

ROBERT L. EHRLICH, JR.
GOVERNOR

MICHAEL S. STEELE
LT. GOVERNOR



THOMAS E. HUTCHINS
SECRETARY

W. RAY PRESLEY
EXECUTIVE DIRECTOR

State of Maryland
Department of State Police
VEHICLE THEFT PREVENTION COUNCIL
1125 National Highway
Cumberland, MD. 21502
Telephone: 301-729-5274 Fax: 301-729-5418
1-800-96-THEFT
mdvtpc@mdsp.org
www.mdautotheft.org

GRANT APPLICATION INSTRUCTIONS

FY 2007

GRANT APPLICATION OVERVIEW

The process for submission of fiscal year 2007 (07/01/06 - 06/30/07) Vehicle Theft Prevention Grants has changed. Grant applications can now be submitted via electronic mail(email.) In addition to the electronically submitted grant application, each applicant must submit a written Grant Acknowledgment Form containing the original signatures of the applicant=s Authorizing Official, Financial Officer and Project Director. The Grant Acknowledgment Form should be submitted to the Vehicle Theft Prevention Council (VTPC) at the above listed address. Both the electronic grant application and written Grant Acknowledgment Form must be received by the VTPC by May 17, 2006.

Electronically submitted grant applications must be submitted to the VTPC as an attachment to email sent to mdvtpc@mdsp.org. The attachment must be in Microsoft Word or Corel Word Perfect document format using the forms provided on the VTPC web site. Grant applicants that don=t have email capabilities or the aforementioned software applications should contact the Vehicle Theft Prevention Council for further instructions.

The VTPC will acknowledge receipt of each electronically submitted grant application via return email to the address provided by the applicant. Proposals will be promptly evaluated and the applicant notified of the Council=s action not later than 07/01/04. If all grant funds are not awarded, the Council will continue to accept and consider proposals. To find out if funds are available contact the Council staff at the above address.

* Secretary Thomas E. Hutchins *

* James V. Aluisi * Ella White Campbell * Bruce J. Flaughner * William P. Holland * David H. Hugel * The Hon. Glenn F. Ivey *

* Gregory V. Joy * Phillip V. Lee * Secretary Kenneth C. Montague, Jr. * Chief Randy M. Rudy * Steven F. Rutzebeck * Secretary Mary Ann Saar *

A Vehicle Theft Prevention Grant Application consists of three parts.

COVER PAGE

The cover page presents basic identification information including the name of the project, the name and address of the applicant organization, names and addresses of key individuals associated with the project, and the proposed project's life span.

PROJECT NARRATIVE

The project narrative includes the summary of project, statement of problem, project goals and objectives, project strategy, evaluation criteria and implementation schedule. The questions appearing throughout the instructions for the project narrative do not require individual responses. Use the questions as a guide for planning the grant project and for constructing the grant narrative. The project narrative may not exceed seven typed, single-spaced pages with top, bottom, left and right margins of at least one inch. Font selection may not be smaller than ten characters per inch (cpi).

PROJECT BUDGET

The budget includes all costs associated with the implementation of the proposed vehicle theft prevention project described in the project narrative. The budget must be submitted utilizing the format, definitions and other requirements outlined in the grant application materials. If separate and distinct projects are being planned, a grant application should be submitted for each.

INSTRUCTIONS FOR COVER PAGE

- PROJECT TITLE:** Short name exemplifying what the project is intended to accomplish.
- APPLICANT ORGANIZATION:** Name of the organization responsible for the administration of the project and the budget in accordance with the Council's Grant Conditions.
- ADDRESS:** Provide complete mailing address of the applicant organization.
- TYPE OF ORGANIZATION:** Indicate the type of organization (i. e., law enforcement agency, community organization, business, etc.).
- IRS TAX ID NUMBER:** IRS Tax Identification Number (F. E. I. N.) of the applicant organization.
- AUTHORIZED OFFICIAL:** Name, title, phone number, and email address of the individual authorized to enter into contracts on behalf of the applicant organization.
- FINANCIAL OFFICER:** Name, title, phone number and email address of the chief financial officer of the applicant organization. The chief financial officer is the individual to whom funds will be sent when the Council awards a grant. The chief financial officer will have the responsibility for supervising the maintenance and submission of all necessary financial records. **Grant funds may not be used for the salary of the financial officer.**

PROJECT DIRECTOR: Name, title, phone number and email address of the individual responsible for supervising the vehicle theft prevention grant project and the submission of any required reports. **Grant funds may not be used for the salary of the project director.**

ESTIMATED START: Date is approximate. Please note, the grant application review process may take 60 days. Grant awards and project duration are based on the State's fiscal year cycle (July 1 - June 30).

ESTIMATED COMPLETION: Date should be consistent with the implementation schedule and the State's fiscal year cycle.

NONSUPPLANTING CERTIFICATION: Statement signed by the Financial Officer:
"Consistent with Chapter 459 of the Acts of the General Assembly of 1994, I certify that vehicle theft prevention grant funds will only be used to enhance and complement existing resources."

PARTNERS: If the grant application requests support for a collaborative or multi-jurisdictional project, include the names of all participating organizations/governments/regions.

INSTRUCTIONS FOR PROJECT NARRATIVE

SUMMARY OF PROJECT

This section of the grant application requires a description of the proposed vehicle theft prevention project. A brief history of the applicant organization, its status in the community, and its role in addressing the vehicle theft problem should be included. These questions should be considered:

1. What services will the proposed project provide?
2. Through what activities will the proposed project provide these services?
3. Are there other vehicle theft prevention programs in the area to be served by the proposed project? If so, name them and briefly describe their particular focus.
4. If there are other vehicle theft prevention programs, how will the proposed project enhance or expand the existing services?
5. Will the proposed project duplicate any services currently offered by other programs? If so, which services will be duplicated and why is duplication necessary?

STATEMENT OF PROBLEM

This section requires a specific, detailed explanation portraying the existence of a vehicle theft problem that has not been adequately addressed to date. Include data to substantiate the problem (cite the source/s of data). Where appropriate, supplement the data with anecdotal evidence. Discussion in this section should focus on identifying the problem/s and the specific needs that the problem/s manifest/s. The following questions should be considered:

1. How many motor vehicle thefts occurred in the jurisdiction/s to be served by the proposed project?
2. How many motor vehicles were registered in the jurisdiction/s to be served?
3. How many stolen motor vehicles/parts/accessories were recovered in the jurisdiction/s to be served?
4. How many adults/juveniles were arrested for motor vehicle theft in the jurisdiction/s to be served?
5. How many motor vehicle theft cases were referred for prosecution, how many were accepted for prosecution, and how many resulted in criminal conviction in the jurisdiction/s to be served?

6. How many convicted motor vehicle theft offenders were incarcerated, or sentenced to probation in the jurisdiction/s to be served?

Data may be presented in the form of tables, charts, or other graphic means. The use of projections of future trends in motor vehicle theft is encouraged.

PROJECT GOALS AND OBJECTIVES

This section presents and explains the goals and objectives of the proposed project and how they are intended to remedy the problem. Goals should address the needs described in the statement of problem and generally state what the proposed project is intended to accomplish. Objectives should be specific, measurable, realistic and result-oriented as well as process-oriented. This section should consider the following questions:

1. What will be achieved by the proposed project (e.g., recovery of more stolen vehicles, arrest of more vehicle theft offenders, prosecution of more vehicle theft offenders, increased public awareness of the motor vehicle theft problem, provide specialized training for law enforcement officers, etc.)? Identify as many goals as feasible given the project proposal.
2. What are the process-oriented objectives of the proposed project (i.e., how will the applicant achieve the identified goals)? Objectives should be specific (e.g., open five investigations into "chop shops," conduct ten public education seminars, supply two days of training for twenty-five law enforcement officers, etc.).
3. What are the result-oriented objectives of the proposed project (i.e., what does the applicant hope to accomplish through the proposed project)? For example, decrease the number of stolen vehicles by 10 percent, increase recoveries of stolen motor vehicles by 15 percent, increase convictions by 10 percent, etc.

PROJECT STRATEGY

The problem statement describes the problem/s to be tackled. The goals and objectives define the benefits to be pursued. The project strategy explains how these benefits will be accomplished and specific line items in the budget will support the strategy. In other words, this section should present information on what activities are going to be carried out with reference to budgeted items, needs identified in the problem statement, the relationship to current motor vehicle theft reduction efforts, and the proposed project's goals and objectives. Why are these the best methods or ways to accomplish the stated goals and objectives? Consider these questions:

1. What personnel will be needed to carry out the project's goals and objectives? How many individuals, of what job titles and responsibilities (i.e., job descriptions) will be needed to implement and support the proposed project? How will these individuals help to achieve the stated goals and objectives?

2. What equipment is needed to support the proposed project? Is certain equipment needed before personnel can perform their jobs? How will this equipment advance the project's goals and objectives?
3. What training, if any, is needed for staff to implement and support the proposed project? How will this training facilitate the project?
4. What commodities (e.g., office supplies, postage, etc.) are needed? How do these items relate to the goals and objectives?
5. What contractual services (e.g., utilities, etc.) are needed? How will these services support the project's ultimate success?
6. In addition to the Vehicle Theft Prevention Grant, what other resources (e.g., public, private, federal, State, local) will be devoted to the project?

EVALUATION CRITERIA

The evaluation criteria will serve as the basis for performance reports, submitted on a monthly and/or quarterly basis as requested by the Council, as well as overall evaluation of the project's significance. Identify at least four performance indicators. Additionally, this section should address these questions:

1. How will the applicant organization assess the quality of implementation and effectiveness of the project?
2. What performance indicators will be examined to determine the success of the project (e.g., number of motor vehicles stolen, number of stolen vehicles recovered, number of individuals arrested for motor vehicle theft offenses, number of persons prosecuted for motor vehicle theft offenses, number of "chop shop" operations terminated, number of tips regarding motor vehicle theft or insurance fraud, number of law enforcement officers trained, etc.)?

IMPLEMENTATION SCHEDULE

The implementation schedule should serve as a planning tool for the proposed project and should be a realistic blueprint of how the project will be implemented. The schedule should identify major tasks, when they will be initiated and anticipated completion dates. Special attention should be given to official procedures or other circumstances that may influence project start-up. The Council will use the implementation schedule to gauge the project's progress. Conscientious adherence to the project schedule is expected and revisions must be brought to the Council's attention.

Consider the following questions when developing the implementation schedule:

1. When will the proposed project start and end?

- 2.How long will it take to order and receive equipment needed for implementation?
- 3.How long will it take to arrange and set up office space, telephones?
- 4.How much time is needed to select and train staff?
- 5.When will the proposed project be fully operational?

INSTRUCTIONS FOR PROJECT BUDGET

The budget should reflect all costs associated with implementing and operating the proposed vehicle theft prevention project and clearly identify grant funds being requested as well as financial support from other sources. The format, definitions and other requirements as provided below according to the [Budget Definitions@](#) and [Budget Worksheet@](#) must be followed.

Consistent with Chapter 459 of the Acts of the General Assembly of 1994, monies in the Vehicle Theft Prevention Fund may be used only to "enhance and complement existing resources." The Council considers enhancement to be a new program or an addition to an existing program. Applicants must agree not to reduce their existing level of expenditures or the number of individuals assigned to vehicle theft prevention below the level prior to submission of the grant application.

The following guidelines should be observed when preparing project budgets:

- 1.No more than 5 percent of the project's total personnel costs may be expended for overtime compensation.
- 2.Rental, lease, or purchase of vehicles with grant funds requires special approval from the Council.
- 3.Rental, lease, or renovation of office space with grant funds requires special approval from the Council.
- 4.With the exception of training sanctioned by the Council and expenses directly related to vehicle theft investigations, grant funds may not be used for out-of-jurisdiction travel.
- 5.Salaries and fringe benefits should be based on entry-level costs.
- 6.Use of grant funds to purchase office equipment (e.g., desks, chairs, file cabinets) is discouraged.
- 7.Grant funds for office supplies and/or commodities may not exceed \$500/person in a twelve-month period.

BUDGET DEFINITIONS

SALARIES AND WAGES

Includes all payments, including fringe benefits, made to sworn and civilian employees who are regularly employed and are paid on a monthly, semi-monthly, bi-weekly, weekly or yearly basis. Also includes all payments made to employees, when compensation is made on an hourly or daily wage, who may be temporarily or regularly employed.

TECHNICAL AND SPECIAL FEES

Includes all payments, including fringe benefits, for services rendered by an individual who is not an employee, i.e., consultants, specialists, doctors, dentists, and others compensated on a fee or contractual basis.

INVESTIGATIVE FUNDS

Includes all costs expended for informant fees, buy money, meal and travel reimbursement and other indirect costs associated with an immediate investigation.

COMMUNICATIONS

Includes the transmission of messages from place to place, such as contractual charges for land telegraph service, radio and wireless telegraph service, telephone and teletype service, postage, rental of post office boxes, postage meter machines, mailing machines, teletype equipment and contractual messenger service. Includes switchboard and service charges and telephone installation costs.

CONTRACTUAL SERVICES

Includes all services rendered under expressed or implied contract with the exception of items classed under Technical and Special Fees, and may consist of labor together with the use of equipment, or labor together with material furnished in the performance of such service, but shall not include such amounts when the materials are purchased by the grantee and the service is performed by an employee of the grantee. Under these circumstances, the expenses would be allocated to "Salaries and Wages" and "Supplies and Materials." "Contractual Services" does not include expenditures for "Travel" and "Communications" which should be charged to those respective areas. Typical items chargeable to "Contractual Services" are building repairs, equipment repairs, service and rental where not directly charged to another class, transportation of things (payments which cannot be allocated directly to the commodity delivered), printing (reports, pamphlets, and publications), and all other services of a contractual nature not specified above.

TRAVEL

Expenses in connection with carrying persons from place to place and the accommodations incident to actual travel are chargeable to this item. Includes railroad, bus, and taxi fare, carfare, lodging and meals; also mileage allowances for use of privately owned vehicles, ferry fares, and tolls. Also, includes other expenses necessitated by travel, such as baggage transfer, postage, telephone and telegraph when included in expense vouchers as expenses incidental to travel. This category also encompasses travel expenses for training purposes.

SUPPLIES AND MATERIALS

Includes all commodities which are ordinarily consumed or expended within one year. Includes cost of materials when work is performed by the grantee's employees. Does not include expenditures for motor vehicle maintenance. Includes office supplies, printed forms, repair parts, educational and instructional supplies, housekeeping and janitorial supplies, laboratory supplies, etc.

ADDITIONAL NEW EQUIPMENT

Includes the cost of any article of equipment which results in a definite increase in the inventory of equipment to the grantee. Equipment includes all apparatus, tools, machinery, vehicles, instruments, furniture, and other articles which can be used over and over again without material change in or an appreciable impairment of their physical condition and which have a calculable period of service. Expenditures for the following purposes are typical items chargeable to this account: office, household, medical and laboratory, live stock, agricultural and botanical, educational, vocational and recreational, tools and machinery and all other equipment not specified above.

PLEASE DIRECT QUESTIONS CONCERNING ALLOWABLE COSTS
TO W. RAY PRESLEY, EXECUTIVE DIRECTOR - 301 - 729 - 5274.

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BUDGET WORKSHEET

NAME OF ORGANIZATION

SALARIES AND FRINGE BENEFITS

JOB TITLE	NUMBER POSITIONS	ANNUAL SALARY	TOTAL (NUMBER X SALARY)	FUNDING FROM OTHER SOURCES	FUNDING REQUESTED
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SUBTOTAL SALARIES

FRINGE BENEFITS AT __ PERCENT

TOTAL SALARIES AND FRINGE BENEFITS

BUDGET WORKSHEET

		NAME OF ORGANIZATION	
..... BUDGET CATEGORY	TOTAL COST	FUNDING FROM OTHER SOURCES	FUNDING REQUESTED
TECHNICAL AND SPECIAL FEES			
SUBTOTAL			
INVESTIGATIVE FUNDING			
SUBTOTAL			
TRAVEL			
SUBTOTAL			
SUPPLIES AND MATERIALS			
SUBTOTAL			
COMMUNICATIONS			
SUBTOTAL			
CONTRACTUAL SERVICES			
SUBTOTAL			
ADDITIONAL NEW EQUIPMENT			
SUBTOTAL			
TOTAL			

NAME OF ORGANIZATION

EXPENDITURE DESCRIPTION

(PLEASE EXPLAIN ALL COSTS FOR WHICH VTPC FUNDING IS REQUESTED)

COST

BUDGET CATEGORY

SALARIES & FRINGE BENEFITS

TECHNICAL AND SPECIAL FEES

INVESTIGATIVE FUNDING

TRAVEL

SUPPLIES AND MATERIALS

COMMUNICATIONS

CONTRACTUAL SERVICES

ADDITIONAL NEW EQUIPMENT

NAME OF ORGANIZATION

GRANT ACKNOWLEDGMENT FORM

We acknowledge that we have read, and that we understand and agree to the Grant Conditions defined in the Vehicle Theft Prevention Council's *Plan of Operation*.

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(Please type or print.)

Name and title of Authorizing Official

Signature and Date

Name and title of Financial Officer (Please type or print.)

Signature and Date

Name and title of Project Director (Please type or print.)

Signature and Date

Nonsupplanting Certification

*A*Consistent with Chapter 459 of the Acts of the General Assembly of 1974, I certify that Vehicle Theft Prevention grant funds will only be used to enhance and complement existing resources.@

Name and title of Financial Officer (Please type or print.)

Signature and Date

