



Automobile Burglary and Theft Prevention Authority Fiscal Year 2018 Request for Applications March 24, 2017

Notice of Request for Applications

The Automobile Burglary and Theft Prevention Authority (ABTPA) authorized the issuance of the Fiscal Years 2018 and 2019 (FY18-19) Request for Applications (RFA) at its regularly scheduled meeting held on January 18, 2017. ABTPA is authorized in statute to provide grants to local law enforcement and other organizations to combat motor vehicle burglary and theft and to inform automobile owners about methods to prevent automobile burglary or theft. Eligible applicants may request funds for program operation by submission of an application consistent with the information, including the requirements and conditions stated in this RFA. This RFA is posted in the Texas Register as required by law for at least thirty (30) days prior to the due date of Applications.

Due Date

Grant Applications from eligible applicants must be completely submitted electronically at <https://abtpa.tamu.edu> on or before 5:00 PM, June 2, 2017.

The required Resolution and any optional supporting documents must be attached to the on-line application at <https://abtpa.tamu.edu> on or before 5:00 PM, June 2, 2017.

OR

The Resolution and other supporting documents must be mailed with a postmark on or before **June 2, 2017**.

Applicable Authority and Rules

Automobile Burglary and Theft Prevention Authority grant programs are governed by one or more of the following statutes, rules, standards and guidelines.

- [Texas Revised Civil Statutes Article 4413\(37\)](#)
- [Texas Administrative Code: Title 43; Part 3; Chapter 57](#)
- [Uniform Grant Management Standards \(UGMS\) as promulgated by the Texas Comptroller of Public Accounts](#)
- [The current Automobile Burglary and Theft Prevention Grant Administrative Guide and subsequent adopted grantee instruction manuals](#)
- This Request for Applications issued on March 24, 2017

Eligible Applicants

Law enforcement agencies, local prosecutors, judicial agencies, neighborhood organizations, community organizations, business organizations, and nonprofit organizations for programs designed to reduce the incidence of economic automobile theft are eligible to apply for grants for automobile burglary and theft prevention assistance projects. Nonprofit and other organizations shall provide sufficient documentation with their grant application to inform ABTPA about the level of community support and the potential viability of the organization's existing activities in providing automobile burglary and theft prevention assistance.

Application Category

Applicants meeting the eligibility requirements are also required to meet qualifications listed in the specific type of application that may be submitted. There are three different grant application types:

Continued Grant Category – Only available to agencies that have an FY17 grant. The application must be submitted for substantially the same program as the previous year, or FY2017. The requested funds, match funds, and in-kind match must be within 5% of the previous year. The number of staff positions must be within 5% of the total positions. These are annual competitive grants that require a minimum cash match of 20% for the program described in the application.

Modified Grant Category – Only available to agencies that have an FY17 grant. Current grantees will only enter the portion where a change of greater than 5% is made between the continued grant application and the awarded (including modifications) FY2017 budget. Changes in personnel, fringe, travel, supplies, contract, equipment or changes in number of personnel, match percent or amount would be included in this category. These are annual competitive grants that require a minimum cash match of 20% for the program described in the application.

New Grant Category – Available to all law enforcement agencies and eligible organizations. These are annual competitive grants that require a minimum cash match of 20% for the program described in the application.

Grant Type

This is a total program budget reimbursement grant. Applicants that are awarded grants will expend local funds and will be reimbursed at the agreed match rate for all allowable, reasonable and necessary costs incurred on a quarterly basis.

Grant Term

The grant cycle is one (1) year funding cycle to begin on September 1, 2017 and end August 31, 2018. The ABTPA may provide a second year of funding subject to availability of funds under the same grant application with adjustments allowed based on program need prior to making a new award in FY2019. No obligations or expenses may be incurred or made outside of the grant period.

Method of Application

The grant Application is submitted electronically at <https://abtpa.tamu.edu> on or before June 2, 2017.

Resolution Required

A Resolution (Order or Ordinance) by the applicant governing body is required to make application for these funds. The resolution shall provide that the governing body applies for the funds for the purpose provided in statute (*Texas Revised Civil Statutes Article 4413(37)*), to return the grant funds in the event of loss or misuse, and designate the officials that the governing body chooses as its agents to administer the grant if awarded.

Only the governing body that submits an application needs to adopt and submit a Resolution. Participating jurisdictions in multi-agency taskforces shall agree to the grant through interagency agreements as provided under Texas Local Government Code Chapter 362 and Texas Government Code Chapter 791.

In the event a governing body has delegated the application authority to a city manager, chief of police, sheriff or other official then applicants must provide a copy of the delegation order along with the Resolution signed by the official. A sample Resolution is attached as Appendix A.

Non-profit Agencies must submit the Resolution signed by its Executive Director and provide authorization from its Board of Directors, a list of agency officers/directors, a copy of the agency's mission/purpose, by-laws, and information about its program accountability and internal control system. Authority rules require a bond to be posted in the event of the agency being awarded a grant. The amount of the bond will be set by the Authority if an award is offered.

Program Category

To be eligible for consideration for funding, a project must be designed to support one or more of the following ABTPA program categories:

Law Enforcement, Detection, and Apprehension - provide financial support to law enforcement agencies for economic automobile theft enforcement teams (referred to as taskforces). Taskforces will develop organized methods to combat motor vehicle burglary and theft through enforcement of law, detection of criminal enterprise and /or apprehension of law violators and groups.

Prosecution/Adjudication/Conviction - provide financial support to prosecutors and judicial agencies for programs designed to reduce the incidence of economic automobile burglary and theft. Taskforces may incorporate this program category into the organized methods to combat motor vehicle burglary and theft.

Prevention, Anti-Theft Devices and Automobile Registration - provide financial support to law enforcement agencies, local prosecutors, judicial agencies, and neighborhood, community, business, and nonprofit organizations designed to reduce the incidence of economic automobile burglary and theft. This program category must provide methods to distribute equipment or technology and/or to test experimental equipment or technology designed for automobile theft and burglary deterrence. The application shall demonstrate how the financial support will assist automobile owners in preventing automobile burglary or theft and / or to establish a uniform program to prevent stolen motor vehicles from entering Mexico.

Reduction of the Sale of Stolen Vehicles or Parts - provide financial support to law enforcement agencies (enforcement teams referred to as taskforces), local prosecutors, judicial agencies, and neighborhood, community, business, and nonprofit organizations for economic automobile theft (including parts). Applicants will develop organized methods to combat the sale of stolen vehicles and parts using vehicle identification number inspection, inspections of facilities that operate motor vehicle part and component distribution enterprises, labeling etching methods including component part labeling and contradicting other fraudulent means to sell stolen vehicles or parts.

Educational Programs and Marketing – provide financial support to law enforcement agencies and other entities to assist automobile owners in preventing automobile burglary or theft. Develop and provide specialized training or education program(s) on automobile burglary and theft prevention, interdiction and prosecution to law enforcement, prosecutors, and other groups combatting motor vehicle theft and burglary. Provide education in automobile burglary and theft prevention to business groups and the public.

Priority Funding

The statute provides that the “*authority shall allocate grant funds primarily based on the number of motor vehicles stolen in, or the motor vehicle burglary or theft rate...(TRCS Art.4413(37)§6(k)),*” additionally, the following grant features will be given priority consideration in evaluating **modified and new** grant applications:

Cooperative Priority – Applications for grant programs that place an emphasis on filling in the law enforcement coverage gap (area and personnel). Applications that increase collaboration and cooperation between multiple jurisdictions will be prioritized. This will also include grant programs that expand existing multi-jurisdictional agreements to include additional jurisdictions.

Crime Analysts and Trend Analysis – Applications that introduce, increase, or expand the use of crime analysts or significant crime trend analysis. Crime analysts that will use data analysis and other methods to support the interdiction of criminals and to disrupt criminal economic enterprises. These positions will also monitor and track the confluence of motor vehicle crime with other major crimes such as organized crime,

human trafficking, and drug distribution.

Programs to combat pattern, organized and economic crime – Applications that introduce, increase, or expand efforts to combat pattern, organized and economic crime. A crime pattern is a group of two or more crimes that possess similar characteristics such as lack of connection between victim and offenders. Organized crime includes efforts by criminals to conspire to commit burglary of a motor vehicle and motor vehicle theft. Grant applications that include specific initiatives to target pattern, organized and economic crime will receive prioritization.

Funding Co-location – Applications that demonstrate and provide for managed coordination and operations to improve collaboration and expand the use of resources to combat motor vehicle burglary and theft. It may include collaborative management of resources such as personnel, surveillance equipment, license plate readers, and bait vehicle deployment. Co-location includes establishing a shared physical space or effective communication methods between taskforces and jurisdictions as an effective way to increase collaboration, leverage resources, experience and specialized expertise. The guiding principle of the co-location priority is that resources (human and equipment) provided by the grant will be well managed, available across jurisdictions, and cohesive within the taskforce operations.

Prosecutorial elements – Applications that include Specialized Motor Vehicle Crime Prosecutors to focus specifically on motor vehicle burglary and theft and economic motor vehicle theft (including organized motor vehicle crime) may receive prioritization in considering grant awards. Specialized prosecutors will be available to assist in pursuing convictions related to motor vehicle burglary and theft, economic motor vehicle theft, organized crime related to motor vehicle burglary and theft and motor vehicle crime. Funded prosecutors may develop subject matter resource material and deliver training for all prosecutors around the state.

Supporting Documents

Documents that provide evidence of local support or commitment from other officials or agencies for the application may be submitted following the same instructions as the Resolution. Interagency agreements shall be submitted prior to payments being authorized if an award is made. ABTPA recommends that interagency agreements be completed after award determinations are made to ensure correct amounts are reflected in those agreements.

Supplanting Prohibited

Grant funds provided by the Authority under this RFA shall not be used to supplant federal, state or local funds that otherwise would be available for the same purposes. Supplanting means the replacement of other funds with ABTPA grant funds. It shall also include using existing resources already available to a program activity as cash match.

Cash Match Requirement

All programs must provide at least a twenty (20%) percent cash match. Multijurisdictional agencies must provide details for the method of cash match in Intergovernmental Agreements (*Texas Government Code, Chapter 791*). Interagency agreements shall be submitted prior to payments being authorized if an award is made.

Formulas to calculate cash match:

1. Total ABTPA grant funds requested multiplied by percent of match required = Total Amount of Cash Match Required
2. Total Project Cost minus Total Cash Match Required = Total Authority Grant Request

NICB and DPS in Lieu of Cash – Applicants may enter into formal agreements with the Texas Department of Public Safety (DPS) or the National Insurance Crime Bureau (NICB) to work on grant funded activities. The amount of salary and other direct costs related to the work on grant activity provided by the DPS and NICB may be counted and reported as in lieu of Cash. Time certifications are required to be made by the employee for these positions every month for part-time and every six months for full-time employees.

In-Kind Match

Resources and funds from third-parties that can be quantified should be reported in the proper category in the application. In-Kind contributions shall not be considered cash match. In-kind match is encouraged to be used as an added value inducement to the ABTPA and to adequately document true costs required to implement the program.

Reporting and Attendance Requirements

Applicants that are awarded grants will be required to provide:

Quarterly Progress Reports - The ABTPA requires submission of quarterly progress reports to demonstrate progress toward meeting goals and activities provided in the grant application. These include: 1) Monthly progress toward statutorily required performance measures; 2) Monthly progress recorded on the Goals, Strategies and Activities report; and 3) Summary and Success section.

Quarterly Financial Reports – Reports of actual expenses are provided to request funds. All expenditures must be in accordance with local policies and procedures and grant requirements. Grantees shall review all expenditures, ensure all applicable regulations are followed, and maintain documentation that is true and complete. All expenses must be supported by appropriate documentation.

Webinar Attendance: At least one representative from the applicant organization will attend a monthly training session via teleconference or webinar that includes information on ABTPA grant administration, information sharing on law enforcement issues and other ABTPA issues critical to operating an ABTPA taskforce.

Funding Requirements and Conditions

- a) State Funds Availability– All awards by the ABTPA are subject to availability of state funds.
- b) Right of Refusal–The Authority reserves the right to reject any or all of the applications submitted.
- c) Awards– Publishing the RFA does not obligate the Authority to fund any programs.
- d) Partial Funding– The Authority may choose to offer funds for all or any portion of a program submitted in the Application.
- e) Substitution–The Authority may offer alternative funding sources, special conditions or alternative program elements in response to submitted Applications.
- f) Competitive Application Process–The Application process for the Authority’s Grant Program is competitive. Awards are based on a review of the grant Application. New programs that submit an *Intent to Apply* and that were provided guidance on how to proceed are not guaranteed funding by the Authority nor removed from the competitive nature of the award process.
- g) Review Criteria–Authority staff and designated ABTPA Board member(s) will review each grant using subjective and objective tools and comparative analysis. The weight given to each section or combination of sections is at the sole discretion of the Authority.
- h) Questions and Clarification- During the review period, the applicant may be contacted by Authority staff to ask questions or seek clarification on information written in the application. Failure to promptly respond will not disqualify an applicant but information that arrives beyond the review period cannot be considered.
- i) Final Selection–The Authority may select and award programs that best meet the statutory purposes

and that reflect its current priorities. No appeal may be made from the Authority's decisions.

- j) Changes in Application- If an applicant proposes changes to be made in the program type or participation of jurisdictions after an award is made then the Authority will review the changes and make modifications or alter the grant including the amount as deemed appropriate to the Authority.
- k) Delayed Start- An applicant that is awarded a grant and that does not begin operations within 45 days of the beginning of the grant term is considered terminated.

Selection Process:

Eligible applications will be reviewed. Grant award decisions by ABTPA are final and not subject to judicial review. Grants will be awarded on or before September 1, 2017.

Applications that do not meet the stated requirements of this RFA and that are not eligible for review will be notified ten (10) working days after the due date.

Contact Person

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Issued in Austin, Texas on March 24, 2017

Bryan E. Wilson, ABTPA Director

ABTPA Application Checklist

Each Applicant must:

- 1) Complete the on-line Application submitted at <https://abtpa.tamu.edu> on or before **June 2, 2017**;
- 2) Submit the Resolution and any other supporting documents by:
 - a. Attached to application at <https://abtpa.tamu.edu> on or before **5:00 PM, June 2, 2017**
 - OR**
 - b. Mail with a postmark on or before **June 2, 2017**.

Appendix A
Automobile Burglary and Theft Prevention Authority Resolution

2018 **Blank City/ County /Agency Name** Resolution or Order or Ordinance
Automobile Burglary and Theft Prevention Authority Grant Program

WHEREAS, under the provisions of the Texas Revised Civil Statutes Article 4413(37) and Texas Administrative Code Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Automobile Burglary and Theft Prevention Authority to provide financial support to law enforcement agencies for economic automobile theft enforcement teams and to combat motor vehicle burglary in the jurisdiction; and

WHEREAS, this grant program will assist this jurisdiction to combat motor vehicle burglary and theft; and

WHEREAS, _____ (Entity Name) has agreed that in the event of loss or misuse of the grant funds, _____(Entity Name) assures that the grant funds will be returned in full to the Automobile Burglary and Theft Prevention Authority.

NOW THEREFORE, BE IT RESOLVED and ordered that the [*County Judge/ Sheriff// City Manager/Police Chief// Executive Director, etc....*] of this [*county//city//agency*] is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Automobile Burglary and Theft Prevention Authority Grant Program and all other necessary documents to accept said grant; and

BE IT FURTHER RESOLVED that _____ (*Position-Example- ABTPA Commander, Chief of Police, etc...*) is designated as the Program Director and _____ (*Position-Example- County Auditor, City CFO, etc...*) is designated as the Financial Officer for this grant. .

Adopted this _____ day of _____, 2017.

NAME
County Judge /Mayor/ Executive Director/City Manager