



State Funded Body-Worn Recording Equipment Grant Program (BWRE Grant Program)

March 2, 2016

Grant Application Guidelines

BWRE Grant Program Contacts	
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Public Act 15-4

This application is to be used by a municipality in applying for a state award under the Body-Worn Recording Equipment Grant Program for purchasing personal recording devices and data storage equipment or services for retaining video recordings of appropriate law enforcement public interaction, as defined in Sections 8(g) and 8(j) of P.A. 15-4 as well as State of Connecticut Police Officer Standards and Training Council General Notice 15-05.

Both **Public Act 15-4** and the Police Officer Standards and Training Council **General Notice 15-05** are available in downloadable PDF format from the Criminal Justice Policy and Planning Division web site at: <http://www.ct.gov/opm/cwp/view.asp?a=4825&Q=576280&PM=1&opmNav=|>

Guidelines and Notices

Reimbursement Grant

This is a reimbursement grant. **This is NOT an advance payment grant.**

Municipalities taking advantage of this program must procure the necessary body worn cameras and storage devices and/or contracts with locally budgeted funds and submit an Application for reimbursement. The reimbursement request must include, among other things, invoices and cancelled checks for those equipment purchases.

NOTE: After your application has been approved, it can take up to 6 months to receive the reimbursement funds under the BWRE grant program.

Federal Funds and Private Contributions

Any body-worn cameras and storage devices and/or service contracts procured with Federal grant funds, private contribution or private foundation funds are NOT eligible for reimbursement under this program.

Time Table

The grant reimbursement opportunities to university police forces (special police forces established pursuant to Sec. 10a-156b) and municipal law enforcement agencies falls within three distinct reimbursement scenarios with regard to timeframes and conditions:

NOTE: Body-Worn Recording Equipment purchases that are eligible for reimbursement retroactively under Scenario #1, does not preclude a law enforcement agency from applying for additional reimbursement for Body-Worn Recording Equipment going forward.

Reimbursement Scenario #1

Variable	Condition
Time Period	January 1, 2012 to June 30, 2016
Application Deadline	December 31, 2016
Reimbursement Rate for Body Worn Recording Equipment (cameras and/or data storage equipment)	100%
Reimbursement Rate for Digital Services Contracts	100%; <u>1 Year Only</u>
Minimum Quantity Funded	<u>NOT SPECIFIED in Public Act 15-4</u>

Reimbursement Scenario #2

Variable	Condition
Time Period	July 1, 2016 to June 30, 2017
Application Deadline	December 31, 2017
Reimbursement Rate for Body Worn Recording Equipment (cameras and/or data storage equipment)	100%
Reimbursement Rate for Digital Services Contracts	100%; 1 Year Only
Minimum Quantity Funded	sufficient quantity to allow each sworn officer to have a device when interacting with the public in a law enforcement capacity

Reimbursement Scenario #3

Variable	Condition
Time Period	July 1, 2017 to June 30, 2018
Application Deadline	December 31, 2018
Reimbursement Rate for Body Worn Recording Equipment (cameras and/or data storage equipment)	50%
Reimbursement Rate for Digital Services Contracts	50%; 1 Year Only
Minimum Quantity Funded	<u>NOT SPECIFIED in Public Act 15-4</u>

Reimbursement Requirements

To be reimbursed for municipal or law enforcement agency expenditures under the Body-Worn Recording Equipment Grant Program, the following documentation is required:

- Detailed Invoices for all items purchased for which reimbursement is requested under this grant
- Cancelled checks for all purchases for which reimbursement is requested
- Copies of contract term sheets and contract execution page for all services contracted under this grant

NOTE: Law enforcement agencies may also be asked to provide the number of **budgeted** sworn officers for their law enforcement agency - for the period that coincides with their grant application.

BWRE Application Process

The Body-Worn Recording Equipment grant will require the submission of three signed documents:

1. **Authorized Signature Form**
2. **Compliance Certification Form**
3. **BWRE Application Form**

The BWRE Application form is presented as follows:

- The BWRE application form is an Excel spreadsheet.
- PRINT a copy of the 4 page form before working on it: **[FILE][PRINT]**
- Prepare the form using Excel – as you would with any other spreadsheet.
- Required **fillable fields** are colored in yellow. Enter the appropriate information into each cell
- **Calculated fields** are colored in blue. These fields are protected and cannot be edited.
- All other fields/labels on the form are protected and cannot be edited.
- The submission of the form will require a **PIN number**. The law enforcement agency or the municipality must contact OPM to receive the PIN number assigned by OPM.

Planning Calendar (see attached)

- The Planning Calendar on the following page has been provided to help visualize the time period and reimbursement parameters of the BWRE Grant Program:
- Certain reimbursement components of the BWRE grant program are retroactive to January 2012.
- The 100% reimbursement rate is applicable from January 2012 through June 30, 2017.
- The 50 % reimbursement rate is applicable from July 1, 2017 through June 30, 2018.
- Data services contracts can be reimbursed for 1 Year **-only -**, regardless of time period.

