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www.TXWatchYourCar.com

Texas Auto Burglary and Theft Prevention Authority Grant Application FAQs

What is the Texas Auto Burglary and Theft Prevention Authority (ABTPA)?

The ABTPA was created to reduce automobile burglaries and thefts in Texas. The ABTPA provides grants on a competitive basis for programs to reduce auto theft. Grant funds cannot be used for any other purpose.

Is my agency or organization eligible for a grant?

State agencies, local general purpose units of government, independent school districts, nonprofit, and for profit organizations are eligible to apply for grants for automobile theft prevention assistance projects.

Is there a cash match requirement?

Neighborhood, community, and business 501 (c) (3) organizations and all other agencies:

- The cash match requirement is 20% of the total approved budget.
- In kind match is not required.

How can I apply for a grant?

Read the Grant Application Instructions thoroughly before preparing the grant application. A fillable PDF version of the application form is available under Forms at www.TxWatchYourCar.com. Please make sure you save the grant application form to your computer.

When is the application due?

The application must be hand delivered or postmarked by **5:00 p.m., May 4, 2012**. Incomplete applications will be disqualified.

What information is required?

A nonprofit agency (501 (c) (3) organization) applying for the first time must provide:

- A copy of the organization's bylaws
- Documentation of the organization's Internal Revenue Service tax-exempt status (Form 501 (c) (3))

The following must be submitted by all grant applicants:

- The printed pages of your data with original; signatures and supporting budget documentation. Provide four copies of the original.
- The application form is designed so you can save it to your computer. Keep a copy of the entire application, including instructions and attachments for your file.

Please deliver or mail original signed application and four copies to:

Texas Auto Burglary and Theft Prevention Authority
4000 Jackson Avenue
Austin, TX 78731

Note: Costs incurred prior to the starting date of the grant are ineligible for reimbursement.

Inquires: Contact the ABTPA Office at 512.374.5101



Texas Automobile Burglary & Theft Prevention Authority

GRANT APPLICATION CHECKLIST

PROGRAM COVER PAGE

- Front Page Completed
- All information on the Program Cover Page is complete and accurate
- Agency name and address in blocks 1 and 4 or 5 match those in the City financial system
- Original Signature

FINANCIAL REVIEW

BUDGET SCHEDULES

- All budget line items are allowable and are consistent with the Program costs
- All expenses listed are allowable, and the ABTPA amount does not exceed the agency's cost limits of specific items.
- All travel costs listed are allowable per the applicable contract sections
- Any out-of-State travel is clearly identified, reasonable, and necessary
- Any "Other" line items are clearly identified and allowable
- All equipment or capital outlay is itemized and allowable
- All amounts are accurate and consistent with amounts on other applicable forms, and all subtotals and totals are calculated correctly - both across and down the page
- All currency amounts are provided in whole U.S. dollars only (no cents)

TOTAL PROGRAM STAFF POSITIONS AND TIME

- All program staff positions are listed regardless of funding source
- If more than one staff member has the same job title, each position is listed separately with their individual percentages of time
- The percentages of staff time listed are accurate and reasonable

BUDGET NARRATIVE INFORMATION

- All listed items are allowable and consistent with the line items in the Budget Schedules
- Sufficient detail is provided for each applicable item



Texas Automobile Burglary & Theft Prevention Authority

PROGRAMMATIC and FORMS REVIEW

SCOPE OF PROJECT

- Significant program changes are clearly shown and explained on all applicable forms
- Any changes or additions to the program's scope are clearly explained
- Applicant history is clearly stated
- Problem statement is clear and relates to scope of the project and the mission of the ABTPA
- All goals are clearly explained in the application
- All objectives are clear and precise with measurable numbers included for the activity
- All of the questions for the application has been answered and clearly stated

EVALUATION DESIGN

- Completed evaluation design.

SPECIAL CONDITIONS

- City/County Resolution
- EEO Certification
- Assurances
- American with Disabilities Act (ADA) Certification
- Compliance Requirement
- Independent Annual Audit Certification

OTHER SPECIAL CONDITIONS

- Confidential Funds Certification
- Cooperative Working Agreements
- Interagency Agreement
- Equipment Review and Approval



Grant Application Instructions

Texas Auto Burglary and Theft Prevention Authority Fund

The grant application forms are as generic as possible and may be further prescribed by the Automobile Burglary and Theft Prevention Authority (ABTPA) for use in various grant cycles for funding from other state and federal funding sources.

Failure to follow these instructions may be basis for rejecting an application or denying grant funding. Equally important, before developing the budget of a grant, is knowledge of various budgetary requirements and constraints, some of which are unique to a single funding source. For that reason, applicants should review the Financial and Administrative Requirements sections.

Where any budgeted item requires additional or otherwise clarifying information, it should be provided on plain paper and inserted behind the applicable schedule in the budget forms.



Instructions for Completion of Application for State Assistance

For clarity in referencing, each page in the application package is given an ABTPA page number (e.g., ABTPA-10), to which these instructions refer.

In all sections of the application, express amounts in whole dollars only, do not show cents, (e.g., \$10,720, not \$10,720.41).

Page ABTPA-1

Section

1. Leave blank.
2. Leave blank.
- 3.a. Enter date submitted to ABTPA.
- 3.b. Optional use; internal identifier code within applicant organization.
- 4.a. Leave blank.
- 4.b. Leave blank.
5. **Legal Name:** Enter the legal name of the applicant organization.
Address: Enter the complete address (including county) of the applicant.
Organizational Unit: Name of the sub-unit within the applicant organization that will operate or manage the project.
Name and Telephone: Self-explanatory. Must be completed.
6. Enter the State Payee Identification Number assigned by the State Comptroller. If that number has not yet been assigned, enter the phrase "Application submitted" and attach a copy of the applicant's request for such number. (Typically, this information is available in the applicant's accounting unit.) Do not enter IRS employer number.
7. Enter appropriate code.
8. Mark "New" if the project is not presently funded by an ABTPA grant.
9. The required information has been preprinted.
10. Enter descriptive title.
11. List the cities or counties to be served by this project. List "Statewide" for State agencies, universities, and nonprofit organizations.
12. **Start:** Enter the date on which this grant will start (not later than September 1).
Ending Date: Enter the date on which this grant period will end. (August 31). (Grants are only approved for a period of 12 months.)
13. Response preprinted.
- 14.a. This is the amount of grant funds requested. The amount should be the same as the total from Page ABTPA-3, Section A, Column 1, Line 9.
- 14.b. Cash match is required by the ABTPA. Applicants may show cash match for sole purpose of showing total project cost. This amount should be the same as the total from Page ABTPA-3, Section A, Column 2, Line 9 and will include the total cash match and program income provided by the applicant (and its contractors, if applicable). Generally, other state-federal grants may not be used for cash match purposes. (See Program Income, p. 6, ABTPA Financial and Administrative Requirements, ABTPA Grant Administrative Guide.)
- 14.c. Enter total of In-Kind contributions, if any. The amount should be the same as the total from Page ABTPA-3, Section A, Column 3, Line 9.
- 14.d. The sum of the entries in 14a through 14c. The amount should be the same as the total from Page ABTPA-3, Section A, Column 4, Line 9.
15. Self-explanatory. Must be completed.
16. Enter information as requested. The person named as "Authorized Official" must be the same authorized official named on Page ABTPA-20 who is empowered to apply for, accept, reject, or cancel grants (i.e., executive director of a state agency, county judge, mayor, city manager, or manager designee [if authorized by governing body], chair/president of the board [of nonprofit organizations, community task force, etc.], university chancellor, etc.). When such authority has been delegated to another person/position, attach a copy of the document by which such delegation was made. The signature must be that of the person named; if a facsimile signature is authorized, attach a copy of the document that gives such authorization.

Page ABTPA-2

- Item 1. Applicants mark "No," unless required by applicant agency.
- Item 2. Applicants mark "No," unless applicant agency policy dictates otherwise.
- Item 4. All applicants mark "Yes." Applicants cite "Automobile Burglary and Theft Prevention Authority."
- Item 6. Complete as stated.
- Item 8. Mark "Yes" or "No" as applicable. If "Yes," describe briefly the possible beneficial and harmful impact of the proposed project on the environment. If an adverse environmental impact is anticipated, explain what action will be taken to minimize the impact.
- Item 9. Complete as stated.
- Item 10. Refers to state or federal grants. Mark "Yes/No" as applicable. If "Yes," cite source, amount, and status of grants ("previous," "existing," or "pending") at the time this application is prepared.

Page ABTPA-3

Section A - Budget Summary

This section is a summary of proposed expenditures of state funds, local contributions, and program income presented in detail on Schedules A through F, Pages ABTPA-3 through ABTPA-15.

20% cash match is required by the ABTPA. Applicants must show match for the sole purpose of showing total project cost. Cash match may be cash provided by the applicant agency, by a nonprofit corporation that will be affiliated with the grant project, by private/civic/charitable contributions, or by program income generated by the grant project activities when approved by the ABTPA. Generally, other state grant funds may not be used for match purposes. (See Program Income, p. 6, ABTPA Financial and Administrative Requirements, ABTPA Grant Administrative Guide.)

Columns 1, 2, and 3 must be completed. For lines 1 through 6, in each column transcribe the total from the corresponding column ("ABTPA Funds," "Cash Match," or "In-Kind Match,") of pages ABTPA-4, 7, 9, 11, and 13. Entries for specific lines are:

- 1. Use "Total Direct Salaries" from Schedule A, Page ABTPA-4.
- 2. Use "Total Fringe Benefits" from Schedule A, Page ABTPA-4.
- 3. Use "Total Professional and Contractual Services" from Schedule B, Page ABTPA-7.
- 4. Use "Total Travel Budget" from Schedule C, Page ABTPA-9.
- 5. Use "Total Equipment Purchases" from Schedule D, Page ABTPA-11.
- 6. Use "Total Supplies and Direct Operating Expenses" from Schedule E, Page ABTPA-13.
- 7. The sum of lines 1 through 6 will automatically total for each column.
- 8. Currently the ABTPA does not fund indirect costs.
- 9. The sum of lines 7 and 8 for each column.

Section B - Cash and/or In-Kind Match

Note the source(s) and amount(s) of grantee's cash matching contributions. The sum of all entries must agree with the Total of Cash, Section B. For example, City of Dallas, \$35,000, ABC Rape Crisis Center, Inc., \$10,000, United Way, \$18,000. Total of cash and program income to be utilized should match Page ABTPA-1, Line 14b.

Program Income

Program income must be completed, including "0" or "None" when that is the case. Program income represents money earned during the grant period from grant activities (See Program Income, p. 6, ABTPA Financial and Administrative Requirements, ABTPA Grant Administrative Guide.) Enter program income to be utilized in grant application in Program Income Total column. Enter total program income available as of application date.

In-Kind

Enter the total in-kind contribution for each schedule. Sum of all schedule totals must agree with In-Kind Total and with Page ABTPA-1, Line 14c.

Total Match

Enter total of Cash, Program Income, and In-Kind to be utilized. Total must match Page ABTPA-1, total of 14b and c.

Detailed Budget Information

(Pages ABTPA-4 through ABTPA-15)

Schedule A (Page ABTPA-4)

- Comply with instructions on Page ABTPA-5-6.
- Enter staff positions of the applicant agency. Include only that percentage of salary by this grant or eligible cash match funds.
- Overtime (stated in gross amount) is allowable only when in accordance with applicant's formal policy on overtime pay, and only if grant-funded positions and non-grant-funded positions are governed by the same policy.
- Enter monthly or annual percentage rate or flat monthly rate per person for each fringe benefit listed.

Schedule B (Page ABTPA-7)

- Comply with instructions on Page ABTPA-8.
- Include all professional personal services/consultant contracts.
- Do not include services/products such as rent, telephones, equipment, janitorial, vehicle lease, printing, copier lease, equipment maintenance, temporary-agency employees, etc.
- Where grant projects, in whole or in part, will be operated by a third party under contract to the grantee, all costs payable to that contractor should be summarized in Schedule B and should be supported by detailed information (of the contractor's expenses) comparable to the detail and form solicited in Schedules A through F. Those Schedules A through F, which are applicable may be used to present the required detailed information or plain paper typewritten pages representing the same degree of detail may be used. If the indirect costs (Schedule F) that are allowable for the grant will be paid to the contractor, those costs must be included in the contract shown in Schedule B. Currently, the ABTPA does not fund indirect costs.

Schedule C (Page ABTPA-9)

- Comply with instructions on Page ABTPA-10.
- Use Page ABTPA-10 to thoroughly explain/justify "In-State Travel" and "Out-of-State Travel" and to describe the applicant's travel policy.
- Registration fees and training typically associated with travel, should be included in Schedule E, not in Schedule C.

Schedule D (Page ABTPA-11)

- Comply with the instructions on Page ABTPA-12. Description of equipment use and cost is mandatory.
- Like items may be grouped on a single line. Otherwise, list each item separately.
- Items below \$250 cost/unit need not be listed as "equipment" unless capitalized by the grantee, or as otherwise specifically required by the ABTPA (computer hardware and software, training and educational films and videos, and crime prevention puppets, regardless of cost). Otherwise, include those items in Schedule E.
- Unless the equipment items are thoroughly justified in the Program Narrative portion of the application, add such justification on a continuation page (Page 12). The ABTPA will delete equipment items that are not adequately justified. Use continuation page (Page 12), if necessary.

Schedule E (Page ABTPA-13)

- Comply with the instructions on Page ABTPA-14.
- List major categories separately, e.g., temporary (employment agency) typist, registration fees, building rent, telephones, janitorial services, vehicle lease, printing, copier lease, equipment maintenance, utilities, postage, vehicle operating costs, etc. Unusual/complex items may require additional explanation/justification. Use continuation page, if necessary.
- Office, field and investigative supplies should now be listed together.
- Entries such as "miscellaneous," "contingency," "reserve," etc., are not acceptable.

Schedule F (Page ABTPA-15)

- Currently ABTPA does not fund indirect costs.
- Comply with the instructions on Page ABTPA-15.
- Applicants may not use option (A) without having an official cost allocation plan developed in accordance with OMB Circular No. A-87. The amount may be entered as ABTPA funds or cash match for those applicants having such an approved plan.
- Refer to the ABTPA Financial and Administrative Requirements for the ABTPA Computation Table to be used with option (B). The amount may be entered as ABTPA funds only.

Pages ABTPA-16 – ABTPA-19 (Program Narrative)

Comply with the instructions on the form. Do not deviate from the designated outline. Continue each section on continuation page(s), as necessary. Program Narratives exceeding six pages will not be accepted.

Page ABTPA-20 (Designation of Grant Officials)

Complete the required information to show:

1. Project Director:

The employee of the applicant agency (or, at the applicant's option, from the contractor organization that operates the project) who will be directly responsible for operation of the project.

2. Project Manager:

The person who handles the day-to-day operation of the project and time-consuming obligation. In addition to conducting the day-to-day project activities, this person is responsible for record keeping, reviewing financial expenditures, maintaining a project file, approving required reports, evaluating the project, assisting with audits, etc.

3. Financial Officer:

Must be the chief financial officer of the applicant agency (i.e., County Auditor or County Treasurer, City Treasurer, Comptroller, Corporate Treasurer, etc.).

4. Authorized Official:

The person authorized to apply for, accept, decline, or cancel the grant of the applicant agency; i.e., Executive Director of a State Agency, County Judge, Mayor, City Manager or manager designee (if authorized by governing body), Chair/President of the Board (of nonprofit organizations only), University Chancellor, etc. Must agree with the signature on application Page ABTPA-1.

Page ABTPA-21 (Special Condition, Americans with Disabilities Act Certification)

The Americans With Disabilities Act Certification must be completed and signed by the Authorized Official. Regional Councils of Government may be exempt from this policy pending ABTPA Board approval.

Page ABTPA-22 (Special Condition, Non Supplanting Certification)

The Non Supplanting Certification must be completed and signed by the Authorized Official.

Page ABTPA-23 (Special Condition, Compliance Requirement)

The Compliance Requirement must be completed and signed by the Authorized Official.

Page ABTPA-24 (Special Condition, EEO Certification)

The Equal Employment Opportunity Program Certification must be completed and signed by the Authorized Official and by the Project Director.

Page ABTPA-25 - ABTPA-27 (Special Condition, Assurances)

The pre-printed assurances are required of all grantees and must be included, without change, in each application. The Assurances Certification on Page ABTPA-27 must be signed by the Authorized Official.

Page ABTPA-28 (Special Condition, Independent Annual Audit Certification)

The Independent Annual Audit Certification must be completed and signed by the Authorized Official and Financial Officer.