 **Auto Theft Grant Program**

**General Grant Application**

***Funding Period: July 1, 2023 – June 30, 2025***

The Washington Auto Theft Prevention Authority (WATPA) is soliciting Washington Law Enforcement Agencies to apply for grant awards that address auto theft in their communities.

The Washington Auto Theft Prevention Authority has made monies available for agency supplemental-grants.

These grants are competitive and are intended to support:

- Outreach that informs the public including auto theft education and prevention tips.

- Auto Theft investigation, enforcement and prosecution

- Equipment that is specifically designed to deter, reduce or investigate auto theft cases

All monies must be expended, and equipment or services received, no later than June 30, 2025.

Unexpended funds are not carried over to the next biennium.

Grant Application Requirements:

1. Grant applications must be submitted by 0800, June 20, 2024
2. Incomplete applications will be disqualified.

**INSTRUCTIONS**

**To be considered for funding, the proposed grant project:**

* + **Must have a design where the activities and goals are realistic and attainable;**
  + **Must have a deliberate plan, with timelines, that exhaust grant allocation no later than June 30, 2025.**
  + **Grant proposals that include matching agency dollars will be given priority consideration**  
    to the following programs, in order of priority:
  + All funding decisions, including continuation of funding, made by the WATPA Board are final.
  + Additional Grant guidance is available on the WATPA web site as the WATPA Policy and Procedure Guide to Auto Theft Prevention Grants at [www.WaAutoTheftPreventionAuthority.org](http://www.WaAutioTheftPreventionAuthority.org).
  + Public Outreach programs that inform, educate, and provide crime prevention tips and suggestions that prepare the public to protect themselves against auto theft.
  + Innovative enforcement programs that leverage regional partnerships to combat auto theft.
  + Equipment that will assist local law enforcement to combat auto theft.
  + FTE personnel costs that are solely assigned to auto theft investigative, enforcement, and prosecution responsibilities. Enforcement or Investigations personnel should be assigned to established auto theft task forces (ATTF).
    - FTE(s) not assigned to an ATTF: The applicant agency must make a compelling case to justify the award, ensure the FTE(s) are exclusively dedicated to auto theft enforcement and investigation, and that supplanting is not a concern. Monthly reporting to WATPA will be a minimum requirement for any non ATTF funded position(s). Non ATTF positions will receive the lowest funding priority under this grant opportunity.
    - NOTE – There is no promise or guarantee that any personnel costs related to this grant opportunity will be extended beyond June 30, 2025.
  + Purchase of vehicles will not be considered under this grant.
  + No more than 2% of total personnel costs will be eligible for overtime reimbursement. Grant applicants will be required to specify what the overtime will be used for and define the expected outcome. Reallocation of other line items into overtime will not be considered during this grant period.
  + Third party grant applications will not be considered during this supplemental grant process.  This also includes construction of any auto theft task forces that have not been previously in service prior to July 1, 2023.

**The Project Summary and Evaluation should present information by which the eligibility and merit of the project can be assessed. Applications will be evaluated for funding consideration, according to the congruence of the project with the criteria stated above. The Project Summary and Evaluation cannot exceed 750 words (total) and must include:**

**PROPOSED PROJECT ACTIVITIES & EVALUATION**

**a. Describe the specific goals and expected outcomes of the project.**

**b. Describe how the Public Outreach/Innovative Programs/Equipment/Personnel will be used.**

**c. Explain how the outcomes will be measured.**

**d.  Supplanting of funds is prohibited. To avoid a claim of supplanting the applicant must specifically address plans for the proposed FTE(s) after June 30, 2025, should the grant funding be discontinued.**

**Direct Questions to:**

**Bryan Jeter, Executive Director  
Washington Auto Theft Prevention Authority  
Phone: 253-677-8576 E-mail: bjeter@waspc.org**

**Direct Applications to:**

**Rachelle Harwood, Executive Assistant  
Washington Auto Theft Prevention Authority  
Phone: 360-486-2380 E-mail: rharwood@waspc.org**

**Project Narrative**

The Program Narrative should present information by which the eligibility and merit of the project can be assessed. Applications will be evaluated for funding consideration using the Grant Funding Project Criteria. Program narrative must not exceed 750 words. Narratives exceeding that threshold will be returned to the applying agency. The Program Narrative should include but is not limited to the following information:

Project Narrative (750 characters or less.)

**Grant Summary**

**Grant Agency: Name of Agency:**

**Mailing Address:**

**Multiple Agency Request  Single Agency Request**

***Double click on table to access embedded Excel worksheet.***



To the best of my knowledge and belief, all data in this application is true and correct. The document has been duly authorized by the chief executive of the applicant and the applicant will comply with the attached assurances and the terms of the grant contract.

**Name of Authorized Official:**Date :

**Signature of Authorized Official:** Title:       Phone:

**Applicant Contact Information**

For the purposes of administering a grant, WATPA requires that three persons be designated to the positions of Authorized Official, Project Director and Financial Officer. The Project Director and the Financial Officer may not be the same person; however, under extenuating circumstances one person may otherwise fill two positions.

**APPLICANT AGENCY:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Manager** | | | |  | **Financial Officer/Grant Administrator** | | | |
|  |  | | |  |  |  | | |
| **FIRST NAME** | **LAST NAME** | | |  | **FIRST NAME** | **LAST NAME** | | |
|  | | | |  |  | | | |
| **Title/Position** | | | |  | **Title/Position** | | | |
|  | | | |  |  | | | |
| **Mailing Address (Street or P. O. Box)** | | | |  | **Mailing Address (Street or P. O. Box)** | | | |
|  | |  |  |  |  | |  |  |
| **City** | | **State** | **Zip** |  | **City** | | **State** | **Zip** |
|  | |  | |  |  | |  | |
| **Telephone** | | **Fax** | |  | **Telephone** | | **Fax** | |
|  | | | |  |  | | | |
| **E-mail** | | | |  | **E-mail** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Authorized Official**  **The Authorized Official is the Chief Executive Officer, or designee of the Agency.** | | | |
|  |  | | |
| **FIRST NAME** | **LAST NAME** | | |
|  | | | |
| **Title/Position** | | | |
|  | | | |
| **Mailing Address (Street or P. O. Box)** | | | |
|  | |  |  |
| **City** | | **State** | **Zip** |
|  | |  | |
| **Telephone** | | **Fax** | |
|  | | | |

**Grant Application Questionnaire**

1. **Will Grant Funds supplant current funding available for vehicle theft deterrence?**

**Yes**  **No**

**See non-supplanting declaration.**

1. **Does your Agency report crime statistics to the Washington Association of Sheriffs and Police Chiefs’ Uniform Crime Report/National Incident Based Reporting System?**

**Yes  No**

1. **Has your agency or any other agency represented in this grant application ever had a grant from either the Federal or State government terminated?**

**Yes  No**

1. **Other information (limit the following to the primary grant applicant’s agency only):**
   * + **Population of Jurisdiction:**
     + **Number of Officers (FTEs) assigned full time in vehicle theft investigations not funded by WATPA:**
2. **If a task force or joint operation, do you have a separate unit or task force policy/procedure manual that applies to all members**?

**Yes  No**

**If no, please explain:**

**Statistical Data**

Please provide all data that is available for your agency or agencies:

|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicle Theft Data** | **2021** | **2022** | **2023** |
| Number of Stolen Vehicles |  |  |  |
| Number of Recovered Vehicles |  |  |  |
| Number of Auto Theft related Arrests |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **License Plate Readers Data** | **2021** | **2022** | **2023** |
| Number of ALPR Systems |  |  |  |
| Number of Shifts deployed |  |  |  |
| Number of Vehicles Recovered |  |  |  |
| Number of Arrests |  |  |  |

**Budget Detail and Narrative**

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1. Personnel Narrative

(Explain how expenses were calculated for each proposed position.)

B. Fringe Benefits Narrative   
(Describe fringe benefits and how expenses were calculated.)



1. Consultants/Contracts Describe the anticipated use of any contracted or consultant services. Describe basis for the cost of each line item. Professional services (such as consultants, interpreters, trainers etc.) should be described by the type of service, number of hours, rate per hour, and travel costs, if any. (150 words max)



D. Specify explain how travel costs were calculated (example: purpose, number of participants, number of days/nights, costs for lodging/per diem, transportation, parking, etc. (100 words max)

Travel/Training Narrative: Identify the desired training opportunities applied for in order  
of priority and specifically explain how the training is necessary specify how it will enhance existing operations. (150 words max)



E. Equipment Narrative: Specifically identify the equipment applied for in order of priority. Explain how funding for equipment will enhance existing operations (200 words max).



F. Prosecution/Court Narrative   
Describe expected activities and how it relates to project goals. Explain if prosecution request is new or an existing request. (150 words max)



G. Innovative Programs Narrative   
Describe expected activities and how it relates to project goals.



F. Public Outreach Narrative   
Describe expected activities and how it relates to project goals.