

Agency Name: City of Killeen -- Police Department
Grant/App: 3645201 **Start Date:** 6/1/2018 **End Date:** 8/31/2018

Project Title: Body Worn Camera Program
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
17460015047006

Application Eligibility Certify:
Created on:2/16/2018 3:14:47 PM By:Alex Gearhart

Profile Information

Applicant Agency Name: City of Killeen -- Police Department
Project Title: Body Worn Camera Program
Division or Unit to Administer the Project: Staff Services Division
Address Line 1: 3304 Community Blvd.
Address Line 2:
City/State/Zip: Killeen Texas 76542-6381
Start Date: 6/1/2018
End Date: 8/31/2018

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

Grant Officials:

Authorized Official

User Name: Dennis Baldwin
Email: dbaldwin@killeentexas.gov
Address 1: 101 N. College Street
Address 1:
City: Killeen, Texas 76541
Phone: 254-501-7700 **Other Phone:**
Fax: 254-634-8399
Title: Mr.
Salutation: Mr.
Position: Assistant City Manager

Project Director

User Name: Karen Evans

Email: kevans@killeentexas.gov
Address 1: PO Box 1329
Address 1:
City: Killeen, Texas 76540
Phone: 254-501-7740 Other Phone:
Fax:
Title: Ms.
Salutation: Ms.
Position: Controller

Financial Official

User Name: Kitty Guerrero
Email: cvenzlauskas-guerrero@killeentexas.gov
Address 1: 3304 Community Blvd
Address 1:
City: Killeen, Texas 76542
Phone: 254-501-8952 Other Phone:
Fax: 254-200-7978
Title: Ms.
Salutation: Ms.
Position: Killeen Police Dept Finance Manager

Grant Writer

User Name: Alex Gearhart
Email: agearthart@killeentexas.gov
Address 1: 3304 Community Blvd
Address 1:
City: Killeen, Texas 76542
Phone: 254-200-7989 Other Phone: 254-462-6005
Fax: 254-200-7978
Title: Mr.
Salutation: Commander
Position: Chief of Staff

Grant Vendor Information

Organization Type: Unit of Local Government (City, Town, or Village)
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): 17460015047006
Data Universal Numbering System (DUNS): 068980739

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:

140

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

140

C. Organization Information

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

260

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:

168

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:

Commander Erich Morsbach

Enter the Address for the Civil Rights Liaison:

3304 Community Blvd. Killeen, TX 76542

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

254-501-8858

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.

X I certify to all of the above requirements.

Project Abstract :

N/A

Problem Statement :

N/A

Supporting Data :

N/A

Project Approach & Activities:

N/A

Capacity & Capabilities:

N/A

Performance Management :

N/A

Data Management:

N/A

Target Group :

N/A

Evidence-Based Practices:

N/A

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	Implementation of a body worn camera program for officers who respond to calls for service, make traffic stops, detain and arrest persons.

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.

The Killeen Police Department and City of Killeen has numerous layers of internal controls to monitor the activities of outside contractors and vendors, to include an auditor. No one employee

has the authorization to expend funds without the oversight of layers of supervision and interdepartmental controls. Sub-Contractors will be subject to the same level of continual monitoring for compliance.

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]:

6/1/2018

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

9/1/2018

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:

8420120

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

4964133

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]:

3/28/2017

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.

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:

Cdr. Erich Morsbach 3304 Community Blvd. Killeen, TX 76542

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	GP I	TOTAL	UNIT/%
Supplies and Direct Operating Expenses	Body Camera and Accessories (\$5,000	Body Worn Cameras and Charging/Syncing Docks	\$140,000.00	\$35,000.00	\$0.00	\$0.00	\$175,000.00	0

	or less per unit)							
Equipment	Body Camera and Accessories (valued over \$5,000 per unit)	Storage Server and DVD Burner	\$33,000.00	\$8,250.00	\$0.00	\$0.00	\$41,250.00	2
Equipment	Network and Server Software and/or Licenses	Body Worn Camera Server Storage Software and 1st Year Maintenance	\$3,000.00	\$750.00	\$0.00	\$0.00	\$3,750.00	1

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
State and/or Federal Forfeiture Funds	Cash Match	\$44,000.00

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$44,000.00	\$44,000.00	\$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	\$36,000.00	\$9,000.00	\$0.00	\$0.00	\$45,000.00
Supplies and Direct Operating Expenses	\$140,000.00	\$35,000.00	\$0.00	\$0.00	\$175,000.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$176,000.00	\$44,000.00	\$0.00	\$0.00	\$220,000.00

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:** agearthart