

AUTOMOBILE THEFT PREVENTION AUTHORITY (ATPA) GRANT APPLICATION

What is the Automobile Theft Prevention Authority?

The Automobile Theft Prevention Authority (ATPA) was established in 1986 to reduce automobile theft in Michigan. The ATPA provides grants on a competitive basis for programs to reduce auto theft. Grant funds cannot be used for any other purpose.

Is my agency or organization eligible for a grant?

Law enforcement agencies, prosecutors, judicial agencies, and 501(c)(3) organizations (e.g., neighborhood, community and business organizations) are eligible to apply for an ATPA grant. Grants will only be awarded to enhance automobile theft prevention efforts.

Is there a matching requirement?

Neighborhood, community, and business groups organized under IRS code section 501(c)(3):

- No matching funds are required.

All other agencies:

- The matching fund requirement is 50% of the total approved budget.

How can I apply for a grant?

The application form is attached from pages 1 to 7. Read the instructions before preparing the grant application. A fill-in form is available on the ATPA's Web site at www.michigan.gov/atpa.

When is the application due?

The application must be postmarked by **May 15, 2009**. Incomplete applications will not be accepted.

The following must be submitted:

- The original application, pages 1 to 7, with original signatures
- All of the required information outlined in the section below
- Three additional copies of the application that have been three-hole punched

All materials must be sent to the following address:

Automobile Theft Prevention Authority
714 S. Harrison Road
East Lansing, Michigan 48823

For more information or assistance, contact the ATPA at (517) 336-6197.

What other information is required?

A nonprofit agency (501(c)(3) organization) applying for the first time must provide:

- A copy of the organization's bylaws
- A copy of the organization's Michigan Article of Incorporation
- Documentation of the organization's Internal Revenue Service tax-exempt status (Form 501(c)(3))

All applicants must provide:

- An 8 ½" x 11" map that displays the area served by the proposed project

Note: Costs incurred prior to the starting date of the grant are ineligible for reimbursement.

AUTOMOBILE THEFT PREVENTION AUTHORITY (ATPA) GRANT APPLICATION INSTRUCTIONS

Instructions for Page 1

1. **NAME OF APPLICANT ORGANIZATION:** One organizational unit that will be responsible for the administration of the project in accordance with the project conditions. For example, "City of Blank Police Department" is acceptable.
2. **FEDERAL IDENTIFICATION NUMBER:** Federal employer number that is issued by the Internal Revenue Service for withholding purposes.
3. **MAILING ADDRESS:** Provide the complete address of the applicant organization, including ZIP code.
4. **NAME OF GOVERNMENTAL UNIT:** The governmental unit that has the authority and responsibility for carrying out the project. For example, "City of Blank" is acceptable.
5. **TYPE OF GOVERNMENTAL UNIT:** Check the appropriate box.
6. **ADDRESS:** Provide the complete mailing address of the governmental unit, including ZIP code.
7. **PROJECT TITLE:** Short name that is descriptive of the work to be done.
8. **BEGINNING** and 9. **ENDING DATES OF GRANT (October 1, 2009 through September 30, 2010):** The grant may not begin before the start of the ATPA grant period nor extend beyond the end of the period. A renewal application must be prepared for the continuation of a project beyond the initial grant period. Approval of renewal applications will be based on prior accomplishments as reported in the application for continuation. Costs incurred or expenditures made before the grant period begins cannot be paid from grant funds.
10. **PROJECT AREA:** The location(s) and county or counties served by the proposed project.
11. **ALL AGENCIES PARTICIPATING IN THE PROJECT:** If the project involves a team or cooperative effort, list all agencies that will receive grant money.
12. **PROJECT DIRECTOR:** The full name, title, and original signature of the person responsible for the project. This person will be responsible for submitting the grant's progress and financial reports. The ATPA will not pay the salary of this position.

Instructions for Page 2

13. **DESCRIPTION OF THE PROJECT:** It is very important to present the substance of the project in a concise, condensed form. Clearly identify the area's major auto theft problem and how the organization or agency plans to combat it with ATPA funds. Include any current auto theft program, goals of that program, and accomplishments of the program. Include everything that may influence the decision on this application.

Instructions for Page 3

14. **MEASURABLE OBJECTIVES** and 15. **EVALUATION CRITERIA:** Standardized objectives and evaluation criteria have been developed by the ATPA for law enforcement, prosecutor, and nongovernmental grants. Examples are available on the ATPA's Web site at www.michigan.gov/atpa. Please prioritize them or add unique criteria that will address the auto theft problem in your project's area.

Instructions for Page 4

16. PROVIDE CATEGORIAL TOTALS AND ATTACH THE DETAIL REQUESTED

- A. **BUDGET FOR SWORN EMPLOYEES:** Sworn employees are defined as police officers and assistant prosecutors with criminal investigative powers. For each separate position or job title, list the employee salary and the share or percentage of that employee's time chargeable to the project. List overtime separately. Describe fringe benefits by type of benefit, rate, and cost. (See sample budget detail on page 4A.)
- B. **BUDGET FOR OTHER EMPLOYEES:** For each separate position or job title, list the employee salary and the share or percentage of that employee's time chargeable to the project. List overtime separately. Describe fringe benefits by type of benefit, rate, and cost.
- C. **BUDGET FOR VEHICLES:** Includes the lease/purchase of the vehicle, maintenance, gasoline, insurance, and necessary equipment.
- D. **BUDGET FOR FIELD OPERATIONS:** Includes equipment and supplies necessary for field operations. Equipment is generally defined as any non-expendable tangible personal property having a useful life of more than one year and an acquisition cost of \$500 or more per unit. Any equipment purchased through a grant to a state agency must also adhere to all state equipment control procedures. (See example on page 4A.)
- E. **BUDGET FOR OFFICE OPERATIONS:** Includes equipment and office supplies necessary for office operations. (See example on page 4A.)
- F. **BUDGET FOR OTHER EXPENSES:** Includes other costs related to the project. Adequate detail and justification must be furnished to support the costs included.

ATPA GRANT APPLICATION – PAGE 1

Read instructions first before completing form.
 Attach extra pages when more space is needed.

FOR ATPA USE ONLY
PROJECT NUMBER

1. NAME OF APPLICANT ORGANIZATION		2. FEDERAL ID NUMBER	
3. MAILING ADDRESS			
4. NAME OF GOVERNMENT UNIT (If applicable)		5. TYPE OF GOVERNMENT UNIT <input type="checkbox"/> State <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Other:	
6. ADDRESS			
7. PROJECT TITLE		8. BEGINNING DATE OF GRANT October 1, 2009	9. ENDING DATE OF GRANT September 30, 2010
10. PROJECT AREA (City/Township/County)			
11. ALL AGENCIES PARTICIPATING IN THE PROJECT (If cooperative effort)			
The undersigned understand and agree that a grant received as a result of this application is subject to 1992 PA 174, the policies of the Automobile Theft Prevention Authority, and the grant conditions as outlined on pages 5 through 7. We certify that all information provided is true and accurate.			
12. TYPED NAME AND TITLE OF PROJECT DIRECTOR		SIGNATURE	
BUSINESS ADDRESS			
PHONE NUMBER () -	FAX NUMBER () -	E-MAIL ADDRESS	DATE SIGNED

Submit this original application, three copies of application (pages 1 to 7), and all required documentation to:

AUTOMOBILE THEFT PREVENTION AUTHORITY
 714 S. HARRISON ROAD
 EAST LANSING, MICHIGAN 48823
 For assistance, call (517) 336-6197.

<p>AUTHORITY: 1992 PA 174</p> <p>COMPLIANCE: Voluntary, but a grant will not be approved unless complete form is submitted.</p>

ATPA GRANT APPLICATION – PAGE 2

13. DESCRIPTION OF PROJECT

(Briefly describe the problems and the procedures to be implemented)

ATPA GRANT APPLICATION – PAGE 3

14. MEASURABLE OBJECTIVES
(Use ATPA-suggested objectives or present unique goals for your project and discuss your priorities during orientation meeting)

15. EVALUATION CRITERIA
(Use ATPA-suggested criteria or offer new criteria to measure the success of your project's unique objectives)

ATPA GRANT APPLICATION – PAGE 4

16. BUDGET			
A. TOTAL COST FOR SWORN EMPLOYEES			\$
(Attach detailed listing of costs–See attached sample documentation)			
B. TOTAL COST FOR OTHER EMPLOYEES			\$
(See attached sample documentation)			
C. TOTAL COST FOR VEHICLES			\$
(See attached sample documentation)			
D. TOTAL COST FOR OFFICE OPERATIONS			\$
(See attached sample documentation)			
E. TOTAL COST FOR FIELD OPERATIONS			\$
(See attached sample documentation)			
F. TOTAL COST FOR OTHER EXPENSES			\$
(See attached sample documentation)			
TOTAL BUDGET			\$
	ATPA SHARE	50%	\$
	*NON-ATPA SHARE	50%	\$
*NONPROFIT (501(c)(3)) AGENCIES – NO MATCHING FUNDS REQUIRED			

ATPA GRANT APPLICATION – PAGE 4A

MICHIGAN AUTOMOBILE THEFT PREVENTION AUTHORITY
BUDGET DETAIL
SAMPLE

	<u>TOTAL BUDGET</u>
SWORN EMPLOYEES	
SALARIES & WAGES:	
Police Officer	50,000
Overtime	3,750
Employees Benefits:	
Pension	7,500
Medical Insurance	6,800
Life Insurance	115
Worker's Comp	450
Dental Insurance	300
Optical Insurance	<u>115</u>
TOTAL SWORN EMPLOYEES	<u>69,030</u>
OTHER EMPLOYEES	
Salaries & Wages:	
Secretary	28,000
Employees Benefits:	
FICA	2,142
Pension	4,200
Medical Insurance	6,800
Life Insurance	115
Worker's Comp	250
Dental Insurance	300
Optical insurance	<u>115</u>
TOTAL OTHER EMPLOYEES	<u>41,922</u>
VEHICLE USAGE	
Vehicle Lease/Purchase	<u>6,100</u>
TOTAL VEHICLE	<u>6,100</u>
FIELD OPERATIONS	
Investigative Supplies	250
Pager Rental	<u>220</u>
TOTAL FIELD OPERATIONS	<u>470</u>
OFFICE OPERATIONS	
Phone Usage	600
Supplies	<u>150</u>
TOTAL OFFICE OPERATIONS	<u>750</u>
GRAND TOTAL	<u>118,272</u>

ATPA GRANT APPLICATION CONDITIONS – PAGE 5

GRANT CONDITIONS

1. DURATION OF GRANT

The grantee understands that projects may be planned over a period of years; however, each project will be approved by the ATPA on a yearly basis. The grantee must submit another application if it wishes to continue the project beyond the initial grant period. The ATPA will base approval of renewal application on the grantee's reports of prior accomplishments.

2. IMPLEMENTATION OF PROJECT

The grantee agrees to implement this project within 90 days following the grant award effective date or be subject to automatic cancellation of the grant.

3. PROJECT MODIFICATION (Michigan State Police Form EX-34)

A. The grantee agrees not to make any modification of the approved budget, including the participating agencies, program, or budget without the prior written approval of the ATPA.

(1) Project revisions must be submitted to the ATPA at least 30 days in advance of the need for the change.

B. The grantee agrees to provide the ATPA with written notification of changes in project director/financial officer and grant funded personnel.

4. EXPENDITURES

A. The grantee understands and agrees that all expenditures from the grant will:

(1) Be necessary for proper and efficient administration of the project and be allowable thereto under the principles and standards provided herein.

(2) Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.

(3) Not result in a profit to the grantee or governmental unit.

(4) Be incurred on or after the date of authorization to proceed or the first day of the grant period, whichever is later, and on or before the end of the grant period.

(5) Be reduced by all applicable credits.

(6) Be adequately supported by source documentation.

B. The grantee agrees to use the approved purchasing practices and bid procedures required by the applicable community, agency, or organization for expenditures involving project activity.

C. The grantee agrees to maintain accounting records following generally accepted accounting procedures for the expenditure of grant funds. The grantee agrees to record all revenues and expenditures in a fund or account separate from the grantee's other funds or accounts.

D. The grantee understands that all state agency projects must have a legislative budget appropriation to accept ATPA funds.

E. The grantee agrees to maintain all documentation for costs incurred for a three-year period following the final payment for the project.

ATPA GRANT APPLICATION CONDITIONS – PAGE 6

GRANT CONDITIONS (Continued)

5. EQUIPMENT

- A. The grantee understands that “equipment” is generally defined as any non-expendable tangible personal property having a useful life of more than one year and an acquisition cost of \$500 or more per unit. Items with a useful life of more than one year, but with an acquisition cost of less than \$500, will not be considered equipment for purposes of this grant. Any equipment purchased through a grant to a state agency must also adhere to all state equipment control procedures.
- B. The grantee agrees that all equipment purchased under the grant will be used continually for automobile theft prevention purposes, not only during the period of the grant but for the entire useful life of the equipment.

6. RELEASE OF FUNDS

Generally, payments to governmental agencies will be made on a reimbursement basis and to nonprofit agencies on an advance basis, providing the grantee is in compliance with all terms and conditions of the grant.

7. RETURN OF UNEXPENDED FUNDS

The grantee agrees to return all unexpended grant funds to the ATPA within 60 days after the project is completed. The check should be made payable to the “State of Michigan.”

8. PROGRAM REVENUES

Any funds received or granted as a result of auto theft activities shall be used to enhance currently funded and/or future auto theft prevention programs. Funds received include, but is not limited to, forfeiture of cash and receipts from sale of property. If the project is terminated, the unexpended revenues shall be promptly returned to the ATPA.

9. AUDIT AND REVIEW

- A. The grantee agrees to allow the ATPA and the State Auditor General, and any of their duly authorized representatives, access, for purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this project. The ATPA will conduct periodic audits of the grant to ensure the grant money has been spent in accordance with 1992 PA 174, the policies of the authority, and this contract.
- B. The ATPA will conduct periodic program reviews of the project. The purpose of these reviews will be to determine adherence to stated project goals and to review progress of the project in meeting its objectives.
- C. The grantee agrees to submit quarterly progress reports and semi-annual financial reports. The grantee understands that failure to submit any required reports may result in the termination of the grant.

10. GRANT TERMINATION

The grantee understands that this grant may be terminated if the ATPA concludes that the grantee is not in compliance with the conditions and provisions of this grant, or has falsified any information. The ATPA will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.

11. TRAVEL

The grantee agrees to notify the ATPA in advance of any out-of-state travel except for casual travel of less than 24 hours.

ATPA GRANT APPLICATION CONDITIONS – PAGE 7

GRANT CONDITIONS (Continued)

12. ORIENTATION MEETING

The grantee agrees to attend an orientation meeting when scheduled. Any additional requirements made at that time will become a condition of the grant.

13. REPORTING REQUIREMENTS

All grantees must submit quarterly performance activity (progress) reports, which are due one month after the end of a quarter, and semi-annual expenditure (financial) reports. The schedule is listed below: (Both reports must be received prior to ATPA reimbursement.)

REPORTS	REPORTING PERIOD	DUE DATES
Progress Report (EX-37)	10/1/2009 to 12/31/2009	1/31/2010
Progress Report (EX-37) Financial Report (EX-36)	1/1/2010 to 3/31/2010 10/1/2009 to 3/31/2010	4/31/2010 4/31/2010
Progress Report (EX-37)	4/1/2010 to 6/30/2010	7/31/2010
Progress Report (EX-37) Financial Report (EX-36)	7/1/2010 to 9/30/2010 4/1/2010 to 9/30/2010	10/31/2010 10/16/2010