throughout Johnson County, and Deputy/Student interactions, whether mentoring, counseling, or enforcement occurs multiple times daily both on and off campus. The Sheriff's Office began the implementation of a body-worn camera Program specifically for the SRO-ASAP Deputies, which faltered based on poor equipment and technical support. The Johnson County Sheriff's Office has actively used the in car video systems to record events such as traffic stops, field interviews, and other public interactions. The use of the in car systems has been an asset and while it has assisted in many ways it has limitations on its capabilities. These limitations are based on the proximity that the body microphone has to be to the primary unit (car unit) to record communication. This results in most of the interactions between the deputies and the community relying heavily on "memory retention" to recall details at the scene of an incident or during normal interactions or "police contacts". The memory recall of the incident is at times fallible, not based on the deputy's intent or failure, but simply based on the scene activity and that the deputy may be handling multiple facets on one incident scene. The ability of a responding deputy to get the facts right is the utmost in importance. Interactions between the deputy and the public are ever present and occurring multiple times a day and during each of these contacts information is being exchanged or there is a potential action that comes about as a result of the contact. It is imperative that the Sheriff's Office maintain a high standard of accountability and transparency in working with the community to address issues of complaint, but also maintain the highest standards in making sure that the information is absolute and credible. It has been found through multiple reviews of agencies implementing a Body Worn Camera program that the number of "Use of Force" incidents has been significantly reduced, and that the number of citizen complaints demonstrated that same reduction. The implementation of the Body Worn Camera Program in Johnson County has created accountability within the Deputy/Citizen interactions with an established program that the deputies are aware of the incident being recorded (backed by training and policy) and the public to be aware that the interactions are being recorded through public education on the program. Our goal in this program is to increase professionalism in the agency and to provide professional services to the communities we serve. The current standard is to take a written complaint from the complaining party and then investigate by interviewing potential witnesses, involved parties, or affected employees. It notably makes a tremendous difference in the complaint process when a situation is audio or videotaped accurately depicting the sequence of events. The use of Body Worn Cameras has over the past year demonstrated its reliability in documenting the interactions between deputies and citizens, and making it possible to revisit interactions with a victim or witness to make sure that all is accurately documented. The Johnson County Sheriff's Office is seeking to improve its BWC Program to add Wi-Fi units so that data from the uniformed Division is automatically downloaded onto the proprietary server and stored in the EL4 library. This will provide direct benefits in the transfer of digital evidence and aid in the investigative process.

Supporting Data :

The purpose of the Johnson County Body Worn Camera Program is to serve the residents primarily residing in the unincorporated areas of Johnson County. In 2014, there were 72,962 calls for service in Johnson County with 26,658 or 37% of those calls being handled directly by the Sheriff's Office. The primary objective of the program is to promote transparency and accountability on the behalf of deputies, the community, and to establish a comprehensive policy and training program on the use of the body-worn camera. The use of the body-worn camera creates a more professional environment, acts as an "unbiased and impartial" witness to crime scene investigations, assists in the prosecution of criminal cases, and presents credible and reliable "first hand" accounting to an incident as it occurs. The Johnson County Sheriff's Office is compliant in providing Brady Material and strives to collect and gather all information available at the scene to document the "facts" of the case. It has always been a practice of the Johnson County Sheriff's Office to take written statements, conduct interviews and interrogations, photograph, sketch, and video tape crime scenes. The use of Body Worn Camera places all of these scene practices into a format that depicts accurate accounts of what transpired at a scene, which makes the body-worn camera an unbiased witness.

Project Approach & Activities:

The Uniformed Patrol Division handle calls for service that range from minor harassment incidents to homicide scenes. On average there are six to eight patrol deputies that are working at any given time providing 24 hour coverage to the citizens of Johnson County. Johnson County covers more than 700 square miles and the response to calls is often handled by a single deputy until a backup unit is available to respond. It is during these times that officer safety is most at risk and decision making is critical. It is essential that all scenes be documented for potential evidentiary reasons, whether it consists of verbal testimony or collection of physical evidence. Regardless of the type offense committed, interactions with the scene or public can be of vital importance to not only the ongoing investigation but also the successful prosecution of criminal cases. The Johnson County Sheriff's Office is represented in all but four school districts in Johnson County, which are established School Resource Officer (SRO) and Absent Student Assistance Program (ASAP), programs. These programs access nearly 24,000 students throughout Johnson County, and Deputy/Student interactions, whether mentoring, counseling, or enforcement occurs multiple times daily both on and off campus. The Sheriff's Office began the implementation of a body-worn camera Program specifically for the SRO-ASAP Deputies, which faltered based on poor equipment and technical support. The Johnson County Sheriff's Office has actively used the in car video systems to record events such as traffic stops, field interviews, and other public interactions. The use of the in car systems has been an asset and while it has assisted in many ways it has limitations on its capabilities. These limitations are based on the proximity that the body microphone has to be to the primary unit (car unit) to record communication. This results in most of the interactions between the deputies and the community relying heavily on "memory retention" to recall details at the scene of an incident or during normal interactions

or "police contacts". The memory recall of the incident is at times fallible, not based on the deputy's intent or failure, but simply based on the scene activity and that the deputy may be handling multiple facets on one incident scene. The ability of a responding deputy to get the facts right is the utmost in importance. Interactions between the deputy and the public are ever present and occurring multiple times a day and during each of these contacts information is being exchanged or there is a potential action that comes about as a result of the contact. It is imperative that the Sheriff's Office maintain a high standard of accountability and transparency in working with the community to address issues of complaint, but also maintain the highest standards in making sure that the information is absolute and credible. It has been found through multiple reviews of agencies implementing a Body Worn Camera program that the number of "Use of Force" incidents has been significantly reduced, and that the number of citizen complaints demonstrated that same reduction. The intent of the Body Worn Camera Program in Johnson County is to create accountability within the Deputy/Citizen interactions with an established program that the deputies are aware of the incident being recorded (backed by training and policy) and the public to be aware that the interactions are being recorded through public education on the program. Our goal in this program is to increase professionalism in the agency and to provide professional services to the communities we serve. The current standard is to take a written complaint from the complaining party and then investigate by interviewing potential witnesses, involved parties, or affected employees. It notably makes a tremendous difference in the complaint process when a situation is audio or videotaped accurately depicting the sequence of events. There are also situations that occur that would be beneficial as training aids to other deputy's in performing their duties and instilling sound officer safety practices. The use of Body Worn cameras provide an accurate account of not only interactions with the community in general, but equally in importance is the interaction with potential victims of a criminal offense, witnesses to an incident, and persons suspected of committing an offense. Over time the question of eyewitness accounts has become more scrutinized requiring additional practices and procedures to make sure that testimony is absolute and correct. The use of the Body Worn Camera allows prosecutors to view the incident "as it happened" and to be less reliant on information that has been passed on (memory retention), which validates the information throughout the criminal justice process. In turn this video can be presented in court to jurors so that they can review video that is not biased and has the ability to

Capacity & Capabilities:

Currently the Johnson County Sheriff's Office utilizes a proprietary server with the EL 4 (Evidence Library 4 software) that is compatible with the Watch Guard Wi-Fi Vista Body Camera, which is the proposed unit of this project. In implementing the proposed camera, the Watch Guard Wi-Fi systems it will allow a seamless flow in the initial storage of data to be compliant with state retention guidelines by using the already established EL 4 Software and dedicated Server. The capacity of the majority of the Body Worn Cameras including the Watch Guard Wi-Fi Vista is 32 GB per camera. This equates out to possible 2.1 TB of video (at the most extreme emergency, with all Body Worn Camera being utilized to max capacity in one day) being placed on the dedicated Server. The Server is capable of obtaining this data by Data Cable and by Wi-Fi, whereas the current Vista units have to be placed into a transfer station to download data to the server. The proposed 40 Vista Wi-Fi units function the same as the 4RE system and automatically download when in proximity of the Sheriff's Office. The streamed data will associate itself with other files with the same report numbers automatically. The 4RE Server Currently has 4.38 TB of data stored, with a current storage capacity of 15TB. This overall Storage Capacity is upgradeable by the addition of Server Hard Drive Units by IT. The system is also upgradeable by use of Cloud Based Secure Storage or an SNAS or NAS Drive, which allows this system to meet future needs, as well. This data is normally available within an hour on the server once the BWC and or the WG Mobile Unit is synched to the 4RE System. The Johnson County Sheriff's Office in coordination with the IT Department purchased a blue ray robot recorder that allows expedited burning of CD-R and DVD-R to maintain DME.

Performance Management :

One of the primary objectives is "monitoring the performance" to measure the total amount of data being placed onto the proprietary server. This amount is accumulative of the video stored, which is both from in car video systems and body-worn cameras as both are stored to the proprietary server. This data audit will allow designated administrators to continually determine storage needs, RAM, antennas, connection, and other possible solutions to achieve optimum performance (data transfer/storage retention). This is completed by IT and designated Sheriff's Office administrators. BWC technology is new and is evolving. Steps must be taken to examine whether policies and protocols take into account new technologies, are in compliance with new laws, and reflect the most up-to-date research and best practices. Periodic assessments will also help determine whether current policies and practices are effective and are being adhered to. The review of downloaded video by deputies enables them to provide complete and accurate reports, as well as prepare for giving testimony at hearings, trials, or depositions. Training supervisors may review recordings of deputies in the Field Training Program in order to evaluate the progress of Probationary Police Officers through the Field Training Program. Supervisors designated by the Sheriff may authorize the retention of recordings beyond the standard 90-day period for administrative purposes. Additionally, supervisors have the management prerogative to review recordings of officers that have a pattern of allegations of misconduct. Investigators are responsible for reviewing digital evidence associated with their cases and for ensuring appropriate references are made within their documentation to the relevance of said recordings. The DME (Digital Media Evidence) provided by the body-worn camera are labeled by the category (criminal or non-criminal), offense type (predetermined categories), unit number, deputy, date/Time of recording, CAD (Computer Aided Dispatch) ID number, citation or report number, and defendants name. This labeling allows the system to be searched and allows DME to be stored and recovered to meet retention requirements. An audit will be conducted by the designated video administrator(s) which is to check for the required use and operation of the body-worn camera. The designated video administrator(s) will randomly select personnel that are assigned a body-worn camera and notify the supervisor of the employee that an audit has been requested. The supervisor will then note the date of the audit, offense type and number of videos reviewed, if applicable, the name of the officer assigned to the body-worn camera, and documentation of the deputies actions and specifically whether the body-worn camera equipment is being utilized properly. The audit findings will be documented on the Video Audit Form that will be submitted to and maintained by the designated video administrator.

Data Management:

The retention and destruction of DME (Digital Multimedia Evidence) shall be pursuant Texas Code of Criminal Procedure Article 2.135 (b) or following the guidelines established by the Texas State Library and Archives Commission (Section 2-1: Arrest and Offense Records otherwise listed as PS4125-05b Offense Investigation Records). All stored DME is subject to release in accordance with Chapter 552 of the Texas Government Code or applicable criminal statutes, or allowed to be released based on fact driven elements. Deputies shall be provided with at least one week's notice of any public requests made to review DME from their body-worn cameras. All request made under the Public Information Act will be directed to the Open Records Clerk or the Johnson County Attorney's Office. All data collected by the body-worn camera will be automatically downloaded to the Watch Guard Evidence Library 4 (EL 4/4RE; Also in car video Compatible) system. All body-worn cameras (Sheriff's Office issued) that are not compatible with the EL 4 shall be copied to a Digital Media format (CD, CDR, DVD, USB storage device) and turned into property clerk or deputy as evidence. All BWC camera recordings will be maintained in the Watch Guard EL 4 server for a period of not less than ninety (90) days. In order to comply with the retention requirements all offenses designated as "criminal offenses" shall be copied to a Digital Media format (CD, CDR, DVD, USB storage device) by the criminal investigator assigned to the case, deputy initiating offense report, or designated video administrators and turned into the property custodian as evidence. The collection of such

video evidence shall be documented by involved personnel in the RMS (Record Management System) that stores all written documentation to include, initial reports, supplemental reports, investigative reports, witness statements, photographs, crime loss forms, and submitted evidence logs. Class C offense recordings and recordings deemed necessary such as recordings that have resulted in an documented complaint will be maintained on the Watch Guard EL 4 system or transferred to other Digital Media format (CD, CDR, DVD, USB storage device), as will be all non- criminal offenses (to be monitored by designated video administrators). The designated video administrators shall monitor the overall effectiveness of the BWC Program and make recommendations to the Sheriff regarding policy updates. The designated video administrators shall have the additional responsibility of evaluating storage of DME to make sure that the system capabilities are sufficient and make recommendations to the Sheriff or designee regarding system updates. It is also the responsibility of the designated video administrators to prepare an annual report for the commission, as defined in Sec. 1701.653 of the Texas Occupations Code regarding the costs of implementing a body worn camera program, including all known equipment costs and costs for data storage.

Target Group :

The target audience for this program is all persons that not only reside in the unincorporated areas of Johnson County, but also all that may be victims, witnesses, suspects, or complainants or persons that may become affected by a police response while in the unincorporated areas of Johnson County. This applies to male or female persons, of any age.

Evidence-Based Practices:

The Johnson County Sheriff’s Office has initiated a comprehensive written policy that implements numerous best practices that were developed from agencies that have established BWC programs. The policy will continue to be a “work in progress” that will be enhanced and fine-tuned as the BWC program becomes more established and practices become more defined. The continued evaluation of the Johnson County BWC Program will be based on the input of deputies, administrators, prosecutors, court officials, and the community in a collaborative effort. The Johnson County Sheriff’s Office policy promotes accountability and transparency to aid in reducing the number of complaints as well as to assist in identifying and correcting internal problems. The body-worn cameras should be utilized to (1) collect evidence that can be used in the prosecution of criminal offenses, (2) record contacts with the public in order to secure unbiased evidence in connection with investigations, (3) allow for supervisory review to ensure that Sheriff’s Office policies and procedures are followed, and (4) capture footage that would be helpful for training. The policy gives consideration regarding privacy, such as when to record, consent to record, recording in private homes, and then how the data is stored, retained, and disclosed under the freedom of information act. Deputies assigned primarily to uniformed positions throughout the agency will be assigned a BWC. Use of the BWC within the community should be done in a manner that embraces public trust and continuity, and not inhibit the sharing of information by the community members. The policy follows best practices in requiring comprehensive training for all deputies on the use, operation, legal aspects, and maintenance checks. Training will be conducted annually to ensure that deputies are updated on current law and new emerging case law. Deputies will be encouraged to review video prior to making statements or reports in regards to incidents. In establishing the BWC Program in Johnson County careful financial considerations have been made in determining existing technology and finding methods to integrate the BWC Program. Johnson County already has an operational Watch guard proprietary server that runs the Evidence Library 4 software that addresses storage and retention needs. The addition of the automated Blu-ray robot writer, Primera Bravo Disc Publisher will allow for the transfer of DME to in a Blu-Ray format that will be maintained as required by law. In working with the prosecutor’s offices (County Attorney and District Attorney) and the Information Technology (IT) department we were able to develop how to store BWC recordings to meet mandated state retention requirements.

Project Activities Information

TCOLE Reporting

Upon submission of the final Financial Status Report (FSR), grantees will be required to submit a programmatic online report to the Texas Commission on Law Enforcement (TCOLE) within 30 days. Please check CJD’s [website](#) upon completion of the final FSR for a link to TCOLE’s reporting tool.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Body-Worn Camera Program Implementation	100.00	The Johnson County Body Worn Camera Program will be coordinated through the purchasing agent and the Johnson County Auditor to procure the body worn cameras. Currently this agency utilizes the 4RE in car video and Vista standard BWC units which are inclusive of the EL4 Library (Evidence Library 4). The acquisition of the Watchguard Wi-Fi Vista units will be implemented into the existing body worn camera program within 120 days from the time funds are released.

CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
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Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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Section 1: Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a resolution that contains the following:

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Section 2: Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

Yes

No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Section 3: Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Yes

No

N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

- Yes
 No
 N/A

Section 4: Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2018

Enter the End Date [mm/dd/yyyy]:

9/30/2019

Section 5: Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

703620

Enter the amount (\$) of State Grant Funds:

2304676

Section 6: Single Audit

Select the appropriate response below based on the Fiscal Year Begin Date as entered above.

For Fiscal Years Beginning Before December 26, 2014

Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

OR

For Fiscal Years Beginning On or After December 26, 2014

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

- Yes
 No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit [mm/dd/yyyy]:

9/30/2016

Section 7: Equal Employment Opportunity Plan

Type I Entity

Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity

- The applicant is exempt from the EEOP requirements required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302;
- the applicant must complete Section A of the Certification Form and send it to the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity

Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

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Requirements for a Type II Entity - Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Type III Entity

Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity - Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

- Type I Entity
 Type II Entity
 Type III Entity

Section 8: Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify
 Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

Fiscal Capability Information**Section 1: Organizational Information**

Enter the Year in which the Corporation was Founded:
 Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:
 Enter the Employer Identification Number Assigned by the IRS:
 Enter the Charter Number assigned by the Texas Secretary of State:

Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

- Yes
 No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

- Yes
 No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- Yes
- No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.
Enter your explanation:

Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes
- No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes
- No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.
Enter your explanation:

Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes
- No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes
- No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.
Enter your explanation:

Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- Yes
- No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.
Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Equipment	Network and Server Software	(40) Watch Guard Vista HD Wi-Fi extended capacity wearable cameras	\$90,200.00	\$0.00	\$0.00	\$0.00	\$90,200.00	40

	and/or Licenses	with up to 9 hours of continuous high definition recording. Unit includes one camera mount, 32 GB of storage, Wi-Fi docking base, charging base, and all cables. This package includes a 3 year no-Fault warranty, locking chest mount, and licensing for the EL4 (evidence library).					
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Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Equipment	\$90,200.00	\$0.00	\$0.00	\$0.00	\$90,200.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$90,200.00	\$0.00	\$0.00	\$0.00	\$90,200.00

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** lt1004