

FY2025 CATPA Grant Workshop

HB22-1217 Catalytic Converter Theft Prevention Grant Program

9/26/2024

Kenya Lyons, Grant Specialist
Robert Force, CATPA Director

<https://lockdownyourcar.org/grants/>




Agenda

- **Welcome & Introductions**
- **Goal of Grant Workshop/Materials Available**
- **FY 2025 HB22-1217 Supplemental CATPA Grant Program**
- **Application and Instructions (NEW)**
- **Grant Award Process, Special Conditions and Program Requirements**
- **Questions & Answers/Group Discussion**



CATPA Website Materials

<https://lockdownyourcar.org/grants/>



Colorado Auto Theft Prevention Authority
Department of Public Safety

FY 2025 CCITP Grant Managers Guidance

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:

- Multi-agency law enforcement programs using proactive investigative methods to reduce the incidents of catalytic converter theft or parts by:
 - Direct proactive investigative and enforcement efforts toward the reduction of catalytic converter thefts or parts, and/or
 - increase recoveries of catalytic converters and parts,
- Programs that engage in crime prevention efforts, activities, and public awareness campaigns that are intended to reduce catalytic converter thefts,
- Programs aiding victims of catalytic converter theft, and
- 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	June 10, 2024
Application Opening	June 10, 2024
Grant Application Workshop Video Release	June 11, 2024
Stakeholders Meeting	July 15, 2024
Application Deadline	July 30, 2024
CATPA Office & Board Review with CSP Determination	August 13, 2024
Award Announcement	August 27, 2024
Final Application Revision Due to CATPA	September 10, 2024
Grant Agreement to Applicant	September 25, 2024
Grant Agreement Returned to CATPA	October 3, 2024
Grant Agreement Fully Executed	October 9, 2024
Grant Start	June 30, 2025
Grant End Date (latest completion date)	June 10, 2024

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:

- If the Applicant is a qualified as defined by 8 CCR 1507-59
- 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.
- If the application has met submission deadline(s).
- 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

Instruction

FY 2025 CATPA CCITP Grant Program Application

GRANT APPLICATION
This page should be completed & submitted as the first page of your proposal.

SECTION 1 - GENERAL INFORMATION

PROJECT TITLE: Name of Project

LEGAL NAME OF ORGANIZATION: Organization Name

Street Address: Street City State Zip Code

Phone: Phone Number Tax Identification Number | Tax ID Number

POINT OF CONTACT: Full Name Title - Point of Contact

Phone: Phone Type Area Code-Prefix Number Email | Email Address

APPLICANT QUALIFICATION (select all that apply)

Auto Repair Business Automotive Dealer Emergency Repair Service
 Law Enforcement Agency
 Association focused on theft (describe): Provide a brief description of the association.

SECTION 2 - PROJECT INFORMATION

A. Project Period: Note: This program can begin no earlier than 10/1/2024 and must end no later than 6/30/2025. Please acknowledge this condition. Select Acknowledgement

B. Total Funding Request (Add all budget items included in the Budget Summary and enter the amount.) Click or tap here to enter text.

C. Application Purpose (select all that apply)

Victims Program (assisting victims of catalytic converter theft)
 Prevention Program (public awareness or education of catalytic converter theft)
 Business Impact Program (related to the theft of catalytic converters)
 Law Enforcement Program

D. Program Information


- How many organizations will be directly engaged in this project? Number of Organizations
- Select and identify the service area where this program will be implemented. (select only one)
 - In a single town, city or community Name of Community
 - In a single county-wide area Name of County
 - In multiple towns, cities or communities in a single county Name of County
 - In a metropolitan or micropolitan area
Choose an item.
 - Statewide

E. Problem Statement: The Problem Statement cannot exceed the remaining of this page. Provide a brief problem statement on what is the issue involving or related to catalytic converter theft or identification that this project would address? Provide a brief statement of the problem that the program will address.


Application

FY2025

CATPA Grant Manager's Guidance Manual:
Administrative Guide



AUTO THEFT



Colorado Auto Theft Prevention Authority
Department of Public Safety

Guidance Manual



Intent of Funds

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.



Application Conditions

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.



CATPA Office Review

The CATPA Office will review all applications for evaluating the following:

If the Applicant is a qualified as defined by 8 CCR 1507-59 (page 23 of the FY2025 CATPA Administrative Guide)

- 1) If the application is complete consistent with use of the approved CATPA HB22-1217 Application form, and compliance with instructions provided in this Grant Guidance Manual.
- 2) If the application has met submission deadline(s).
- 3) 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.
- 4) 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.
- 5) 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.
- 6) If the application proposes a program design wherein the activities and goals defined are realistic and attainable.
- 7) If the application demonstrates a realistic cost structure as compared to the activities and goals of the proposed program.
- 8) 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.
- 9) If the application displays innovation or ingenuity in its concept, design, and/or operation to address the activities and goals of the proposed program.



COLORADO

State Patrol

Department of Public Safety

CATPA Board Review based on Guiding Principles

These funds are intended to assist in preventing and addressing statewide catalytic converter theft, consistent with 24-33.5-230 (4) (c), C.R.S..

Application will be reviewed for Statutory and Regulation Predicates based on standards under 8 CCR 1507-59:

1. The applicant is a qualified applicant,
2. Compliance in completing the forms and use of Guidance Manual,
3. Description of the program and impact on catalytic converter theft,
4. Clear presentation of the catalytic converter theft issue,
5. Explanation of funding effect on catalytic converter theft,
6. Proposed activities and goals are realistic and attainable,
7. Cost structure,
8. Innovation and ingenuity, and
9. Experience, expertise and demonstrated ability of the applicant.



Application Schedule

- It is strongly advised to review the timelines of the Grant Cycle
- Found in both the Announcement and in the Instructions

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



Application Checklist and Pre-application helpful tips

Review facts, information and issues regarding auto theft in Colorado.

- Crime in Colorado website, <https://coloradocrimestats.state.co.us/tops>
- Local law enforcement records management system(s),
- Past performance and statistics of CATPA funded projects,
- Stolen Vehicle Database Repository (<https://aticc.state.co.us/> or by calling 303-239-4368),
- National Insurance Crime Bureau (<https://www.nicb.org/>),
- Colorado Department of Local Affairs (<https://www.colorado.gov/dola>),
- Colorado Department of Revenue (<https://www.colorado.gov/revenue>),
- Colorado Division of Criminal Justice (<https://www.colorado.gov/dcj>),
- Auto Theft Prevention Authorities Committee (<https://www.combatautotheft.org/>),
- International Association of Auto Theft Investigators (<https://www.iaati.org/>),
- International Association of Chiefs of Police (<https://www.theiacp.org/>), or
- Other national, regional or state resources.

FY25 CATPA Grant Application Instructions

Authorities. The awarded grant project must comply with the provisions of the Grant Agreement, including special conditions.

D. CATPA Grant Monitoring
During the progress of the Grant Project, the CATPA Office will provide programmatic and fiscal monitoring of the grant project. This includes quarterly project director meetings, desk reviews and on-site monitoring. The CATPA Office will maintain administrative oversight for financial reimbursement requests, programmatic reporting, narrative reporting, statistical reporting, inventory and other reporting/programmatic standards required under the special conditions of the Grant Agreement.

CATPA Grant Application Helpful Hints

A. Ask for Assistance.
If you have any questions or need assistance at any point in the application, award and funding processes, you may contact the CATPA Grant Manager.

Kenya Lyons, Grant Manager
710 Kipling Street, Suite 106
Lakewood, Colorado 80215
kenya.lyons@state.co.us
303-253-0694

B. Review facts, information and issues regarding auto theft in Colorado.
One of the largest detriments to writing grants is having a preconceived notion that a requested project will address a problem, when in reality, the problem hasn't really been identified, or else, the idea of a project's practical implementation hasn't been thoroughly planned.
Sample: The use of automated license plate readers has proven to be of significant value in identifying stolen vehicles. It would appear the funding of these devices would have a great effect on reducing vehicle theft and related crimes. However, the effectiveness of ALPR's is principally based on deploying the device to detect, apprehend and recover stolen vehicles. The request for an ALPR program should consider deployment factors, such as political, technological and operational issues. Failing to address any and all of these factors may affect the ALPR to not be deployed, resulting in no recoveries of stolen vehicles. Gathering factual information would be necessary to determine, first, if an ALPR would be beneficial and practical for a grant proposal. Considerations may involve information technology requirements, infrastructure design, legal requirements, the impact on operational demands with existing calls for service, community sensitivity regarding rights of privacy, ability or volume of interdicting identified stolen vehicles, etc.
Applicants are encouraged to review facts and information to demonstrate a clear and concise purpose for requesting funds. The review of facts and information should allow the applicant the ability to document and articulate the legitimacy, effectiveness, efficiency, value and need for the requested project.

1. Research Grant Writing. Grant writing tips can be found at many websites by searching the words "Grants" or "Funding."

2. Review Statistical and Informational Data. We would encourage all applicants to research, gather, and review applicable statistical data that is relevant to your project request. CATPA has worked with the Colorado Bureau of Investigations in developing the Crime in Colorado website, located at <https://coloradocrimestats.state.co.us/tops/>. Applicants are strongly encouraged to use this website, as it has validated Uniform Crime Reporting (Summary Reporting System and National Incident-Based Reporting System) data pertaining to vehicle theft and related crimes. Other sources of statistical data can be used, such as:

- Local law enforcement records management system(s),
- Past performance and statistics of CATPA funded projects,
- Colorado Stolen Vehicle Database Repository (<https://aticc.state.co.us/> or by calling 303-239-4368),
- Federal Bureau of Investigations Crime in the US (<https://ucr.fbi.gov/crime-in-the-u-s>)
- Federal Bureau of Investigations Crime Data Explorer (<https://ucr.fbi.gov/crime-in-the-u-s>)

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Application: Sections 1 & 2

Section 1: General Information

- Agency information and project name
- Point of Contact
- Applicant Qualification - select all that apply

Section 2: Project Information

- Project Period - 1/1/25 to 06/30/2025
- Total Funding (from Budget Section)
- Application Purpose - select all that apply
- Program Information - select and complete
- Problem Statement - Describe what is the issue involving or related to motor vehicle theft - BRIEF

FY 2025 CATPA CCITP Grant Program Application

GRANT APPLICATION
This page should be completed & submitted as the first page of your proposal.

SECTION 1 - GENERAL INFORMATION				
PROJECT TITLE: Name of Project				
LEGAL NAME OF ORGANIZATION: Organization Name				
Street Address		City	State	Zip Code
Phone	Phone Number	Tax Identification Number	Tax ID Number	
POINT OF CONTACT: Full Name		Title - Point of Contact		
Phone	Phone Type	Area Code-Prefix-Number	Email email Address	
APPLICANT QUALIFICATION (select all that apply)				
<input type="checkbox"/> Auto Repair Business <input type="checkbox"/> Automotive Dealer <input type="checkbox"/> Emergency Repair Service				
<input type="checkbox"/> Law Enforcement Agency <input type="checkbox"/> Local Government				
<input type="checkbox"/> Association focused on theft (describe): Provide a brief description of the association.				
SECTION 2 - PROJECT INFORMATION				
A. Project Period. <i>Note: This program can begin no earlier than 10/1/2024 and must end no later than 6/30/2025. Please acknowledge this condition.</i> Select Acknowledgement				
B. Total Funding Request (Add all budget items included in the Budget Summary and enter the amount.) Click or tap here to enter text.				
C. Application Purpose (select all that apply)				
<input type="checkbox"/> Victims Program (assisting victims of catalytic converter theft)				
<input type="checkbox"/> Prevention Program (public awareness or education of catalytic converter theft)				
<input type="checkbox"/> Business Impact Program (related to the theft of catalytic converters)				
<input type="checkbox"/> Law Enforcement Program				
D. Program Information				
1. How many organizations will be directly engaged in this project?		Number of Organizations		
2. Select and identify the service area where this program will be implemented. (select only one)				
<input type="checkbox"/> In a single town, city or community		Name of Community		
<input type="checkbox"/> In a single county-wide area		Name of County		
<input type="checkbox"/> In multiple towns, cities or communities in a single county		Name of County		
<input type="checkbox"/> In a metropolitan or micropolitan area		Choose an item.		
<input type="checkbox"/> Statewide				
E. Problem Statement. <i>The Problem Statement cannot exceed the remaining of this page. Provide a brief problem statement on what is the issue involving or related to catalytic converter theft or identification that this project would address?</i>				
Provide a brief statement of the problem that the program will address.				



Application: Sections 3

Section 3: Program Description

- Needs to include the program description
- Name the strategic plan area and why
- Include relevant statistics and data
- Describe how this project will minimize duplication of efforts
- Timeline

FY 2025 CATPA CCITP Grant Program Application

SECTION 3 – PROGRAM DESCRIPTION
<p><i>The description must be limited to no longer than one (1) page. Provide an explanation on how the project will affect the incidence of catalytic converter theft.</i></p> <p>Provide a summary of the project and how funding will provide assistance to victims, raise awareness, assist business impacts or otherwise help reduce catalytic converter theft in Colorado.</p>

Page 1



Application: Section 4 & 5

- Section 4 - Activities and Goals
 - Identify what your project will be monitored on during the entire grant period.
 - Update on the progress of the project will be submitted 30 days following the end of the month.
 - Project must have **ONE** Important Goal for the entire project. Follow the SMART+C model in the FY2025 Administrative Guide.
 - Project can have multiple Initiatives.
 - Each Initiative will have its one Measurement(s) and Activity(s).
 - NOTE: Projects will be required to submit a final report which will give a final update on the goal, measurement(s) and activity(s) stated in this Section.

- Section 5 - Innovation and Experience
 - Explain the Applicant's Experience, Expertise or Ability in regards to subject-area expertise, ability to manage grant funds or programs to satisfy both financial and reporting requirements.

FY 2025 CATPA CCITP Grant Program Application

SECTION 4 – ACTIVITIES AND GOALS	
F. Activities and Goals (Submit a minimum of 1 goal with a minimum of two activities for each goal. Do not submit more than 3 goals and no more than 3 activities for each goal.)	
Goal 1	Enter Goal 1 to address an expected outcome of the project.
Activity 1.1	Enter Activity 1.1 – Answer what data and information can be collected to demonstrate if the goal is being achieved?
Activity 1.2	Enter Activity 1.2 – Answer what data and information can be collected to demonstrate if the goal is being achieved?
Activity 1.3	Enter Activity 1.3 – Answer what data and information can be collected to demonstrate if the goal is being achieved?
Goal 2	Enter Goal 2 to address an expected outcome of the project.
Activity 2.1	Enter Activity 2.1 – Answer what data and information can be collected to demonstrate if the goal is being achieved?
Activity 2.2	Enter Activity 2.2 – Answer what data and information can be collected to demonstrate if the goal is being achieved?
Activity 2.3	Enter Activity 2.3 – Answer what data and information can be collected to demonstrate if the goal is being achieved?
Goal 3	Enter Goal 3 to address an expected outcome of the project.
Activity 3.1	Enter Activity 3.1 – Answer what data and information can be collected to demonstrate if the goal is being achieved?
Activity 3.2	Enter Activity 3.2 – Answer what data and information can be collected to demonstrate if the goal is being achieved?
Activity 3.3	Enter Activity 3.3 – Answer what data and information can be collected to demonstrate if the goal is being achieved?
SECTION 5 – INNOVATION AND EXPERIENCE	
A.	Innovation and Ingenuity. Do you believe this project has innovation or ingenuity in its concept, design, and/or operation concerning the problem with catalytic converter theft? <i>Choose a response.</i>
B.	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. <i>Click or tap here to enter text.</i>

Page 2



Application: Sections 6 & 7 - Assurance Statements

FY 2025 CATPA CCITP Grant Program Application

All questions must be answered under these two sections.

Financial: 17 questions

Programmatic: 6 questions

These sections help the Applicant understand what processes need to be in place and what are the program expectations.

SECTION 6 - FINANCIAL ACCOUNTABILITY ASSURANCE STATEMENTS	
<i>Select the appropriate response to each of the financial accountability assurance statements.</i>	
A. Choose an item.	Personnel funded by CCITP grant monies must be used directly for the purpose of the CCITP grant project. If funded personnel are full-time, then 100% of personnel time is allocated to the CCITP grant project. Part-time or overtime personnel must be used specifically for the CCITP grant project during the period of time compensated by CCITP.
B. Choose an item.	Submit a monthly project report, which includes financial reimbursement and programmatic reporting, to the CATPA office no later than the 30 th day after each month.
C. Choose an item.	Submit one (1) inventory certification to the CATPA office on capital equipment purchases using CCITP funds (\$5,000 per item cost for 5-year inventory) no later than 30 days after initial purchase.
D. Choose an item.	Submit inventory removal certification to the CATPA office of appropriate capital equipment that was funded using CCITP funds within 30 days when the capital equipment was discovered as lost, stolen, or otherwise in need of inventory removal.
E. Choose an item.	Submit a modification request form to the CATPA office no less than 30 days in advance of the need to amend either the CCITP project program, goal(s), activity(s) and/or financial accounting.
F. Choose an item.	Purchasing and Contracting guidelines.
G. Choose an item.	Policies regarding cash management and credit card use pertaining to the use of the CCITP grant funds.
H. Choose an item.	The Applicant has a financial accountability system in place to manage and account for CCITP grant financial records, including receipts, revenues, expenses, budgeting and utilizing a general financial ledger.
I. Choose an item.	A provision for regularly occurring review of financial statements by supervisors and Applicant's ownership or appointing authority or designee.
J. Choose an item.	A requirement for an annual audit or annual financial review.
K. Choose an item.	A clear process for separation of duties and proper internal controls related to the CCITP grant project for programmatic and financial responsibilities.
L. Choose an item.	A conflict of interest policy regarding purchasing and contracting applicable to CCITP grant funds.
M. Choose an item.	Provide a copy of agreements, contracts or legal instruments applicable to CCITP funds prior to request for financial reimbursement.
N. Choose an item.	Applicant is able to separate the CCITP grant funds from other revenue and expenditure sources impacting the Applicant's organization.
O. Choose an item.	All payments and expenditures are tracked for each grant award by year.
P. Choose an item.	Applicant is able to track internal financial expenditures and revenues related to CCITP grant funds to be classified by the broad budget categories listed in the approved budget, (i.e. personnel, supplies and operating, equipment and professional services).
Q. Choose an item.	Grant funded employee time sheets are maintained and approved by the employee, supervisor and project director.
SECTION 7 - PROGRAMMATIC PERFORMANCE ASSURANCE STATEMENTS	
<i>Select the appropriate response to each of the programmatic performance assurance statements.</i>	
A. Choose an item.	Applicant agrees to have a designated or assigned staff representative(s) maintain contact with and report to the CATPA Office. This will include scheduled meetings and/or phone calls.
B. Choose an item.	Acknowledge CCITP as the funding source for all published training, education or prevention materials and news media releases pertaining to a funded project's activities.
C. Choose an item.	Prevention Program Assurances <input type="checkbox"/> Submit a Monthly Report to the CATPA Office no later than 30 days following the end of the month.
D. Choose an item.	Law Enforcement Program Assurances <input type="checkbox"/> Submit a Monthly Report to the CATPA Office no later than 30 days following the end of the month.
E. Choose an item.	Victim Program Assurances <input type="checkbox"/> Submit a Monthly Report to the CATPA Office no later than 30 days following the end of the month.
F. Choose an item.	Business Impact Program <input type="checkbox"/> Submit a Monthly Report to the CATPA Office no later than 30 days following the end of the month.



A Word About Funding Priorities

Funding Priorities should be addressed in the Budget Priorities section of the Application.

To clarify, priorities are described as:

- **Critical Funding** - 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.
- **Essential Funding** - 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.
- **Supplemental Funding** - Supplemental funds provide the ability to enhance, elevate, enrich, expand or otherwise augment the project's effectiveness and/or efficiency.



Application: Section 8 - Program Budget key points

Many applicants find this section the most challenging.

- Sufficient detail is needed to demonstrate and illustrate financial stewardship of the funds.
- Attaching Spreadsheets or other supporting documents are permitted to assist the CATPA Office and Board in understanding how calculations were derived.
- The budget request must cover the entire project duration (10/1/2024 through June 30, 2025).
- Use Whole Dollar Amounts
- The CATPA Office performs Budgetary Analysis of all applications for review and briefing to the Board. In the event the CATPA Office requests additional documentation, it is to your benefit to provide the information in a timely manner.
- All justifications must be directly related to the purpose of the HB24-1430.
- Review Allowable and Non-Allowable Expenses



Application: Section 8 - continue key points

- Use the Board’s Guiding Principles to consider your overall request (Chapter 6 of the Administrative Guide). Keep in mind:
 - Not one single applicant has been awarded the entire Spending Authority,
 - Apportionment will be principally based on the Guiding Principles, and
 - Look up your “Project Area” to get a measure of the variables calculated for funding guidance.
- Consider what would be the impact to your program if the requested funds were reduced or otherwise not awarded.
- CATPA does not require matching funds, however, if contributing costs are proposed in the application and budgetary calculations, the contributing costs should be identified for the Board’s consideration.



Application Section 8 - The Program Budget

A. Budget Summary. This section should not be completed until all the sections in the Budget tables are completed first.

Administrative Costs - no more than 10% of the Subtotal.

B. Budget Per Initiative - Summary table

C. Budget Priorities - List items by priority (Critical, Essential, Supplemental)

D. Personnel Budget

Personnel Budget Table - This budget category should be used when requesting salary and benefits (e.g., FICA, PERA, Medicare, etc.) of full-time personnel to auto theft. Personnel salary costs can include personal leave (e.g., sick leave, vacation leave, bereavement leave, etc.).

**Note: Overtime costs are also included in this table.

Personnel Justification - Provide a brief description of why these personnel costs are needed and how they support the program.

FY 2025 CATPA CCITP Grant Program Application

SECTION 8 – PROGRAM BUDGET

A. Budget Summary. Using the calculations from items B, C, D and E tables, complete the following. Enter only whole dollars.

Line Item	Budget Request
Personnel	Total Personnel Budget
Supplies and Operating	Total Supplies & Operating Budget
Equipment (items costing over \$5,000)	Equipment Budget
Consulting and Professional Services	Consulting Services Budget
Sub-Total (of the above line items)	Sub-Total
Grant Administration (no more than 10% of the Sub-Total)	Grant Administration
Total Request	Total Budget Request

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

Line Item	Victims Support	Prevention	Business	Enforcement	Total
Personnel	\$Amount	\$Amount	\$Amount	\$Amount	\$Amount
Supplies & Operating	\$Amount	\$Amount	\$Amount	\$Amount	\$Amount
Travel	\$Amount	\$Amount	\$Amount	\$Amount	\$Amount
Equipment	\$Amount	\$Amount	\$Amount	\$Amount	\$Amount
Consulting Services	\$Amount	\$Amount	\$Amount	\$Amount	\$Amount
Sub-Total	\$Amount	\$Amount	\$Amount	\$Amount	\$Amount
Grant Administration	\$Amount	\$Amount	\$Amount	\$Amount	\$Amount
Total Request	\$Amount	\$Amount	\$Amount	\$Amount	\$Amount

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

Line Item	Critical	Essential	Supplemental	Total
Personnel	\$Amount	\$Amount	\$Amount	\$Amount
Supplies & Operating	\$Amount	\$Amount	\$Amount	\$Amount
Travel	\$Amount	\$Amount	\$Amount	\$Amount
Equipment	\$Amount	\$Amount	\$Amount	\$Amount
Consulting Services	\$Amount	\$Amount	\$Amount	\$Amount
Sub-Total	\$Amount	\$Amount	\$Amount	\$Amount
Grant Administration	\$Amount	\$Amount	\$Amount	\$Amount
Total Request	\$Amount	\$Amount	\$Amount	\$Amount

D. Personnel Budget

Title(s)/Position(s)	Average Hourly Rate	Hours Budgeted	Total Request
Total Personnel Budget (Enter into the Budget Summary Table)			
Provide justification for Personnel Costs. Do not exceed this section.			

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Application Section - Supplies & Operating

E. Supplies & Operating Budget

- **Supplies & Operating Budget Table** - Costs to cover general operational costs such as building expenses, telecommunications, office expenses, computer and software, enforcement supplies, uniform expenses, vehicle supply and maintenance, registration and membership fees, community education, investigative funds, training and meeting expenses, etc.
- **Supplies & Operating Justification** - Provide a brief description of why these costs are needed and how they support the program.

FY 2025 CATPA CCITP Grant Program Application

E. Supplies and Operating Budget

Type of Item(s)	Number of Units	Unit Cost	Total Request
Total Supplies and Operating Budget (Enter into the Budget Summary Table)			
Provide justification for S/O Costs. Do not exceed this section.			

F. Equipment Budget

Type of Item(s) <i>(i.e., items costing more than \$5,000)</i>	Number of Units	Unit Cost	Total Request
Total Equipment Budget (Enter into the Budget Summary Table)			
Provide justification for Equipment Costs. Do not exceed this section.			

G. Consulting and Professional Services Budget

Purpose <i>(e.g., IT programming, website development, etc.)</i>	Number of Units	Unit Cost	Total Request
Total Consulting and Professional Services Budget (Enter into the Budget Summary Table)			
Provide justification for Consulting and Professional Services Costs. Do not exceed this section.			

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Application Section - Equipment Budget

F. Equipment Budget

- **Equipment Budget Table** - List all equipment that is \$5,000 or more per unit. Items purchased for more than \$5,000 are subject to the State inventory requirements. Capital equipment may be purchased with grant funds and 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 auto theft prevention activities as approved by the CATPA Board.
- **Equipment Justification** - Provide a brief description of why these costs are needed and how they support the program.



Application Section - Consulting/Professional Services

G. Consulting and Professional Services Budget

- **Consulting & Professional Services Budget Table** - Each type of services must be listed. If the vendor is unknown, list the services (Training, IT, etc.). Recommend applicants check with their agency's procurement department to know if a specific vendor needs to be listed in the application due to their internal process.
- **Consulting & Professional Services Justification** - Provide a brief description of why these services are necessary. Recommended to articulate the use of statements of work, discovery projects, project agreements and/or contracts. Note: a copy of the vendor agreement will need to be submitted to the CATPA office per vendor.



Application Section - Submission Certification and Officials

FY 2025 CATPA CCITP Grant Program Application

SUBMISSION CERTIFICATION	
<p>I certify that to best of my knowledge and belief that the information contained in this application is true, accurate and complete. I also understand that failure to adhere to the requirements of the CCITP Forms and Guidance Manual, including the Assurances identified in Sections 6 and 7 of this application, may result in sanctions by the Colorado State Patrol CATPA Business Unit and applicable state and federal statutes. I have reviewed the State of Colorado Small Dollar Grant Award Terms and Conditions and I also certify that I have authority to submit this grant application on behalf of the listed Applicant Organization.</p>	
Printed Name of Submitting Official:	_____
Signature of Submitting Official:	_____
Date of Submission Certification:	_____

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- The Submission Certification must be completed by a person authorized to submit an application on behalf of the applicant agency.
- The Authorized Officials must be identified and signatures obtained for:
 - Signatory Authority
 - Project Director
 - Financial Officer

FY 2025 CATPA CCITP Grant Program Application

APPLICATION OFFICIALS			
<p><i>This form identifies the identity of official representatives authorized to submit project reports and financial payment requests. The State will not release funds if names and signatures below, excluding electronic verification, do not match those shown on requests for payments and on invoices or reports. "Authorized Official" must be the person legally authorized to sign contracts or otherwise represent the Grantee. As protection to both the State and Grantee, no one official can fulfill more than one responsibility and each of the three officials must be different from the other two.</i></p>			
Project Title: _____			
Signature Authority			
Last Name	First Name	Title/Position/Rank	
_____	_____	_____	
Organization Name of Organization _____			
Mailing Address _____		City _____	State _____ Zip Code _____
Address _____		City _____	Zip Code _____
Office Phone _____	Email Address _____	Email Address _____	
Phone _____	_____	_____	
Signature: _____	_____	Date: _____	Date _____
Financial Officer			
Last Name	First Name	Title/Position/Rank	
_____	_____	_____	
Organization Name of Organization _____			
Mailing Address _____		City _____	State _____ Zip Code _____
Address _____		City _____	Zip Code _____
Office Phone _____	Email Address _____	Email Address _____	
Phone _____	_____	_____	
Signature: _____	_____	Date: _____	Date _____
Project Director			
Last Name	First Name	Title/Position/Rank	
_____	_____	_____	
Organization Name of Organization _____			
Mailing Address _____		City _____	State _____ Zip Code _____
Address _____		City _____	Zip Code _____
Office Phone _____	Email Address _____	Email Address _____	
Phone _____	_____	_____	
Signature: _____	_____	Date: _____	Date _____

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Award Process

If a project is awarded funding, there are reporting requirements and forms that must be submitted to the CATPA Office

- **Most Important: Grant Agreement - Special Conditions** will outline specific requirements of the particular program. NOTE: Grant Agreement document will be sent via DocuSign.
- **Generally**, requirements are based upon the type of initiatives that are funded by the CATPA Board.
- **Additional or modified reporting** may be required by the CATPA Board, typically during the grant review process through the drafting/approval of the Grant Agreement, however the Board may require reporting during the course of the project.
- This will be a fast turnaround due to start date of the grant at the beginning of October. Review the Application and Award Schedule.



CATPA Grantee Requirements - Chapters 3 and 4 of the FY2025 Administrative Guide

- **Programmatic Requirements Forms** - submit specific initiatives reporting forms 30 days at the end of each month.
- **Financial Reimbursement Requests Forms** - submit 40 days at the end of month or quarter.
- **Maintain a Grant Master File** with all the backup documentation
- **Grant Modification Requests** must follow procedure.
- **Annual Final Programmatic Report** is due 30 days at the end of the grant period (July 30)
- **Inventory** must be tracked, Administrative Guide Appendix D.
- **CATPA Marketing Requirements** must be followed.



Questions & Discussion

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List of Potential Projects or Ideas

List of Projects and Estimated Grant Funding Request		
Agency	Project	Amount

