



Office of the Governor

Criminal Justice Division

Funding Announcement:

Body-Worn Camera Program,

***Third-Round Funding Announcement
(Amended)***

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 Start Date	09/01/2018

Contact Information

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

Table of Contents

Opportunity Snapshot.....	1
Overview of Application Process	3
Application Resources.....	3
Eligibility.....	3
Eligible Organizations.....	3
Eligible Activities and Costs.....	3
Eligible Purpose Areas.....	4
Program-Specific Details	5
Timeline	5
Funding and Reporting Details.....	5
Standard CJD Requirements	5
Selection Process	9
Announcements.....	9
About CJD	10

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.