

AUTOMOBILE THEFT PREVENTION AUTHORITY (ATPA) GRANT APPLICATION OVERVIEW

The ATPA was established in 1986 to reduce motor vehicle theft in Michigan. The ATPA provides grants on a competitive basis for programs to reduce motor vehicle theft. Grant funds cannot be used for any other purpose.

Law enforcement agencies, prosecutors, and organizations qualified as a 501(c)(3) non-profit are eligible to apply for an ATPA grant. Grants will only be awarded for enforcement, prosecution, community awareness, and prevention programs aimed at reducing motor vehicle theft.

The grant application is available on the ATPA website at www.michigan.gov/atpa. The application form is located on the web page under "ATPA Forms." Be sure to save these files to your computer before completing.

Match Required:

Non-profit organizations:

- No matching funds are required.

All other agencies, including law enforcement agencies and prosecuting attorney's offices:

- The matching fund requirement is **50 percent** cash match of the total approved budget.

Deadline:

The application must be received on or before **June 3, 2024**. Incomplete applications will not be accepted.

Required:

The following must be submitted:

- Completed application with signatures and supporting budget documentation.
- An 8 ½" x 11" map that displays the area served by the proposed project.

In addition, non-profit organizations must provide:

- A copy of the organization's bylaws.
- A copy of the organization's Articles of Incorporation filed with the State of Michigan.
- A copy of the organization's determination letter from the Internal Revenue Service recognizing the organization's tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

Submission:

Scan and email an electronic copy of the signature page. This should include the saved electronic version of your application with signatures and supporting documentation. These documents should be emailed to the ATPA at MSPATPA@michigan.gov. **Keep a copy of the entire application for your records, including the instructions and any attachments.**

You DO NOT need to send a paper copy to the ATPA.

For additional information or application assistance, contact the ATPA at MSPATPA@michigan.gov.

ATPA GRANT CONDITIONS

A. DURATION OF GRANT

The grantee understands that grant initiatives may be planned over a period of years; however, each grant will be approved by the ATPA on a yearly basis. The grantee must submit an application each grant year if they wish to continue the grant beyond the initial grant period. The ATPA will approve renewal applications based on the grantee's previous accomplishments and successes.

B. IMPLEMENTATION OF GRANT PROJECT

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

C. PROJECT MODIFICATION (ATPA Project Modification Request form, GRANTS-034)

1. The grantee agrees not to make any modification of the approved budget including, but not limited to, the participating agencies, program, or budget, without the prior written approval of the ATPA.
 - a. Grant revisions must be submitted via the GRANTS-034 form to the ATPA at least 30 days in advance of the need for the change. The revision must be approved by the ATPA before the modification may be implemented.
2. The grantee agrees to provide the ATPA with written notification of any changes in personnel to the grant project director position, financial officer, grant project contact, and grant-funded staff.
3. When an agency withdraws an employee from the ATPA team, the ATPA approved budget for that position will remain with the ATPA team. The grant project director must inform the ATPA immediately when the withdrawal occurs by completing and submitting the GRANTS-034 form. The vacant position will become unfunded unless filled within 30 days, or an extension request has been submitted via email to the ATPA and approved in writing by the ATPA.

D. EXPENDITURES

1. The Grantee understands and agrees that all expenditures from the grant will:
 - a. Be necessary for the proper and efficient administration of the grant and be allowable to it under the principles and standards provided herein.
 - b. Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
 - c. Not result in profit to the grantee or governmental unit.
 - d. 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.
 - e. Be adequately supported by source documentation.
2. The grantee agrees to use the approved purchasing practices and bid procedures required by the applicable agency, jurisdiction, or organization for expenditures involving grant activity.
3. The grantee agrees to maintain accounting records following generally accepted accounting principles 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.
4. The grantee understands that all state agency projects must have a legislative budget appropriation to accept ATPA funds.
5. The grantee agrees to maintain all documentation for costs incurred for a five-year period following the final payment of the grant.
6. Costs incurred prior to the starting date or after the ending date of the grant are ineligible for reimbursement.

E. EQUIPMENT

1. The grantee understands that "equipment" is defined as any non-expendable, tangible, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Items with a useful life of more than one year, but with an acquisition cost of less than \$5,000, will not be considered equipment for purposes of this grant. Any equipment purchased through a grant by a state agency must also adhere to all state equipment control procedures.
2. The grantee agrees that all equipment purchased under the grant will be used exclusively for motor vehicle theft prevention purposes, not only during the period of the grant but for the entire useful life of the equipment.

F. RELEASE OF FUNDS

Payments to all grantees will be made on a reimbursement basis. All payments are contingent on the grantee being compliant with all terms and conditions of the grant.

G. RETURN OF UNEXPENDED FUNDS

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

H. GRANT PROJECT FUNDING

Any additional funds received or granted as a result of motor vehicle theft prevention activities shall be used to enhance currently funded and/or future motor vehicle theft prevention programs. Funds received include, but are not limited to, forfeiture of cash and receipts from sale of property.

I. AUDIT-MONITORING AND REVIEW

1. 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, monitoring, and examination, to any books, documents, papers, and records of the grantee which are related to this project. The ATPA conducts continual monitoring of the grant to ensure the grant funds have been spent in accordance with state and federal law, including, but not limited to, 1992 PA 174, the policies of the ATPA, and the grant terms and conditions.
2. The ATPA will conduct periodic program and financial reviews of the project. The purpose of these reviews will be to determine adherence to stated financial standards, project goals, and to review the progress of the project in meeting its objectives.

J. GRANT TERMINATION

The grantee understands that this grant project may be terminated if the ATPA concludes that the grantee is not in compliance with state and federal law, the terms and conditions of this grant, or has falsified any information. The ATPA may extend an opportunity for the grantee to demonstrate compliance. When the grant is terminated, the unexpended funds received and unexpended funds granted as a result of motor vehicle theft prevention activities shall be returned to the ATPA no later than 60 days after termination.

K. TRAVEL

In-state or out-of-state travel will be in compliance with current state travel guidelines and restrictions. The grantee agrees to notify the ATPA in advance for approval of any out-of-state travel utilizing grant funds.

L. PERSONNEL COSTS

As a condition of accepting the grant award, it is understood that grants issued to fund law enforcement or prosecuting attorney personnel will dedicate 100 percent of their regular work hours performing ATPA grant-related work.

N. REPORTING REQUIREMENTS

Grantees must submit quarterly progress and expenditure (financial) reports in accordance with the schedule below. **Both reports must be received prior to ATPA reimbursement, with the exception of non-profit organization advance payments.**

ORGANIZATION TYPE	QUARTERLY PROGRESS AND FINANCIAL REPORTS		DUE DATE
Law Enforcement Agency	Progress Reports (GRANTS-037)	10-01-24 to 12-31-24	01-30-25
	Financial Reports (GRANTS-035)	10-01-24 to 12-31-24	01-30-25
Prosecuting Attorney's Office	Progress Reports (GRANTS-037)	01-01-25 to 03-31-25	04-30-25
	Financial Reports (GRANTS-035)	01-01-25 to 03-31-25	04-30-25
Non-Profit Organization	Progress Reports (GRANTS-037)	04-01-25 to 06-30-25	07-30-25
	Financial Reports (GRANTS-035)	04-01-25 to 06-30-25	07-30-25
	Financial Reports (GRANTS-035)	07-01-25 to 09-30-25	10-15-25
	Progress Reports (GRANTS-037)	07-01-25 to 09-30-25	10-30-25

ATPA GRANT APPLICATION INSTRUCTIONS

Applicant Information

Name of Applicant Organization: One organizational unit that will be responsible for the administration of the grant in accordance with the grant conditions (e.g., "City of (Blank) Police Department"). This organization will be the fiduciary for the grant. **The fiduciary will be responsible for receiving and distributing grant funds to participating team members, receiving, and compiling reports from team members, and submitting grant reports quarterly to the ATPA via email.**

ATPA Grant Project Number: Number referenced on all grant documents (first-time applicants will not have a grantee project number).

Grant Project Title: Short name (acronym).

Authorized Official/Project Director: Individual authorized to enter into an agreement with the ATPA in order to accept grant funds. The ATPA will not pay the salary of the person in this position. This person cannot be the same as the Project Director.

Project Contact: Individual responsible for the implementation of the grant and the submission of the progress reports.

Project Financial Contact: Individual is responsible for gathering necessary financial information from team members and for preparing and submitting required financial reports.

Program Information

Provide narratives related to the goals, outcomes, trends, and initiatives of the grant project.

Budget Detail

Sworn Employees: "Sworn employees" are defined as police officers and assistant prosecutors with criminal investigative powers. Enter wages, the cost of fringe benefits, and overtime wages paid for each sworn employee. Add together wages, the cost of fringe benefits, and overtime wages paid and enter the total in the "Total Sworn" column. The "Total Sworn Employees" box at the bottom of the page will automatically add each identified cost for a grand total.

Other Employees: "Other employees" include administrative assistants, motor vehicle theft prevention technicians, vehicle information number etching technicians, etc. Enter wages, the cost of fringe benefits, and overtime wages paid for each other employee. Add together wages, the cost of fringe benefits, and overtime wages paid, and enter the total in the "Total Other" column. The "Total Other Employees" box at the bottom of the page will automatically add each identified cost for a grand total.

Vehicle Usage: "Vehicle usage" includes the lease/purchase of the vehicle, maintenance, mileage/gasoline, and necessary equipment based on your organizational type. Enter all vehicle usage in the columns provided. The total for this section must be manually added and entered in the "Total Vehicle Usage" box; this total does not automatically calculate.

Field Operations: "Field operations" includes equipment and supplies necessary for field operations. Equipment is defined as any non-expendable tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Any equipment purchased through a grant to a state agency must also adhere to all state equipment control procedures. Include other costs related to the grant project. Adequate detail and justification must be furnished to support the costs included. Enter all field operations in the columns provided. The total for this section must be manually added and entered in the "Total Field Operations" box; this total does not automatically calculate.

Office Operations: "Office operations" includes equipment and office supplies necessary for office operations, as well as other costs related to the project. Adequate detail and justification must be furnished to support the costs included. Enter all office operations in the columns provided. The total for this section must be manually added and entered in the "Total Office Operations" box; this total does not automatically calculate.

Grand Total: You must manually add together "Total Sworn Employees," "Total Other Employees," "Total Vehicle Usage," "Total Field Operations," and "Total Office Operations" and enter your grand total in the "Total Amount" box.

Eligible Expenditures: (All eligible expenditures listed below with identified amounts are the **ATPA portion**; agencies are responsible for appropriate match. Any expenditure not detailed below must have approval from the ATPA prior to acquisition/purchase.)

- Regular salaries.
- Longevity costs.
- Fringe benefits (FICA, unemployment, workers compensation, retirement, life, medical, dental and vision insurance).
- Overtime hours. Hours must not exceed twenty percent of the total sworn employees budgeted salary/fringe amount. This amount is cumulative for the team and can be utilized at the teams' discretion. For grantees only paying overtime, this limit does not apply.
- Travel and meals. Travel outside normal territory, not to exceed \$3,000 per employee/per year.
- Vehicle operation cost. Not to exceed:
 - o Law enforcement agency - Calculated at \$10,000 per employee/per year; costs are cumulative, not limited per employee. Only vehicles engaged in road patrols/investigations are eligible.
 - o Prosecutor's office - \$750 per assistant prosecuting attorney/per year for mileage and parking reimbursement.
 - o Non-profit organization - \$1,500 per employee/per year for mileage reimbursement.
- Office space or utilities. Requires prior approval.
- Office furniture - Requires prior approval.
- Copier purchase/usage. Not to exceed:
 - o Law enforcement agency - \$1,200 per year.
 - o Prosecutor's office - \$1,200 per year.
 - o Non-profit agency - \$2,400 per year.
- Phone installation. Prior approval is required.
- Landline phone purchase/usage. Not to exceed:
 - o Law enforcement agency and prosecutor's office - \$750 per person/per year.
 - o Non-profit agency - \$1,500 per year.
- Office supplies. Not to exceed \$200 per year/per person.
- Investigative supplies for law enforcement agency (sworn employees only), not to exceed \$300 per year/per person.
- Computer purchase. Prior approval is required.
- Cell phone purchase/usage. Prior approval is required.
- Motor vehicle theft-related association dues, including dues to the International Association of Automobile Theft Investigators and Michigan Association of Vehicle Theft Investigators.
- Training or conference for educational purposes relating to vehicle theft/fraud investigations. Prior approval is required.

Ineligible Expenditures: (This is not an all-inclusive list. Prior approval is required for any expenditure(s) not listed below.)

- Inordinate fringes, including, but not limited to, lump-sum payments (e.g., banked sick/vacation time, bonuses, pensions, health benefits, and holiday pay).
- Health care benefit waiver bonuses.
- Indirect costs.
- Expenditure(s) incurred before or after the grant period.
- Any administrative costs not directly related to the administration of this grant.
- In-car terminals and system.

- Law Enforcement Information Network (LEIN) usage fees.
- Vehicle, liability, or professional insurance.
- Non-motor vehicle theft related membership and agency dues.
- Entertainment.
- Expenditures in excess of approved budget.
- Clothing/cleaning/gun allowance.
- Emergency response compensation.
- Show-up pay.
- Educational incentives (e.g., college courses and trade schools).
- First-class travel.
- Costs in applying for this grant (e.g., consultants and grant writers).
- Personnel, including law enforcement officers, not connected to the project to which this grant refers.
- Fundraising and any salaries or expenses associated with the fundraising.
- Legal fees.
- Purchase of promotional items unless prior approval is received in writing.
- Contributions and donations.
- Fines and penalties.
- Losses from uncollectible bad debts.
- Purchases of land.
- Military-type equipment such as armored vehicles, explosive devices, and other items typically associated with military arsenal.
- Construction costs and/or renovation, including remodeling.
- Expert witness fees.
- Weapons, including tasers.
- Conducting law enforcement operations with the intent of generating revenue for personal or agency gain through deceitful, fraudulent, unethical, or illegal methods.

AUTHORITY: 1992 PA 174
COMPLIANCE: Voluntary, however, a grant will not be approved unless the complete application is submitted.

FY 2025 ATPA GRANT APPLICATION

Email signed application and all required documentation to MSPATPA@michigan.gov. Do not send a paper copy.

Applicant Information			
Name of Applicant Organization		ATPA Grant Number	
Applicant Mailing Address		City	State MI ZIP Code
Name of Governmental Unit (If applicable)		Type of Governmental Unit <input type="checkbox"/> State <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Other:	
Address of Governmental Unit (If different from above, include City, State, ZIP Code)		Federal Tax ID Number	
Project Title		Beginning Date of Grant October 1, 2024	Ending Date of Grant September 30, 2025
Project Area (City/Township/County)			
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 ATPA, and the grant conditions, as outlined on pages 2-3. We certify that all information provided is true and accurate.			
Name and Title of AUTHORIZED OFFICIAL/PROJECT DIRECTOR		Signature	Date Signed
Authorized Official Mailing Address		City	State MI ZIP Code
Email Address	Telephone Number - EXT.	Cell -	Fax -
Name and Title of PROJECT CONTACT		Signature	Date Signed
Project Director Mailing Address		City	State MI ZIP Code
Email Address	Telephone Number - EXT.	Cell -	Fax -
Name and Title of FINANCIAL CONTACT		Signature	Date Signed
Financial Contact Mailing Address		City	State MI ZIP Code
Email Address	Telephone Number - EXT.	Cell -	Fax -

Program Information

LAW ENFORCEMENT

1. General Overview

For the following section, provide specific, detailed explanation of existing motor vehicle theft/fraud issues in your jurisdiction. Include statistics and analysis that validate the issues identified. Describe, in detail, current program/project. New grantees can answer N/A for those questions that do not apply.

What motor vehicle theft/fraud issues currently exist in your jurisdiction that warrant funding from the ATPA?

Describe any existing organizations, partnerships, or community groups that are involved in the reduction of motor vehicle theft/fraud in your jurisdiction. Have you done any collaboration with them? If so, please advise of any successes you achieved.

Have you conducted any community outreach, presentations, or training that would help reduce motor vehicle theft/fraud in your jurisdiction? If so, what impact has it had?

Please list any training or equipment you have received from the ATPA in FY 2024. Please include any metrics or benefits it provided your team.

In FY 2025, the ATPA board is considering reimbursement for equipment at 100 percent. If this were approved, what equipment would you request including total dollar amount? (Please provide current quotes for all equipment requests.)

2. Program Goals and Objectives

For the following section, explain how you intend to combat, prevent, and reduce motor vehicle theft/fraud. Goals and objectives should be specific, measurable, realistic, and result oriented.

What were your goals for the previous grant period, and did you achieve them? If yes, please provide data for your response. (For grant recipients from the prior year only.)

Identify new goals for the FY 2025 grant period and how you plan to attain the stated goals.

Identify significant accomplishments during the current grant year.

Program Information

PROSECUTORS

1. General Overview

For the following section, provide specific, detailed explanation of existing motor vehicle theft/fraud issues in your jurisdiction. Include statistics and analysis that validate the issues identified. Describe, in detail, current program/project. New grantees can answer N/A for those questions that do not apply.

Describe any existing organizations, partnerships, or community groups that are involved in the reduction of motor vehicle theft/fraud in your jurisdiction. Have you done any collaboration with them? If so, please advise of any successes you achieved.

What innovative prosecution methods have you implemented in your jurisdiction to ensure the maximum prosecution for automobile related crimes?

Please list any training or equipment you have received from the ATPA in FY 2024. Please include any metrics or benefits it provided to your team.

In FY 2025, the ATPA board is considering reimbursement for equipment at 100 percent. If this were approved, what equipment would you request including total dollar amount? (Please provide current quotes for all equipment requests.)

2. Program Goals and Objectives

For the following section, explain how you intend to combat, prevent, and reduce motor vehicle theft/fraud. Goals and objectives should be specific, measurable, realistic, and result oriented.

What were your goals for the previous grant period, and did you achieve them? If yes, please provide data for your response. (For grant recipients from the prior year only.)

Identify new goals for the FY 2025 grant period and how you plan to attain the stated goals.

Identify significant accomplishments during the current grant year.

Program Information

NON-PROFIT COMMUNITY AND TRAINING GROUPS

1. General Overview

For the following section, provide specific, detailed explanation of existing motor vehicle theft/fraud issues in your jurisdiction. Include statistics and analysis that validate the issues identified. Describe, in detail, current program/project. New grantees can answer N/A for those questions that do not apply.

Identify your target population and the geographical target area. Are there unique characteristics or abnormalities in your jurisdiction? (i.e., specific victim groups, organized gang activity, etc.)

Describe any existing organizations, partnerships, or other groups that are involved in the reduction of motor vehicle theft/fraud in your jurisdiction and describe how you work with them.

What innovative methods have you implemented to combat, prevent, and/or reduce motor vehicle theft/fraud and list any successes related to those methods?

2. Program Goals and Objectives

For the following section, explain how you intend to combat, prevent, and reduce motor vehicle theft/fraud. Goals and objectives should be specific, measurable, realistic, and result oriented.

What were your goals for the previous grant period, and did you achieve them? If yes, please provide data for your response. (For grant recipients from the prior year only.)

Identify new goals for the FY 2025 grant period, and how you plan to attain the stated goals.

How will your organization raise awareness of the auto theft issue in your jurisdiction?

ATPA Budget Detail

BUDGET FOR SWORN EMPLOYEES: Complete each column for each separate position; sworn employees are defined as police officers and assistant prosecutors with criminal investigative powers. Make sure to review overtime eligible guidelines prior to completion. Attach additional pages as needed.

Sworn Employees						
	Name	Title/Position	Agency	Wage, Fringes, Overtime		Total Sworn
1				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
2				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
3				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
4				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
5				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
6				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
7				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
8				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
9				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
10				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
11				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
12				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
13				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
14				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
TOTAL SWORN EMPLOYEES					\$0.00	

BUDGET FOR OTHER EMPLOYEES: Complete each column for each separate position; other employees include administrative assistants, motor vehicle theft prevention technicians, vehicle information number etching technicians, etc.

Other Employees						
	Name	Title/Position	Agency	Wage, Fringes, Overtime		Total Other
1				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
2				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
3				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
4				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
5				Wages	\$0.00	\$0.00
				Fringes	\$0.00	
				Overtime	\$0.00	
TOTAL OTHER EMPLOYEES						\$0.00

Please enter full grant request (agency portion PLUS ATPA portion) below.

VEHICLE USAGE		
Vehicle Lease/Purchase:	\$	
Other:	\$	
Other:	\$	
Other:	\$	
TOTAL VEHICLE USAGE	\$0.00	
FIELD OPERATIONS		
Investigative Supplies:	\$	
Michigan Association of Vehicle Theft Investigators Dues:	\$	
International Association of Automobile Theft Investigators Dues:	\$	
Other:	\$	
Other:	\$	
Other:	\$	
Other:	\$	
TOTAL FIELD OPERATIONS	\$0.00	
OFFICE OPERATIONS		
Supplies:	\$	
Other:	\$	
Other:	\$	
Other:	\$	
Other:	\$	
TOTAL OFFICE OPERATIONS	\$ 0.00	
TOTAL AMOUNT REQUESTED		\$
TOTAL EQUIPMENT REQUESTED AT 100 PERCENT		\$
TOTAL TRAINING/TRAVEL REQUESTED AT 100 PERCENT		\$
GRAND TOTAL (TOTAL AMOUNT REQUESTED PLUS TOTAL 100 PERCENT REQUESTED)		\$