THE CCITP GRANT PROCESS

Purpose of the CCITP Grant Program

Consistent with 24-33.5-230 C.R.S. and 8 CCR 1507-59, this grant program provides a total of $300,000 of funding intended to combat catalytic converter theft in the State of Colorado. The Colorado State Patrol (CSP) will consider applications for grants for public awareness campaign programs regarding catalytic converter theft, programs involving catalytic theft prevention parts, programs aiding victims of catalytic converter theft, and programs supporting catalytic converter identification and tracking efforts. The Colorado Automobile Theft Prevention Authority (CATPA Office), a CSP business unit, will administer, provide recommendations, and otherwise facilitate the Catalytic Converter Identification and Theft Prevention (CCITP) grant program. The CSP shall select grants that represent multiple jurisdictions and serve a variety of geographical areas. Programs may include but are not limited to:

1. Multi-agency law enforcement programs using proactive investigative methods to reduce the incidents of catalytic converter theft or parts by;
   a. Direct proactive investigative and enforcement efforts toward the reduction of catalytic converter thefts or parts, and/or
   b. Increase recoveries of catalytic converters and parts,
2. Programs that engage in crime prevention efforts, activities, and public awareness campaigns that are intended to reduce catalytic converter thefts,
3. Programs aiding victims of catalytic converter theft, and
4. Programs supporting catalytic converter identification and tracking efforts.

Step 1 – Prepare and Understand the Grant Program/Application Process

In accordance with the Application and Award Schedule, the CATPA Office will provide a Grant Announcement, soliciting applicants for this grant program. The CATPA Office will also provide a Work Shop for interested applicants, which will provide discussion on the eligibility, purpose and step-by-step instructions on how to apply for funding for this grant program.

Grant Announcement	September 26, 2024
Application Opening	September 26, 2024
Grant Application Workshop Video Release	September 26, 2024
Application Deadline	October 24, 2024
CATPA Office & Board Review with CSP Determination	October 31, 2024
Award Announcement	November 4, 2024
Final Application Revision Due to CATPA	November 13, 2024
Grant Agreement to Applicant	November 20, 2024
Grant Agreement Returned to CATPA	December 18, 2024
Grant Agreement Fully Executed	January 1, 2025
Grant Start	January 1, 2025
Grant End Date (latest completion date)	June 30, 2025

Step 2 – Complete and Submit the Application

Applicants should read and understand the provisions of the CCITP Grant Guidance Manual for completing the application, including meeting deadlines for submission and the State of Colorado Small Dollar Grant Award Terms and Conditions. Once the application is completed, the application can be submitted to the CATPA Office.

Step 3 – CATPA Office Application Review

The CATPA Office will review all applications consistent with 8 CCR 1507-59 for evaluating the following:

1. If the Applicant is a qualified as defined by 8 CCR 1507-59.
2. If the application is complete consistent with use of the approved CATPA CCITP Application form, and compliance with instructions provided in this CCITP Grant Guidance Manual.
3. If the application has met submission deadline(s).
4. If the application presents an issue involving or related to catalytic converter theft involving or related to catalytic converter theft or identification that proposes a response involving a catalytic converter theft public awareness campaign, catalytic converter theft prevention parts, assistance to victims of catalytic converter theft, and/or catalytic converter identification and tracking efforts.

5. If the application proposes a program only involving financial reimbursement or assistance to victims of catalytic converter theft absent any other efforts to reduce catalytic converter theft or to raise public awareness thereof, or the application includes an explanation of how a grant funding award will help reduce catalytic converter theft in Colorado.
6. If the application proposes a program with an intent to decrease the incidence of catalytic converter theft or facilitate efforts at catalytic converter identification and tracking, and if the application includes an explanation of how CCITP Grant funding will support this goal.
7. If the application proposes a program design wherein the activities and goals defined are realistic and attainable.
8. If the application demonstrates a realistic cost structure as compared to the activities and goals of the proposed program.
9. If the application demonstrates that the proposed program design allows for the collection of data relevant and necessary to the expressed activities and goals of the program and will support evaluation thereof to measure the progress and effectiveness of the program upon the incidence of catalytic converter theft.
10. If the application displays innovation or ingenuity in its concept, design, and/or operation to address the activities and goals of the proposed program.

Step 4 – CATPA Board Recommendation and Review

Once the CATPA Business unit completes the initial application review process, eligible applications will be made available to the CATPA Board to review and provide recommendations for purposes of minimizing duplication of efforts.

Step 5 – Final Award Recommendation for Each Application

The CSP will provide the CATPA Office with final determination of funding each application. In response, the CATPA Office will provide each applicant a written notice of the CSP's determination for award recommendation, inclusive of an application being funding or denied. For applications resulting in a determination of an award by CSP, the CATPA Office will provide applicants with a formal Award Recommendation Letter.

Step 6 - Applicant Award Acceptance and Final Application

Upon acceptance of the CCITP Award Recommendation, the Applicant may be required to revise the initial Application to meet program or budget conditions and awarded funding limitations. As the Final Application will be used in the grant agreement, it is important the programmatic goals, objectives, conditions and budget are properly reflected.

Step 7 - Grant Agreement/Purchase Order

Upon acceptance of the CCITP Award Recommendation, the Applicant may be required to revise the initial Application to meet programmatic conditions and awarded funding limitations. As the Final Application will be used in the grant agreement or purchase order, it is important the programmatic goals, objectives, grant conditions and approved budget are reflected. The CATPA Office will generate and send a State Grant Agreement or Purchase Order, including the Grant Application, to the prospective Grantee. The Grant Agreement or Purchase Order must be executed by all Signatory Authorities prior to the award being effective, which includes the Grant Applicant's Signatory Authority and State Signatory Authorities.

Step 8 – Program Execution

Upon execution of the State Grant Agreement or Purchase Order and beginning date of the awarded project, the Applicant becomes a CCITP Grantee. The Grantee is then authorized to operate the project, inclusive of expending funds for approved budget items. As a note, no funds may be expended or reimbursed unless and until the State Grant Agreement or Purchaser Order is fully executed and/or Grant Project Period start date begins – whichever is of the later. As part of the program execution, the Grantee is required to submit monthly reports (financial and programmatic) to the CATPA Office. Grantees are expected to have regular communication with the CATPA Office for updates, progress and obtaining assistance in navigating unexpected or encountered challenges.

Step 9 - CATPA Grant Monitoring of the CCITP Grant

The CATPA Office will maintain administrative oversight for financial reimbursement requests, programmatic reporting, narrative reporting, statistical reporting, inventory, desk reviews and on-site monitoring and other reporting/programmatic standards required under the special conditions of the grant agreement. Grantees will be required to submit monthly reporting for both programmatic and financial reporting.

CCITP GRANT APPLICATION INSTRUCTIONS

Section 1 – General Information REQUIRED

    A. Project Title. Determine what title you would like your program to be referred to. Type the complete name of the project title.

    B. Legal Name of Organization. The legal name of the applicant agency, including the organization's address information, phone number and tax identification number. The Tax Identification Number is the Federal Taxpayer Identification Number as assigned by the Internal Revenue Service.

    C. Point of Contact. List the primary contact person, their title, phone number and email address. This may be different than the Project Director.

    D. Applicant Qualification. Select each of the boxes that apply if the Organization is an auto repair business, automotive dealer, emergency repair service, law enforcement agency, local government, or association focused on theft. If Association is selected, provide a brief description of the association, e.g., LoDo Neighborhood Crime Watch, Crime Stoppers of Colorado, etc.

Section 2 – Project Information REQUIRED

    A. Project Period. Please be attentive this program can begin no earlier than October 2, 2024, or upon a later date when the grant agreement is fully executed, and must conclude no later than June 30, 2025. Accordingly, be cognizant the grant period includes no more than nine (9) months of project work and related expenses (which is important when you are budgeting).

    B. Total Funding Request. After completing the Budget in Section 8, enter the **total** amount of request for the CCITP funding in whole dollars (rounding up).

    C. Application Purpose. Select each one of the listed program purposes that meet your program goals, objectives and project description. If your program includes assisting victims of catalytic converter thefts, select Victims Program. If your program includes public awareness, public education or running a public education campaign related to catalytic converter theft, select Prevention Program. If your program includes assisting business with the impact of catalytic converter thefts, select Business Impact Program. If your program includes strategies or tactics for law enforcement initiatives to address catalytic converter theft, select Law Enforcement.

    D. Project Information.

        1. How many organizations will be engaged in this project? Identify how many organizations (public and/or private) that will be directly involved in working the project and place the number in the box provided.

        2. Select and identify the service area where this program will be implemented. Select only one of the listed options.

    E. Problem Statement. The Problem Statement should be a brief statement, no longer than a few sentences. Provide a brief problem statement on what is the issue involving or related to catalytic converter theft or identification in which this project would address. We recognize there are many problems with the theft of catalytic converters, but the Problem Statement should be narrowly focused on which problem your project will attend or otherwise address. Make sure your Problem Statement remains on Page 1 of the application, where it does not exceed Page 1. If your Problem Statement exceeds Page 1, it's too long. Remember, this is a short and sweet statement.

Section 3 - Program Description REQUIRED

This is a narrative description of the nature and focus of the project it relates to assist victims, businesses or otherwise reduce catalytic converter theft in Colorado. The description should explain (1) **why** the funds are needed, (2) **what** the funds will be used for, (3) **who** (not by name but by agency or positions) will be involved with performance of the project, and (4) **when** the project will begin and end, and (5) **how** the project will be planned and managed. The Program Description should include a general understanding of what your plans are to perform the project and a persuasion that your project is worthy of funding.

Section 4 – Activities and Goals REQUIRED

In this section the Application must have a minimum of one (1) goal and two (2) activities. If more than one goal is set, there must be a minimum of two (2) activities for each corresponding goal. Remember, a goal is an achievable outcome that is broad and long term and an activity is a measurable step that you need to take to achieve the goal. Activities are typically qualitative and quantitative performance objectives. Each of the activities should provide a means of measurement on how you will

evaluate the progress towards the stated goal. Remember: the project will be responsible to report program progress in the programmatic report. A great model to use as a guide is the S.M.A.R.T.+C Mode.

Section 5 – Innovation and Experience REQUIRED

A. In this section, answer the first question as to whether or not you believe the project has innovation or ingenuity in its concept, design, and/or operation concerning the problem with catalytic converter theft with one of the following responses:

- Yes - This project hasn't been done in Colorado.
- Yes - This project has been done in Colorado but this project has a different approach.
- No

B. Then write a response to the Applicant's Experience, Expertise, or Demonstrated Ability. Provide a short statement with information about the applicant's experience and qualifications regarding subject-area expertise, and/or a demonstrated ability to manage grant-funded projects or programs and to satisfy the reporting requirements. Do not exceed the remaining of this page.

Section 6– Financial Accountability Assurance Statements REQUIRED

The Financial Accountability Assurances are required for all grant projects. These Assurance Statements are designed and developed for risk assessment evaluation purposes. It is the applicant's responsibility to verify the agency's ability to administer funds and comply with federal and state accountability requirements. Be sure to thoroughly read through each question. If the application is funded, the Grantee must establish and maintain an accounting system and financial records, if one is not already established, to accurately account for awarded funds. It is required to answer all Statements (from A to Q) by selecting either "Agree" or "Not Applicable" in the dropdown selection box (i.e., Choose an item. ▼).

Section 7 – Programmatic Performance Assurance Statements REQUIRED

The Programmatic Performance Assurances are designed to evaluate the ability and willingness of the Applicant to established requirements for reporting, performance and monitoring of CCITP projects. The first two statements are required for all grant projects. The proceeding assurance statements are dependent upon the funding project requested by the grant applicant. It is required to answer all Statements (A through F) by selecting either "Agree" or "Not Applicable" in the dropdown selection box (i.e., Choose an item. ▼). ***Note: If the Applicant is not selecting a particular initiative for funding purposes, then select "Not Applicable."***

Section 8 – Program Budget Special Guidelines REQUIRED

Guidelines on the use of CATPA Grant Funds. Please read the following guidelines **BEFORE** completing the Program Budget. If you have any questions, please contact the CATPA Office.

A. ***Funds must be used for the approved project.*** Approved funding must be used to support costs directly related to the approved grant project. For example, if funds are used to cover part-time or overtime personnel, associated costs require the personnel must have been dedicated to work on the specific grant project. Similarly, supplies, equipment, consulting services and grant administration funded by an approved grant project must be dedicated to the funded project.

B. ***Administrative costs are limited.*** Administrative costs are maximized at 10% of the sub-total of the grant request. Administrative costs may include direct or indirect costs to manage, control, direct, oversee and report on the grant project.

C. ***Matching funds are allowed but are not required.*** Grant funding **does not** require the Applicant to provide match funding. Because CATPA funds originate from the State, these grant monies can be used to meet match requirements for federal grants and other state grants.

D. ***Use of Budget Categories.*** We recognize there are a variety of budgeting classifications, categories and methodologies used within government and private industry. For the purpose of this grant program, the Application requires six (6) Budget Categories (also referred to as Line Items) that must be completed. The following are the Budget Categories, <u>where no "new" category may be created by the Applicant</u>.

1. Personnel – Includes hourly costs of salaries, overtime and benefits.

2. Supplies and Operating – Includes general operational costs, such as supplies, telecommunication, etc., with per item costs less than $5,000.
3. Equipment – Includes equipment that costs more than $5,000 per item.
4. Consultant/Professional Services – Includes costs for vendors, contractors, technical services, consultants or advisory services needed by the project.
5. Grant Administration - Administrative costs may include direct or indirect costs to manage, control, direct, oversee and report on the grant project.

E. ***The budget request must cover the entire project duration***. It is unwise for a project to rely or otherwise plan for "additional" funding to be available after the initial grant award, (i.e., during the course of the project year). Available funding due to reserve or reversion of CATPA funds is entirely discretionary by the CATPA Board.

F. *Use **WHOLE DOLLAR AMOUNTS ONLY***. When necessary, round to the next highest whole dollar amount. If any budget category is not applicable for your proposal, simply enter $0.

G. ***Special Note on Professional Services***. The use and cost of requesting a consulting service budget should include an explanation for the need of consultants to provide a particular service, along with the hourly cost of the anticipated professional services.

H. ***Limited Funding Ability.*** This grant program was created through passage of Colorado House Bill 22-1217, where the first year of grant awards will be given in 2023 and the program will undergo a sunset in 2025. As funding is initially appropriated by the State Legislature, continual funding is based on the revenue balance of a special cash fund for this program. CATPA grants should not be viewed to be "the financial solution" for continuation of or enhancement to auto theft prevention projects. Additionally, due to the ever-changing environment of auto theft prevention initiatives, grantees should not view that existing or previously funded programs will be automatically funded.

I. ***Maximizing Resources***. It is important that you describe how maximizing resources will be accomplished and that this project is not duplicating services.

J. ***Allowable and Non-Allowable Expenses***
1. Maintenance agreements, software licenses and registration fees are reimbursable up to 1 year in advance within the grant period.
2. Supplies and Operating costs, including safety equipment, must be have a specialized purpose and a primary use for the approved program. Generally, basic supplies and operating costs should be provided by home agencies and companies, such as:
   • Ammunition (i.e., duty ammunition and qualification ammunition)
   • Weapons (e.g., handguns, rifles, grenade launcher, etc.)
   • Armored or ballistic vests (Assumed to be supplied by home agencies)
   • Agency Uniforms (Assumed to be supplied by home agencies)
   • High risk equipment or supplies (e.g., specialized bumpers, tactical or SWAT gear/supplies, etc.)

   However, if the home agency or company is not able to provide basic supplies and operating costs, applicants should include specific reasoning as to why this is not possible in the Program Description.
3. Out of country travel costs are not allowable expenses.
4. Equipment and related costs must have a direct impact to support the approved project. Equipment and related costs normally provided by the home agency or company are not covered such as:
   • Department Vehicles (Assumed to be supplied by home agencies),
   • CADD or MDT (Assumed to be supplied by home agencies),
   • Cages (Assumed to be supplied by home agencies),
   • High risk equipment (e.g., tactical or SWAT equipment),
   • Funding information technology that is duplicative, does not benefit statewide partnerships or does not demonstrate the ability to affect theft of catalytic converters.

   However, if the home agency is not able to provide such equipment, applicants should provide specific reasoning as to why this is not possible in the Program Description. This could include equipment that may not directly demonstrate an effect on the goals of the project but the equipment may be necessary for supporting the initiative or the equipment is new and/or innovative.

K. ***Before finalizing the Budget, review the Program Description***. Review the Budget and Program Description to make sure all financial requests are included and are consistent with the program description.

L. ***Review and Check Calculations.*** The CATPA Application has not been configured to automatically calculate the budget entries. Applicants will need to calculate the total itemized requests from each line item and place the total in the Budget Summary. **Please review the budget calculations to ensure the amount of request is correct**.

Section 8 – The Program Budget Instructions REQUIRED

A. **Budget Summary**
The Budget Summary is a table that includes all major budget categories, or line items, for the costs associated with the proposed budget. This table is completed AFTER you have completed the calculations for Personnel, Supplies and Operating, Equipment and Consulting Services. Once these line items are completed, then add each of the major budget categories and insert them in the appropriate area. Enter the Sub-Total for the major budget categories.

Grant Administration. You may then calculate the Grant Administration costs, which can be no more than 10% of the Sub-Total. Grant Administration costs may include direct or indirect costs to manage, control, direct, oversee and report on the grant project.

Total Request. Calculate the Sub-Total and the Grant Administration (if applicable) for entry into the Total Budget Request.

Once the Total Request is identified, ensure the same number is placed into Section 2 – Project Information, B. Total Funding Request, on Page 1 of the Application.

B. **Budget Per Initiative.** Using the calculations from C, D, E, F and G tables, complete the table for a summary of costs per initiative. Enter only whole dollars.

C. **Budget Priorities.** Using the calculations from C, D, E, F and G tables, complete the table to identify the priority for the funding request. Enter only whole dollars.

1. Critical Funding Request. Critical funding (austerity) is a situation in which there is not much money and it is spent only on things that are necessary. These are funds that support the essential components of the project and, without the funding; the project would fail to meet the goal(s) identified in the application.

2. Essential Funding Request. In order to maintain the status quo, these funds allow an ability to continue the project without hindrance, or reduction efforts. These funds typically include items that provide sustenance and support to critical funding resources.

3. Supplemental Funding Request. Supplemental funds provide the ability to enhance, elevate, enrich, expand or otherwise augment the project's effectiveness and/or efficiency.

D. **Personnel Budget**
This budget category should be used when requesting salary, benefits (e.g., FICA, PERA, Medicare, etc.), and/or overtime costs for individuals performing and dedicated to the funded project. The Personnel Budget table requires the identity of the position or title, e.g., mechanic, victim advocate, police officer, investigator, crime analyst, etc. Each title/position should calculate the Average Hourly Rate, which is an estimate of the salary, overtime rate and benefits of the personnel anticipated to work the project. Each title/position then requires the estimated number of hours in which all personnel are planned to work on the funded project. There is no need to provide a detailed list of each person, for example, if the project is planning for 2 mechanics to work 2 hours per week for 5 months (2 mechanics x 2 hours/week x 4 weeks/month x 5 months = 80 hours) 40, averaging $90 per hour (wages and benefits), then the table would show the following:

Title(s)/Position(s)	Average Hourly Rate	Hours Budgeted	Total Request
Mechanics	$90.00	80	$7,200

If this project includes contractual services or grant administration, these costs should be included in Consultant/Professional Services or Grant Administration sections of the budget.

When the table is completed, make sure to add all the Total Requests of the Personnel Budget and enter the total amount in the Total Personnel Budget. Then enter this number in the table for section **A. Budget Summary**.

E. **Supplies and Operating Budget**
This budget category should be used when requesting funding to cover general operational costs. General operational costs include items not otherwise included in the other major budget categories (Personnel, Equipment, Consulting Services, and Grant Administration), and are items that cost no more than $5,000 per item. Supplies and operating costs include items necessary to perform the project, and may include building expenses for lease or rent, telecommunications (e.g., cell phones, office phones, conference calls, video conference platforms), computers and software (e.g., hardware, software and licensing), furniture, furnishings, specialized equipment (e.g., tools, catalytic converter labels, shields, cages, etc.), uniform expenses, vehicle supplies and maintenance, registration fees (e.g., for conferences and training), membership fees, community education materials (e.g., billboards, advertising materials, public service announcement flyers, etc.), official function expenses (e.g., food, venue rental, etc.), and training or meeting expenses.

On the Supplies and Operating Budget table, enter the type of item(s) that are requested and identify the number of units requested along with the unit cost. Then calculate the total request per line item.

When the table is completed, make sure to add all the Total Requests of the Supplies and Operating Budget and enter the total amount in the Total Supplies and Operating Budget. Then enter this number in the table for section **A. Budget Summary**.

F. **Equipment Budget**
All items with a unit cost of more than $5,000 must be listed as in this section, and therefore subject to inventory. A 'unit cost' does not include bulk items but is based on the individual item cost. Items costing more than $5,000 are considered 'capitalized equipment' are may be purchased with grant funds in accordance with the approved CATPA budget. Capital equipment becomes the property of the recipient agency and remains in possession of the original agency so long as it continues to be used for catalytic converter identification and theft prevention activities. Items typically purchased as equipment items may include office equipment, enforcement equipment, identification equipment, mechanical equipment, computer equipment or other equipment necessary to perform the approved project.

NOTE: Equipment is required to be inventoried and specific form(s) are to be submitted, see the Administrative Guide for further information.

On the Equipment Budget table, enter the type of item(s) that are requested and identify the number of units requested along with the unit cost. Then calculate the total request per line item.

When the table is completed, make sure to add all the Total Requests of the Equipment Budget and enter the total amount in the Total Equipment Budget. Then enter this number in the table for section **A. Budget Summary**.

G. **Consulting and Professional Services Budget**
Consultant and professional services are allowable under the CATPA grant and may include vendors to provide advisory services such as consultation on activities, professional guidance or technical services.

NOTE: Contractual services and cooperative agreements require the grantee to submit a copy of the contract/agreement to the CATPA Office.

On the Equipment Budget table, enter the purpose of the consulting or professional services (e.g., IT programming, website development, public education awareness services, etc.) that are requested and identify the number of units requested along with the unit cost. Then calculate the total request per line item.

When the table is completed, make sure to add all the Total Requests of the Consulting and Professional Services Budget and enter the total amount in the Total Consulting and Professional Services Budget. Then enter this number in the table for section **A. Budget Summary**.

Submitting the Application REQUIRED

A. Review the entire application to make sure all mandatory fields are complete.

B. Proofread the Application.

C. Save the Application.

D. Email the Application to the CATPA Office:
1. Subject Line: "{Acronym of Program Name} **FY25** CCITP Application"
   Example: <mark>SCFA FY25 CCITP Application</mark>
2. Send To: kenya.lyons@state.co.us or cdps_catpa@state.co.us
3. If you have concerns or problems with sending the application, please contact:

Kenya Lyons, Grant Manager	**CATPA Office**
Kenya.lyons@state.co.us	**710 Kipling Street, Suite 106**
303-253-0694	**Lakewood, Colorado 8021**