



Automobile Burglary and Theft Prevention Authority
Grant Administrative Manual

October 2015



Texas Department of Motor Vehicles

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1. Introduction

1.1. ABTPA Mission

The mission of the Automobile Burglary and Theft Prevention Authority (ABTPA) is to foster a statewide collaborative network to combat motor vehicle burglary and theft and to fund education and marketing campaigns. ABTPA fulfills its mission through grants to law enforcement agencies (referred to as Taskforces) and using funds to educate the public to take action and use prevention techniques. The ABTPA uses the available appropriated funds to maintain the most effective coverage of the state through a cooperative network of law enforcement groups, prosecutors, insurance industry representatives, local tax assessor-collectors, and concerned citizens to combat vehicle burglary and theft through enforcement, prevention, public information, and education initiatives.

1.2. Purpose of this ABTPA Grant Administrative Manual

The purpose of the ABTPA Grant Administrative Manual is to provide applicants with requirements and information to apply for an ABTPA Grant. Additionally, this manual provides grantees with the administrative and financial requirements to effectively manage ABTPA funded programs during the post award process.

Requirements contained in this ABTPA Grant Administrative Manual for applicants and grantees are based on or consistent with state law (Texas Revised Civil Statutes 4414 (37), the Texas Appropriation Act, Texas Government Code Chapters 783 and 791, etc...), Texas Administrative Code Title 43 Part 3 Chapter 57, policies set by the ABTPA Board, and other applicable rules, regulations, guidelines, and policy adopted by legal authority (Ex. Department of Motor Vehicles, Comptroller, State Auditor's Office, etc.).

Additionally, grantees must follow or take into consideration policies, procedures, and regulations adopted by local governing bodies responsible for the grantees or Taskforces.

If specific cost or procedure information is not mentioned in the ABTPA Grant Administrative Manual then grantees must follow the Uniform Grant and Contract Management Act (Chapter 783 Texas Government Code) that requires the Uniform Grant Management Standards (UGMS) to be maintained under the authority of the Texas Comptroller of Public Accounts. These grant management standards are used by the ABTPA in the administration of the ABTPA grant program.

The UGMS were established to promote the efficient use of public funds by providing: awarding agencies and grantees a standardized set of financial management procedures and definitions; requiring consistency among grantor agencies in their dealings with grantees; and by ensuring accountability for the expenditure of public funds. State agencies are required to adhere to these standards when administering grants and other financial assistance agreements with cities, counties, and other political subdivisions of the state.

All program activity must be consistent with the statutory and appropriated purposes and all expenses must be reasonable and necessary to operate an ABTPA funded program. All revenue and inventory records must be managed consistent with general accepted accounting principles (GAAP) and local policies.

2. Grant Application Process

ABTPA awards grant funds to law enforcement agencies and prevention programs to foster a statewide collaborative network to combat motor vehicle burglary and theft and to educate the public about motor vehicle crimes and prevention.

2.1. Eligibility Requirements

All applicants are encouraged to review ABTPA's mission to determine if their entity has the capacity to develop and support a program plan that meets ABTPA requirements.

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

- 1) Law Enforcement, Detection and Apprehension;
- 2) Prosecution, Adjudication and Conviction;
- 3) Prevention, Anti-Theft Devices and Motor vehicle Registration;
- 4) Reduction of the Sale of Stolen Vehicles or Parts; and
- 5) Public Awareness, Crime Prevention, and Education.

Eligible Applicants are:

Law enforcement agencies, local prosecutors, judicial agencies, and neighborhood, community, business, and nonprofit organizations for programs designed to reduce the incidence of economic motor vehicle burglary and theft.

2.2. Intent to Apply

The Intent to Apply process is only for agencies not being funded in the current cycle that desire to be considered for the next funding cycle. The purpose of the "Intent to Apply" process is to conduct an initial assessment of potential new grant applicants and relay written recommendations to the potential new grant applicants. The "Intent to Apply" process does not prevent a potential new grant applicant from applying for ABTPA funding, but it does however, through strategic questioning, offers information to potential grant applicants regarding grantee requirements prior to officially applying for ABTPA funding.

The Intent to Apply process is as follows:

- 1) Potential new applicants review "Intent to Apply" information on the ABTPA website;
- 2) The potential new applicant completes and submits the "Intent to Apply" form;
- 3) ABTPA Staff conducts an assessment of the submitted "Intent to Apply" form;
- 4) ABTPA conducts a coverage area analysis of the identified service area (outlined by a potential new grant applicant) and areas currently being serviced by an organization receiving ABTPA funds. (Included in the documentation is information regarding the mandatory applicant workshop);
- 5) ABTPA provides documented recommendations to a potential new grant applicant based upon information provided to ABTPA via the "Intent to Apply" form and the coverage area analysis.

2.3. Application Process

All applicants (new and returning) shall apply annually for the next grant cycle in the manner prescribed in the Request for Applications issued by the ABTPA. Every grant cycle is in conjunction with the State of Texas's fiscal year, September 1st thru August 31st.

This section of the Grantee Administrative Manual is structured to provide applicants information on how to:

- 1) determine if their organization is eligible to apply for an ABTPA grant;
- 2) know the important milestones of the process;

- 3) complete the application;
- 4) understand ABTPA's Goals, Strategies, and Activities; and
- 5) submit the grant application in a manner designated by the ABTPA Requests For Proposal (RFP).

2.3.1. Request for Application (RFA)

The ABTPA's Grant Application Process begins with the issuance of a Request for Application (RFA) authorized by the ABTPA Board. The RFA provides eligibility, program and funding requirements necessary to qualify and operate a grant funded program. The RFA provides grant workshop information and the application deadline. The RFA is posted on the ABTPA Website and on the Texas Register for a minimum of thirty (30) days before the application deadline.

2.3.2. Resolution

All grant applications must be accompanied by a Resolution. For grant applications from cities and counties or their departments, the Resolution must be adopted by the governing board of the city or county that applies for a grant. At a minimum Resolutions must provide authority to apply for the grant for the stated statutory purposes, provide that funds shall be returned in the event of loss or misuse and designate the Authorized Official, Financial Officer, and Program Director. Other officers may be designated by the resolution if the entity prefers, such as program manager. The Resolution may set forth; the governance structure, interlocal cooperation, match methods, or other grant specific features that help explain or communicate the grant.

Agencies of the State of Texas that apply for grants must also have a resolution that meets the same requirements indicated above. The resolution must be signed by the Executive Director/ Commissioner of the state agency that applies for a grant. Not-for-profit corporations must have a resolution approved by the board of directors of the corporation and must certify that the application is consistent with the organization's purpose and by-laws and that the corporation is in good standing with the Texas Secretary of State, Comptroller of Public .

2.3.2.1. Designation of Grant Officials

The Designated Grant officials are the individuals who are authorized by a Resolution adopted by an applicant agency to submit, modify or cancel a grant application and the subsequent grant documents including required administrative reports. The following positions should be indicated by the grantee:

Authorized Official

The person authorized by the governing body to apply for, accept, decline, request modifications (terms, conditions, and amounts), or cancel the grant for an applicant agency (i.e. executive director of an agency, county judge, city mayor, city manager, assistant city manager, or a designee if authorized by governing body, etc.). The name of this designee must agree with the signature on the application and grantee acceptance.

Financial Officer

It is required that the chief financial officer of the organization (i.e. county auditor, city treasurer, comptroller, treasurer of the corporation, etc.) shall hold this position. The Financial Officer is the office or person responsible for maintaining the accounting system of the jurisdiction or agency. The Financial Officer must certify that the ABTPA Expenditure Reports are consistent with the jurisdiction's accounting processes and are accurate. The financial officer is also responsible for maintaining documentation supporting the expenditure of funds, and that ABTPA expenditure requirements are met. Financial officers may designate alternatives to submit the expenditure reports as long as the designee can certify to the accuracy of the reports and supporting documentation. The financial officer may not serve in any other capacity related to this grant.

Program Director

Designated to be responsible for operation or monitoring of the program and is the primary person responsible for the activity, implementation, and reporting of the grant.

Program Manager (Optional)

Designated to be responsible for the day-to-day operation and monitoring of the grant. Act as the Program Director in his/her absence. In addition to conducting the day-to-day program activities, this person is responsible for record keeping, reviewing financial expenditures, maintaining a program file, approving required reports, evaluating the program, assisting with audits, etc.

Administrative Contact

Grantees may designate other officials or staff to receive notices from ABTPA as a courtesy to keep informed of grant communication and notices. These other officials or staff do not need to be included in an applicant's Resolution.

2.3.3. Grant Application Workshop

ABTPA hosts an annual grant training workshop to provide applicants information on the ABTPA program, the application process, and grant administration. ABTPA highly suggests that all employees that will be associated with the administration of the grant attend the workshop. Grant applicants (new and returning) shall register for workshop via the ABTPA website.

- New Applicants

New (first time) grant applicants must complete the "Intent to Apply" process to assess their ability to qualify as a primary grantee. If an applicant makes the determination to continue the process and apply for a grant, they must also attend the Grant workshop.

- Returning Applicants

All Grantees must attend scheduled grant training workshops unless the Request for Applications issued by the ABTPA Board provides additional instructions on who must attend.

2.3.4. Submission

Once the two preceding requirements have been met, an applicant shall submit the grant application, by the specified due date.

The ABTPA Grant Application allows an applicant to describe its proposed program plan. The Application consist of four sections: 1) Applicant Information 2) Budget 3) Program Narrative and 4) Special Conditions.

2.3.4.1. Applicant Information

Within the "Applicant Information" section, an applicant provides information on the location of its headquarters, the area of the program activities (Cities, Counties, etc.) and Program Approval information. An applicants' Authorized Official shall certify that all data provided within the application is true and correct and that the document has been duly authorized by the governing body of an applicant, and that an applicant shall comply with all applicable laws and requirements if the grant is awarded.

2.3.4.2. Budget

The budget section contains two parts: 1) Costs tables and 2) Narrative section. Within the budget section an applicant shall list all requested costs required to support their proposed program plan. These cost items in the budget must be supported by text in the narrative that describe what the costs items are and how they are used in or relate to the overall program described in the Program Narrative. The budget in the application is a spending plan based on funding as proposed. The budget must be written so that if an applicant is funded but receives less than the amount requested it may be modified or changed to meet operational needs.

Evaluators will review the proposed budget to determine if the costs are reasonable, allowable, demonstrate a cost effective use of funds, and are consistent with the Program Narrative.

2.3.4.2.1. Costs Tables

The Budget Summary includes the categories of the grant request amount, cash match amount, and the In-Kind match amount. Explanations of line item details are provided within the budget categories detail and narrative in the subsequent pages.

The budget categories are as follows:

Personnel – Provide a brief description of all of the positions required to perform the program plan. Include the personnel salaries and if they will be grant funded, Cash Match or In Kind. Also includes overtime.

Fringe/Overtime – Fringe benefits include Federal Insurance Contributions Act (FICA), statutory or other retirement plans, unemployment insurance, and other standard benefits provided by law or the agency under its compensation policies.

Overtime - Overtime pay for those positions meeting the Fair Labor Standards Act non-exempt status is included as a subcategory of personnel and is limited to 5% of the grant funded personnel salaries. The amount allowed may only be used for ABTPA funded or Cash Match personnel. An explanation must be provided how it shall be used and why flexible or variable schedules cannot be used.

Professional and Contractual Services – All personnel that work under the proposed program plan as contractors or through intergovernmental agreements are reflected in this line.

Travel – Travel to ABTPA Board Meetings and training, and other ABTPA or program related travel.

Equipment – "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of (a) the capitalization level established by the governmental unit for financial statement purposes, or (b) \$5,000.

This includes equipment to be purchased within the grant cycle that shall assist in accomplishing the proposed program plan. This can include computers/laptops, software, License Plate Readers (LPR), and other special items of costs (described later in this manual).

Supplies and Direct Operating Expenses (DOE) – Includes office supplies, fuel, training registration, maintenance, rent, and other direct costs not covered in other categories.

Indirect Cost - Indirect costs are not allowable expenses (See section 2.10).

2.3.4.2.2. Budget Detail and Narrative

Each budget category has a required detail and narrative portion. An applicant shall provide a clear and concise explanation for all line items within the budget category. This should describe how the items requested are beneficial in reaching the program goals. Each of the budget categories are further described within the Grant Administration section.

It is within the budget detail and narrative section that an applicant shows and explains its Cash Match contributions. Cash match is the contribution or outlay of money contributed by the grantee, other public

agencies and institutions, and private organizations and individuals. Cash Match is further described within the Financial Administration section.

2.3.4.3. Program Narrative

In the Program Narrative section, applicants shall fully describe the program plan. Evaluators shall review this section to ensure that the program plan is consistent with the stated goals and strategies of ABTPA, and that they are reasonable and achievable. Additionally, these activities must address and mitigate the identified motor vehicle burglary and theft problems within the coverage area. The Program Narrative section includes 1) Problem Statement & Historical Information 2) Proposed Activities 3) Functions of Proposed Program 4) Evaluation Design and 5) Designation of Grant Officials. Proposed Activities shall be described further within the next section.

Problem Statement & Historical Information - The problem statement shall clearly identify the motor vehicle burglary and theft problem within the proposed jurisdiction(s).

- The proposal shall provide a clear assessment of burglary and theft of a motor vehicle problem which includes:
 1. Crime trends that are impacting the jurisdiction
 2. Program coverage area
 3. Population
 4. Registered vehicles (if applicable)
 5. Data on related crimes (sometimes referred to as gateway)
 6. Impact of programs' geographical setting (rural, urban, border)
 7. Number of burglaries of a motor vehicle rates
- The motor vehicle burglary and theft problem shall be supported by historical data that meets ABTPA requirements as shown below:
 - The problem identified is clearly supported by relevant theft data;
 - The data provided is specific to the coverage area;
 - The source of data used to demonstrate the problem is provided and identified. It may be department records or DPS/UCR data.

Functions of Proposed Program – This section requires an applicant to provide straightforward description of the activities performed in the program. It will include information on employees' qualifications, experience, and specializations (if applicable). Additionally, an applicant shall certify if they are in coordination with other entities, and if they have systems in place for accountability, transparency, and cross-cultural sensitivity.

Evaluation Design – Applicants shall indicate if there are systems in place to validate the information reported to ABTPA and conduct evaluation the success of the program.

2.3.4.4. ABTPA Goals, Strategies, and Activities

ABTPA Goal, Strategies, and Activities ensure that an applicant's activities are specific, measurable, achievable, relevant, and time bound. This structure provides a systematic way for ABTPA to evaluate the application and to report the activities of the grantees.

There are three (3) goals with corresponding strategies. Grant applicants shall choose from a list of pre-determined activities and identify the quantity for each associated measure. Additionally, there shall be an option for applicants to identify specific activities not covered in the pre-determined activities list.

“Goal 1”, “*Reduce the incidence of motor vehicle theft through enforcement strategies*”, contains three (3) strategies relating to motor vehicle theft.

1. Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Motor Vehicles
2. Conduct Collaborative Efforts that Result In Reduction of Incidents of *Motor Vehicle Theft*
3. Prevent And Reduce the Incidence of *Motor Vehicle Related Fraud* Activities

“Goal 2”, *Reduce the incidence of theft from motor vehicles through enforcement strategies*, contains two (2) strategies relating to the theft of property and/or items from motor vehicles.

1. Conduct Activities that Result in the Arrest, Clearance, and Recoveries of *Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories*
2. Conduct Collaborative Efforts that Result in the Reduction of Incidents of *Theft From a Motor Vehicle*

“Goal 3”, *Educate/train citizens and qualified personnel in detection and prevention of motor vehicle theft, burglary of motor vehicles and theft of vehicle parts and accessories*, contains two (2) strategies highlighting public awareness activities and law enforcement personnel trainings.

1. Conduct Public Awareness Related Activities Used to Educate Citizens
2. Conduct Law Enforcement Training Activities to Educate Officers on Recognition and Apprehension of Stolen Vehicles and Property

These goals, strategies and activities offer a streamlined approach where all grantees will be reporting using the same criteria numbers and format. The method will allow the ABTPA to more readily identify trends and provide accurate data for monitoring and compliance. Grantees will be allowed to provide user-defined activities beyond the standard activities. Grantees must provide narrative to adequately describe their implementation of the standard or user-defined activities. The full list of Activities is in the Appendix section.

2.3.5. Evaluation

The evaluators shall review all applications to determine if it is consistent with and supports the mission of ABTPA. This full process is further described in the Grant Award Process section of this manual.

2.4. Standard and Special Conditions

ABTPA has identified the following Standard and Special Conditions that may be required to be submitted before applying for an ABTPA grant or during the post award processes. Sample forms for these requirements shall be made available to grantees.

2.4.1. Program Standard Conditions

Compliance with All Laws and Rules

ABTPA requires by rule that entities awarded grants must follow all applicable state and federal laws (TAC Rule §57.3 Compliance Adoption by Reference). Entities operating in a Taskforce must ensure that all participating entities in the Taskforce also follow all applicable state and federal laws. Examples include, but are not limited to: Americans with Disabilities Act (ADA), Drug-Free Workplace law, and Equal Employment Opportunity laws, Fair Labor Standard Laws, Texas Local Government Code Chapter 262 - Purchasing and

Contracting Authority of Counties, Texas Local Government Code Chapter 252 - Purchasing and Contracting Authority of Municipalities, and all other relevant state and federal law.

Multi-jurisdictional or Multi- entity Applications

Applications for ABTPA funds involving more than one jurisdiction must provide documentation that relationships are consistent with and meet (or will meet) the requirements of the Interlocal Cooperation Act (Texas Government Code Chapter 791 - Interlocal Cooperation Contracts). In addition to the requirements of the Act, the interlocal agreement must include, for each subgrantee receiving grant funds, at least the following: (a) A detailed budget including personnel, travel, equipment, and other operating expenses that are to be reimbursed with grant funds by each participating agency as well as any form of match or in kind provided by subgrantee, (b) A copy of the Assurances Certification from each agency, receiving ABTPA funds (or reference to them, may be included in the body of the Interlocal Agreement), and (c) activities to undertaken by the subgrantee under the grant.

The applicant may provide letters of support during the application period. After award the awardee must provide final agreed to Interlocal Cooperation Contracts prior to the first payment being made. Failure to provide the agreements could result in modification of the award.

Applications for ABTPA funds where governmental units participate with non-governmental organizations or entities must provide contracts or agreements that provide appropriate financial protections for ABTPA, the grantee, and other governmental participants. Subgrantees shall be required to provide documentation meeting the same requirements as grantees themselves are required to provide. Subgrantees shall provide reports of any income generated under the grant. The agreements shall include the right for desk reviews or audits by ABTPA or designee. The agreement must also include assignment and coverage of liability. If non-governmental salaries are used as match then the contract must include methods of transfer or credit and documentation to support the matching funds.

2.4.2. Program Special Conditions

The ABTPA may require special conditions in any grant award. Grantees with special conditions shall not receive payments until the special conditions are met, unless otherwise stated in the conditions issued by ABTPA. Failure to meet special conditions may result in cancellation of the grant, or modification of the award amount or terms. Special conditions may be grantee or program specific, or may include one or more of the following:

- Interlocal Cooperation Contracts Review and Approval. ABTPA may award grants to entities that have not executed all agreements between agencies creating a single multiagency ABTPA program unit. Interlocal Cooperation Contracts must be completed and approved prior to receiving payments on grants.
- County/District Attorney Contract. An agreement must be executed between the district attorney's office and the grantee regarding property and monetary seizures. Asset forfeiture and seizure agreements that do not allow all program income to be retained by the grant funded program must be completed and approved by ABTPA prior to receiving payments on grants.
- Law Enforcement Training. Grantees providing training or developing regional academies must provide a description of eligibility and requirements of attendees for ABTPA-funded training.
- Procuring Consultants and Professional Services. Grantees using more than \$10,000 in funds to secure professional services and/or consultant services approved in the ABTPA grant budget must develop contract monitoring.
- ABTPA Standard Form Contract between Grantee and Third Party. An agreement or contract must be provided between the grantee and any third party participant or service provider.

- Other issues identified in the grant application that require action to be completed prior to issuance of grant payments.

2.5. Grant Award Process

Applicants shall submit applications in a manner and by the date prescribed by in the RFA. All applications must be accompanied by a Resolution adopted by the governing body or Authorized Official supporting the application. All sections of the application must be completed. Applicants may be required to submit additional documents as attachments when required in the Request for Application (RFA). Required attachments shall be considered a component of the grant application and shall be included in the evaluation and scoring of the application.

Applicants who fail to meet the eligibility, submission, or program requirements shall be notified in writing that their application did not meet the requirements. All decisions of the Automobile Burglary and Theft Prevention Authority (ABTPA) Board are final and not subject to judicial review.

After Submission, the ABTPA staff and board liaisons shall review all of the grant applications which met the published requirements and that were certified complete and eligible to be reviewed. The ABTPA staff and Board liaison(s) shall score the grant applications.

A scoring methodology that meets the statutory requirements shall be maintained by the ABTPA director. The director, ABTPA staff and the board liaison(s) may review the scores together and discuss the submitted applications. Information outside of the application or not submitted in a timely manner in the application shall not be used in establishing the score. Scores shall be allowed to be changed one time for cause after the discussion with board liaisons.

The director shall apply the scoring method and develop a recommended funding schedule to the ABTPA Board. The Board may vote to accept the recommended funding proposal or may adopt an alternative award schedule.

2.6. Grant Award Statements and Acceptance Notice

The ABTPA shall publish a list of the grant award amounts adopted by the ABTPA Board. If the award amount is different from the amount requested then the grantee shall make modifications to the application, budget, activities, and supporting tables and forms to meet the awarded amount. The ABTPA staff shall work with the grantees to modify their grant applications and budgets to align the application with the approved grant amount. The grantee shall submit the modified document to the ABTPA within fifteen (15) working days of the publication of the award amounts unless a written request to extend the period is approved by the ABTPA director.

The modified document must include all costs needed to operate the program as funded for the year. The budget and the activities may be modified to reflect the actual amount funded. If a grantee has a program income balance that is anticipated to be carried forward into the new fiscal year then the modified application may be augmented with program income subject to the ABTPA director's approval.

After review and confirmation that the document is consistent with the original application, the ABTPA Director will provide the grantee Authorized Official with a Statement of Grant Award. Authorized officials, program directors, and financial officers, designated in the grant resolution, shall be notified of the award. The grant award notification contains the Statement of Grant Award, Special Conditions (if applicable), the grantee's modified application and the final Goals Strategies and Activities. Each grantee shall carefully review

the information and maintain electronic or hardcopies of the information with its permanent records. Each applicant shall accept or reject a grant award in the form and manner prescribed by the ABTPA within thirty (30) days of the Statement of Grant Award issuance date. In any event, failure by an applicant to execute and transmit the Statement of Grant Award and Acceptance Notice within 30 days of the award date shall be construed as a rejection of the grant award.

A packet of information containing the Grant Administrative Manual and other forms shall be provided to each entity awarded funds prior to the start of the grant term.

The Statement of Grant Award and Acceptance Notice must be signed by the Authorized Official, scanned and returned via e-mail. The original signed copy of the Statement of Grant Award shall be mailed to the ABTPA. Signed Statement of Grant Award and Acceptance shall be returned to the ABTPA office BEFORE September 1 of the current year.

All documents meeting standard and/or special conditions must be submitted with the application prior to September 1 or the entity must request additional time in writing from the ABTPA director and receive the director's written approval.

2.7. ABTPA Grant Assurances

Assurances are incorporated into the application and the Statement of Grant Award and Acceptance Notice. These standard assurances contained in the application package become terms and conditions for receipt of grant funds. Administering agencies and local sub-recipients shall maintain an appropriate grant and contract administration system to insure that all terms, conditions, and specifications are met.

A Grantee and Applicant hereby makes and certifies that as a grantee, it and any subgrantee or program participant shall comply with the following conditions:

- Follow all applicable state and federal laws (43 TAC Rule §57.3 Compliance Adoption by Reference)
- Comply with ABTPA grant rules under Texas Administrative Code, Title 43, Part 3, Chapter 57 Automobile Burglary and Theft Prevention Authority Administrative Manual and the Uniform Grant Management Standards (UGMS) as promulgated by the Texas Comptroller of Public Accounts.
- The Grantee shall manage the grant consistent with the local policies (such as human resources, civil service, purchasing, travel and equipment use, etc.) any other local requirements not specifically required or prohibited by ABTPA rules or requirements.
- Provide copies to the ABTPA of any Comprehensive Annual Financial Reports (CAFR), any other independent fiscal or program audits conducted and management letters provided as a result of audits.
- State funds provided by this act shall not be used to supplant state or local funds (Non Supplanting Certification). Programs proposed in this application have not used grant funds to replace state or local funds that would have been available in the absence of ABTPA funds.
- No Automobile Burglary and Theft Prevention Authority grant funds, regardless of their source or character shall be used in any manner to influence the outcome of any election or the passage or defeat of any legislative measure.

2.8. Official Signature Chart

The following chart provides the signatures required for the various functions and certification related to ABTPA grants:

	Authorized Official	Program Manager	Program Director	Financial Officer	Due Date
Grant Application	✓				Due date outlined in the RFA
Statement of Grant Award and Acceptance Notice	✓				30 days after issuance of Statement of Grant Award
Grant Adjustment		✓	✓		As needed. No adjustment after July 31 st
Quarterly Expenditure Report				✓ or designee	30 th day after quarter. Final Expenditure Report due October 15 th (not less than 45 days not more than 90 days after the end of the grant period.
Monthly Progress Report		✓	✓		Monthly: 10 th calendar day.
End of Year Report		✓	✓		September 30 th
Inventory Report				✓ or designee	October 15 th each year.
LETTER					
Disposition of Equipment		✓	✓		Submitted as needed

3. Grant Administration

The Grant Administration phase begins once ABTPA receives a signed Statement of Grant Award and Acceptance Notice. Grantees must follow these procedures and state law, rules, and regulations to administer the grant. Grantees are required to use local governance processes to implement programs. Grantees must ensure Financial Management Systems are implemented, the grant's progress is properly reported and tracked, and self-monitoring mechanisms are in place.

3.1. Non Supplanting Requirement

Supplanting is the replacement of other funds with ABTPA grant funds or using existing resources as cash match. Grant funds cannot be used to replace other funds that would otherwise be available for the same purpose or program. Specifically jurisdictions may not reduce the amount that they spend for motor vehicle burglary and theft by moving costs or personnel into a grant funded program.

Under Texas Administrative Code Title 43, part 3, §57.9 each grantee shall certify with each Expenditure Report that state funds are not used to supplant other funds.

Positions which existed prior to grant award approval and that were funded from any source other than ABTPA grant funds are not eligible for grant funding or to be used as cash match. Existing employees of the grantee may be transferred from other positions to fill the positions in a grant program. However, the positions vacated must be filled promptly by additional transfers and/or new hires so that the grantee's full staff of non-grant employees is not reduced in number equal to the number paid by grant funds.

If a grant program is reduced by 20% or more from the previous year, and as a result, grant funded positions are transferred to other duties for the grant year, they may be returned to Grant funding in the subsequent grant year. This exception is not available for any positions that have been off of the grant for more than one grant year.

3.2. Grant Adjustments

A Grant Adjustment Request is an official request to make a budget or program change to a grant. Effective grant management should eliminate the need for most grant adjustments. Grant adjustment requests should be a rare occurrence.

3.2.1. Authorizations and Approvals

The Program Director or Program Manager is authorized by the ABTPA to submit a grant adjustment for the changes identified above. All grant adjustments submitted shall be in accordance with the Resolution submitted by the governing body and consistent with local policy. The request is to be submitted in writing to the ABTPA by the appropriate designated grant official. All requests must be emailed to GrantsABTPA@txdmv.gov.

Expenditure or Progress Reports that do not reflect approved grant adjustments will be rejected.

3.2.2. Types of Grant Adjustments

There are two types of Grant Adjustments: Budget and Program

3.2.2.1. Budget Grant Adjustment (limited to 4 per year)

Budget adjustments are requests to move funds from one budget category to another. These include:

- Transfers of funds among direct cost categories exceeding 5.0% of the total grant budget;
- Changes in equipment amounts, types, or methods of acquisition;

- Authorization to move funds into a direct cost category not authorized in the Statement of Grant Award
- Using program income in excess of \$500 not reflected in the Statement of Grant Award
- Moving funds into a category for a purpose or activity not provided in the original application

3.2.2.2. Program (scope) Grant Adjustment

- Changes in the need, objectives, approach, or geographical location of the grant;
- Changes in the number or job descriptions of personnel specified in the grant agreement;
- Changes in the grant liquidation periods; or
- Other changes in the grant agreement or when the uniform grant and contract management standards require prior approval.

3.2.3. Special Items of Costs

The following items of cost require advance approval from the ABTPA director if they were not included in the Statement of Grant Award:

- Out-of-state travel
- Confidential Informant Funds
- Overtime

3.2.4. The Grant Adjustment Process

- 1) Grantee identifies an unanticipated change necessary to complete the mission of the program.
- 2) Grantee submits a Grant Adjustment Request Form and supporting documentation if needed.
- 3) ABTPA Staff reviews the request within five (5) business days to request additional information or if the information provided is sufficient to make a determination of approval or denial.
- 4) ABTPA staff will issue a Grant Adjustment Notice in writing as an official response to adjustment request which will be designated as “additional information/ change requested,” “denied,” or “approved.”
- 5) Once the Grant Adjustment is approved or denied ABTPA staff shall notify the grantee in writing. It will be sent electronically via email to the Program Director with a copy to financial officer. It will also include an approved budget summary.
- 6) No grant adjustment may be submitted after July 31 of each year.

3.2.5. Deobligation

Grantees that have significant amounts of lapsed salaries or other decreased expenses early in the year resulting in the possibility that all grant funds will not be spent need to notify the ABTPA Director as early as possible to discuss deobligation or voluntary reduction of grant award.

3.2.6. Other Required Notices

Grantees shall maintain their correct contact information with ABTPA at all times. Change of the designated Program Director, Program Manager, Financial Officer, Authorized Official, bank account information, comptroller mail codes, payment routing information, authorized e-mail addresses for expenditure report submission, program location address or contact information changes must be made within five days following such change. Failure to provide this information could result in delayed payments. All changes shall be made in writing.

3.3. Financial Administration

3.3.1. Standards for Financial Management Systems

The prescribed standard financial management conditions and uniform assurances are applicable to all grants and contracts executed between state agencies, local governments and other affected entities.

The uniform grant management is “to promote the efficient use of public funds in local government and in programs requiring cooperation among local, state, and federal agencies.” These standards further that objective by providing awarding agencies and grantees a standardized set of financial management procedures and definitions, by requiring consistency among grantor agencies in their dealings with grantees, and by ensuring accountability for the expenditure of public funds. State agencies are required to adhere to these standards when administering grants and other financial assistance agreements with cities, counties and other political subdivisions of the state. Specifically, grantee financial management systems must meet the following standards:

Financial reporting - Accurate, current, and complete disclosure of the financial results of grant related activities must be made in accordance with the financial reporting requirements of the grant.

Accounting records - Grantees must maintain records which adequately identify the source and application of funds provided for grant related activities. These records must contain information pertaining to grant awards and obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

Internal control - Effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. Grantees must safeguard all such property and assure that it is used for authorized purposes.

Budget control - Actual expenditures must be kept within budgeted amounts for each grant.

Allowable cost - Applicable cost principles, agency program regulations, and the terms of grant agreements shall be followed in determining the reasonableness, allowability, and allocability of costs.

Source documentation - Accounting records must be supported by such source documentation as checks, paid bills, payroll records, receipts, timesheets, travel vouchers, and other records, etc. These source documents must be retained and made available for ABTPA staff when requested.

Cash management - Grantees must establish reasonable procedures to ensure the receipt of reports on cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency.

3.3.2. Costs Incurred Outside the Program Period

Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period. All obligations must be consistent with the Statement of Grant Award and used for statutory authorized purposes.

3.3.3. Last Quarter Expenditures

ABTPA funds are appropriated funds and under General Appropriations Act governmental units using funds appropriated by the Act may not expend during the last quarter of a fiscal year more than one-third of the funds appropriated for that fiscal year

3.3.4. Basic Guidelines regarding Allowable Costs

The following guidelines provide the framework to determine if something is an allowable cost of the grant. An allowable cost must:

- Be necessary, reasonable and allocable to the grant program;

- Comply with limitations of the grant agreement as well as other applicable and state laws and regulations;
- Be allocated to the grant on a basis consistent with policies that apply to all activities of the grantee;
- Be accounted for on a consistent basis and in accordance with generally accepted accounting principles;
- Be adequately documented. Documentation required may include, but is not limited to, travel records, case and activity logs, time sheets, invoices, contracts, mileage records, fuel cards or logs, billing records, telephone bills, procurement documents, and other documentation that verifies the expenditure amount and appropriateness for the grant.

Please refer to Uniform Grant Management Standards, "Selected Items of Cost" for an expanded list of general guidelines to be used in establishing the allowability or un-allowability of certain cost items.

3.3.5. ABTPA Specific Unallowable Costs

The following items are unallowable:

1. General Government Costs
2. Losses
3. Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency;
4. Fines and penalties (except when incurred as a result of compliance with specific provisions of an award or contract, or with written approval from the awarding agency);
5. Credit card fees;
6. Passport charges;
7. Tips and gratuity;
8. Bar charges/alcoholic beverages, and
9. Membership fees to organizations whose primary activity is lobbying.
10. Funds or expenditures which benefit or enrich corporations or individuals

3.3.5.1. Other unallowable costs include

Land Acquisition - No Grant funds that are awarded for renting, leasing, or construction of buildings or other physical facilities shall be used for land acquisition.

Travel of State ABTPA / TxDMV Officials or Employees - Grantees may not spend award related funds on transportation, lodging, subsistence, and related travel expenses of awarding agency officials or employees.

Bonuses or Commissions - Grantees or Grantees subrecipients cannot pay any bonus or commission to any individual or organization to obtain approval of an application for award assistance. Bonuses to officers or board members of for-profit or nonprofit organizations are not allowed. Additionally, ABTPA does not allow reimbursement for bonuses to employees.

Prohibited and Controlled Assets Equipment – ABTPA funds shall not be used for the purchase of the following:

- Guns
- Ammunition
- Tracked armored vehicles.
- Food other than travel expenses

- Beverages other than travel expenses
- Alcoholic beverages

Lobbying - Grantees and Grantees sub-recipients must comply with all legal provisions related to lobbying as appropriate. The lobbying cost prohibition applies to all award recipients.

Grantees cannot use grant funds for the following purposes:

- Attempting to influence the outcome of any Federal, State, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or similar activity;
- Establishing, administering, contributing to, or paying for the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcome of elections;
- Attempting to influence (a) the introduction of Federal or State legislation; (b) the enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State legislature (including efforts to influence State or local officials to engage in similar lobbying activity), (c) the enactment or modification of any pending Federal or state legislation by preparing, distributing, or using publicity or propaganda, or by urging members of the general public, or any segment thereof, to contribute to or participate in any mass demonstration, march, rally, fund raising drive, lobbying campaign or letter writing or telephone campaign, or (d) with any Government official or employee in connection with a decision to sign or veto enrolled legislation;
- Engaging in or supporting the development of publicity or propaganda designed to support or defeat legislation pending before legislative bodies;
- Paying, directly or indirectly, for any personal service, advertisement, telephone, letter, printed or written matter, or other device, intended or designed to influence a member of Congress or of a State legislature to favor or oppose, by vote or otherwise, any legislation or appropriation by either Congress or a State legislature, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation;
- Engaging in legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried out in support of or in knowing preparation for an effort to engage in unallowable lobbying;
- Paying a publicity expert for purposes unallowable under the anti-lobbying rules;
- Attempting to improperly influence, either directly or indirectly, an employee or officer of the executive branch of the State or Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter;
- All grantees must understand that no state appropriated funding made available under the grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval of ABTPA;
- Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing guidance;
- Any question(s) relating to the lobbying restrictions shall be submitted in writing to the awarding agency's ethics official (typically in the TxDMV Office of the General Counsel) through the grantee's program manager.

Fundraising - Grantees may not charge as direct or indirect costs against the award the costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.

- The portion of a person's salary that covers time spent engaged in unallowable fundraising, and any indirect costs associated with those salaries, may not be charged to the award.
- An organization may accept donations (e.g., goods, space, services) towards fundraising, as long as the value of the donations is not charged as a direct or indirect cost to the award.
- Nothing in this section shall be read to prohibit a recipient from engaging in fundraising activities, as long as such activities are not financed by State or matching funds.

Corporate Formation - Unless specifically stated in the grant award agreement, the cost for corporate formation (startup costs) or maintenance may not be charged as either direct or indirect costs against the award.

3.3.6. Bonding

Each nonprofit corporation directly receiving grant funds from the ABTPA must secure and maintain a \$25,000 commercial bond indemnifying the ABTPA against the loss and/or theft of ABTPA grant funds. The cost of such a bond is an eligible expense of the grant.

3.3.7. Program Income

Generated program income (GPI) is any income generated by a grantee that is a direct result of the ABTPA award and funded activities. Program income means fees or money generated by using ABTPA program funded equipment or personnel. Direct result is defined as a specific activity or set of activities that are directly attributable to ABTPA grant funded programs and directly related to the goals, strategies and activities of the program.

Examples of GPI include, but are not limited to:

- seized and forfeited assets that are sold;
- interest income (in excess of \$250);
- charges or fees received using grant funded personnel (VIN Inspections) or equipment;
- proceeds from grantee-provided training and related course materials which have been funded by the ABTPA grant program.
- restitution; and
- for accounting purposes only - proceeds from the sale of equipment or other assets originally purchased with grant funds;

Program income is subject to the same statutes, rules, regulations, and guidelines applicable to the use of the ABTPA funding.

3.3.7.1. Asset Seizures and Forfeitures:

ABTPA program funded activities often result in assets being seized by the governmental entity or forfeited to the governmental entity. Program income also includes all funds seized by law and all property seized by law which has been converted into funds. Property seized must be converted into funds for use in grant activities or prior ABTPA Director approval to use it for other purposes is required.

Grantees earning Grant Program Income (GPI) from seizures and forfeitures are required to maintain documentation of the seizures and forfeitures received by the grantee agency including, but not limited to, seizure and forfeiture logs, and any other documentation required by statutes, rules, regulations, and guidelines applicable to the seizure and forfeiture of contraband.

If a grant funded Taskforce is required to have an alternative agreement defining the distribution of seizures and forfeitures, ABTPA Board approval is required.

3.3.7.2. Program Income Reporting

All program income earned during the grant period from grant activities shall be retained by the grantee and, in accordance with the grant agreement, shall be:

- Added to funds committed to the program by the ABTPA and grantee and used for eligible program objectives;
- Used to finance the non-ABTPA share of the program when approved by the ABTPA Director; or;
- Deducted from the total program costs for the purposes of determining the net costs, on which the ABTPA share of costs shall be based.

All program income and expenditures shall be reported to the ABTPA on the financial expenditure report each quarter. Expenditures using program income of more than \$500 must be included in the Statement of Grant Award or have prior approval via grant adjustment.

Program income shall be carried forward to the next grant year and shall be reported each quarter on the expenditure reports. Grantees' final year-end expenditure report shall contain the balance carried forward each year.

If a grantee does not plan on carrying forward program income due to grant ending or other circumstances, a request to use the funds must be submitted prior to November 30 of each year to the ABTPA Director on agency letterhead signed by the Authorized Official. A grantee shall submit a final report on how funds were used with the final expenditure report.

3.3.8. Match Guidelines

There are two kinds of match: Cash Match and In-Kind Match. Match is subject to the same statutes, rules, regulations, and guidelines applicable to the use of the ABTPA funding.

3.3.8.1. Cash Match

ABTPA requires all grantees to contribute a minimum of 20% cash match.

Cash match is:

1. Funds provided by the grantee, other public agencies and institutions, and private organizations and individuals to operate the program.
2. Documented use of Department of Public Safety and National Insurance Crime Bureau personnel is allowed to be considered as Cash Match if approved in the application.

An allowable cash match shall only be applied to costs which are allowable with state funds. Match must be utilized ratably throughout the grant period.

3.3.8.2. Use of Cash Match

Examples of costs that can be recorded as Cash Match:

- Direct Salaries (including DPS and NICB personnel)
- Fringe Benefits
- Overtime
- Purchase of Vehicle
- Leased Vehicles Payments

- Supplies and operating expenses
- Travel
- Fuel & Maintenance

3.3.8.3. In-Kind Match

In-kind match relate to third party contributions or additional contributions used to supplement or augment the program that are not calculated for reimbursement as part of the total program costs. In-kind match includes, but is not limited to, the valuation of non-cash contributions. In-kind may be in the form of services, supplies, real property, and equipment.

Examples of In-Kind Match:

- Personnel costs
- Use of computers or other technologies
- Volunteers (professional or general)
- Use of agency vehicles
- Use of a building and utilities
- Contribution of desks and chairs

3.3.8.4. Reporting Match

For required cash or in-kind match, ABTPA requires reporting match expenditures throughout the grant period. The final expenditure report should reflect that the program met or exceeded the minimum match required for the grant.

Cash match and in-kind contributions counting towards satisfying a cost sharing or matching requirement must be verifiable from the records of grantees. These records must show how the value placed on third party in-kind contributions was derived. In-kind match may be counted when agencies use existing positions to re-organize themselves into Taskforces

3.3.8.5. Alternative Allowed Match

When alternate matching requirements are allowed and used, the grantee must provide certification of match amount with the grant application (ex. a copy of an agreement with the entity contributing the alternative match showing monetary value and parameters of the match). A reconciliation report must be sent in with the final expenditure report to identify that all alternative match requirements were met.

Grantees must provide documentation for ABTPA to clearly see the sources and types of match and its benefits. When alternative sources of match are allowed two set of records must be maintained by grantees and provided to ABTPA staff. One set of records must show the financial transactions of the agency ledger accounts and one set of records to document the allowed non-cash transactions. The allowed non-cash match cannot be entered into the local jurisdictions' ledgers nor tracked in ABTPA cash based financial records.

4. Budget Categories

The Statement of Grant Award will have an applicant's final modified application attached. The budget details for Personnel, Professional and Contractual Services, Travel, Equipment, Supplies and Direct Operation Expenses.

Budget Category – One of the six (6) cost lines indicated in the budget summary on the Statement of Grant Award.

Line Item – A specific item of cost listed in a budget summary page.

Below are policies and procedures for managing these areas.

4.1. Personnel

4.1.1. General Guidelines

Personnel services are allowable costs provided that they are reasonable and necessary to enhance the program and/or meet the goals, strategies, and activities of the grant. Personnel services include, but are not necessarily limited to wages, salaries, and fringe benefits.

The grantee shall be responsible for determining that the following requirements are being met prior to the release of funds:

- Salaries are in accordance with local policy of the participating agency.
- Personnel are classified in accordance with the required qualifications for the position.
- Fringe Benefits are in accordance with local policy of the participating agency.

Within the original application, the grantee identified the number of personnel and the percentage of time each individual shall work on the grant. It is the Program Director or Program Manager's responsibility to ensure the time charged to the grant meets the amount of time committed on the application. Where employees are expected to work solely on a single state award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work. These certifications will be maintained at the local level.

4.1.2. Overtime

Overtime costs are allowable expenditures. If requested, they must be indicated as a line item in the approved budget. **Overtime pay must not exceed 5% of ABTPA funded direct salaries, not to include fringe benefits and overtime during the grant year.** A copy of the entity's overtime policy by must be maintained in the file with the grantee's original grant application and agreement. Overtime costs shall only be for ABTPA grant-related purposes. Overtime pay authorized shall be used for ABTPA funded personnel and cash match positions only.

4.2. Fringe Benefits

Fringe Benefits are allowances and services provided by employers to their employees as compensation, in addition to regular salaries and wages. Fringe benefits include, but are not limited to: the costs of leave, employee insurance, pensions, unemployment insurance, benefit plans and other costs negotiated to or required as terms of employment. These cost items are allowable to the extent that the benefits are reasonable, necessary and are required by law. Payments to employees for annual leave, sick leave, holidays, court leave, military

leave, compensatory time, and other similar benefits, are allowable if they are provided under established local leave policies. The expenses shall be budgeted and obligations and payments consistent with the grant period.

4.3. Professional and Contractual Services

4.3.1. General Guidelines

Grantees may not use temporary personnel to replace Grant funded personnel without receiving prior approval of the Director of the ABTPA. In multijurisdictional taskforces, often employees in the non-administrative jurisdiction are shown in the award statement as contractual. These need to be clearly indicated in the narrative as grant funded personnel.

Professional and Contractual Service costs are allowable expenses, if they are reasonable and necessary to enhance the program and/or meet the goals, strategies and activities of the grant. Grantees that utilize a service via a third party under contract, shall itemize all costs payable to that contractor under the Professional and Contractual Services budget category.

Examples of Professional and Contractual Service Costs:

- Consultants
- Trainers
- Counselors
- Evaluators
- Auditors

4.3.2. Fees

Consultant fees for appropriately qualified individuals shall be reasonable and consistent with industry market rates for the type of work being performed. The payment may include actual time for preparation, evaluation, and travel subsistence costs, in addition to the time for work/presentation/performance. Procurement of professionals and contract services must be in accordance with the Texas Government Code, Texas Local Government Code, UGMS and local procurement requirements as applicable.

4.3.3. Professional and Contract Services Cash Match Requirements

Professional or consultant fees require a 50/50 cash matching contribution by line item. Grantees may not use temporary personnel to circumvent the 50/50 local cash match requirement. Program income may not be used as a portion of the cash match.

4.3.4. Consultant Guidelines

Consultants Associated with Educational Institutions

The maximum daily rate of compensation that shall be allowed is the consultant's academic salary projected for twelve months divided by 260. These individuals normally receive fringe benefits which include sick leave for a full 12-month period even though they normally work only nine months per year in their academic positions.

Consultants Employed by State and Local Governments

Compensation for these consultants shall be allowed only when the unit of government will not provide their services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

Consultants by For Profit and Nonprofit Organizations

These organizations shall be subject to competitive procurement and bidding procedures specified in UGMS. Grantees shall follow all applicable state and local laws, ordinances, and regulations.

Independent Consultants

The rate of compensation for Independent Consultants must be reasonable and consistent with that paid for similar services in the marketplace.

4.3.5. Contractual Requirements and Conditions

The requirements with respect to arrangements for services with individuals, other government units, and non-government organizations are as follows:

a. Individual Consultant.

1. Dual compensation is prohibited (i.e., the individual may not receive compensation from his/her regular employer and the retaining grantee for work performed during a single period of time even though the services performed benefit both);
2. The contractual arrangement must be in writing and consistent with the grantee's usual practices for obtaining such services;
3. Time and/or services for which payment shall be made and rates of compensation are set out and shall be supported by adequate documentation; and,
4. Transportation and subsistence costs for travel performed are at an identified rate consistent with the grantee's general travel reimbursement practices.

b. Units of Government.

Rates and the work or services for which reimbursement is claimed must be directly and exclusively devoted to grant purposes and charged at rates not in excess of actual cost to the "contracting" government agency.

c. Other Non-Government Organizations.

1. The contractual arrangement must be in writing and consistent with the usual practices and policies of the grantee in contracting for or otherwise obtaining services of the type required;
2. The customary fixed fee or profit allowance in cost-type arrangements does not exceed 10% of total estimated costs; and,
3. Must be consistent with all applicable state and local laws, ordinances, and regulations.

4.4. Travel

Travel budgets are intended for use by personnel who are funded by Grant or match funds at or above 20% of their gross annual salary. Travel for personnel dedicated less than 20% to the ABTPA shall be authorized in the grant award or preapproved by the director of ABTPA.

Travel costs are allowable for expenses for transportation, lodging, and related incidental costs by employees traveling on official business. These costs shall be considered reasonable and allowable only to the extent such costs do not exceed charged normally allowed by local agency. The Grantee's current Travel Policy which includes allowances for mileage, meals and lodging must be followed. It may be included with the original grant application. If a grantee does not have an approved travel policy, travel expenditures must be consistent with the State of Texas General travel requirements.

All in-state and out-of-state travel estimates shall be itemized in the approved budget. If travel estimates are not itemized in the approved budget, then a grant adjustment must be submitted and approved before travel occurs. Travel request details in grant adjustments must include: 1) how the event is related to grant activities; 2) how attendance at the event shall impact the program's goals and objectives; and 3) If out-of-state, provide justification as to why agency personnel must go out-of-state, rather than attend a similar training in-state. Registration fees shall be reported in the Supplies & DOE budget schedule.

4.4.1. Travel Documentation

Travel costs must be properly documented in order to be reimbursable. The employee must document travel costs with a travel voucher and receipts or other comparable documentation. Auditable documentation must include the following at a minimum:

- Name of the individual claiming travel reimbursement
- Destination and purpose of the trip, including how it was necessary to accomplish the objectives of the grant program.
- Travel dates and times
- Mileage
- Lodging
- Meals
- Rental car (mileage is not reimbursed for a rental car—only the cost of gasoline is reimbursed)
- Airline
- Incidentals, such as hotel taxes, copying of materials, etc.
- Total travel cost per employee

Travel costs that are not supported by proper documentation, as described above, are unallowable expenses for ABTPA grants and are subject to disallowance.

4.5. Equipment

Grantees shall use, manage, and dispose of equipment acquired under a grant in accordance with state law, rules, and these procedures provided that the procurement conforms to applicable state law and the standards identified in the Procurement Standards Sections of UGMS, Subpart C, Section 32.

According to UGMS "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of (a) the capitalization level established by the governmental unit for financial statement purposes, or (b) \$5,000.

In order to purchase equipment with grant funds or program income, a grantee must demonstrate that the requested equipment is necessary to the successful operation of the grant program. Each piece of equipment must be individually approved by the ABTPA through the original grant application or in a subsequent grant adjustment request, prior to the purchase of such equipment. Equipment purchased prior to ABTPA approval, shall not be considered an allowable cost.

Special Items - Training equipment, educational films and videos, cell phones, bait vehicle equipment, tablets, computers and still and video cameras, regardless of cost are classified as equipment. Software purchased shall be listed as equipment regardless of cost.

4.5.1. Acquisition

Special Match for Unplanned Equipment:

All equipment acquisitions not provided for in the original Statement of Grant Award must include a cash match of 20% of the amount to be paid per item..

4.5.2. Purchased Vehicles

Vehicles purchased for grantee use must be used for grant purposes. All use logs must be available for ABTPA inspection. An agency vehicle use policy is required to be maintained in the grantee's files for each grant program. If no policy exists in the agency, grant programs are required to follow state vehicle use policy. Vehicles purchased for a grantee use must have ABTPA Director's approval to be used as bait vehicles.

4.5.3. Rentals / Leasing

All leases must include a detailed description of the lease and equipment. It is subject to the approval of the Director of the ABTPA.

Costs for leasing vehicles or equipment shall include the number of vehicles or equipment to be leased, and the estimate per vehicle or equipment unless it is a lease-to-own purchase which would then be considered an equipment purchase.

4.5.4. Rental / lease costs.

- Subject to the limitations described in subsections b. through e. of this section, rental costs are allowable to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and, the type, life expectancy, condition, and value of the property leased.
- The maximum amount attributable to grant funds is \$600 per vehicle per month. Grantees may use match funds above this amount.
- Rental costs under sale and leaseback arrangements are allowable only up to the amount that would be allowed had the governmental unit continued to own the property.
- Rental costs under less-than-arms-length leases are allowable only up to the amount that would be allowed had title to the property vested in the governmental unit. For this purpose, less-than-arms-length leases include, but are not limited to, those where:
 1. One party to the lease is able to control or substantially influence the actions of the other;
 2. Both parties are parts of the same governmental unit; or
 3. the governmental unit creates an authority or similar entity to acquire and lease the facilities to the governmental unit and other parties.
- Rental costs under leases which are required to be treated as capital leases under GAAP are allowable only up to the amount that would be allowed had the governmental unit purchased the property on the date the lease agreement was executed. This amount would include expenses such as depreciation or use allowance, maintenance, and insurance. The provisions of Financial Accounting Standards Board shall be used to determine whether a lease is a capital lease. Interest costs related to capital leases are allowable to the extent they meet the criteria in "interest" section of UGMS.

4.5.5. Property Management Standards

All property purchased with grant funds, match or program income must be used and managed to meet the statutory purposes of combating motor vehicle burglary and theft. Grantees shall use their agency's property management procedures, policies, and standards. In addition, the property management systems used shall comply with the following:

4.5.5.1. Property Policies

Policies and procedures regarding the acquisition and disposition of property acquired with grant funds must be based on three primary considerations:

- The function of a property in facilitating successful program activities;

- The necessity for ensuring that grant funds are properly used and accounted for; and,
- The desirability of simplifying administrative accounting and reporting requirements.

All grantees utilizing grant funds for the acquisition of property are responsible for establishing and maintaining systems for the effective management of such property.

4.5.5.2. Property Management Systems

Property management systems shall apply to the acquisition, use, disposition, and replacement of all equipment. Grantees shall use their own local government's property management systems, which must conform to all applicable rules, procedures, state, and local laws, rules and regulations. Property records shall be maintained accurately and an inventory listing shall include, but is not limited to:

- A description of the property;
- Manufacturer's serial number, model number, or identification number;
- Acquisition date;
- Location and condition of the property;
- Percent ABTPA cost;
- Total acquisition cost to reflect ABTPA funds and grantee's cash match funds; and,
- Any ultimate disposition data including the date of disposal and sale price.

4.5.5.3. Use

A grantee shall use equipment acquired under a grant in accordance with state law, rules, and these procedures and the use shall meet the following requirements:

- Equipment must be used by the grantee in the program for which it was acquired as long as needed, whether or not the program continues to be supported by state funds.
- An official letter to ABTPA from the grantee must accompany requests for use of equipment on other programs or programs, stating the timeframe and purpose for use. Prior written approval must be given by the ABTPA Director before use.
- The grantee shall also make equipment available for use on other programs or programs currently or previously supported by the state government, providing such use does not interfere with the work on the programs or programs for which it was originally acquired.
- The grantee shall not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services.
- When acquiring replacement equipment, grantee may use the equipment to be replaced as a trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment, subject to the approval of the ABTPA Director.
- Adequate maintenance procedures shall be implemented to keep the property in good condition.
- When the grantee is authorized or required to sell the property, the grantee shall use their own local government's property management systems sales procedures. The procedures shall provide for competition to the extent practical and result in the highest possible return.

4.5.6. Loss, Damage, or Theft of Equipment

Grantees are responsible for replacing or repairing property which is willfully or negligently lost, stolen, damaged, or destroyed at their own expense. Grantees shall investigate any loss, damage, or theft of the property and fully document the loss, damage, or theft. Responsible or negligent parties must be identified by the grantee to determine grantees' appropriate action. In the event of loss, damage, or theft, the ABTPA shall

be promptly notified and provided all documents relating to the matter. The Texas Comptroller of Public Accounts has determined that grant funds used for losses are limited to \$1,000 in a twelve month period and then only as appropriate. Casualty insurance is an allowable cost.

4.5.7. Replacement of Equipment

When equipment with an acquisition cost of \$1000 or more is no longer efficient or serviceable and the grantee continues to need the equipment in its motor vehicle burglary and theft reduction efforts, the grantee may replace the property through trade-in or sale and purchase of new property, provided the following requirements are met:

1. Grantees must obtain the written permission of the ABTPA Director prior to entering into the negotiation for the replacement or trade-in of equipment. The request must include a commitment to obtain the fair market value for the transaction.
2. Value credited for the property, if the property is a trade-in, must be related to its fair market value.
3. The equipment must be purchased soon after the sale, to show that the sale and the purchase are related.
4. Replacement of equipment is not a disposition of such equipment and the ABTPA interest in the equipment shall be transferred to the equipment replacement. ABTPA share of the equipment replacement shall be computed as follows:
 - 4.1. The proceeds from the sale of the original equipment or the amount credited for trade-in shall be multiplied by the ABTPA share (percentage) to produce a dollar amount.
 - 4.2. The percentage ratio of the dollar amount to the total purchase price of the equipment replacement shall be ABTPA's share of the equipment replacement.
5. The equipment replacement shall be subject to the same instruction on use and disposition as the equipment that is replaced.
6. Equipment replacement must serve the same function as the original equipment.

4.5.8. Donated Equipment

When a grantee receives a donated piece of physical asset equipment ABTPA shall be notified. The equipment shall be properly valued and a gifts in-kind receipt shall be issued with the necessary information to enter in the inventory form.

4.5.9. Disposition

Grantees shall dispose of equipment acquired under ABTPA grant programs in accordance with their own local government's property management systems, which must conform to all applicable rules, procedures, state, and local laws, rules and regulations, and shall adhere to the following disposition requirements for nonexpendable personal property:

- A grantee may use nonexpendable personal property with a current per-unit fair market value of less than \$1,000 for other activities without reimbursement to the ABTPA, or sell the property and retain the proceeds. Methods used to determine per-unit fair market value must be documented, kept on file, and made available to the ABTPA upon request.
- A grantee may retain nonexpendable personal property with a current per-unit fair market value of \$1,000 or more provided that compensation is made to the ABTPA if directed. The amount of compensation shall be computed by applying the percentage of ABTPA participation in the cost of the original program or program to the current fair market value of the property.

- If the grantee has no need for the property and the property has further use value, the grantee shall request disposition instructions from the ABTPA Director. The ABTPA Director shall issue instructions to the grantee no later than sixty (60) days after the grantee's request, and the following procedures shall govern:
 - If so instructed, the grantee shall sell the property and reimburse to the ABTPA an amount calculated by applying to the sales proceeds to the percentage of ABTPA participation in the cost of the grant. However, the grantee shall be permitted to deduct and retain from the ABTPA share one-hundred dollars (\$100) or ten percent (10%) of the proceeds, whichever is greater, for the grantee's selling and handling expenses. For amounts required to be paid in excess of the one-hundred dollars (\$100) or ten percent (10%) of the proceeds approval must be provided by the ABTPA director.
 - If the grantee is instructed to ship the property to other agencies needing the property, the grantee shall be reimbursed by the benefiting agency with an amount which is computed by applying the percentage of the grantee's participation in the cost of the program or program to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred.
 - If the grantee is instructed to otherwise dispose of the property, the grantee shall be reimbursed by the ABTPA for such costs incurred in its disposition as allowed by law and subject to availability of funds.

4.6. Supplies and Direct Operating Expenses

General Guidelines

All items included in Supplies and Direct Operating expenses must be related to the day-to-day operation of the ABTPA grant-funded program. Itemized expenses must be allowable, reasonable and necessary to enhance the program and/or meet the goals strategies, and activities of the grant.

Rent and lease must be the actual cost if property is not owned by grantee. Use allowance or depreciation may be submitted in the grant application for grantee owned property.

Office supplies and other miscellaneous small items may be combined into one line item. Pens, paper clips, paper, etc. can be included within the standard Office Supplies line item.

Costs for leasing vehicles shall include the number of vehicles to be leased and the fee per vehicle.

If sharing usage of items, costs must be prorated in the budget. Examples include:

- 1) If the entity has a copier and it is shared by the whole office – not just the ABTPA grant funded program – the grantee must prorate usage to cover only copies related to the ABTPA grant-funded program activities.
- 2) If the grantee has a 12-month agreement for copier machine maintenance and only six months of the agreement falls within the grant period, only the six months can be charged to the grant.

Examples of Supplies and DOE items:

- Vehicle lease
- Fuel and maintenance
- Registration fees
- Office Supplies
- Postage
- Printing
- Confidential Funds

- Rent
- Casualty Insurance
- Education and marketing materials
- Uniforms (unless part of fringe benefit)

4.6.1. Educational Programs and Marketing

Educating the public is an important strategy for preventing crime and this concept is included in the ABTPA enabling statute. Grantees may use ABTPA funds consistent with the Statement of Grant Award to help vehicle owners understand the magnitude of the motor vehicle burglary and theft problem and to know steps they can take to protect themselves and their property. Education program and marketing expenditures must be directed toward promoting behavior in the community that reduces motor vehicle burglary and theft.

Applicants shall have the ability to choose from a predetermined list the type of activities they shall conduct to meet the goal and the two strategies. If an applicant has identified additional activities, they may also list them in the application. An applicant should include a budget line item to pursue the selected activities.

Suggested Education Programs Strategy

Establish partnerships with community led organizations, auto crime prevention organizations, insurance industry, and businesses. Submit newsletters articles, provide presentations, and participate in community events.

Purchasing Promotional Items and Marketing Media

Funds may be used by the ABTPA grantees for promotional items to enhance auto theft crime prevention efforts. Items such as pens, magnets, T-shirts, bags, or hats may be purchased with ABTPA funds to distribute at public awareness/education events. Funds may be provided for program promotion through paid advertisement, such as billboards, television, newspaper, or radio announcements. Production costs for public service announcements are an allowable expense. It is the intent of the ABTPA to promote the grant program activities and prevention efforts with these funds.

The following guidelines must be followed before purchasing educational or marketing material:

- Some printed material, educational material and marketing material may be available from the ABTPA.
- All grantees using items with the ABTPA trademarks, service marks slogans or copyrighted and trademarked material must maintain a current license agreement. The agreement will be updated at least once every four years.
- The use of ABTPA grant funds which includes use of the logo, slogan, or name of the Authority must be approved by the director of ABTPA prior to production.
- An estimate and proof of the item must be submitted to ABTPA for approval.

4.6.2. Confidential Funds

WARNING: ANY INFORMATION TRANSMITTED TO ABTPA REGARDING CONFIDENTIAL FUNDS MAY BE SUBJECT TO DISCLOSURE UNDER THE TEXAS PUBLIC INFORMATION ACT (OPEN RECORDS REQUEST).

Confidential funds associated with covert or normal operations of law enforcement are an allowable grant item if they are reasonable and necessary to enhance the program and/or meet the goals, strategies, and activities of the grant. Agencies with Confidential Fund and Informant policies shall develop a policy and submit their policy to the ABTPA Director for approval. Once approved the agency shall use their policy.

The grant funds portion amount requested and spent cannot exceed \$5,000 for the grant year.

Grantees must ensure that the controls over disbursement of confidential funds are adequate to safeguard against the misuse of such funds. Therefore, a signed certification that the program director has read, understands, and agrees to abide by the provisions of the grantee's internal procedures which incorporate the following elements:

Imprest Fund - The funds authorized shall be established in an imprest fund which is controlled by a bonded cashier.

Advance of Funds - The supervisor of the unit to which the imprest fund is assigned must authorize all advances of funds. Such authorization must specify the purpose of the information to be received, the amount of expenditures, and assumed name of informant.

Confidential expenditures include the following types of purchases and shall be authorized for grantees at the county and city level of law enforcement.

Purchase of Services (PS) This category includes travel or transportation of a nonfederal officer or an informant; the lease of an apartment, business front, luxury-type automobiles, aircraft or boat, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment, and similar expenses for undercover purposes, within reasonable limits.

Purchase of Evidence (PE) This category is for the purchase of evidence and/or contraband such as stolen property, counterfeit tax stamps, counterfeit car titles, etc., required to determine the existence of a crime or to establish the identity of a participant in a crime.

Purchase of Specific Information (PI) This category includes the payment of monies to an informant for specific information. All other informant expenses would be classified under PI and charged accordingly.

These funds shall only be allocated:

- when the particular merits of a program/investigation warrant the expenditure of these funds.
- when requesting entities are unable to obtain these funds from other sources.

4.6.3. Informant Files

Informant files are confidential files of the true names, assumed names, and signature of all informants to whom payments of confidential expenditures have been made. These records must be maintained locally in accordance with state and local law.

4.7. **Indirect Costs**

Indirect costs are not allowable expenses in ABTPA Grants.

Indirect costs are those: incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

5. Reporting Guidelines

Grantees are responsible for managing the day-to-day operations of the grant, provide the financial administration and fulfill the legal purposes of the funds and the activities indicated in the Statement of Grant Award and attached Goals, Strategies, and Activities (GSA) section of the approved award document. Grantees must maintain adequate documentation to demonstrate the activities and events are performed with grant funds. Grantees must document and monitor grant supported activities to ensure compliance with applicable statutorily required performance measures and the agency selected or unique agency developed activities in the GSAs.

5.1. Progress Reports (PR)

5.1.1. Progress Reporting

Data submitted in the progress report must be from grant funded activities. If data is included in the report that was not as a result of grant funded activities it must be clearly indicated in each monthly report. All grantee Progress Reports must be submitted by the tenth (10th) calendar day of the month. The final end of year report is due on September 30th of each year. The PR should be submitted via e-mail to GrantsABTPA@txdmv.gov with an e-mail copy to the respective Grant Coordinator. Grant payments may be withheld until reports are submitted.

Table 1: Progress Report Deadlines	
Progress Period Start Date	PR Deadline (5:00 PM CT)
September 1	October 10
October 1	November 10
November 1	December 10
December 1	January 10
January 1	February 10
February 1	March 10
March 1	April 10
April 1	May 10
May 1	June 10
June 1	July 10
July 1	August 10
August 1	September 10
Sept. 1– Aug. Final Report	September 30

The Cover Sheet, Submission Form, and the required activity pages shall be completed each month.

5.1.1.1. Excel Progress Report Form

The ABTPA grantee performance report is divided into the following eleven sections:

Grantee Cover Page
Statutory Requirements
Goal 1: Reduce the incidence of Motor Vehicle Theft Through Enforcement strategies. Strategy 1: Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Motor Vehicle Theft.
Goal 1: Reduce the Incidence of Motor Vehicle Theft Through Enforcement Strategies. Strategy 2: Conduct Collaborative Efforts that Result in Reduction of Incidents of Motor Vehicle Theft.
Goal 1: Reduce the Incidence of Motor Vehicle Theft Through Enforcement. Strategy 3: Prevent and Reduce the Incidence of Motor Vehicle Related Fraud Activities.
Goal 2: Reduce the Incidence of Theft From Motor Vehicles Through Enforcement Strategies. Strategy 1: Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Burglary of Motor Vehicles, and Theft of Vehicle Parts and Accessories.
Goal 2: Reduce the Incidence of Theft From Motor Vehicles Through Enforcement Strategies. Strategy 2: Conduct Collaborative Efforts that Result in the Reduction of Incidents of Theft From a Motor Vehicle.
Goal 3: Educate/Train Citizens and Qualified Personnel in Detection and Prevention of Motor Vehicle Theft, Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories.

Strategy 1: Conduct Public Awareness Related Activities Used to Educate Citizens.
Goal 3: Educate/Train Citizens and Qualified Personnel in Detection and Prevention of Motor Vehicle Theft, Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories.
Strategy 2: Conduct Law Enforcement Training Activities to Educate Officers on Recognition and Apprehension of Stolen Vehicles and Property.
Monthly Summary
Success Stories

5.1.1.2. To Prepare for the Monthly and End of Year Progress Reports

Grantees will receive a blank Goals, Strategies, and Activities (GSA) Excel worksheet similar to the one contained in the grant application and award document. The grantee shall complete the form by:

1. Entering the data in the Grantee Cover Page
2. Entering the grantees target information for each of the ABTPA Board adopted measures
3. Entering the unique activities that the grantee proposed to track in the grant application
4. Save the document so it can be used and updated each month.

5.1.1.3. Completing the Progress Report Each Month

Fill out all pages of the Progress Report Form each month or carry forward an updated version in Excel.

- Complete Cover Sheet Tab with the appropriate information.
- The grantee’s program director must check the box certifying the report is true and correct. The program director/program manager’s name shall be typed in the Authorized block at the bottom of the page.
- Place only numbers in the boxes.
- Use zero when there is no activity to report for the month for items identified in the grantee’s statement of grant award.
- For all activity items not specifically identified in the grantee’s statement of grant award leave all boxes empty unless the grantee wants to report an activity for the month. (**Note:** Providing additional information does not relieve the grantee from their obligation to perform the activities specified in the statement of grant award nor does it serve as a grant adjustment.)
- Please ensure that all entered data and reporting period are correct, before submitting.

5.1.1.4. Instructions for Filling Out the Monthly and Final Progress Report

In the approved grant application, grantees establish GSAs that describe what they expect to achieve with the grant funded program. Grantees shall report as of the last day of each month.

- Grantees will have already entered their **Target Number** for each Activity and/or Unique Activity (if applicable). Enter the actual performance data demonstrating progress toward meeting or exceeding this target. Only quantitative (numeric) data should be entered in the “Target” row and reporting “Month” column.
- For progress measures that are stated in terms of a single number (e.g., the number of professional development or public awareness workshops or events that will be conducted and/or number of participants), the target and actual performance monthly data should be reported as an e.g., **1/20 (1 workshops/ 20 participants)**.
- Goal and Strategy summaries or additional information may be provided in the Additional Information or Explanation Field.

5.1.1.5. Monthly Summary

Grantees are strongly encouraged to submit qualitative and informational summaries. The monthly summary provides information to help ABTPA be aware of local and statewide issues and coordinate responses. The response items are:

1. Describe the major accomplishments for this month;
2. Describe any issues or problems in operating the grant program and possible solution encountered this month;
3. Describe any personnel or contractor changes made during this month;
4. Describe any upcoming events, activities, or initiatives;
5. Other Information may include loss value, recovery value, or departmental data elements and reports.

5.1.1.6. Individual Stories or Success

Grantees are strongly encouraged to provide success stories to help shape communication about ABTPA funded programs. The report items are:

- Please provide success stories where the program made significant progress in combating motor vehicle theft or burglary.
- Please provide success stories where the program helped individuals or victims in the community.
- Please provide success stories where the program helped other law enforcement agencies.

Any news stories, press releases, or awards issued or received by grantee shall be attached to the e-mail. Examples include:

- Public Awareness Events (i.e. trade/car shows, speaking to school children, meetings with concerned citizens).
- News articles or website postings (ie...Taskforce X recovered Ms. Smith's car. She is a single mother of 2 young children, and if her car were not recovered she would have lost her job and ...)
- Send articles to GrantsABTPA@txdmv.gov with the file name starting with "YYMM_SuccessStory"

5.1.1.7. Final or End-of-Year Performance Report:

The End-of-Year Progress Report is due on September 30th of each year. This report will provide the totals for all grant activities in the Statement of Grant Award and a summary of activities and major events accomplished under the grant.

The Final Report will cover the entire grant period.

Grantees shall provide any local or outside evaluation results, draw conclusions about the success of the program and its impact. Describe any unanticipated outcomes or benefits from the program and any barriers that may have encountered.

- Enter the start and end dates for the final grant cycle. The reporting period for your final performance report covers the entire grant cycle period of the program.
- Describe the reasons for any data discrepancies (i.e., discrepancy between the target number and actual number.
- An explanation if progress was not made and steps for addressing the issue.
- How data and information were used to make improvements in the program.
- Describe any challenges and successes during the grant cycle.
- Any other information that would help to explain the information given.
- Choose best stories from Monthly/Quarterly Reports to showcase in ABTPA reports.

5.1.1.8. Documentation for Monthly and End of Year Progress Reports

Each month grantees will document their activities. Documents may include case activity reports, department case management systems, contact logs, TxDPS reporting sheets and information; investigative files, arrest and book in sheets, offense reports and offense report summaries and other source documents.

5.2. Financial Reporting

Reimbursement of expenditures are contingent upon the following conditions:

- The availability of appropriated funds
- Compliance with ABTPA [Grant Agreement General Terms and Conditions](#)
- Actual costs incurred (i.e. services provided, hours worked, etc.):
 - in accordance with the approved program budget,
 - within the time frame specified in the grant period of the grant agreement,
 - attributable to work covered by the agreement, and which has been completed in a manner satisfactory and acceptable to the ABTPA

ABTPA requires quarterly financial reporting that allows grantees to request reimbursement, as well as providing a mechanism for ABTPA fiscal monitoring. All expenditures must follow local policies and procedures, as well as grant requirements. It is the Grantees responsibility to review all expenditures and to ensure all regulations are followed, and that documentation is true and complete. The ABTPA shall rely primarily on the Grantees certification and processes when making Grant payments to the Grantee. The ABTPA shall perform Desk Reviews and test transactions periodically to ensure the Grantee's internal controls are in place and whether the report submitted is accurate.

Expenditure Reports

Grantees are required to submit a financial quarterly expenditure reports. This report shall contain the approved budget summary and total expenditures by quarter; as well as an analysis of expenditures by quarter, including both ABTPA expenditures and cash or alternative match. The report also shall provide a summary of cumulative expenditures of program income, in-kind match, confidential funds, and funds obligated.

The appropriate forms and instructions are provided by the ABTPA to each grantee. The report must be certified, signed, and submitted by the grants designated financial officer or alternate signatory for the grant.

Expenditure Reports shall be submitted via e-mail to GrantsABTPA@txdmv.gov with an e-mail copy to the respective Grant Coordinator. The Excel version and the signed scanned version shall be submitted by e-mail.

Financial expenditure quarterly report due dates are as follows:

Quarter	Period	Report Due Date
1 st	September 1st - November 30th	December 31st
2 nd	December 1st - February 28th	March 31th
3 rd	March 1st - May 31st	June 30th
4 th	June 1st - August 31st	Due: October 15 Delinquent: November 30th

- A grantee must liquidate all obligations incurred under the award by no later than 45 days after end of grant year
- Extensions up to ninety (90) days after the end of the grant period to submit report must be requested in writing by the Financial Officer or Authorized Official and be approved by the Director of ABTPA.

Supporting (backup) documentation supporting the requested ABTPA amount shall be provided. Supporting documentation must include general ledgers and payment vouchers showing the breakdown of amounts due. Other records which should be retained include travel records, time sheets, invoices, contracts, mileage records, receipts, and other documentation that verifies the expenditure amount and appropriateness of the grant,

Expenditure Report submissions beyond ninety (90) days after the end of the grant period will not be processed.

5.3. Inventory Reporting

All grantees are required to submit a completed electronic copy and a signed scanned version of the Equipment Inventory form to ABTPA no later than October 15 each grant year. The Inventory Report shall be submitted via e-mail to GrantsABTPA@txdmv.gov with an e-mail copy to the respective ABTPA Grant Coordinator.

A physical inventory of property shall be taken on odd-numbered years and the results submitted with the inventory report by October 15. The results of this physical inventory shall be reconciled with the property records at least once every two years. The grantee shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated by the Program Director or designee to determine the causes of the difference. The summary of the findings of the reconciliation and disposition actions to update the inventory must be made with the inventory report. The physical inventory documentation shall be retained by the grantee for review by ABTPA staff when requested. This requirement is applicable beginning two years after the completion of the grant period.

Equipment having a unit cost of less than \$500 shall not be reported as equipment unless the grantee's agency capitalizes such purchases in its own accounting policy or it is a special item indicated in this manual.

Equipment budgeted and paid in total with grantee funds does not require an inventory report unless it was used as cash match.

At the termination of the grant or dissolution of a funded program, grantees shall prepare and submit the required reports. They must maintain in their files the inventory report for all equipment items purchased for the grant if ABTPA funds were used to purchase any part of those items until the retention period is expired.

The final inventory report shall also include recommendations as to the future use and disposition of the equipment. The ABTPA Director will respond to the recommendations within 30 days of receipt of the final inventory report.

5.3.1. Completing the Excel Inventory Form

Complete the Worksheet Label with the year of the report. ABTPA grantee Inventory Form is divided into the following fifteen columns. The form must be completed using the following information:

Grant Number	Copy from the Statement of Grant Award. Grantees should enter their Grant Number on the first line item and then click on Control Alt and tap down to the last equipment item entered.
Asset Class Number	Select the closest class number to the item from the drop-down menu. When multiple components make up a single asset under local policies then select the closest category and then enter the most costly item's serial/VIN number below. The equipment should have a unique inventory number so the equipment can be tracked by the asset number. The following Asset Class Numbers can be used as guides: ➤ 01-01 Vehicles – Cars, Trucks, boats, ATVs, etc. ➤ 01-02 Trailers – All types ➤ 01-03 Vehicle Accessories – Grill guards, lights, monitoring accessories, television for CP trailer, etc. ➤ 02-01 Computer Equipment – Monitors, printers, key boards, mouse, power supply, tablets, laptop vehicle dock, routers, computer server, etc. ➤ 02-02 Communication – Radio, cellular and portable telephones, cover operations accessory, Power inverter surveillance system/software, Wi-Fi system, surveillance kit (repair) GPS tracking system, wireless PIR detector (i.e. anything that talks to a signal), etc. ➤ 02-03 Optical – Still and digital cameras, video cameras, night goggles, etc. ➤ 02-04 Office Equipment Other – Printers, copiers, shredders, office furniture, etc. ➤ 03-01 LPR System – Vehicle computer mount, portable power booster pack, etc. ➤ 04-01 Bait Vehicle Equipment ➤ 05-01 Tools – Grinder, drill set, etc. ➤ 05-02 Shop Equipment - Battery charger, cutting torch, floor jack etc. ➤ 06-01 Other items not falling into categories above.
Item Description	Provide a brief label or description to each line item.
Year/Make/Model #	Complete this section when applicable to the asset.
Serial#/VIN#	Use the manufacturer's identification numbers. You may add a column at the end or maintain locally the jurisdictions' asset control number if applicable.
Source of Property	Provide how the item was acquired (purchased, donated, seized, etc...)
Who Holds Title	Provide the name as listed on the title or purchasing entity from the invoice.
Acquisition Date	Provide the date of purchase, court order date transferring ownership, etc...
Cost	Provide the actual cost as of the date of purchase, the assessed cost from a court order if applicable, or the fair market value as of the date of acquisition in all other events.
Percent of ABTPA Cost	The percent of the ABTPA funds to total costs for the acquisition of the item.
Location	Grantees must provide a location or agency location code for each item.
Use Condition	The current working order or description of condition of the asset (good, fair, damaged, not working, etc...)
Date of Disposal	If the asset was disposed during the grant year, enter date the asset was disposed
Disposal Method	Provide the how the asset was disposed. Examples include discarded, sold, trade-in, etc...
Sale Price	If the asset was sold during the grant year, the sale price must be included. If assets are sold in lots with other assets, use a proportional assignment of sale price based on acquisition cost.

5.3.2. To Prepare for Inventory Form

Grantees will receive a blank copy of an Excel Inventory Form (Appendix 2). The grantee shall complete the form by:

5. Identify equipment having a unit cost of \$500 or over, purchase with ABTPA grant funds. Entering the data in the Inventory Form, until the retention period is expired.
6. Equipment budgeted and paid in total with grantee funds is not require on the inventory form.
7. Entering walk away items (such as laptops, software, cameras and personal digital assistants) that cost less than the equipment threshold, but can be easily stolen or damaged should be listed.
8. Save the document so it can be used and updated.

5.3.3. Submission Instructions

All grantees are required to submit an electronic copy of the Equipment Inventory form to ABTPA no later than 45 days (October 15th) after the end of each grant year. The Excel version of the Inventory Report shall be submitted via e-mail from the Financial Officer designated official e-mail address to GrantsABTPA@txdmv.gov with an e-mail copy to the respective Grant Coordinator. Supporting documentation shall be retained with the accounting record. Summaries and investigation document shall be attached as needed.

5.4. Contract and Major Obligations

As required in 43 TAC § 57.22, Contracts, including any amendments, must be reviewed and approved as to form and content by the ABTPA director or board designee prior to the release of any funds under the contract when the amount is \$15,000 or more.

5.5. Violation of Law or Notice of Litigation

All grantees that have a reasonable belief that a criminal violation may have occurred in connection with ABTPA funds, including the misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with the requirements of a grant shall immediately notify the ABTPA director and the ABTPA general counsel in writing of the suspected violation or irregularity. The grantee shall also notify the local prosecutor's office of any possible criminal violations.

Grantees whose programs or personnel become involved in any litigation arising from or related to the grant, whether civil or criminal, must immediately notify and forward a copy of any demand notices, lawsuits, or indictments to the ABTPA director and the ABTPA general counsel.

6. Monitoring

The ABTPA is required by state regulations to periodically conduct program and financial compliance and quality assurance reviews. The purpose of the ABTPA monitoring and site visits is to ensure compliance with state law, program rules and regulations and the Statement of Grant Award. This will be accomplished by program and fiscal monitoring, inquiries to obtain information, and technical assistance as needed. The ABTPA shall conduct program and financial oversight and monitoring of grant funds throughout the life of the grant. Monitoring shall include the following:

- 1) Comprehensive Annual Financial Report reviews (CAFR) (Single Audit Review)
- 2) Desk reviews
- 3) On-site monitoring

The objective of oversight and monitoring is to:

- assess and evaluate whether program purposes are being attained
- determine whether goals, strategies, activities and other measureable outcomes are being met
- document and evaluate accomplishments
- review financial records and documentation for consistency with program activity
- assess if the grantee is in compliance with State cost principles, rules, regulations and contractual requirements.

6.1. Comprehensive Annual Financial Report Review

Grantee (s) receiving total federal/state grant awards in the amount of \$500,000 or greater are required to submit a copy of the Comprehensive Annual Financial Review (CAFR or Single audit) report to ABTPA every year, immediately upon receipt of that report. The ABTPA shall conduct a CAFR review to assess if grantees have expended program funds in accordance with legal, regulatory, and contractual requirements.

The CAFR shall be submitted to ABTPA by one of the following methods:

- Provide a web link to grantee's Comprehensive Annual Financial report (Single Audit) via e-mail;
- Provide a hard disk, flash, or any type of portable computer media; or
- Hardcopy (least favored option)

Grantee (s) who do not receive federal/state grant awards of \$500,000 within a fiscal year, shall submit a communication in writing indicating a single audit was not required.

ABTPA staff shall acknowledge receipt of the CAFR within five (5) working days. The ABTPA staff shall review the CAFR within thirty (30) days of receipt and discuss with Grantees any issues that are indicated by the findings if necessary.

6.2. Desk Review

Desk Reviews shall be performed by ABTPA staff each grantee at least twice each grant cycle for the purpose of reviewing grant program activities and financial records, and to identify any issues. Desk reviews may also be scheduled prior to an on-site visit. **Grantees will receive a notification letter of the upcoming desk review.** Grantees may be required to submit additional supporting documentation for Expenditure Reports.

Documentation may include, but is not limited to:

- Timesheets and payroll records

- Travel logs that document mileage
- Review and verification of invoices/receipts for operating costs
- Lodging and meals
- Contractor/consultant contracts and invoices
- Other grantee supporting documents for the quarterly expenditure reports and monthly progress reports

At the time of the desk review, the grantee staff may be asked for clarification or additional information on any grant related documentation. Grantees must respond within a reasonable time, not to exceed five (5) working days.

6.3. On-site monitoring

Grantee(s) will have an on-site monitoring visit every two (2) years unless ABTPA identifies any potential risk that warrants an additional on-site review.

The purpose of on-site visits is to assess the progress of grantee programs in implementing grant activities and to review program and financial activities. **Grantees shall receive a notification letter of the upcoming review.** On-site monitoring includes, but is not limited to, the review and verification of the following:

- Additional details or records on expenses or reports
- Grant files.
- Detail listing of the general ledger accounts. (If necessary)
- Records on generated program income.
- Cash match accounts.
- Time and attendance records for all grant staff.
- Travel logs and travel expenditures.
- Property record inventory list.
- Confidential Informant files (If pertinent).
- Imprest Fund log (If pertinent).
- Program records (review of case files to see how staff documents services delivered and verify how statistics are being calculated).

Potential Risk includes, but is not limited to:

- Grantee has a documented history of unsatisfactory performance
- Grantee is not performing in accordance with the terms and conditions of the grant award
- Grantee is habitually delinquent on the submission of required reports
- Grantee is delinquent on the fourth (4th) quarter Expenditure Report

Notification

- Grantee (s) shall receive at least two-week advance notification when selected for on-site monitoring.
- The grantee is required to cooperate by making the requested personnel and supporting documentation available within a reasonable time not to exceed five (5) business days.
- A monitoring report shall be transmitted electronically to the grantee within thirty (30) days of the desk review, on-site monitoring or CAFR review.
- The grantee shall have ten (10) business days to review the report and provide any response, such as, rebuttals, corrective actions taken, and remediation efforts.

6.4. Corrective Action Plan

If any findings are identified as a result of a CAFR review, a desk review, or an on-site visit, the grantee is required to submit a response within thirty (30) days from the date of the monitoring report to either to dispute the findings with written comments and any supporting documentation, or by submitting a Corrective Action Plan (CAP) specifying the plan to remedy the finding. The CAP must be fully implemented within six (6) months from the date of the report.

The monitor shall follow-up with the grantee to provide ongoing technical assistance and to facilitate grant compliance, as needed and shall ensure that appropriate changes have occurred. Any potential risk that led to the review shall be addressed with grantee, including possible strategies for remedying the problem.

6.5. Sanctions

Sanctions may become necessary when every effort has been made to clear findings of a deficiency within the prescribed time period and the deficiencies remain unresolved. Failure to resolve findings can result in sanctions including increased monitoring, withholding of funds, or grant revocation. Sanctions shall be set by ABTPA board.

6.6. Appeals

The grantee may appeal any imposed sanctions through the process provided for in 43 TAC Code Rule §57.30 Appeal of Termination of Grant.

6.7. Retention Requirements

Grantees shall maintain all financial records, program records, supporting documents, and any other records pertinent to the award for at least three years. The three year retention period starts from the date of the closure of the Comprehensive Annual Financial Review / Single Audit report covering the entire award period.

6.8. Grant Close Out

ABTPA shall close out the award when all applicable administrative actions and all required work of the grant have been completed. It is the responsibility of the grantee to comply in full with all close-out requirements and to submit reports in a timely manner.

Grantees are responsible for:

- submit all financial, progress, inventory, performance, and other reports required as a condition of the grant.
- resolve any deficiencies identified in a monitoring visit.
- ensure all program goals were met or provide an acceptable explanation as to why those goals were not achieved.
- return funds due as a result of credits, rebates or transaction error findings based on the results of a review covering any part of the period of grant support.
- submit an inventory of all property acquired with grant funds or seized for which it is accountable.

The grantee (s) must provide any additional information requested within five (5) business days of the date of the request.

A close out of the Grant awards shall be finalized by ABTPA when it determines a final payment has been made and all required work of the grant and all applicable administrative actions have been completed.

APPENDICES

Texas Administrative Code

See ABTPA Rules at:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=43&pt=3&ch=57&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=43&pt=3&ch=57&rl=Y)

TITLE 43 TRANSPORTATION
PART 3 AUTOMOBILE BURGLARY AND THEFT PREVENTION AUTHORITY
CHAPTER 57 AUTOMOBILE BURGLARY AND THEFT PREVENTION AUTHORITY

Rules List

Citation and Hyperlink	Rule Title
<u>§57.3</u>	Compliance Adoption by Reference
<u>§57.9</u>	Nonsupplanting Requirement
<u>§57.10</u>	Nonlobbying Certification
<u>§57.11</u>	Bonding and Insurance
<u>§57.14</u>	Approval of Grant Projects
<u>§57.15</u>	Implementation of Grant
<u>§57.16</u>	Operation of Grant
<u>§57.17</u>	Payment of Outstanding Liabilities
<u>§57.18</u>	Grant Adjustments
<u>§57.21</u>	Obligation of Grant Funds
<u>§57.22</u>	Third Party Participation
<u>§57.23</u>	Financial, Progress, and Inventory Reports
<u>§57.24</u>	Deobligation of Grant Funds
<u>§57.25</u>	Cancellation of Project
<u>§57.26</u>	Misappropriation of Funds
<u>§57.27</u>	Withholding Funds from Grantees
<u>§57.29</u>	Termination for Cause
<u>§57.30</u>	Appeal of Termination of Grant
<u>§57.33</u>	Uniform Crime Reporting
<u>§57.34</u>	Funding for Project Promotion
<u>§57.36</u>	Level of Funding for Grant Projects
<u>§57.41</u>	Violation of Law
<u>§57.48</u>	Motor Vehicle Years of Insurance Calculations
<u>§57.49</u>	Audit
<u>§57.50</u>	Report to Department of Insurance
<u>§57.51</u>	Refund Determinations
<u>§57.58</u>	Licensure of Intellectual Property

TRAVIS COUNTY
AUDITOR'S OFFICE

NICKI RILEY, CPA
COUNTY AUDITOR



TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

Date: October 29, 2015

Bryan Wilson, Director
Texas Automobile Burglary and Theft Prevention Authority

Re: ABTPA Reporting Email Address Authority

The following primary and alternate email address will be used to transmit financial documents to ABTPA as needed:

- Inventory Report
- Inventory related documents
- Expenditure Reports and related back up documentation
- Travis County Comprehensive Annual Financial Report
- Travis County Single Audit Report
- Correspondence regarding any and all financial matters related to the ABTPA grant

The following personnel are in the *Grants Auditing & Financial Reporting* group in the Travis County Auditor's Office.

Primary Email: Janice Cohoon, Grant Analyst IV
Janice.Cohoon@traviscountytexas.gov

Alternate Email: DeDe Bell - Auditor, Financial Audit Manager
DeDe.Bell@traviscountytexas.gov

Please let us know if you need any additional information.

Sincerely yours,


Nicki Riley,
Travis County Auditor



Date: _____
 Fiscal Year: FY _____
 Evaluator Name: _____
 Grant Applicant Name: _____
 Category of Applicant: _____
 Requested Amount: _____
 Points per Criterion: _____
 Need/Specific/Impactful (40 points max) _____
 Reasonable/Realistic/Timely (30 points max) _____
 Budget (20 points max) _____
 Measurable/Effective (10 points max) _____
 Subtotal _____
 Extra Credit (15 points max) _____
 Total _____

Recommended for Funding? Yes No
ABTPA GRANT APPLICANT EVALUATION CRITERIA

NEED/SPECIFIC/IMPACTFUL (40 points)

In order to be considered for a grant, the applicant must score a minimum of “GOOD” on each of the four statements within the “Need” category.

1. Motor vehicle thefts for area as published by DPS

10 points- Top Twenty	8 points Top 40	6 points – Top 60	4-0 points	Score
10 points if the jurisdiction is in the top 20 counties or the combined total motor vehicle thefts of the participating counties are 355 or greater. (EXCELLENT)	8 points if the jurisdiction is in the top 40 counties or a combined total motor vehicle thefts of the participating counties are 166 or greater. (GOOD)	6 points if the jurisdiction is in the top 60 counties or a combined total motor vehicle thefts of the participating counties are 61 or greater (MARGINAL)	Based on description of problem and supporting data. (POOR)	

2. The motor vehicle theft problem described in the application is supported by historical data that meets ABTPA requirements as shown below:

- The problem identified is clearly supported by relevant theft data
- The data provided is specific to the coverage area
- The data is sourced correctly

10-9 points	8-6 points	5-3 points	2-0 points	Score
Problem is clearly supported based on data. (EXCELLENT)	Problem is supported based on the data and/or some data is incorrect or missing. (GOOD)	Problem is partially supported based on data provided and/or some data is incorrect or missing. (MARGINAL)	Problem is not supported based on the data provided. (POOR)	

Application includes specific information on:

- Available published UCR data for the previous three (3) years
- Data of actual activities conducted for the previous three (3) years per ABTPA Progress Report categories, if applicable.
- Registered vehicles by county per TxDMV for the previous three (3) years
- Subtotal by the primary city(ies) and county(ies) covered
- Total population for proposed coverage area

3. The problem statement described in the application clearly identifies the motor vehicle burglary problem within the proposed jurisdiction.

1. Thefts from a motor vehicle for county as published by DPS

10 points- Top Twenty	8 points Top 40	6 points – Top 60	4-0 points	Score
10 points if the jurisdiction is in the top 20 counties or the combined total thefts from a motor vehicle of the participating counties are 1542 or greater.	8 points if the jurisdiction is in the top 40 counties or a combined total thefts from a motor vehicle of the participating counties are 323 or greater.	6 points if the jurisdiction is in the top 60 counties or a combined total thefts from a motor vehicle of the participating counties are 184 or greater.	Based on description of problem and supporting data.	
(EXCELLENT)	(GOOD)	(MARGINAL)	(POOR)	

4. The motor vehicle burglary problem described in the application is supported by historical data that meets ABTPA requirements as shown below:

- The problem identified is clearly supported by relevant theft data
- The data provided is specific to the coverage area
- The data is sourced correctly

10-9 points	8-6 points	5-3 points	2-0 points	Score
Problem is clearly supported based on data. (EXCELLENT)	Problem is supported based on the data, and/or some data is incorrect or missing. (GOOD)	Problem is partially supported based on data provided, and/or some data is incorrect or missing. (MARGINAL)	Problem is not supported based on the data provided. (POOR)	

Total Score for Need/Specific/Impactful: _____
Reasonable/Realistic/Timely (30 Points)

5. The proposed project describes the activities to be conducted. The activities are consistent with the statutory requirements for funding (TRCS 4413 (37) Sec. 8. Use of Appropriated Funds) by ABTPA, and the information described in the application are measurable and achievable. The proposal describes activities that address and mitigate the identified motor vehicle theft and/or burglary problems within the coverage area.

- The narrative clearly provides explanation to support project goals, strategies and activities;
- The activities selected are reasonable (consider time/staffing required for activities) and clearly support the identified problem; and
- The target number selected for each activity is reasonable to support the identified problem

10-9 points	8-6 points	5-3 points	1-0 points	Score
All activities are consistent with the statutory requirements for funding by ABTPA, and are reasonable and achievable. (EXCELLENT)	Most activities are consistent with the statutory requirements for funding by ABTPA, and are reasonable and achievable. (GOOD)	Some activities are consistent with the statutory requirements for funding by ABTPA, and are reasonable and achievable. (MARGINAL)	No activities are consistent with the statutory requirements for funding by ABTPA, and are reasonable and achievable. (POOR)	

6. The program avoids overlapping and/or duplication of any existing programs in the proposed coverage area.

- The program describes the proximity to existing grant task forces, if any
- The program describes the extent to which the project will duplicate or overlap existing activities and why that if any is necessary
- If there is overlap, describe how it is effective/unique

10-9 points	8-6 points	5-3 points	1-0 points	Score
The proposal clearly states how the project will be effective/unique in the identified coverage area. (EXCELLENT)	The proposal reasonably states how the project will be effective/unique in the identified coverage area. (GOOD)	The proposal partially states how the project will be effective/unique in the identified coverage area. (MARGINAL)	The proposal does not describe how the project will be effective/unique in the identified coverage area. (POOR)	

7. The program has a reasonable public awareness plan that addresses motor vehicle theft and burglary crime prevention, education, and training.

- The proposal identifies a reasonable number and variety of public awareness activities
- The proposal identifies the target audience

10-9 points	8-6 points	5-3 points	1-0 points	Score
The proposal clearly states how the project will be effective in the identified coverage area. (EXCELLENT)	The proposal reasonably states how the project will be effective in the identified coverage area. (GOOD)	The proposal partially states how the project will be effective in the identified coverage area. (MARGINAL)	The proposal does not describe how the project will be effective in the identified coverage area. (POOR)	

Total Score for Reasonable/Realistic/Timely: _____
Budget (20 points)

8. The proposed project has reasonable and allowable expenditures.
- The proposed budget is reasonable and cost effective
 - The budget is in alignment with the activities proposed and the number of personnel involved

5 points	4-3 points	2 points	1-0 points	Score
The proposed budget is reasonable and all expenditures are allowable. (EXCELLENT)	The proposed budget needs minor revisions to be in alignment with the project. (GOOD)	The proposed budget needs major revisions to be in alignment with the project. (MARGINAL)	The proposed budget is unreasonable and doesn't align with the proposed project. (POOR)	

9. Matching funds are clearly identified, available and supported in the budget narrative.

5 points	4-3 points	2 points	1-0 points	Score
All matching funds are clearly identified, available and supported in the budget narrative. (EXCELLENT)	Most matching funds are clearly identified, available and supported in the budget narrative. (GOOD)	Some matching funds are clearly identified, available and supported in the budget narrative. (MARGINAL)	No matching funds are clearly identified, available and supported in the budget narrative. (POOR)	

10. For each category where funding is requested, an accurate and complete explanation is provided to document the amount requested.

10 points	8-6 points	5-4 points	3-0 points	Score
All categories have an accurate and complete explanation. (EXCELLENT)	Most categories have an accurate and complete explanation. (GOOD)	Some categories have an accurate and complete explanation. (MARGINAL)	None of the categories have an accurate and complete explanation. (POOR)	

Total Score for Budget: _____

Evaluation Design - Measurable/Effective (10 points)

11. The application describes systems in place to validate the information reported to ABTPA and evaluate the success of the program

- The proposal clearly describes a system to collect, review and correctly report information
- Methods are in place to validate the information provided to ABTPA
- Describes the design of a plan for local evaluation and corrective action
- Describes a system that evaluates interim progress and the overall success of the program
- Narrative describes methodology to collect and report statutory required performance measures.

10-9 points	8-6 points	5-3 points	1-0 points	Score
The evaluation system described meets all of the stated requirements. (EXCELLENT)	The evaluation system described meets most of the stated requirements. (GOOD)	The evaluation system described meets some of the stated requirements. (MARGINAL)	The evaluation system does not meet the stated requirements. (POOR)	

Extra Credit (15 points)

1. The grantee cash match is greater than the required 20% minimum.

10 points	8 points	6 points	4 points	2 points	0 points	Score
Greater than 55%	55.00%- 45.01%	45.00%-35.01%	35.00%-25.01%	25.00%-20.01%	Meets 20% minimum	

2. The subsequent results of all grantee suggested activities [not on the ABTPA provided list/other] are trend setting and measurable.

5 points	4-3 points	2 points	1-0 points	Score
All subsequent results of all suggested activities are measurable.	Most subsequent results of all suggested activities are measurable.	Some subsequent results of all suggested activities are measurable.	No subsequent results of all suggested activities are measurable.	

Total Extra Credit Points: _____

Evaluation Team

The “Evaluation Team” is composed of ABTPA Staff, (including the ABTPA Director), and the ABTPA Board Liaison. The purpose of the Evaluation Team is to read, analyze and score all grant applicants using the “Grant Scoring Evaluation Criteria” and ultimately make grant award funding recommendations to the ABTPA Board. The scoring is conducted on-line by each reviewer independently and recorded in e-grants. The Director is responsible to determine unallowable or unreasonable costs itemized in the grant application budget and documenting the reason and/or citation for removing the cost items. It is the responsibility of the Board Liaison to submit the scoring results and the funding recommendations to the ABTPA Board for consideration. The Board Liaison may bring forth any legal issues to the Texas Department of Motor Vehicle (TXDMV) General Counsel assigned to ABTPA for further guidance and recommendations to advise ABTPA on State rules and regulations.

Scoring Process

Each member of the Evaluation Team will score each grant application independently using the “Grant Scoring Evaluation Criteria.” There are a total of four (4) criteria sections to be assessed per application: “Needs/Specific/Impactful, Reasonable/Realistic/Timely, Budget and Evaluation Design (Measurable/Effective).” The grant applicant must achieve an average score of “GOOD” on the “Needs/Specific/Impactful” criteria section (questions 1-4) in order to remain in consideration for an ABTPA grant. The “average score” is derived by totaling all individual scores from the Evaluation Team members and dividing by the number of Team members to produce a score that corresponds to the predetermined “categories”/ranking table (Excellent/Good/Marginal/Poor).

In addition, the applicant cannot achieve two (2) “MARGINALS” or one (1) POOR on the remaining sections of the “Grant Scoring Evaluation Criteria.” If the applicant achieves two (2) “MARGINALS” or 1 (one) “POOR” average rankings on the remaining eight (8) questions, the applicant will no longer be considered for an ABTPA grant by the Evaluation Team. At the close of the scoring process, the Evaluation Team will making recommendations based on the score results and the score sheet procedures to the ABTPA Board for grant awards and award amounts. The decision to fund and the specific award amounts is entirely at the discretion of the ABTPA Board.

Sample Interlocal Agreement

This is a sample agreement provided by the Automobile Burglary and Theft Prevention Authority of the State of Texas (ABTPA) to provide guidance on the type of information needed to support a multijurisdictional Taskforce. This sample will be incorporated into the Grant Administrative Manual. To meet grant requirements all interlocal agreements must meet the requirements of Texas Government Code Chapter 791 and at least include the following:

- 1) Identification of the parties involved with the grant
- 2) Specify that they are entering the interlocal because they are authorized to perform the activity
- 3) Certify that the parties all agree to follow all applicable state and federal laws and grant rules and conditions.
- 4) Sufficiently articulate in writing the specific financial and program arrangements so that ABTPA is able to monitor the agreed upon activity.

State of Texas

This Agreement is entered into by and between the <Agency1> (County/City)___ , a political subdivision of the State of Texas, hereinafter referred to as “<County>,” and the <Agency2> (County/City)____ , a municipal corporation situated in County, Texas, hereinafter called “<City>,” pursuant to the Interlocal Cooperation Act, Texas Government Code, Chapter 791.

WITNESSETH

WHEREAS, the <Agency1> and <Agency2> have the objective to [describe purpose ,examples...*operate a multi-agency taskforce funded in part by and Automobile Burglary and Theft Prevention Authority of the State of Texas (ABTPA) grant ---OR---, operate as grantee and sub-grantee under and ABTPA Grant ---OR--- file a collaborative grant application, etc.. with the ABTPA*], for funding in the amount of \$ for , and,

WHEREAS, the <Agency1> and <Agency2> have agreed to contribute the total of \$ in matching funds if said application is approved; and,

WHEREAS, the source of funds would not normally be used for this purpose; and,

WHEREAS, the <Agency1> and <Agency2> have the authority and it is in their best interests to join in the application to develop a regional or multijurisdictional ABTPA Task Force. and

WHEREAS, the <Agency1> and <Agency2> agree to each accept the responsibility for their respective commitments and to adhere to all applicable federal, state, and local laws or regulations, as well as all grant rules and conditions.

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

ARTICLE I. PURPOSE

1 .01 The purpose of this Agreement is to allow <Agency1> and <Agency2> to [describe purpose, examples...*operate a multi-agency taskforce, operate as grantee and sub-grantee, file a collaborative grant application, etc.. with the Automobile Burglary and Theft Prevention Authority of the State of Texas*], which application is attached hereto as Exhibit “A” and made a part hereof for all purposes .

ARTICLE II. TERM

2 .01 The term of this Agreement is to commence on the execution by all parties to this Agreement and to end: <date> [may add possible extensions here also]

ARTICLE III. CONSIDERATION

3 .01 As consideration for this Agreement, <Agency1> and <Agency2> agree to contribute a total of \$_____ in matching funds for the enhancement of the funded grant program in the amounts and methods as follows:

Item Description	Amount	Method (Cash Paid/In Lieu of/In kind)
Example – Investigator A	\$50,000	Grant Cash paid to Agency 2 for salary
Example – Investigator A	\$20,000	Fringe paid by Agency 2 in lieu of match
Example – Car for Investigator A	\$10,000	Allocated by Agency 2 as in-kind match

ARTICLE IV. ALLOCATION OF FUNDS

4 .01 The specific allocation of the <Agency1> and <Agency2> fund is set out in the attachments to this Agreement, marked as Exhibits “#” through “#” inclusive, and made a part hereof for all purposes .

ARTICLE V. EQUIPMENT

5 .01 Upon termination of this Agreement, equipment including vehicles, hardware, and other non-expendable items will revert back to the applicant. The Automobile Burglary and Theft Prevention Authority of the State of Texas will be notified and inventory records will be updated.

ARTICLE VI. AMENDMENTS

6 .01 This Agreement may be amended by the mutual agreement of the parties hereto in writing to be attached to and incorporated into this agreement .

ARTICLE VII. LEGAL CONSTRUCTION

7 .01 In the event any one or more of the provisions contained in this Agreement shall be held to be invalid, illegal, or unenforceable in any respect such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein .

ARTICLE VIII. ENTIRE AGREEMENT

8 .01 This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding upon all parties .

EXECUTED IN DUPLICATE ORIGINALS, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL, ON THIS THE _____ DAY OF _____, 20_____ .

Insert Local Signature Style and Footers

ATTEST
APPROVED

ATTEST
APPROVED

Instructions for Grant Adjustments Forms



Texas Automobile
Burglary and Theft
Prevention Authority

(Revised November 2015)

Purpose

Grant Adjustment Requests are official requests to change the Statement of Grant Award (the contract). Grant Adjustment Requests propose to modify the budget or the scope of work agreed to in the original application. Advance planning and effective grant management should eliminate the need for most grant adjustments. Grant adjustment requests should be a rare occurrence.

Authorizations and Approvals

The Authorized Official and the Financial Officer designated by the local governing body should submit the grant adjustment. The Program Director or Program Manager is authorized by the ABTPA to submit Grant Adjustment Requests. The Authorized Official and the Financial Officer designated by the local governing body should be copied on grant adjustments submitted by the Program Director or Program Manager. All grant adjustments submitted shall be in accordance with the Resolution submitted by the governing body and consistent with local policy. The request is to be submitted in writing to the ABTPA by the appropriate designated grant official. All requests must be emailed to GrantsABTPA@txdmv.gov.

Grantee Grant Adjustment Requests

Grantee may submit a Grantee Adjustment when the need arises. There are two types of Grant Adjustments: Budget and Program

Budget Grant Adjustment (limited to 4 per year)

Budget adjustments are requests to move funds from one budget category to another. These include:

- Transfers of funds among direct cost categories exceeding 5.0% of the total grant budget;
- Changes in equipment amounts, types, or methods of acquisition;
- Authorization to move funds into a direct cost category not authorized in the Statement of Grant Award
- Using program income in excess of \$500 not reflected in the Statement of Grant Award
- Moving funds into a category for a purpose or activity not provided in the original application

Special Items of Costs

The following items of cost require advance approval from the ABTPA director if they were not included in the Statement of Grant Award:

- Out-of-state travel
- Confidential Informant Funds
- Overtime

Program (scope) Grant Adjustment

- Changes in the need, objectives, approach, or geographical location of the grant;
- Changes in the number or job descriptions of personnel specified in the grant agreement;
- Changes in the grant liquidation periods; or
- Other changes in the grant agreement or when the uniform grant and contract management standards require prior approval.

To Prepare for the Grant Adjustment Form

- 1) Grantee identifies an unanticipated change necessary to complete the mission of the program. The Grantee must identify the reasons and rationale for the adjustment.
- 2) Grantee submits a Grant Adjustment Request Form and supporting documentation.
- 3) ABTPA Staff reviews the request within five (5) business days to request additional information or if the information provided is sufficient to make a determination of approval or denial.
- 4) ABTPA staff will issue a Grant Adjustment Notice in writing as an official response to adjustment request which will be designated as “additional information/ change requested,” “denied,” or “approved.”
- 5) Once the Grant Adjustment is approved or denied ABTPA staff shall notify the grantee in writing. It will be sent electronically via email to the Program Director with a copy to financial officer. It will also include an approved budget summary.
- 6) No grant adjustment may be submitted after July 31 of each year.

Instructions for Completing the Grant Adjustment Form

- 1) Grant Number, Grantee and Other identifying information must be identical to the top of the Statement of Grant Award.
- 2) Reporting Period/Qtr. End – Enter the date for the quarter end that the adjustment is requested to occur in.
- 3) Grantees must indicate whether this grant adjustment request will include budget only, scope only or both.
 - a. Budget Only Change –the grantee requests funds in excess of five percent (5%) of the award or needs funds in a budget category to be used for an activity or purpose clearly described in the awarded grant application.
 - b. Scope Change – the grantee requests to perform activities or functions not described in the awarded grant application with existing financial resources.
 - c. Both Budget and Scope – the grantee requests a modification that was not in the awarded grant application and to move funds to cover the new activities and functions
- 4) Budget Modification and / or explanation must include a clear statement of the requested change. It must also include:
 - a. The source, amount and items increased or decreased
 - b. how the issue was elevated to need a grant adjustment change (explain why it was not part of the original application)
 - c. the reason the change is in the best interest of the program
 - d. any evidence that the change is reasonable and necessary
 - e. if able, provide a cost benefit analysis
 - f. If match or in-kind is modified, indicate the source of the requested change (increase from program income or jurisdiction funds).

- 5) Program Modification and/or Other Explanation must clearly describe the program or activity related change. It must also provide:
 - a. how the issue was elevated to need a grant adjustment change (why it was not part of the original application)
 - b. the reason the change is in the best interest of the program
 - c. If program only – how the modified activity will not result in a budget change
 - d. If reduction in activities –impact on the grant cost structure will be expected
- 6) Budget Table:
 - a. First Column – Category Labels – Do not edit
 - b. Total Expenditures – is sum column – Do not edit
 - c. ABTPA Expenditures Column – Enter a positive or negative number in the line indicating the amount to be increased or reduced. This must correspond to the text section above
 - d. Match Expenditures –Enter a positive or negative number in the line indicating the amount to be increased or reduced. This must correspond to the text section above
 - e. In-Kind Expenditures – Enter a positive or negative number in the line indicating the amount to be increased or reduced. This must correspond to the text section above
- 7) Program Income - If program income is being requested for use, then this section must be filled out, otherwise leave blank. Use of program income will raise the overall operating budget if approved.
 - a. Earned this Quarter - Enter the amount that has been added to the ABTPA Program’s account since the last expenditure report.
 - b. Program income expended this quarter - Enter the amount that needs to be included to fulfil this request if use of program income is part of the request. Please remember that this amount must be included in the Match Expenditures column.
- 8) Confidential Funds – Confidential funds are controlled funds and only available to jurisdictions with a confidential fund policy. Strict adherence must be held to the local policy. Use of confidential funds may raise the overall operating budget if approved.
 - a. Total Project Expended – Enter the total amount being requested to spend in this adjustment. If program income is being used do not add the amount twice.
 - b. ABTPA Share Expended – Enter the total amount of grant funds (not counting program income funds) requested.

Excel Grant Adjustment Form

The Grant Adjustment Form is intended to be used as an Excel submission and a hard copy to establish appropriate authority of submission. The Excel document will be used to copy and paste the data submitted by grantees to reduce entry errors. A scanned signed version will be maintained in the grantee file.

Documentation and Supporting Attachments

Grant adjustments will often require supporting documentation. Grantees should focus on four aspects in deciding on appropriate supporting documents and attachments: 1) reasonableness of the change; 2) that the change is allowable under program or UGMS; 3) the requested change is timely within the grant cycle to enhance or improve the program; and 4) the requested change is not a material departure from the original application.

**Automobile Burglary & Theft Prevention Authority
FY 20__ Grant Adjustment Request**

Grant Number:
 Grantee:
 Program Title:
 Grant Term: 09/01/20__ - 08/31/20__
 Reporting Period/Qtr. End: mm/dd/yyyy
 Budget Modification and/or Explanation:

CHECK ONE	
Program Change	<input type="checkbox"/>
Budget Change	<input type="checkbox"/>
Program and Budget	<input type="checkbox"/>

Program Modification and/or Other Explanation:

Show Net Budget Changes Only

Grantees will provide only the positive and negative amounts to be changed. The changed amount should equal 0 in the total row unless program income is requested.

Budget Category	Total Expenditures	ABTPA Expenditures	Match Expenditures	In-Kind Expenditures
A. Personnel (Including Overtime)	\$0.00			
A. Fringe	\$0.00			
B. Professional	\$0.00			
C. Travel	\$0.00			
D. Equipment	\$0.00			
E. Supplies and DOE	\$0.00			
F. Indirect Cost				
Total	\$0.00	\$0.00	\$0.00	\$0.00

1. Program Income

Enter the amount earned since the last submitted quarterly expenditure report

\$0.00 Earned this Quarter

Amount requested to be moved into the program budget under this adjustment request

\$0.00

Program income expended this quarter

This amount must also be added to the table above

2. Confidential Funds

\$0.00 Total Project Expended (Enter additional funds moved in or out of all categories)

This amount must also be added to the table above

\$0.00 ABTPA Share Expended (Enter additional confidential funds coming from other ABTPA grant fund categories)

Signature: _____ **Date** _____

Printed Name: _____

Instructions for Grantee Progress Report Forms

(Revised November 2015)



Texas Automobile Burglary and Theft Prevention Authority

Purpose

ABTPA requires each grantee to submit monthly progress reports (PR) that demonstrate progress has been made toward meeting the approved goals strategies and activities of the program. Grantees shall report their progress toward meeting the performance measures established for the grant program.

Progress Reports (PR)

All grantee Progress Reports must be submitted by the tenth (10th) calendar day of the month. The final end of year report is due on September 30th of each year. The PR should be submitted via e-mail to GrantsABTPA@txdmv.gov with an e-mail copy to the respective Grant Coordinator. Grant payments may be withheld until reports are submitted. The Cover Sheet, Submission Form, and the required activity pages shall be completed each month.

Final Performance Report: The End-of-Year Progress Report is due on September 30th of each year. It will provide the totals for all grant activities in the Statement of Grant Award and a summary of activities and major events accomplished under the grant.

Table 1: Progress Report Deadlines	
Progress Period Start Date	PR Deadline (5:00 PM CT)
September 1	October 10
October 1	November 10
November 1	December 10
December 1	January 10
January 1	February 10
February 1	March 10
March 1	April 10
April 1	May 10
May 1	June 10
June 1	July 10
July 1	August 10
August 1	September 10
Sept. 1 – Aug. 30	September 30

To Prepare for the Monthly and End of Year Progress Reports

Grantees will receive a blank Goals, Strategies, and Activities (GSA) Excel worksheet similar to the one contained in the grant application and award document. The grantee shall complete the form by:

1. Entering the data in the Grantee Cover Page
2. Entering the grantees target information for each of the ABTPA Board adopted measures
3. Entering the unique activities that the grantee proposed to track in the grant application
4. Save the document so it can be used and updated each month.

Instructions for Filling Out the Monthly and Final Progress Report

In the approved grant application, grantees establish GSAs that describe what they expect to achieve with the grant funded program. Grantees shall report as of the last day of each month.

- Grantees will have already entered their **Target Number** for each Activity and/or Unique Activity (if applicable). Enter the actual performance data demonstrating progress toward meeting or exceeding this target. Only quantitative (numeric) data should be entered in the “Target” row and reporting “Month” column.
- For progress measures that are stated in terms of a single number (e.g., the number of professional development or public awareness workshops or events that will be conducted and/or number of participants), the target and actual performance monthly data should be reported as an e.g., **1/20 (1 workshops/ 20 participants)**.
- Goal and Strategy summaries or additional information may be provided in the Additional Information or Explanation Field.

Excel Progress Report Form

The ABTPA grantee performance report is divided into the following eleven sections:

Grantee Cover Page
Statutory Requirements
Goal 1: Reduce the incidence of Motor Vehicle Theft Through Enforcement strategies. Strategy 1: Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Motor Vehicle Theft.
Goal 1: Reduce the Incidence of Motor Vehicle Theft Through Enforcement Strategies. Strategy 2: Conduct Collaborative Efforts that Result in Reduction of Incidents of Motor Vehicle Theft.
Goal 1: Reduce the Incidence of Motor Vehicle Theft Through Enforcement. Strategy 3: Prevent and Reduce the Incidence of Motor Vehicle Related Fraud Activities.
Goal 2: Reduce the Incidence of Theft From Motor Vehicles Through Enforcement Strategies. Strategy 1: Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Burglary of Motor Vehicles, and Theft of Vehicle Parts and Accessories.
Goal 2: Reduce the Incidence of Theft From Motor Vehicles Through Enforcement Strategies. Strategy 2: Conduct Collaborative Efforts that Result in the Reduction of Incidents of Theft From a Motor Vehicle.
Goal 3: Educate/Train Citizens and Qualified Personnel in Detection and Prevention of Motor Vehicle Theft, Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories. Strategy 1: Conduct Public Awareness Related Activities Used t to Educate Citizens.
Goal 3: Educate/Train Citizens and Qualified Personnel in Detection and Prevention of Motor Vehicle Theft, Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories. Strategy 2: Conduct Law Enforcement Training Activities to Educate Officers on Recognition and Apprehension of Stolen Vehicles and Property.
Monthly Summary
Success Stories

Completing the Progress Report Each Month

Fill out all pages of the Progress Report Form each month or carry forward an updated version in Excel.

- Complete Cover Sheet Tab with the appropriate information.
- The grantee’s program director must check the box certifying the report is true and correct. The program director/program manager’s name shall be typed in the Authorized block at the bottom of the page.
- Place only numbers in the boxes.
- Use zero when there is no activity to report for the month for items identified in the grantee’s statement of grant award.
- For all activity items not specifically identified in the grantee’s statement of grant award leave all boxes empty unless the grantee wants to report an activity for the month. (**Note:** Providing additional information does not relieve the grantee from their obligation to perform the activities specified in the statement of grant award nor does it serve as a grant adjustment.)
- Please ensure that all entered data and reporting period are correct, before submitting.

Monthly Summary

Grantees are strongly encouraged to submit qualitative and informational summaries. The monthly summary provides information to help ABTPA be aware of local and statewide issues and coordinate responses. The response items are:

1. Describe the major accomplishments for this month;
2. Describe any issues or problems in operating the grant program and possible solution encountered this month;
3. Describe any personnel or contractor changes made during this month;
4. Describe any upcoming events, activities, or initiatives;
5. Other Information may include loss value, recovery value, or departmental data elements or reports.

Individual Stories or Success

- Please provide success stories where the program made significant progress in combating automobile theft or burglary.
- Please provide success stories where the program helped individuals or victims in the community.
- Please provide success stories where the program helped other law enforcement agencies.

Grantees are strongly encouraged to provide success stories to help shape communication about ABTPA funded programs. Any news stories, press releases, or awards issued or received by grantee shall be attached to the e-mail.

Examples include:

- Public Awareness Events (i.e. trade/car shows, speaking to school children, meetings with concerned citizens).
- News articles or website postings (ie...Taskforce X recovered Ms. Smith's car. She is a single mother of 2 young children, and if her car were not recovered she would have lost her job and ...)
- Send articles to GrantsABTPA@txdmv.gov with the file name starting with "YYMM_SuccessStory"

Final or End-of-Year Performance Report

The End-of-Year Progress Report is due on September 30th of each year. This report will provide the totals for all grant activities in the Statement of Grant Award and a summary of activities and major events accomplished under the grant.

The Final Report will cover the entire project period.

Grantees shall provide any local or outside evaluation results, draw conclusions about the success of the program and its impact. Describe any unanticipated outcomes or benefits from the program and any barriers that may have encountered.

- Enter the start and end dates for the final grant cycle. The reporting period for your final performance report covers the entire grant cycle period of the program.
- Describe the reasons for any data discrepancies (i.e., discrepancy between the target number and actual number.
- An explanation if progress was not made and steps for addressing the issue.
- How data and information were used to make improvements in the program.
- Describe any challenges and success during the grant cycle.
- Any other information that would help to explain the information given.
- Choose best stories from Monthly/Quarterly Reports to showcase in ABTPA reports.

Documentation for Monthly and End of Year Progress Reports

Each month grantees will document their activities. Documents may include case activity reports, department case management systems, contact logs, TxDPS reporting sheets and information; investigative files, arrest and book in sheets, offense reports and offense report summaries and other source documents.

**Automobile Burglary and Theft Prevention Authority
Fiscal Year 2016 Goals, Strategies, and Activities
Progress Report Form**

Submission Date: _____
Grant Number: _____
Grantee: _____
Program Title: _____
Grant Award Amount: _____
Grantee Address _____
Phone Number: _____
Email Address: _____
Report Period: From: / / To: / / (mm/dd/yyyy)

Contact Person for this Report:

I have reviewed and confirmed the information in this report and I attest that this report is correct and complete and supported by documentation for purposes set forth in the Statement of Grant Award. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties.

Check box to confirm statement above

Confirm

Date: _____

Type Name of Authorized Project Director:

GOAL 1																
REDUCE THE INCIDENCE OF MOTOR VEHICLE THEFT THROUGH STRATEGY 1																
Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Motor Vehicle Theft																
ID	ACTIVITY	MEASURE	TARGET	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YR-END TOTAL
1.1.1	Identify groups of auto theft offenders through intelligence gathering, crime	Number of groups identified														
1.1.1	Identify and document/record prolific motor vehicle theft offenders [Prolific is defined as "linked to MVT offenses three or more times"]	Number identified/docu mented offenders														
1.1.2	Collaborate with the District Attorneys' offices regarding sentencing, case packets or addressing repeat offenders	Number of times collaborated														
1.1.3	Conduct salvage yard inspections	Number of salvage yard inspections														
1.1.4	Conduct repair shop/recycling center/used car dealership inspections	Number of businesses inspected														
1.1.5	Conduct bait vehicle operations that target motor vehicle theft offenders	Number of bait vehicle deployments														
1.1.5	Deploy license plate readers (LPR)	Number of times LPR deployed														
1.1.6	Respond to license plate reader (LPR) alert notifications	Number of times responded to LPR alert notification														
1.1.6	Conduct covert operations targeting motor vehicle theft offenders	Number of covert operations														
1.1.6	Conduct Bridge/Port Operations	Number of operations														
1.1.6	Conduct warrant "round-up" operations targeting auto crimes offenders, including those wanted for motor vehicle thefts, vehicle burglaries and the theft of vehicle parts	Number of operations														
1.1.11	Applicant Unique Activity Measure															
1.1.12	Activity	Measure	Target	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YEAR-END
1.1.13																
1.1.14																
1.1.15																
1.1.16																
Additional Information or Explanation:																
1.1.17																

Automobile Burglary and Theft Prevention Authority
Fiscal Year 2016 Goals, Strategies, and Activities
Progress Report Form

GOAL 1															
REDUCE THE INCIDENCE OF MOTOR VEHICLE THEFT THROUGH															
STRATEGY 2															
Conduct Collaborative Efforts that Result in Reduction of															
ACTIVITY	MEASURE	TARGET	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YR-END TOTAL
1.2.1	Provide Agency Assists	Number of agency assists													
1.2.2	Collaborate with law enforcement units responsible for gateway	Number of times collaborated													
1.2.3	Collaborate with agencies and organizations that assist in the reduction of motor vehicle thefts	Number of times collaborated													
1.2.4	Collaborate on investigations regarding stolen parts and other property	Number of cases investigated													
1.2.5	Conduct intelligence information-sharing	Number of intelligence meetings attended; crime analysis bulletins disseminated													
Applicant Unique Activity															
1.2.6															
1.2.7															
1.2.8															
1.2.9															
1.2.10															
Additional information or Explanation:															

Automobile Burglary and Theft Prevention Authority
Fiscal Year 2016 Goals, Strategies, and Activities
Progress Report Form

Goal 1												
REDUCE THE INCIDENCE OF MOTOR VEHICLE THEFT THROUGH												
Strategy 3												
Prevent and Reduce the Incidence of Motor Vehicle Related Fraud												Target
ACTIVITY	MEASURE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YR -END TOTAL		
Collaborate with agencies relating to investigation and enforcement of vehicle insurance fraud	Number of collaborations											
Conduct insurance fraud investigations	Number of insurance fraud cases											
Conduct 68(A) inspections and VIN verification inspections	Number of inspections											
Conduct vehicle title fraud investigations	Number of vehicle title fraud cases											
Coordinate with TxDMV/Tax Offices relating to investigation and enforcement of fraudulent titles and registration of stolen vehicles	Number of collaborations											
Applicant Unique Activity												
ACTIVITY	MEASURE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YR -END TOTAL	Target	
Additional information and Explanation:												

Automobile Burglary and Theft Prevention Authority
Fiscal Year 2016 Goals, Strategies, and Activities
Progress Report Form

GOAL 2															
REDUCE THE INCIDENCE OF THEFT FROM MOTOR VEHICLES THROUGH ENFORCEMENT STRATEGIES.															
STRATEGIES 1															
Conduct Activities that Result in the Arrest, Clearance, and Recoveries of Burglary of Motor Vehicles and Theft of Vehicle Parts and Accessories															
ACTIVITY	MEASURE	TARGET	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YR-END TOTAL
Conduct bait vehicle operations that target vehicle burglary offenders	Number of bait vehicle burglary deployments														
Identify prolific BMW offenders through informants and intelligence [Prolific is defined as "linked to BMW identified and theft of vehicle parts and accessories offenses three or more times"]	Number of offenders identified														
Conduct Bridge/Port operations	Number of bridge surveillance operations														
Conduct salvage yard/repair shop/metal recyclers and resale location inspections	Number of business inspections														
Conduct warrant "round-up" operations targeting auto crimes offenders, including those wanted for motor vehicle thefts, vehicle burglaries and the theft of vehicle parts	Number of "round up" operations														
Applicant Unique Activity															
		TARGET	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YR-END TOTAL
Additional information and Explanation:															

GOAL 2
 REDUCE THE INCIDENCE OF THEFT FROM MOTOR VEHICLES THROUGH ENFORCEMENT STRATEGIES.

STRATEGY 2
 Conduct Collaborative Efforts that Result in the Reduction of Incidents of Theft From a Motor Vehicle

ID	ACTIVITY	MEASURE	TARGET	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YR -END TOTAL
2.2.1	Provide Agency Assists	Number of agency assists														
2.2.2	Collaborate on investigations with law enforcement units responsible for gateway crimes involving theft from a motor vehicle	Number of times collaborated														
2.2.3	Collaborate with agencies/organizations that assist in the reduction of thefts from a motor vehicle	Number of times collaborated														
2.2.4	Investigate cases regarding stolen parts and other property	Number of cases investigated														
2.2.10																

Additional information and Explanation:

GOAL 3																
EDUCATE/TRAIN CITIZENS AND QUALIFIED PERSONNEL IN DETECTION AND PREVENTION OF MOTOR VEHICLE THEFT, BURGLARY OF MOTOR VEHICLES AND THEFT OF VEHICLE PARTS AND ACCESSORIES																
STRATEGY 1																
Conduct Public Awareness Related Activities Used to Educate Citizens																
ID	ACTIVITY	MEASURE	TARGET	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YR-END TOTAL
3.1	Conduct media outreach, including public service announcements, press releases, and interviews	Number of outreaches														
3.1.1	Conduct educational presentations to citizens	Number of presentations														
3.1.2	Operate trade show exhibits/booths at community events	Number of participants														
3.1.3	Conduct vehicle identification number (VIN) etchings	Number of etching events														
3.1.4	Operate vehicle displays	Number of display events														
3.1.5	Purchase advertisements in local outlets	Number of advertisements purchased														
3.1.6	Write articles for local publications (e.g., neighborhood association newsletters)	Number of articles														
3.1.7	Conduct vehicle report card initiatives.	Number report cards issued														
3.1.8	Utilize social media outlets	Number of postings in social media outlets														
3.1.9	Deploy outdoor public notification signage	Number of deployments per month (if sign remains several months, count as 1 deployment per month)														
3.1.10	Applicant Unique Activity															
	ACTIVITY	MEASURE	TARGET	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YR-END TOTAL
3.1.11																
3.1.12																
3.1.13																
3.1.14																
3.1.15																
	Additional information and Explanation:															
3.1.16																

GOAL 3																
EDUCATE/TRAIN CITIZENS AND QUALIFIED PERSONNEL IN DETECTION AND PREVENTION OF MOTOR VEHICLE THEFT, BURGLARY OF MOTOR VEHICLES AND THEFT OF VEHICLE PARTS AND ACCESSORIES																
STRATEGY 2																
Conduct Law Enforcement Training Activities to Educate Officers on Recognition and Apprehension of Stolen Vehicles and Property																
ACTIVITY	MEASURE	TARGET	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YR-END TOTAL	
3.2.1	Conduct law enforcement training (TCOLE)	Number of classes														
3.2.2	Conduct vehicle crimes presentations to law enforcement agencies (non-TCOLE)	Number of participants														
	Conduct vehicle crimes presentations to law enforcement agencies (non-TCOLE)	Number of classes														
	Conduct vehicle crimes presentations to law enforcement agencies (non-TCOLE)	Number of participants														
	Applicant Unique Activity															
		MEASURE	TARGET	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	YR-END TOTAL
3.2.3																
3.2.4																
3.2.5																
3.2.6																
3.2.7																
	Additional information and Explanation: Major MVT/BMV Initiatives/ Cases, Announcements/Events/Training, Challenges/Success or Personnel Change															
3.2.8																

Automobile Burglary and Theft Prevention Authority
Fiscal Year 2016 Goals, Strategies, and Activities
Progress Report Form
Monthly Summary

<p>1. Describe the major accomplishments for this month.</p>
<p>2. Describe any issues or problems in operating the grant program and possible solution encountered this month.</p>
<p>3. Describe any personnel or contractor changes made during this month.</p>
<p>4. Describe any upcoming events, activities, or initiatives,</p>
<p>Other Information may be provided here or by attachment to the submitting e-mail. Examples of other information would include value of motor vehicle theft loss, value of motor vehicle burglary loss, value of recovery and other department reports that provide useful information on Taskforce accomplishments:</p>

Please provide success stories where the program made significant progress in combating automobile theft or burglary.

Sample Only - Submit in MS Excel

Please provide success stories where the program helped individuals or victims in the community.

Sample Only - Submit in MS Excel

Please provide success stories where the program helped other law enforcement agencies.

Sample Only - Submit in MS Excel

Instructions for Grantee Quarterly Expenditure Report Form



Texas Automobile
Burglary and Theft
Prevention Authority

(Revised September 2015)

Purpose

The ABTPA Quarterly Expenditure Report is used to report quarterly expenditures and to request reimbursement for actual ABTPA related grant expenses. Specific supporting documentation must accompany the report in order to be considered for reimbursement.

The Grant Resolution that the governing bodies submitted with the ABTPA grant applications designated Financial Officers. Financial Officers must designate an official e-mail address that the grantee shall use to submit Expenditure Reports by letter to the ABTPA Director. The letter may provide a designee if needed. The Quarterly Expenditure Reports shall be completed, signed and e-mailed to ABTPA by the Financial Officer or their designee along with the MS Excel version. Supporting documentation must be attached to the e-mail.

The ABTPA Quarterly Expenditure Report shall be submitted within 30 days of the end of each state fiscal quarter except for the last quarter. The final quarterly report shall be filed not less than forty-five (45) days nor more than ninety (90) from the last day of the last quarter.

Quarter	Period	Report Due Date
1 st	September 1st - November 30th	December 31st
2 nd	December 1st - February 28th	March 31th
3 rd	March 1st - May 31st	June 30th
4 th	June 1st - August 31st	Due: October 15 Delinquent: November 30th

Reimbursement for actual expenditures will be made based on the completed expenditure report and attached supporting documentation. Reports must be completed and submitted by the Financial Officer or designee.

Specific Supporting Documentation

Documentation means records that verify grant expenditure amounts and their appropriateness to grant funds. The Uniform Grant Management Standards require that all grant expenses be adequately documented. Documentation that is required to be kept locally includes, but is not limited to, travel records, time sheets, case and activity logs, invoices, contracts, mileage records, fuel cards or logs, billing records, telephone bills, procurement documents, and other documentation that verifies the expenditure amount and appropriateness to the grant.

Grantees and subgrantees must maintain records which adequately identify the source and application of funds provided for financially-assisted activities. These records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. Documents and data provided must reference source documentation such as canceled checks, paid bills, payrolls, time and attendance records, contracts and subgrant award documents, etc.

Costs and third party in-kind contributions counting towards satisfying a cost sharing or matching requirement must be verifiable from the records of grantees and subgrantees. These records must show how the value placed on third party in-kind contributions was derived. To the extent feasible, volunteer services will be supported by the same methods that the organization uses to support the allocability of regular personnel costs.

With the expenditure report the grantees shall submit the following:

Payroll Records (Personnel and Fringe) – Grantees shall provide only payroll expenditure data or equivalent documentation (such as an accounting system reports) for the unit or personnel allocated to ABTPA.

Contractual and Professional – Grantees shall provide invoices for all ABTPA related contracts and professional service paid during the period.

Travel – Grantees shall provide a documentation (such as accounting system reports) of travel expenditures related to ABTPA. The documentation should include data that can be matched back to the original source documentation such as payment date, invoice number, tracking number, order number, or payment reference number. Original documentation can include travel vouchers or invoices related to travel expenses. Often multi-governmental units use ledger transfer entries in documenting expenses. These must be able to be matched back to the original source documentation for monitoring purposes

Equipment - Grantees must provide invoices for all items purchased as part of the ABTPA program during the period.

Supplies and Department Operating Expenses – Grantees shall provide documentation that includes data that can be matched back to the original source documentation including ledger summary that includes payment date, invoice number, purchase order number, tracking number, order number, reference number or ledger transfer entry. These must be able to that can be matched back to the original source documentation for monitoring purposes.

SECTION I. GRANT INFORMATION

Grant Number: Enter grant number as shown on approved award statement.
Grantee: Enter grantee name as shown on approved award statement.
Program Title: Enter title of program as shown on approved award statement.
Grant Term: Enter current fiscal year period.
Reporting Period/Qtr. End: Select the quarter end date.

SECTION II. EXPENDITURES BY OBJECT CLASS

Total Expenditures Column: Enter the total expenditures spent by the grantee during the quarter by category for the quarter in each line. This should be the total outlay for the quarter and will equal the ABTPA, Match and In-kind expenditures columns.

ABTPA Expenditures Column: Enter the amount ABTPA’s expenditures for each quarter.

Match Expenditures Column: Enter the amount of Match expenditures for each quarter.

In-Kind Expenditures Column: Enter value of In-Kind contributions for each quarter.

ABTPA Approved Budget: Enter amount based on approved budget summary of total project expenditures. This amount may change during the year if any budget modifications were previously approved by ABTPA.

Grant Budget Remaining: This column can be used to track the amount remaining to be spent if the grantee calculates the amount each successive quarter, otherwise leave blank.

Total Reimbursement Requested: This field contains reimbursement amount due to grantee for the quarter.

SECTION III. ADDITIONAL REQUIRED INFORMATION

Program Income: Program income means fees or money generated by using ABTPA funded equipment or personnel. This includes but is not limited to VIN inspection fees, seized and forfeited assets sold and for accounting purposes ABTPA funded property and assets that were auctioned or sold in the quarter.

Line 1) Enter the generated program income account balance for the beginning of the period.

Line 2) Add any income that was earned during the quarter

Line 3) Report program income expended during the quarter in accordance with the deduction alternative from ABTPA or Match. (Note: Must be specified in the Statement of Grant Award or requires ABTPA approval.)

Line 4) Ending Balance this quarter

Confidential Funds: Enter ABTPA’s share and the total of confidential fund expenditures for the quarter.



Automobile Burglary & Theft Prevention Authority FY 20__ Quarterly Expenditure Report

Section I. Grant Information

Grant Number: _____
 Grantee: _____
 Program Title: _____
 Grant Term: 09/01/20__ - 08/31/20__
 Reporting Period/Qtr. End: 11/30/2015

Section II. Expenditures by Object Class

Budget Category	Quarterly Expenditures				ABTPA Approved Budget	Grant Budget Remaining
	Total Expenditures	ABTPA Expenditures	Match Expenditures	In-Kind Expenditures		
A. Personnel (Including Overtime)	\$0.00					
A. Fringe	\$0.00					
B. Professional	\$0.00					
C. Travel	\$0.00					
D. Equipment	\$0.00					
E. Supplies	\$0.00					
F. Indirect Cost						
Total	\$0.00	\$0.00	\$0.00	\$0.00		
Total Reimbursement Requested this Quarter		\$0.00				

Section III. Additional Required Information

1. Program Income \$0.00 Beginning Balance
 \$0.00 Earned this Quarter
 \$0.00 Program income expended this quarter
 \$0.00 Ending Balance this Quarter

2. Confidential Funds \$0.00 Total Project Expended this Quarter
 \$0.00 ABTPA Share Expended this Quarter

I acknowledge that I have reviewed and confirmed the accuracy of the information in this report, and I attest that this report is correct and complete and that the costs incurred as stated herein are for allowable purposes as set forth in the Statement of Grant Award and, (1) pursuant to 43 TAC § 57.9, I hereby further certify that ABTPA funds have not been used to replace state or local funds and (2) any false, fictitious, or fraudulent information provided herein may subject me to criminal, civil, or administrative penalties or sanctions.

Signature: _____

Date

Printed Name: _____

Instructions for Grantee Inventory

(Revised September 2015)



Texas Automobile Burglary and Theft Prevention Authority

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Purpose

Grantees shall demonstrate that they are maintaining control of assets purchased in whole or part with state funds.

A physical inventory of property shall be taken on odd-numbered years by October 1st. The results of this physical inventory shall be reconciled with the property records at least once every two years. The grantee shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment. See the ABTPA Grantee Administrative Manual for more details on inventory management and reporting.

A summary of the findings of the reconciliation and disposition actions to update the inventory must be made with the inventory report. Additionally, if equipment is lost, damaged, destroyed or stolen the grantee must provide a summary of investigation(s) and actions taken regarding the loss. The physically inventory documentation shall be retained by the grantee for review by ABTPA staff, when requested.

Equipment having a unit cost of less than \$500 shall not be reported as equipment unless the grantee's agency capitalizes such purchases in its own accounting policy or it is a special item. Special items include: Training equipment, educational films and videos, cell phones, bait vehicle equipment, tablets, computers and still and video cameras, regardless of cost are classified as equipment. Software purchased shall be listed as equipment regardless of cost. Equipment budgeted and paid in total with grantee funds does not require an inventory report unless it was used as cash match. In-kind equipment should not be included in the inventory report.

Completing the Excel Inventory Form

Complete the Worksheet Label with the year of the report. ABTPA grantee Inventory Form is divided into the following fifteen columns. The form must be completed using the following information:

Grant Number	Copy from the Statement of Grant Award. Grantees should enter their Grant Number on the first line item and then click on Control Alt and tap down to the last equipment item entered.
Asset Class Number	<p>Select the closest class number to the item from the drop-down menu. When multiple components make up a single asset under local policies then select the closest category and then enter the most costly item's serial/VIN number below. The equipment should have a unique inventory number so the equipment can be tracked by the asset number. The following Asset Class Numbers can be used as guides:</p> <ul style="list-style-type: none"> ➤ 01-01 Vehicles – Cars, Trucks, boats, ATVs, etc. ➤ 01-02 Trailers – All types ➤ 01-03 Vehicle Accessories – Grill guards, lights, monitoring accessories, television for CP trailer, etc. ➤ 02-01 Computer Equipment – Monitors, printers, key boards, mouse, power supply, tablets, laptop vehicle dock, routers, computer server, etc. ➤ 02-02 Communication – Radio, cellular and portable telephones, cover operations accessory, Power inverter surveillance system/software, Wi-Fi system, surveillance kit (repair) GPS tracking system, wireless PIR detector (i.e. anything that talks to a signal), etc.

	<ul style="list-style-type: none"> ➤ 02-03 Optical – Still and digital cameras, video cameras, night goggles, etc. ➤ 02-04 Office Equipment Other – Printers, copiers, shredders, office furniture, etc. ➤ 03-01 LPR System – Vehicle computer mount, portable power booster pack, etc. ➤ 04-01 Bait Vehicle Equipment ➤ 05-01 Tools – Grinder, drill set, etc. ➤ 05-02 Shop Equipment - Battery charger, cutting torch, floor jack etc. ➤ 06-01 Other items not falling into categories above.
Item Description	Provide a brief label or description to each line item.
Year/Make/ Model #	Complete this section when applicable to the asset.
Serial#/VIN#	Use the manufacturer’s identification numbers. You may add a column at the end or maintain locally the jurisdictions’ asset control number if applicable.
Source of Property	Provide how the item was acquired (purchased, donated, seized, etc...)
Who Holds Title	Provide the name as listed on the title or purchasing entity from the invoice.
Acquisition Date	Provide the date of purchase, court order date transferring ownership, etc...
Cost	Provide the actual cost as of the date of purchase, the assessed cost from a court order if applicable, or the fair market value as of the date of acquisition in all other events.
Percent of ABTPA Cost	The percent of the ABTPA funds to total costs for the acquisition of the item.
Location	Grantees must provide a location or agency location code for each item.
Use Condition	The current working order or description of condition of the asset (good, fair, damaged, not working, etc...)
Date of Disposal	If the asset was disposed during the grant year, enter date the asset was disposed
Disposal Method	Provide the how the asset was disposed. Examples include discarded, sold, trade-in, etc...
Sale Price	If the asset was sold during the grant year, the sale price must be included. If assets are sold in lots with other assets, use a proportional assignment of sale price based on acquisition cost.

To Prepare for Inventory Form

Grantees will receive a blank copy of an Excel Inventory Form. The grantee shall complete the form by:

1. Identify equipment having a unit cost of \$500 or over, purchase with ABTPA grant funds. Entering the data in the Inventory Form, until the retention period is expired.
2. Equipment budgeted and paid in total with grantee funds is not require on the inventory form.
3. Entering walk away items (such as laptops, software, cameras and personal digital assistants) that cost less than the equipment threshold, but can be easily stolen or damaged should be listed.
4. Save the document so it can be used and updated.

Submission Instructions

All grantees are required to submit an electronic copy of the Equipment Inventory form to ABTPA no later than 45 days after the end of each grant year. The Excel version of the Inventory Report shall be submitted via e-mail from the Financial Officer designated official e-mail address to GrantsABTPA@txdmv.gov with an e-mail copy to the respective Grant Coordinator. Supporting documentation shall be retained with the accounting record. Summaries and investigation document shall be attached as needed.



Automobile Burglary and Theft Prevention Authority
Inventory Report Form

Number	Number	Year/Make/ Model #	Serial# / VIN#	Source of Property	Who Holds Title	Acquisition Date	Cost	Percent of ABTPA Cost	Location	Use Condition	Date of Disposal	Disposal Method	Sale Price
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Sample Only
Submit in MS Excel