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

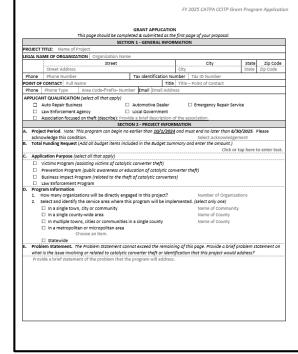
- Welcome & Introductions
- Goal of Grant Workshop/Materials Available
- FY 2025 HB22-1217 Supplemental CATPA Grant Program
- Application and Instructions (NEW)
- Grant Award Process, Special Conditions and Program Requirements
- Questions & Answers/Group Discussion



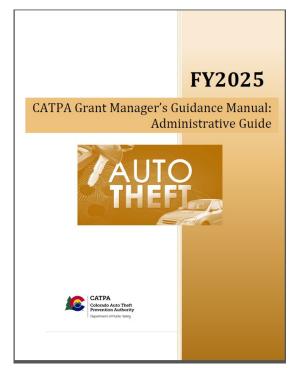
CATPA Website Materials

https://lockdownyourcar.org/grants/





Application



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.



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 outomated license plate readers has proven to be of significant value in identifying stoke 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 ALPPR's is principally based an deploying the device to detect, apprehend and recover stolen vehicles. The request for on ALPPR program should consider deployment factors, such as policito, technological and operational issues. Failing to address any and oil of these factors may affect the ALPPR to not be deployed, resulting in no recoveries of stolen vehicles. Gathering factual information would be necessary to determine, first, if an ALPPR would be beneficial and practical for a grant proposal. Cansiderations 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 intersking identified stable 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 Jestilmacy, effectiveness, efficiency, value and need for the requested project.

- 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://coloradocrimestatistate.ou.s/logs/, Applicants are strongly encouraged to use this website, os it has validated Uniform Crime Reporting (Summary Reporting System and National Incident-Board 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)

5 | Page

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

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Provide a brief statement of the problem that the program will address.					inniess:



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 The description must be limited to no longer than one (1) page. Provide an explanation on how the project will affect the incidence 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.



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.

	SECTION 4 – ACTIVITIES AND GOALS				
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	Soal 1 to address an expected outcome of the project.				
	y 1.1 Enter Activity 1.1 – Answer what data and information can be collected to demonstrate if the goal is being achieved?				
Activit	y 1.2 Enter Activity 1.2 – Answer what data and information can be collected to demonstrate if the goal is being achieved?				
	y 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	Soal 2 to address an expected outcome of the project.				
Activit	2.1 Enter Activity 2.1 – Answer what data and information can be collected to demonstrate if the goal is being achieved?				
	y 2.2 Enter Activity 2.2 – Answer what data and information can be collected to demonstrate if the goal is being achieved?				
Activit	y 2.3 Enter Activity 2.3 – Answer what data and information can be collected to demonstrate if the goal is being achieved?				
	Goal 3 to address an expected outcome of the project.				
Activit	y 3.1 Enter Activity 3.1 — Answer what data and information can be collected to demonstrate if the goal is being achieved?				
	y 3.2 Enter Activity 3.2 – Answer what data and information can be collected to demonstrate if the goal is being achieved?				
Activit	y3.3 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				
	Ingenuity. Do you believe this project has innovation or ingenuity in its concept, design, and/or operation				
Choose a respo	problem with catalytic converter theft?				
Applicant's Experience and	reflence, Expertise, or Demonstrated Ability. Provide a short statement with information about the applicant's qualifications regarding subject-area expertise, and/or a demonstrated ability to manage grant-funded projects d to satisfy the reporting requirements. Do not exceed the remaining of this page.				



Application: Sections 6 & 7 - Assurance Statements

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				
	5	elect the appropriate response to each of the financial accountability assurance statements.			
Α.	Choose an item.	Personnel funded by CCITP grant monies must be used directly for the purpose of the CCITP grant project. I 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 for specifically for the CCITP grant project during the period of time compensated by CCITP.			
в.	Choose an item.	Submit a monthly project report, which includes financial reimbursement and programmatic reporting, to the CATPA office no later than the 30th day after each month.			
c.	Choose an item.	Submit one (1) inventory certification to the CATPA office on capital equipment purchases using CCTIP fund (\$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 funde using CCITP funds within 30 days when the capital equipment was discovered as lost, stolen, or otherwise in need of inventory removal.			
Ε.	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.			
		Policies regarding cash management and credit card use pertaining to the use of the CCITP grant funds.			
		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.			
l.	Choose an item.	A provision for regularly occurring review of financial statements by supervisors and Applicant's ownership o			
		appointing authority or designee.			
		A requirement for an annual audit or annual financial review.			
Κ.	Choose an item.	A clear process for separation of duties and proper internal controls related to the CCITP grant project fo			
		programmatic and financial responsibilities.			
		A conflict of interest policy regarding purchasing and contracting applicable to CCITP grant funds.			
		Provide a copy of agreements, contracts or legal instruments applicable to CCITP funds prior to request fo 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.			
		All payments and expenditures are tracked for each grant award by year.			
Р.	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			
Q.	Choose an item.	equipment and professional services). Grant funded employee time sheets are maintained and approved by the employee, supervisor and projec			
		director.			
		SECTION 7 - PROGRAMMATIC PERFORMANCE ASSURANCE STATEMENTS			
	Seli	ect the appropriate response to each of the programmatic performance assurance statements.			
Α.	Choose an item.				
_	elis	the CATPA Office. This will include scheduled meetings and/or phone calls.			
ь.	cnoose an item.	Acknowledge CCITP as the funding source for all published training, education or prevention materials and new			
_	Chanca an ita	media releases pertaining to a funded project's activities.			
C.	choose an item.	Prevention Program Assurances			
_		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			
_		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			
_	-1	Submit a Monthly Report to the CATPA Office no later than 30 days following the end of the month.			
F.	Choose an item.				
		 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.

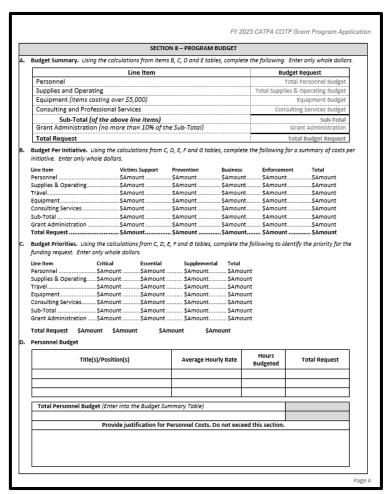
Administrative Costs - no more than 10% of the Subtotal.

- **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.





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 he program.

supplies and Operating Budget						
Type of Item(s)	Number of Units	Unit Cost	Total Request			
Total Supplies and Operating Budget (Enter into the Bud						
Provide justification for S/O Costs. Do n	ot exceed this section.					
anti-man Product						
quipment Budget Type of Item(s)						
(i.e., items costing more than \$5,000)	Number of Units	Unit Cost	Total Request			
Total Equipment Budget (Enter into the Budget Summar						
Provide justification for Equipment Costs. Do not exceed this section.						
consulting and Professional Services Budget Purpose (e.g., IT programming, website development, etc.)	Number of Units	Unit Cost	Total Request			
reg, ir programming, ireasite development, etc.)						
Total Consulting and Professional Services Budget (Ente	er into the Budget Sum	mary Table)				
Provide justification for Consulting and Profe	essional Services Costs	. Do not exceed t	this section.			

Application Section - Equipment Budget

F. Equipment Budget

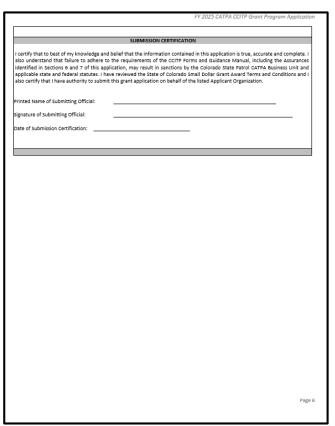
- ➤ Equipment Budget Table List all equipment that is \$5,000 or more per unit. Items purchased for more than \$5,000 are subject to the State inventory requirements. Capital equipment may be purchased with grant funds and in accordance with the approved CATPA budget. Capital equipment becomes the property 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 he 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



- 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

,		erent from the other two.				
Last Name		! First Name	Signature Au	hority Title/Positio	m Minada	
Lantreamer	Last Name		Name	Ilbeyrosiso	nynank	Title
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Name of C	Organization					
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Address			Ci	ty		Zip Code
Office Phone		Email Address				
	Phone				Address	
Signature:				Date:		Date
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Last Name		First Name	Financial Of	ficer Title/Positio	n/Rank	
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Name of O	organization					
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Address			Ci	ty		Zip Code
Office Phone		Email Address				
	Phone			Email	Address	
Signature:				Date:		Date
			Project Dire			
Last Name		First Name	Project Dire	Title/Positio	n/Bank	
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Organization						
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Name of C			City		State	
Mailing Address Address			City Ci	ty	State	Zip Code
Name of O Mailing Address Address		Email Address				
Name of C					Address	

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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Public Outreach Coordinator
cale.gould@state.co.us



List of Potential Projects or Ideas

List of Projects and Estimated Grant Funding Request					
Agency	Project	Amount			