

## MEMORANDUM

Urbana Police Department

**To:** Mayor Diane W. Marlin, City Council  
**From:** Lt. Rich Surles, Criminal Investigations Division  
**CC:** Interim Chief of Police Bryant Seraphin  
**Date:** May 6, 2019  
**Re:** Illinois Law Enforcement Training and Standards Board Camera Grant

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The Urbana Police Department recently purchased new squad car cameras, body worn cameras, and interview room cameras. The squad car and interview room cameras replaced existing equipment. The squad car cameras had reached the end of their useful life. Interview room cameras were antiquated and had become unreliable. The body worn cameras were completely new to the department. All three camera systems are fully implemented and in use.

The total cost for all hardware, software, licensing, and IT related infrastructure was \$209,975. This amount was paid for using previously budgeted funds for and related to cameras.

On February 13, 2019, the Urbana Police Department applied for a reimbursement grant through the Illinois Law Enforcement Training and Standards Board. The grant, pursuant to 50 ILCS 707 (Law Enforcement Camera Grant Act), allowed departments to apply for capped reimbursement for the purchase, installation, and implementation of both squad car and body worn camera programs. The grant allowed for a maximum reimbursement of \$5,752 for each squad car camera and \$895 for each body worn camera. In total, the Urbana Police Department requested \$125,791.

On April 23, 2019, the Urbana Police Department received a notice of state award (NOSA). The NOSA indicated that \$125,791 was awarded to the Urbana Police Department upon submission of proof of purchase and installation of the cameras. The expectation is that installation of the squad car cameras will be completed in early to mid-June 2019.

I am requesting the Council approve the attached resolution. A copy of the NOSA related to this reimbursement grant is attached.

**RESOLUTION NO. 2019-05-009R**

**A RESOLUTION ACCEPTING A LAW ENFORCEMENT CAMERA GRANT FROM  
THE ILLINOIS LAW ENFORCEMENT TRAINING STANDARDS BOARD**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power and perform any function pertaining to its government and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted in the Illinois Constitution, 1970; and

**WHEREAS**, Section 10 of the Law Enforcement Camera Grant Act (the “Act”), 50 ILCS 707/10, requires the Illinois Law Enforcement Training Standards Board (“Board”) to make grants to units of local government for (1) purchasing in-car video cameras for use in law enforcement vehicles; (2) purchasing officer-worn body cameras and associated technology for law enforcement officers; and (3) training for law enforcement officers in the operation of the cameras; and

**WHEREAS**, the use of law enforcement cameras allows the City to maintain high standards of accountability, professionalism, and transparency in the police services it provides to the public; and

**WHEREAS**, the City has applied to the Board for a law enforcement camera grant in accordance with the Act; and

**WHEREAS**, the Board has approved a \$125,791 reimbursement grant for the City, pursuant to the Act and the rules and criteria for grant awards promulgated thereunder; and

**WHEREAS**, the City Council, after due consideration, finds that the acceptance of the grant, upon such rules and criteria, promotes the fiscal welfare of the City, is in the best interests of the residents of the City, and is desirable for the welfare of the City’s government and affairs.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

**Section 1.**

The City of Urbana, Illinois, hereby accepts a Law Enforcement Camera Grant Act reimbursement grant in the amount of \$125,791, substantially upon such terms as contained in the copy of the Illinois

Grant Accountability and Transparency Notice of State Award for State Award ID Number 2095-12540, attached hereto and hereby incorporated by reference.

**Section 2.**

The Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver and the City Clerk of the City of Urbana, Illinois, be and the same is hereby authorized to attest to said execution of all documents necessary for the City to accept such grant as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**Section 3.**

From and after the execution and delivery of such acceptance, the Police Chief, or his designee, is hereby authorized and directed to perform all acts necessary on behalf of the City of Urbana to carry out the purpose and intent of this Resolution.

**PASSED BY THE CITY COUNCIL** this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

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Charles A. Smyth, City Clerk

**APPROVED BY THE MAYOR** this Date day of Month, Year.

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Diane Wolfe Marlin, Mayor

**Illinois Grant Accountability and Transparency  
Notice of State Award**

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<b>STATE OF ILLINOIS GRANT INFORMATION</b>	
State Award Identification	Name of State Agency (Grantor): Illinois Law Enforcement Training Standards Board Department/Organziation Unit: NA
State Award ID Number (SAIN)	2095-12540
State Program Description	Grants to units of Illinois local government police agencies for the purpose of reimbursement for: (1) Purchasing in-car video cameras for use in law enforcement vehicles. (2) Purchasing officer-worn body cameras for law enforcement officers. (3) Training for law enforcement officers in the operation of these cameras.
Announcement Type	Initial
Agency (Grantor) Contact Information	Name: Denise A. Matthew Phone: 217-785-5913 Email: denise.matthew@illinois.gov

<b>GRANTEE INFORMATION</b>	
Grantee / Subrecipient Information	Name: City of Urbana Address: 400 S. Vine Street, Urbana, IL 61801 Phone: 217-384-2320 Email: SANDERJR@URBANAILLINOIS.US
Grantee Identification	GATA: 673579 DUNS: 111969957 FEIN: 376000524
Period of Performance	Start Date: 4/22/2019 End Date: 6/30/2019

<b>FUNDING INFORMATION</b>			
FUND	CSFA	CFDA	AMOUNT
356-56901-4470-00-00	569-00-2095	10.704	\$125,791.00
TOTAL			\$125,791.00

*(M) Currently used by State of Illinois for "Match" or "Maintenance of Effort" (MOE) requirements on Federal Funding. Funding is subject to Federal Requirements and may not be used by Grantee for other match requirements on other awards.*

**Illinois Grant Accountability and Transparency  
Notice of State Award**

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<b>TERMS AND CONDITIONS</b>	
Grantee Indirect Cost Rate Information	Rate: 0.00 Base: 0.00 Period: FY19
Research & Development	No
Cost Sharing or Matching Requirements	No
Uniform Term(s)	CODE of FEDERAL REGULATIONS Title 2: Grants and Agreements PART 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)  Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1  Illinois Administrative Code
Grantor-Specific Term(s)	This is a reimbursement Grant - All cameras must be purchased, installed and paid for prior to any funds being sent for payment.
Program-Specific Term(s)	Definitions. As used in this Act: "Board" means the Illinois Law Enforcement Training Standards Board created by the Illinois Police Training Act. "In-car video camera" means a video camera located in a law enforcement patrol vehicle. "In-car video camera recording equipment" means a video camera recording system located in a law enforcement patrol vehicle consisting of a camera assembly, recording mechanism, and an in-car video recording medium. "In uniform" means a law enforcement officer who is wearing any officially authorized uniform designated by a law enforcement agency, or a law enforcement officer who is visibly wearing articles of clothing, badge, tactical gear, gun belt, a patch, or other insignia indicating that he or she is a law enforcement officer acting in the course of his or her duties. "Law enforcement officer" or "officer" means any person employed by a county, municipality or township as a policeman, peace officer or in some like position involving the enforcement of the law and protection of the public interest at the risk of that person's life. "Officer-worn body camera" means an electronic camera system for creating, generating, sending, receiving, storing, displaying, and processing audiovisual recordings that may be worn about the person of a law enforcement officer. "Recording" means the process of capturing data or information stored on a recording medium as required under this Act. "Recording medium" means any recording medium authorized by the Board for the retention and playback of recorded audio and video including, but not limited to, VHS, DVD, hard drive, cloud storage, solid state, digital, flash memory technology, or any other electronic medium. Law Enforcement Camera Grant Fund; creation, rules. The Board shall consider compliance with the Uniform Crime Reporting Act as a factor in awarding grant moneys. Rules; in-car video camera grants. (a) The Board shall develop model rules for the use of in-car video cameras to be adopted by law enforcement agencies that receive grants under Section 10 of this Act. The rules shall include all of the following requirements: (1) Cameras must be installed in the law enforcement agency vehicles. (2) Video recording must provide audio of the officer when the officer is outside of the vehicle. (3) Camera access must be restricted to the supervisors of the officer in the vehicle. (4) Cameras must be turned on continuously throughout the officer's shift. (5) A copy of the video record must be made available upon request to personnel of the law enforcement agency, the local State's Attorney, and any persons depicted in the video. Procedures for distribution of the video record must include safeguards to protect the identities of individuals who are not a party to the requested stop. (6) Law enforcement agencies that receive moneys under this grant shall provide for storage of the video records for a period of not less than 2 years. (b) Each law enforcement agency receiving a grant for in-car video cameras under Section 10 of this Act must provide an annual report to the Board, the Governor, and the General Assembly on or before May 1 of the year following the receipt of the grant and by each May 1 thereafter during the period of the grant. The report shall include the following: (1) the number of cameras received by the law enforcement agency; (2) the number of cameras actually installed in law enforcement agency vehicles; (3) a brief description of the review process used by supervisors within the law enforcement agency; (4) a list of any criminal, traffic, ordinance, and civil cases in which in-car video recordings were used, including party names, case numbers, offenses charged, and disposition of the matter. Proceedings to which this paragraph (4) applies include, but are not limited to, court proceedings, coroner's inquests, grand jury proceedings, and plea bargains; and (5) any other information relevant to the administration of the program. Rules; officer body-worn camera grants. (a) The Board shall develop model rules for the use of officer body-worn cameras to be adopted by law enforcement agencies that receive grants under Section 10 of this Act. The rules shall comply with the Law Enforcement Officer-Worn Body Camera Act. (b) Each law enforcement agency receiving a grant for officer-worn body cameras under Section 10 of this Act must

provide an annual report to the Board, the Governor, and the General Assembly on or before May 1 of the year following the receipt of the grant and by each May 1 thereafter during the period of the grant. The report shall include: (1) a brief overview of the makeup of the agency, including the number of officers utilizing officer-worn body cameras; (2) the number of officer-worn body cameras utilized by the law enforcement agency; (3) any technical issues with the equipment and how those issues were remedied; (4) a brief description of the review process used by supervisors within the law enforcement agency; (5) for each recording used in prosecutions of conservation, criminal, or traffic offenses or municipal ordinance violations: (A) the time, date, and location of the incident; and (B) the offenses charged and the date charges were filed; (6) for a recording used in a civil proceeding or internal affairs investigation: (A) the number of pending civil proceedings and internal investigations; (B) in resolved civil proceedings and pending investigations: (i) the nature of the complaint or allegations; (ii) the disposition, if known; and (iii) the date, time and location of the incident; and (7) any other information relevant to the administration of the program.

THE FOLLOW ARE GATA EXCEPTIONS AND ARE NOT REQUIRED FOR THIS PROGRAM:

**BUDGET / BUDGET TEMPLATE**

This is a reimbursement grant, funds are only paid after proof of purchase and installation is provided.

**COST PRINCIPLES**

This is a reimbursement grant, funds are only paid after proof of purchase and installation is provided.

**FINANCIAL REPORTING**

This is a reimbursement grant, funds are only paid after proof of purchase and installation is provided.

**INDIRECT COST RATE**

No indirect costs will be paid

**MERIT BASED REVIEW**

This is a reimbursement grant, funds are only paid after proof of purchase and installation is provided.

**PERFORMANCE REPORTING**

This is a reimbursement grant, funds are only paid after proof of purchase and installation is provided.

**RISK ASSESSMENTS**

This is a reimbursement grant, funds are only paid after proof of purchase and installation is provided.

**UNIFORM AGREEMENT**

This is a reimbursement grant, funds are only paid after proof of purchase and installation is provided.

**SPECIFIC CONDITIONS ASSIGNED TO GRANTEE - FISCAL AND ADMINISTRATIVE**

**The nature of the additional requirements**

**GATA Conditions:**

**02 - Quality of Management System (2 CFR 200.302)**

Requires more detailed reporting;

**03 - Financial and Regulatory Reporting (2 CFR 200.327)**

Requires more detailed reporting;

**06 - Audit (2 CFR 200.500)**

Requires desk review of the status of implementation of corrective actions;

**09 - Procurement Standards (2 CFR 200.317 - 326)**

Requires additional prior approvals;

**10 - Subrecipient Monitoring and Management (2 CFR 200.330 - 332)**

Requires technical support in the form of required training; Requires additional prior approvals;

**11 - Fraud, Waste and Abuse**

Requires technical assistance including required training;

**Agency Adjustments / Explanation:**

NA

**The reason why the additional requirements are being imposed**

**GATA Conditions:**

**02 - Quality of Management System (2 CFR 200.302)**

Medium to high risk increases the likelihood that grant revenues and expenditures will be inaccurate that could result in misreporting, and an abusive environment.

**03 - Financial and Regulatory Reporting (2 CFR 200.327)**

Medium to high risk increases the likelihood that grant revenues and expenditures will be inaccurate that could result in misreporting, and an abusive environment.

**06 - Audit (2 CFR 200.500)**

Medium to high risk will result in repeated audit findings, potential questioned cost and increase of administrative and programmatic specific conditions that will increase the cost or managing the grant program.

**09 - Procurement Standards (2 CFR 200.317 - 326)**

Medium to high risk increases the likelihood of non-compliance resulting in audit findings, questioned cost and fraud, waste and abuse.

**10 - Subrecipient Monitoring and Management (2 CFR 200.330 - 332)**

Medium to high risk increases the likelihood that subrecipients are not compliant with grant requirements and could result in fraud, waste and abuse occurring without being detected on a timely basis.

**11 - Fraud, Waste and Abuse**

Medium to high risk increases the likelihood of fraud, waste and abuse occurring and not being identified in the normal course of employees duties, also decreases the likelihood of employees or clients not reporting fraud, waste and abuse.

**Agency Adjustments / Explanation:**

NA

**The nature of the action needed to remove the additional requirement, if applicable**

**GATA Conditions:**

**02 - Quality of Management System (2 CFR 200.302)**

Implementation of new or enhanced system, mitigating controls or a combination of both.

**03 - Financial and Regulatory Reporting (2 CFR 200.327)**

Implementation of new or enhanced system, mitigating controls or a combination of both.

**06 - Audit (2 CFR 200.500)**

Completion of corrective action plan implementation.

**09 - Procurement Standards (2 CFR 200.317 - 326)**

Implementation of corrective action including new or enhanced controls over procurements of activities.

**10 - Subrecipient Monitoring and Management (2 CFR 200.330 - 332)**

Implementation of corrective action to enhance the subrecipient monitoring and management.

**11 - Fraud, Waste and Abuse**

Corrective action including implementing a fraud awareness program including information on how to report fraud, waste and abuse without fear of retaliation.

**Agency Adjustments / Explanation:**

NA

**The time allowed for completing the actions, if applicable**

**GATA Conditions:**

**02 - Quality of Management System (2 CFR 200.302)**

One year.

**03 - Financial and Regulatory Reporting (2 CFR 200.327)**

One year.

**06 - Audit (2 CFR 200.500)**

When corrective action is complete.

**09 - Procurement Standards (2 CFR 200.317 - 326)**

One year from the implementation of corrective action.

**10 - Subrecipient Monitoring and Management (2 CFR 200.330 - 332)**

One year from the implementation of corrective action.

**11 - Fraud, Waste and Abuse**

One year after implementation of corrective action.

**Agency Adjustments / Explanation:**

NA



**The method for requesting reconsideration of the additional requirements imposed**

**GATA Conditions:**

**02 - Quality of Management System (2 CFR 200.302)**

One year.

**03 - Financial and Regulatory Reporting (2 CFR 200.327)**

One year.

**06 - Audit (2 CFR 200.500)**

When corrective action is complete.

**09 - Procurement Standards (2 CFR 200.317 - 326)**

One year from the implementation of corrective action.

**10 - Subrecipient Monitoring and Management (2 CFR 200.330 - 332)**

One year from the implementation of corrective action.

**11 - Fraud, Waste and Abuse**

One year after implementation of corrective action.

**Agency Explanation:**

NA

<b>SPECIFIC CONDITIONS ASSIGNED TO GRANTEE - MERIT-BASED REVIEW</b>
<b>The nature of the additional requirements</b> <b>Agency Adjustments / Explanation:</b> NA
<b>The reason why the additional requirements are being imposed</b> <b>Agency Adjustments / Explanation:</b> NA
<b>The nature of the action needed to remove the additional requirement, if applicable</b> <b>Agency Adjustments / Explanation:</b> NA
<b>The time allowed for completing the actions, if applicable</b> <b>Agency Adjustments / Explanation:</b> NA
<b>The method for requesting reconsideration of the additional requirements imposed</b> <b>Agency Explanation:</b> NA

**SPECIFIC CONDITIONS ASSIGNED TO GRANTEE - PROGRAMMATIC**

**The nature of the additional requirements**

**Agency Adjustments / Explanation:**

Your Agency must be and remain compliant with all applicable requirements of the Uniform Crime Reporting Act.  
Your Agency must be and remain compliant with all applicable requirements of the Police Training Act.  
Your Agency must be and remain compliant with all applicable requirements and up to date on all required reporting of the Law Enforcement Body-Worn Camera Act.

Funding is only for the purchase of the Cameras only, all other expenses are the responsibility of the Grantee.  
Dated purchase receipts & serial numbers of each camera must be submitted prior to award of funds. All purchase and installation must be made between 07/01/2018 and 06/30/2019. All receipts must be submitted by 08/01/2019 or payment cannot be guaranteed.

**The reason why the additional requirements are being imposed**

**Agency Adjustments / Explanation:**

Law requires these.

This is a reimbursement grant & proof of purchase must be provided prior to payments being issued. All purchases and installations must be made between 07/01/2018 and 06/30/2019. All receipts must be submitted by 08/01/2019 or payment cannot be guaranteed.

**The nature of the action needed to remove the additional requirement, if applicable**

**Agency Adjustments / Explanation:**

NA

**The time allowed for completing the actions, if applicable**

**Agency Adjustments / Explanation:**

NA

**The method for requesting reconsideration of the additional requirements imposed**

**Agency Explanation:**

No reconsideration available.

**SIGNATURE PAGE**

**Circle one:** Accept NOSA / Reject NOSA

\_\_\_\_\_  
Institution / Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title (Chief Financial Officer or equivalent)

\_\_\_\_\_  
Date of Execution