

WASHINGTON AUTO THEFT PREVENTION AUTHORITY

WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS
3060 Willamette Drive NE, Lacey, WA 98516 ~ Phone: (360) 292-7900 ~ Fax: (360) 292-7269 ~ Website: <http://watpa.waspc.org>
Jim LaMunyon, WATPA Executive Director

“preventing and reducing motor vehicle theft and associated crime in the State of Washington”



January 15, 2009 GRANT PROGRAM ANNOUNCEMENT July 1, 2009 – June 30, 2010 AUTO THEFT REDUCTION GRANTS

INTRODUCTION

The Washington Auto Theft Prevention Authority (WATPA) pursuant to RCW 46.66.080 has authorized the distribution of WATPA funds through a competitive grant process. The Authority will make multiple awards for state fiscal year 2009-2010 (July 1, 2009 – June 30, 2010).

The grant funds must be ***used to prevent and reduce vehicle theft through the development and implementation of:***

- ***Effective law enforcement investigation/enforcement/prosecution programs.***
- ***Prevention/public awareness/community education projects.***
- ***Equipment/technology related to auto theft prevention and reduction.***
- ***Training directly related to motor vehicle theft initiatives.***

Grant applications are available at <http://watpa.waspc.org>. See the **APPLICATION PROCESS** section for additional information.

Agencies that currently have grant awards must re-submit for continuing funding.

The deadline for submission of applications is **5:00 p.m. on March 16, 2009.** **No applications will be accepted after that deadline for any reason. A signed hard copy must be postmarked or hand delivered to WATPA and an electronic copy must be submitted to WATPA by the application deadline.**

ALLOWABLE COSTS

INVESTIGATION/APPREHENSION/PROSECUTION

- Personnel and overtime for motor vehicle theft analysis, motor vehicle theft criminal investigations, and prosecution of offenders.
- Law enforcement equipment and technology to be used for vehicle theft investigations such as bait cars, tracking devices, license plate readers, cameras, data systems, etc.
- Operational and administrative expenses. (no indirect rate is allowed – administrative costs that can be directly attributed to the grant may be allowed)
- Confinement costs.
- Training for equipment to be used for vehicle theft investigations.

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- Other costs as may be required to successfully implement the proposed program.

PUBLIC AWARENESS:

- Overtime for prevention/public awareness/community education events (no FTE positions will be funded).
- Equipment to be used for prevention/public awareness/community education events.
- Promotional materials.
- Operation and administrative expenses.

PROHIBITED USE OF FUNDS

- WATPA funding must supplement and not supplant agency funding,
- Requests for equipment to be used for other crimes or public awareness activities other than vehicle theft must document prorated cost share for percentage of time to be used on other activities.
- FTE positions for public awareness.

EQUIPMENT

All agencies are required to comply with the procurement policies and procedures of their respective jurisdictions. For purposes of determining reasonable costs for grant awards, equipment requests that exceed \$1,000 must be accompanied by three (3) bids.

REPORTING REQUIREMENTS

Applicants are required to submit quarterly performance reports to the Authority and cooperate fully in any evaluation efforts required. Applicants whose proposals are approved are required to allow the Authority or its duly authorized representatives access to and the right to examine any books, documents, papers, records, and other evidence of activities conducted pursuant to awards.

APPLICATION REVIEW PROCESS

This grant program is competitive. The approval of an application request will be based on the review of all applications received, the greatest need, and the total amount of all funding requests.

The following criteria are mandatory for application acceptance:

1. Was the application received on time? **(yes/no)**
2. Was the application signed by an authorized official? **(yes/no)**
3. Does the application state that the agency reports crime statistics to the Washington Association of Sheriffs and Police Chiefs Uniform Crime Reporting or National Incident Based Reporting systems and that reported stolen motor vehicles are entered in the WACIC/NCIC system operated by the Washington State Patrol?

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The following items are considered during application review:

1. **Submission:** The application was complete and accurate. All requested information was provided.
2. **Documentation:** For each category where funding is requested an accurate and complete explanation is provided to document the amount requested.
3. **Budget:** Budget costs are reasonable and allowable. Agency funds are clearly identified if available to the program.
4. **Problem Statement:** The problem statement clearly identifies a vehicle theft problem within the community or jurisdiction.
5. **Proposed Project:** The proposed project is reasonable and addresses the vehicle theft problem within the community.
6. **Effective and Efficient:** The proposed project will be an effective and efficient utilization of WATPA grant resources.
7. **Evaluation and Assessment:** An evaluation/assessment mechanism is identified, appropriate, and complete; with measurable goals, objectives, and performance measures. Not just outputs but measurable outcomes.
8. **Goals, Objectives, and Performance Measures:** The stated goals, objectives and performance measures are reasonable, achievable and consistent with the mission of the Washington Auto Theft Prevention Authority.
9. **Internal Controls:** The applicant has appropriate administrative and fiscal controls to adequately manage the award.
10. **Program Performance History:** *Previously funded projects have been in compliance with award requirements including timely, accurate submission of reports and no reportable deficiencies during site visits or program compliance reviews.*

The following are funding priorities of the WATPA:

1. Strong multi-jurisdictional collaboration and sharing of resources.
2. Original and innovative projects.
3. Identified high priority motor vehicle theft area of need.
4. Established, successful, currently funded task forces.
5. Inclusion of local funding.

Meeting these priorities enhances, but does not guarantee, an application's prospects of approval.

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These elements are mandatory for application approval. "No" answers require rejection of the application:

1. Was the application received on time? Yes No
2. Was the application signed by an authorized official? Yes No
3. Does the application state that the agency (law enforcement agencies only) reports motor vehicle theft information to UCR/NIBRS and WACIC? Yes No

REVIEW PROCESS

Applications will be reviewed by WATPA staff to ensure compliance with grant requirements and certifications. Each grant application will be evaluated according to the priorities established by the Authority. Funds will be disbursed to agencies in accordance with the Authority's final approved allocation plan.

APPLICATION PROCESS

While the Washington Auto Theft Prevention Authority would like to fund each worthy program, only a limited amount of funding is available.

Applications are available at <http://watpa.waspc.org> in the **GRANTS** section of the website. One (1) signed original and one (1) electronic copy of the completed application must be submitted to the Authority. The electronic copy should be submitted on CD or emailed to the Executive Director.

The Authority staff may request additional information, documentation or clarification on individual grant applications.

SUBMITTING APPLICATIONS

The application must be received at the Authority office no later than 5:00 p.m. on March 16, 2009. Applications may be submitted in person, by the U.S. Postal Service or delivery services to:

Washington Auto Theft Prevention Authority
Grant Programs
3060 Willamette Dr. NE
Lacey, WA 98516

CONTACT INFORMATION

For grant or application related issues or questions, please contact:

Jim LaMunyon or Cynthia Jordan
360-292-7900
E-mail: jlamunyon@waspc.org or cjordan@waspc.org

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APPEAL PROCESS

The decisions regarding approval, denial or modification of all grant applications rests with the Washington Auto Theft Prevention Authority members. The decisions of the Authority are final.

GRANT CONTRACTS AND FUNDING

Grant award notification letters which will include the effective award date will be mailed immediately after the WATPA final approval and will include three original grant award agreements. Two of the agreements with original signatures are to be returned to the office of the Washington Auto Theft Prevention Authority no later than thirty (30) days after receipt.

A 30-day extension on returning signed contracts may be requested.

If the signed contract or extension request has not been received within the thirty (30) days the Authority may cancel the grant award.

All Grant funds will be disbursed on a reimbursement basis and will be processed upon receipt of monthly invoices for ongoing programs or an invoice for one-time purchases.