

## CATPA Application Helpful Hints

Reference: Chapter 4 – FY23 Grant Manager’s Guidance Manual

1. **Ask for assistance.** If you have any questions or need assistance at any point in the application, award and funding processes, you may contact the CATPA Grant Manager.

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Lakewood, Colorado 80215  
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303-239-5881  
303-253-0694

2. **Complete Required Fields.** All fields are highlighted in red and are required.
3. **Verify the Budget.** Use only **whole** dollar amounts in the budget and be sure to have the financial person who will be responsible for grant funds look over and verify the proposed budget.
4. **Check Budget Calculations.** Double-check the budget descriptions to make sure that all figures add correctly. The FYXX CATPA Grant Application does NOT provide calculation for entries made in the budget. Make sure you double-check the budget for proper calculations.
5. **Provide Justification for Budget Items.** Justify and explain all budget items and calculations in the budget justification. Justifications should include the purpose of the requested line item, how the budget estimations were derived (e.g., costs from named vendors; salary estimates from an agency personnel department for personnel salaries or overtime on the hourly wages inclusive of estimated cost of living, merit, and/or benefit adjustments, existing or anticipated contract, agreements or payments for utilities or other services, etc.).
6. **Eliminate Jargon.** Your application will be reviewed by Board members, who may not be acclimated to terms and verbiage used particularly within professional environments.
7. **Explain Changes.** For continuation applicants/projects explain what has changed from the previous year.
8. **Research Grant Writing.** Grant writing tips can be found at many websites by searching the words “Grants” or “Funding.”
9. **Follow Instructions.** This document contains the instructions, principles and the guidelines which CATPA funds will be awarded. As CATPA funds are limited, thus creating a competitive environment amongst applicants, it is important to use proper terminologies, address the guiding principles, understand how the CATPA Board will use the criteria-based evaluation methodology and ensure all technical elements are submitted.
10. **Save the Application File.** It encouraged to “Save” the application frequently while completing it.
11. **Submitting the Application.** The following format must be used to submit the application to the CATPA Office:  
Initial Application Request  
*{Acronym of Program Name}* FYXX CATPA APPLICATION *{Date Submitted}*  
Example: CATI FYXX CATPA APPLICATION 02082022  
Revised Application Request  
*{Acronym of Program Name}* FYXX CATPA APPLICATION REV *{Date Submitted}*  
Example: CATI FY23 CATPA APPLICATION REV 04052022

# CATPA Application Checklist

Reference: Chapter 4 – FY23 Grant Manager’s Guidance Manual

## Title Page

- Submission Date
- Project Title

## Section 1

- 1. Identify Applicant Information
  - Project Title
  - Project Number: **Leave blank.**
  - Start Date
  - End Date
  - Type of Grant
  - Total Grant Request
- 2. Identify Applicant Agency
  - Applicant Agency Name
  - Entity Type
  - Applicant Legal Name
  - Applicant Type
  - Tax Identification Number
  - Agency Address
- 3. Identify Project Leadership
  - Signatory Authority
  - Financial Officer
  - Project Director
  - Media Contact
  - Primary Contact

## Section 2

- 1. Project Service Area Description
  - Identify Project Area
  - Select Project Initiatives (**Delete those not applicable**)
- 2. Write a Problem Statement

## Section 3

- 1. Identify Project Advisory Group
  - Answer “Yes” or “No”
  - Provide the name of the group
- 2. Identify Partnership Representatives
  - Number of Partnerships
  - Type Partnership Agreements
  - Identity of Partnership Representatives
    - Type of relationship
    - Name
    - Agency name
    - Phone number
    - Email address

## Section 4

- Answer all twenty-three (23) Financial Accountability Assurance Statements

## Section 5

- Answer all nine (9) Programmatic Performance Assurance Statements

## Section 6

- 1. Identify a minimum of one (1) of the five initiatives requested for funding.
- 2. If a specific initiative is not selected, then leave the page blank.
- 3. Select at least one (1) Goal for each selected initiative.
- 4. Select at least one (1) Objective for each selected initiative.
- 5. Write at least one (1) Performance Measurement for each selected initiative.

## Section 7

- 1. Address elements of Technical Capacity
  - Description of the project
  - Value of the project
  - Multi-Agency effort
  - Reasonableness of success
  - Project Plan
    - The aim of the project
    - The quality of the project
    - Resources needed or available
    - The expected dependencies, and
    - The planned tolerances
  - Timeline
  - Continuation of Existing Project
  - Expansion of Existing Project
  - Impact of Funding Reduction or Denial
- 2. Address elements of Management Capacity
  - Management and supervision of the project and personnel
  - Organizational chart
  - Purchasing and inventory control(s)
  - Policies and procedures
  - Administration and reporting of project
  - Adherence to CATPA Reporting Requirements

- Adherence to fiscal reporting requirements

### Section 8

- 1. Complete the Budget Summary **AFTER** completing Section 9 (Budget Calculation Worksheets)
  - 2. Enter the Total Request for Personnel (a sum of the Salaries and Overtime request)
  - 3. Enter the Total Request for Salaries consistent with Section 9.A Total Personnel Salaries Budget (*Personnel-Salaries: Budget Calculation Worksheet*)
  - 4. Enter the Total Request for Overtime consistent with Section 9.B Total Personnel Overtime Budget (*Personnel-Overtime: Budget Calculation Worksheet*)
  - 5. Enter the Total Request for Supplies & Operating consistent with Section 9.C Total Supplies & Operating Budget (*Supplies & Operating: Budget Calculation Worksheet*)
  - 6. Enter the Total Request for Travel consistent with Section 9.D Total Travel Budget (*Travel: Budget Calculation Worksheet*)
  - 7. Enter the Total Request for Equipment consistent with Section 9.E Total Equipment Budget (*Equipment: Budget Calculation Worksheet*)
  - 8. Enter the Total Request for Consulting Services consistent with Section 9.F Total Consulting Services Budget (*Consulting Services: Budget Calculation Worksheet*)
  - 9. Enter the Total Request for Grant Administration consistent with Section 9.G Total Grant Administration Budget (*Grant Administration: Budget Calculation Worksheet*)
    - Check the Grant Administration amount is no greater than 5% of the sum of all other line item requests
  - 11. Enter the Total by adding all the line item requests
    - Make sure this Total is the same as the amount entered in Section 1 – Application Information under Total Grant Request.**
- 4. Calculate Total Personnel Salaries of all requested line items in WHOLE DOLLARS.
  - 5. Include Comments and Explanations
    - If no funding is requested, leave blank.
    - Provide a brief description of each item using the Number corresponding to the line item request. Briefly describe the purpose and need of each item as it relates to the project.
  - 6. Personnel costs **do not** include professional or contractual services (may be included in Consulting Services).
  - 7. Personnel costs **do not** include grant administration (may be included in Grant Administration).

### Section 9.B – Personnel Overtime

- 1. If no funding is requested, leave blank.
- 2. For each line item request, all blocks are completed.
- 3. Calculate each line time request in WHOLE DOLLARS
- 4. Calculate Total Personnel Overtime of all requested line items in WHOLE DOLLARS.
- 5. Include Comments and Explanations
  - If no funding is requested, leave blank.
  - Provide a brief description of each item using the Number corresponding to the line item request. Briefly describe the purpose and need of each item as it relates to the project.
- 6. Personnel overtime costs **do not** include personal leave (e.g., sick leave, vacation leave, bereavement leave, etc.).
- 7. Personnel overtime costs **do not** include “Administrative Leave.”
- 8. Personnel overtime costs **do not** include professional or contractual services (may be included in Consulting Services).
- 9. Personnel overtime costs **do not** include grant administration (may be included in Grant Administration).

### Section 9.C – Supplies & Operating

- 1. If no funding is requested, leave blank.
- 2. All items listed have a unit cost of more than \$5,000.
- 3. For each line item request, all blocks are completed.
- 4. Calculate each line time request in WHOLE DOLLARS

### Section 9.A - Personnel Salaries

- 1. If no funding is requested, leave blank.
- 2. For each line item request, all blocks are completed.
- 3. Calculate each line time request in WHOLE DOLLARS

- 5. Calculate Total Supplies & Operating of all requested line items in WHOLE DOLLARS.
- 6. Include Comments and Explanations
  - If no funding is requested, leave blank.
  - Provide a brief description of each item using the Number corresponding to the line item request. Briefly describe the purpose and need of each item as it relates to the project.
  - No single item costs more than \$5,000 (if so, it is included in the Equipment Line Item).

#### Section 9.D – Travel

- 1. If no funding is requested, leave blank.
- 2. For each line item request, all blocks are completed.
- 3. Calculate each line time request in WHOLE DOLLARS
- 4. Calculate Total Travel of all requested line items in WHOLE DOLLARS.
- 5. Include Comments and Explanations
  - If no funding is requested, leave blank.
  - Provide a brief description of using the Number corresponding to the line item request with a cost break-down:
    - Per Diem Rates,
    - Transportation Fees,
    - Lodging Fees,
    - Number of persons attending
    - The need and use of each item as it relates to the project.
- 6. Registration Fees are included in Supplies and Operating.

#### Section 9.E – Equipment

- 1. If no funding is requested, leave blank.
- 2. All items listed have a unit cost of more than \$5,000.
- 3. For each line item request, all blocks are completed.
- 4. Calculate each line time request in WHOLE DOLLARS
- 5. Calculate Total Equipment of all requested line items in WHOLE DOLLARS.
- 6. Include Comments and Explanations
  - If not funding is requested, leave blank.
  - Provide a brief description of each item using the Number corresponding to the line item request. Briefly describe the

purpose and need of each item as it relates to the project.

#### Section 9.F – Consulting Services

- 1. If no funding is requested, leave blank.
- 2. A copy of the Contract or Agreement will be sent to the CATPA Office.
- 3. For each line item request, all blocks are completed.
- 4. Calculate each line time request in WHOLE DOLLARS
- 5. Calculate Total Equipment of all requested line items in WHOLE DOLLARS.
- 6. Include Comments and Explanations
  - If no funding is requested, leave blank.
  - List applicable vendor(s)
  - Provide a brief description of each position using the Number corresponding to the line item request. Briefly describe the duties that will perform as it relates to the project.

#### Section 9.G - Grant Administration

- 1. If no funding is requested, leave blank.
- 2. Enter name of line item (e.g., City of Lakewood).
- 3. Enter amount requested
  - Amount does not exceed 5% of all other line items added together.
- 4. Enter Total of requested line item in WHOLE DOLLARS.
- 3. Include Comments and Explanations
  - If no funding is requested, leave blank.
  - List applicable vendor(s)
  - Provide a brief description.

#### Section 10 - Submission Certification

- 1. Print name of Submitting Official
- 2. Complete signature.
- 3. Complete all information and signatures for Authorizing Officials.

#### Submitting the Application

- 1. Review for completeness.
- 2. Proofread and Spellcheck the Application.
- 3. Save the Application (See Helpful Hints)
- 4. Email the Application (See Helpful Hints)