

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

AGENDA DATE: 01/30/24

PUBLIC HEARING DATE:

CONTACT PERSON(S) NAME AND PHONE NUMBER: Executive Assistant Chief Silva 915-212-4306

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: 2-Set the Standard for a Safe and Secure City

SUBGOAL: 2.1-Maintain standing as one of the nation's top safest cities.

SUBJECT:

The El Paso City Council authorizes the submission to the Office of the Governor of the State of Texas, Criminal Justice Division, grant application number 4365503, for the City of El Paso Police Department project identified as "Body Worn Camera Grant Program FY2025" to provide financial assistance to the City of El Paso. Requesting \$609,580.78, which requires a cash match by the City of \$203,193.59 for a total project amount of \$812,774.37. Grant period will be September 1, 2024-August 31, 2025.

BACKGROUND / DISCUSSION:

The El Paso Police Department will utilize the funds from this grant opportunity to continue to support the Departments Body Worn Camera program which outfitted every patrol and traffic officer with Body Worn Cameras.

PRIOR COUNCIL ACTION:

The grant application for FY24 Body Worn Camera was approved by city council on 1/31/2023.

AMOUNT AND SOURCE OF FUNDING:

NA

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? YES NO

PRIMARY DEPARTMENT: Police

SECONDARY DEPARTMENT: IT

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: Chief Peter F. Pacillas


A/C VICTOR ZARUR #1515

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

RESOLUTION

WHEREAS, the City of El Paso (the “City”) is eligible to apply for grants through the Public Safety Office of the State of Texas (“PSO”); and

WHEREAS, the El Paso City Council seeks to receive grant funding through the grant/application number 4365503 for the El Paso Police Department project identified as “Body Worn Camera Grant Program FY2025”; and

WHEREAS, the El Paso City Council designates the City Manager or his designee as the City’s authorized official.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. **THAT**, the City Manager or his designee is authorized to submit to the Public Safety Office of the State of Texas, grant application number 4365503, for the City of El Paso Police Department project identified as “Body Worn Camera Grant Program FY2025” to provide financial assistance to the City of El Paso.
2. **THAT**, the City of El Paso shall provide all matching funds for said grant, if applicable;
3. **THAT**, the City Manager or designee is authorized to apply for, accept, reject, alter, and/or terminate said grant; and
4. **THAT**, the City Council agrees that in the event of loss or misuse of said grant funds, the City of El Paso will return all funds for said grant to the Public Safety Office of the State of Texas.
5. **BE IT FURTHER RESOLVED THAT**, the City Manager or designee is authorized to sign any related paperwork, including but not limited to, the actual grant contract, the authorization of budget transfers, and/or revisions to the operation plan, as well as any grant amendments, corrections, or extensions of the grant agreement which increase, decrease, or de-obligate program funds, provided that no additional City funds are required.

(Signatures begin on Following Page)

APPROVED this _____ day of _____ 2024.

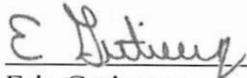
CITY OF EL PASO

Oscar Leeser
Mayor

ATTEST:

Laura D. Prine
City Clerk

APPROVED AS TO FORM:



Eric Gutierrez
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

A/C VICTOR ZARUR #1515
for 

Peter F. Pacillas
Chief of Police

[Print This Page](#)

Agency Name: El Paso, City of
Grant/App: 4365503 **Start Date:** 9/1/2024 **End Date:** 8/31/2025

Project Title: Body Worn Cameras FY2024
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
17460007499014

Application Eligibility Certify:

Created on:12/20/2023 3:26:32 PM By:Jessica Vargas

Profile Information

Applicant Agency Name: El Paso, City of
Project Title: Body Worn Cameras FY2024
Division or Unit to Administer the Project: Strategic Planning Division El Paso Police Department
Address Line 1: 300 N. Campbell
Address Line 2:
City/State/Zip: El Paso Texas 79901-1402
Start Date: 9/1/2024
End Date: 8/31/2025

Regional Council of Governments(COG) within the Project's Impact Area: Rio Grande Council of Governments
Headquarter County: El Paso
Counties within Project's Impact Area: El Paso

Grant Officials:

Authorized Official

Name: Elda Hefner
Email: rodriguez-hefnere@elpasotexas.gov
Address 1: 300 N. Campbell
Address 1:
City: El Paso, Texas 79901
Phone: 915-212-1795 Other Phone: 915-212-1162
Fax:
Title: Ms.
Salutation: Ms.
Position: Grants Administrator

Financial Official

Name: Margarita Munoz
Email: munozmm@elpasotexas.gov
Address 1: 300 N. Campbell st
Address 1:
City: City of El Paso, Texas 79901
Phone: 915-212-1174 Other Phone:
Fax:
Title: Ms.
Salutation: Ms.
Position: Comptroller

Project Director

Name: Jeremiah Poust
Email: 2451@elpasotexas.gov
Address 1: 911 N. Raynor
Address 1:
City: El Paso, Texas 79903
Phone: 915-212-4313 Other Phone:
Fax:
Title: Mr.
Salutation: Lieutenant
Position: Lieutenant, Planning & Research

Grant Writer

Name: Jessica Vargas
Email: VargasJ@elpasotexas.gov
Address 1: 300 N. Campbell
Address 1:
City: El Paso, Texas 79901
Phone: 915-212-4369 Other Phone: 915-630-2129
Fax:
Title: Ms.
Salutation: Ms.
Position: Grants Project Manager

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): 17460007499014
Unique Entity Identifier (UEI): KLZGKXNFVTL4

Narrative Information

Introduction

The purpose of this announcement is to solicit applications from law enforcement agencies to equip peace officers with body-worn cameras.

Program-Specific Questions

Organization Information

The number of licensed officers directly employed by the applicant agency:
1109

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:
1097

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:

Constitutional Compliance

Applicant assures that it will not engage in any activity that violates Constitutional law including profiling based upon race.

Eligible Officers

Applicant assures that grant funds will be used only to equip peace 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.

Reporting Requirements

Applicant assures that it will annually file reports with the Texas Commission on Law Enforcement (TCOLE), in a manner prescribed by TCOLE, regarding the costs of implementing a body worn camera program, including all known equipment costs and costs for data storage.

Body-Worn Camera Policy

Applicant assures that it will adopt a policy for the use of body-worn cameras which, at a minimum, includes all provisions described in Sec. 1701.655 of the Texas Occupations Code.

Cybersecurity Training Requirement

Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the [Cybersecurity Training Certification for State and Local Governments](#). A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the Texas Department of Information [Resources Statewide Cybersecurity Awareness Training](#) page.

Criminal History Reporting

Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 66*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90 percent of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

Uniform Crime Reporting (UCR)

Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. 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 by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

Entities That Collect Sexual Assault/Sex Offense Evidence or Investigate/Prosecute Sexual Assault or Other Sex Offenses

In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's [Sexual Assault Evidence Tracking Program](#) website for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

Compliance with State and Federal Laws, Programs and Procedures

Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to PSO and is active until August 31, 2025 or the end of the grant period, whichever is later.

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

X I certify to all of the application content and requirements.

Project Abstract :

The El Paso Police Department (EPPD) will utilize the Body-Worn Camera Grant Program to continue funding the lease agreement for the Body-Worn Cameras and accessories leased in 2022 for its patrol and traffic officers. The cameras and accessories leased with this grant allow for patrol and traffic officers full access to Body-Worn Cameras. Providing Body-Worn Cameras and accessories to all patrol and traffic officers will ensure that all officers in the field can record and capture digital video evidence of citizen and officer interactions.

Problem Statement :

The El Paso Police Department serves the City of El Paso which was incorporated in 1873. El Paso is the 22nd largest city in the United States and the 6th largest city in Texas. It is the largest metropolitan city on the U.S.-Mexico border, and spans over 255 square miles with a population just under 700,000. El Paso is bordered by the City of Juarez, Mexico, and the State of New Mexico. The City of El Paso's population is approximately 81% Hispanic, 12% White, 4% Black or African American and 3% other race, according to the 2020 US Census. The City of El Paso receives a large number of people visiting and working in our city daily. The EPPD is the largest local law enforcement agency in the area and consists of 1,109 total sworn law enforcement employees. 1,097 of these are deployed to address traffic and patrol functions at the discretion of the Chief of Police. These officers are distributed throughout the city in five regional command centers, soon to be a sixth opening in April 2024 that handle the patrol functions of that particular area. The El Paso Police Department leased and distributed 738 body-worn cameras and accessories. However, the remaining 359 officers are still needing to be assigned cameras. The El Paso PD is requesting additional assistance in funding to continue to fund the existing cameras and assist with the purchase of 500 additional cameras, licenses, and essential equipment such as mounts, and docking stations. This will ensure that every sworn officer and future recruit classes over the five year lease period will have access to a BWC and associated license. As stated in the original application the EPPD recognizes that the use of Body-Worn Cameras help improve the quality of service to the citizens of El Paso. The use of Body-Worn Cameras increases public safety and operational efficiency. Outfitting all patrol and traffic with Body-Worn Cameras provides quality digital evidence to assist with the prosecution of offenses. Additionally, the use of Body-Worn Cameras provide the following benefits; they are important crime-related evidence to assist in the prosecution of offenders. The use of Body-Worn Cameras allows for evidence and events to be captured and saved digitally to assist in the prosecution of offenses. Body-Worn Cameras provide for another means of documentation of an incident to corroborate an officer's testimony. Body-Worn Cameras can increase transparency and accountability of law enforcement to the communities they serve by providing a digital record of officers' interactions with the public available for review. This can improve public relations, confidence, and police legitimacy in the community. Lastly, Body-Worn Cameras can assist in the resolution of complaints against police officers. If officer's interactions are recorded, this allows the department quick review and objective analysis of an incident in question that either may substantiate or unfound a complaint of misconduct. Funding from this grant will continue the lease of body-worn cameras and accessories for the El Paso Police Department.

Supporting Data :

In 2023 the El Paso Police Department responded to over 173,000 calls for service. There were over 94,000 officer initiated calls for service. Over 34,000 NIBRS Group A crimes were reported in 2023. The El Paso Police Department made over 14,000 arrests in 2023 and anticipates similar numbers of activity in future years. During the year of 2023, with the deployment of the body-worn camera program, the El Paso Police Department captured over 393,000 videos from the newly acquired body-

worn cameras.

Project Approach & Activities:

One of the City of El Paso's goals is setting the standard for a safe and secure city, and its mission is to deliver exceptional services to support a high quality of life and place for our community. The funding from this grant will allow the El Paso Police Department to continue the deployment and use of Body-Worn Cameras and accessories. EPPD's objective is to provide a Body-Worn Camera to every officer working in patrol and traffic functions. The Body-Worn Cameras are issued to all patrol and traffic sections and those units responding directly to public calls for assistance. In the last year, since the initial deployment of the BWCs the department has learned that 359 additional officers, plus accommodating for future growth of the department, bringing us to the need of 500 additional licenses and cameras for the project to be fully operational. Since all sworn personnel are subject to working field assignments, all sworn personnel need a BWC and its associated license. The body-worn cameras increase the amount of officer, citizen interactions and recorded to document incidents. In addition, they increase the amount and quality of digital evidence available for prosecutions of offenses and officer testimony. Increasing accountability of officers and the public's confidence that officers are delivering exceptional services to citizens. Supervisors, Internal Affairs, and appropriate investigative sections will have direct access to view videos as necessary for quality control purposes and to ensure that events recorded are properly categorized by incident type and case number, submitted as evidence and stored for appropriate retention periods. Additionally, body-Worn Camera video will be available to the District Attorney, County Attorney, and Municipal Court for prosecution and open records request to the public, media, and other interested parties.

Capacity & Capabilities:

The El Paso Police Department employs 1,112 commissioned police officers. Starting in January 2023, the EPPD began its phased deployment of BWC to all patrol officers at each of the 5 regional commands, the traffic division, and units that frequently engage in calls for service with the public such as the Metro Unit, Gang Unit, and Crisis Intervention Team. The EPPD completed this phase of distribution of BWC in June of 2023. The EPPD also upgraded and integrated our current in-car video systems to seamlessly pair with the deployed BWC. The EPPD is experienced in managing digital video recording system software, distributing videos and evidence as necessary to the District Attorney, County Attorney, State prosecutors, municipal court, and the public via open records requests.

Performance Management :

The goal of the El Paso Police Department with funding from this grant is to deploy additional Body-Worn Cameras and accessories to every sworn employee. Success would be measured by 100% deployment of officers in the field utilizing Body-Worn Cameras and accessories. The EPPD would track the Body-Worn Cameras through line supervisors conducting equipment inspections at shift briefings. Additionally, supervisors would have direct access to downloaded evidentiary digital evidence while approving offense reports. Supervisors will also have access to videos to conduct monthly audits of the camera's use and review of complaints. EPPD Digital Video Recording Systems staff will manage the administration of the digital evidence software of Body-Worn Camera videos. Additionally the DVRS unit oversees the entire camera program for the department. We handle all video related open records requests from the public and government entities and follow state law on the release and retention of records. We conduct monthly audits of videos to ensure proper categorization for accurate retention purposes.

Target Group :

The target group for this requested funding is the citizens and visitors to the City of El Paso that the EPPD serves daily. The cameras purchased will be used by the EPPD in patrol operations and units regularly assigned to conduct traffic enforcement while keeping El Paso a safe and secure city. El Paso has a population of over 680,000 residents and is bordered by the city of Juarez, Mexico, and the State of New Mexico.

Evidence-Based Practices:

The El Paso Police Department Digital Video Recording Systems unit will ensure continued use of the existing deployed Body-Worn Cameras and further deployment to all sworn personnel. The EPPD has currently deployed these cameras to each of its 5 regional commands. The EPPD has successfully used past experience with a limited amount of BWC and integrated in-car systems to successfully deploy the new systems and BWC on a much larger scale during the year of 2023. In 2023 the EPPD has recorded over 393,000 Body-Worn Camera videos and handled over 2,900 requests for video from prosecutors, outside agencies, and open records requests.

Project Activities Information

Introduction

This section contains questions about your project. It is very important for applicants to review their funding announcement for guidance on how to fill out this section. Unless otherwise specified, answers should be about the EXPECTED activities to occur during the project period.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Body-Worn Camera Program Implementation	100.00	The El Paso Police Department (EPPD) will utilize the Body-Worn Camera Grant Program to continue to lease body-worn cameras and accessories for sworn officers minus command and executive staff.

CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of body-worn cameras purchased with grant funds.	1097

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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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 the Public Safety Office (PSO) 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 the PSO 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 PSO.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by clicking on the **Upload Files** tab and following the instructions on *Uploading eGrants Files*.

Contract Compliance

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

Select the appropriate response:

- 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.

Enter a description for monitoring contract compliance:

El Paso Police Department will monitor and assure that the contract is executed in compliance with all applicable Federal and State statutes, regulations, policies, guidelines, and requirements.

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?

Select the appropriate response:

- 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?

Select the appropriate response:

- Yes
 No
 N/A

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]:

9/1/2024

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

8/31/2025

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 (in Whole Dollars \$) of Federal Grant Funds expended:

149819695

Enter the amount (in Whole Dollars \$) of State Grant Funds expended:

8986340

Single Audit

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 PSO grant. However, PSO may require a limited scope audit as defined in 2 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?

Select the appropriate response:

- 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 State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

8/31/2022

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

*** FOR PROFIT CORPORATIONS ONLY ***

Enter the following values in order to submit the application

Enter the Year in which the Corporation was Founded: 0

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status: 01/01/1900

Enter the Employer Identification Number Assigned by the IRS: 0

Enter the Charter Number assigned by the Texas Secretary of State: 0

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/%
Contractual and Professional Services	Installation of grant purchased equipment and technology	Lease of 738AXON Body Worn Cameras at\$140.71 each for a period of 12months, Lease of93 Multi-Bay BWC Dock at \$300.98 each for a period of 12months,Warranty for 738cameras at132.97 each for a period of 12months,Warranty for 93Multi-Bay Dock at \$239.27 for a period of 12months,UnlimitedAXON device storage for 738Body Worn Cameras at a cost of \$273.45each for a period of 12 months, Professional Licenses for 738Body Worn Cameras at a cost of \$ 444.36each for a period of 12 months.738 Molly Mounts at\$41.75 each.	\$609,580.78	\$203,193.59	\$0.00	\$0.00	\$812,774.37	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
El Paso, City of General Funds	Cash Match	\$203,193.59

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$203,193.59	\$203,193.59	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$609,580.78	\$203,193.59	\$0.00	\$0.00	\$812,774.37

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$609,580.78	\$203,193.59	\$0.00	\$0.00	\$812,774.37

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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