

FY21

Grant Managers Guidance



CATPA
Colorado Auto Theft
Prevention Authority
Department of Public Safety

Colorado Auto Theft Prevention Authority
10/3/2019

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Chapter 1. Introduction

A. CATPA's Mission Statement

To deter and reduce vehicle theft and insurance fraud through a statewide cooperative effort of generating funds to support law enforcement, prosecution and public awareness through a partnership between industry and state government.

B. Background of the CATPA Grant Program

Under §42-5-112 C.R.S., the Colorado General Assembly gave CATPA the authority to award grants to multi-agency auto theft prevention, enforcement, investigative and prosecution programs for the purpose of reducing motor vehicle theft in Colorado. CATPA was developed to solicit monies and award grant funds to qualified applicants for the general purpose of improving and supporting motor vehicle theft prevention programs, and for the enforcement and prosecution of motor vehicle theft crimes. CATPA awards approximately \$4 million each year, contingent upon insurance assessment collections.

CATPA was created under the supervision of the Colorado Department of Public Safety, but the programs and funds are administered by the CATPA Board. The CATPA Office manages the grant programs and facilitates meetings and administrative processes for the CATPA Board. The CATPA Office is assigned to the Colorado State Patrol, under the Colorado Department of Public Safety.

C. The CATPA Board of Directors

The CATPA Board is composed of an eleven-member executive board and statutorily seats one (1) representative from the Colorado Department of Public Safety, one (1) from the Colorado Department of Revenue, five (5) from the insurance industry in Colorado, two (2) from law enforcement in Colorado, one (1) representative of the statewide association of District Attorneys and one (1) representative of the public or consumer group. The Board's core responsibilities include:

1. Soliciting and reviewing applications for grants,
2. Approving grants ensuring the grants are awarded to law enforcement agencies or other qualified applicants in a variety of geographic areas of the state, subject to available moneys,
3. Appoint a director for the authority who may employ staff as necessary to operate and administer the authority, subject to available moneys, and
4. Provide documentation and justification of the CATPA grant projects for consideration to sunset or continue CATPA prior to September 1, 2029.

D. Grant Application Conditions

Under statutory authority to combat vehicle theft in the State of Colorado, the CATPA Board will consider applications for grants for theft prevention, enforcement, prosecution, training, or offender rehabilitation. The Board shall select grants that represent multiple jurisdictions and serve a variety of geographical areas. Programs may include but are not limited to:

1. Multi-agency law enforcement and national insurance crime bureau task force programs using proactive investigative methods to reduce the incidents of motor vehicle theft and related crimes and to increase apprehension of motor vehicle thieves and persons who attempt to defraud insurance companies in order to:
 - a. Direct proactive investigative and enforcement efforts toward the reduction of motor vehicle thefts,
 - b. Increase recoveries of stolen motor vehicles, including farm and construction equipment, and/or
 - c. Increase the arrests of perpetrators.
2. Programs that engage in crime prevention efforts, activities, and public awareness campaigns that are intended to reduce the public's victimization by motor vehicle theft, fraud, and related crimes.
3. Programs that provide or develop specialized training for motor vehicle theft investigations personnel, including but not limited to law enforcement personnel, county title and registration clerks, division of revenue title clerks, and port-of-entry officials, in order to enhance knowledge, skills, procedures, and systems to detect, prevent, and combat motor vehicle theft and fraud and related crimes.

4. Programs to provide for the support and maintenance of one or more dedicated prosecutors who have the specific mission and expertise to provide legal guidance and prosecutorial continuity to complex criminal cases arising from the activities of a multi-agency law enforcement program; and
5. Programs to prevent future criminal behavior by first time offenders who have been charged, convicted, or adjudicated for motor vehicle theft.

E. Grant Review Criteria and Evaluation Methodology

The Board will support and use established application procedures, requirements, guiding principles, evaluation criteria and procedures for reviewing, evaluating and awarding grants. All applications will be reviewed pursuant to §42-5-112 (3) (a) C.R.S. and apply the [Guiding Principles](#). The Board will then assess each application and apply the [Criteria-Based Evaluation](#) methodologies to determine the best value for the use of CATPA funds.

This Grant Manager's Guidance manual is provided to all CATPA grant applicants upon request. CATPA facilitates training to interested applicants prior to the launching the application, review and award of the CATPA grant process.

CATPA Applications will be reviewed and considered, where applicants are expected to:

1. Comply with the dates and deadlines outlined in the [Grant Schedule](#),
2. Have an understanding on the CATPA Board's awarding considerations using the [Award Level Estimates](#), [Guiding Principles](#), and [Criteria-Based Evaluation Elements](#),
3. Submit the application using the authorized CATPA Grant Application in the portable document format (pdf),
4. Use terminologies in the grant application consistent with CATPA [Definitions](#),
5. In the event of an award, conform with all applicable [Reporting Requirements](#),
6. Demonstrate the value of the requested funds upon the education, prevention, enforcement, training, and/or prosecution regarding auto theft and any foreseeable reduction to auto theft within the designated project area.

Additional information on the CATPA Board, the CATPA Office, insurance fee collections and resources may be found at the [CATPA Website](#).

Chapter 2. FY21 Grant Cycle Schedule

The following FY21 CATPA Grant Schedule is published to ensure timeliness and coordination for submission, review, award and posting of the FY21 CATPA Grant Process.

TOPIC	DATE
Board approval of FY21 Grant Managers Guidance	Thursday, October 17, 2019
FY21 CATPA Grant Announcement.....	Thursday, November 7, 2019
FY21 CATPA Grant Workshop	Thursday, December 05, 2019
Application Opening	Friday, December 06, 2019
Applicant Meeting – Intent to Apply with Available Funds	Friday, January 17, 2020
Application Due to the CATPA Office.....	Friday, January 31, 2020
CATPA Office Review and Develop Q's & A's with Applicant	Thursday, February 6, 2020
CATPA Office Executive Summary for Board Advisory	Thursday, February 13, 2020
Board Funding Conference Day 1 – Application Review.....	Thursday, February 27, 2020
Board Questions Delivered Applicant.....	Thursday, March 05, 2020
Board Responses from Applicant due to CATPA Office	Thursday, March 12, 2020
Board Funding Conference Day 2 - Review & Award Findings	Thursday, March 26, 2020
Award Announcement & Revision Notice	Friday, April 03, 2020
FY21 Final Application (Revision with Board Approval).....	Friday, April 17, 2020
Delivery of Tentative Grant Agreement.....	Friday, April 30, 2020
Signed Grant Agreements to CATPA.....	Monday, June 01, 2020
FY21 Grant Agreements Fully Executed.....	Tuesday, June 30, 2020
Quarterly Financial Reimbursements	40 days after quarter ends
Applicable Statistical Quarterly Reporting	40 days after quarter ends
Semi-Annual Report.....	Friday, January 29, 2021
Annual Report	Monday, August 16, 2021

Chapter 3. CATPA Application Helpful Hints

- A. 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.

Kenya Lyons, Grant Manager
710 Kipling Street, Suite 106
Lakewood, Colorado 80215
kenya.lyons@state.co.us
303-239-5881

- B. Review facts, information and issues regarding auto theft in Colorado.** One of the largest detriments to writing grants is having a preconceived notion that a requested project will address a problem, when in reality, the problem hasn't really been identified, or else, the idea of a project's practical implementation hasn't been thoroughly planned.

For example, the use of automated license plate readers has proven to be of significant value in identifying stolen vehicles. It would appear the funding of these devices would have a great effect on reducing vehicle theft and related crimes. However, the effectiveness of ALPR's is principally based on deploying the device to detect, apprehend and recover stolen vehicles. The request for an ALPR program should consider deployment factors, such as political, technological and operational issues. Failing to address any and all of these factors may affect the ALPR to not be deployed, resulting in no recoveries of stolen vehicles. Gathering factual information would be necessary to determine, first, if an ALPR would be beneficial and practical for a grant proposal. Considerations may involve information technology requirements, infrastructure design, legal requirements, the impact on operational demands with existing calls for service, community sensitivity regarding rights of privacy, ability or volume of interdicting identified stolen vehicles, etc.

Applicants are encouraged to review facts and information to demonstrate a clear and concise purpose for requesting funds. The review of facts and information should allow the applicant the ability to document and articulate the legitimacy, effectiveness, efficiency, value and need for the requested project. The following items are recommended, however, they are not all-inclusive:

- 1. Research Grant Writing.** Grant writing tips can be found at many websites by searching the words "Grants" or "Funding."
- 2. Review Statistical and Informational Data.** We would encourage all applicants to research, gather, and review applicable statistical data that is relevant to your project request. CATPA has worked with the Colorado Bureau of Investigations in developing the Crime in Colorado website, located at <https://coloradocrimestats.state.co.us/tops/>. **Applicants are strongly encouraged to use this website, as it has validated Uniform Crime Reporting data pertaining to vehicle theft and related crimes.** Other sources of statistical data can be used, such as:
 - Local law enforcement records management system(s),
 - Past performance and statistics of CATPA funded projects,
 - Stolen Vehicle Database Repository (<https://aticc.state.co.us/> or by calling 303-239-4368),
 - National Insurance Crime Bureau (<https://www.nicb.org/>),
 - Colorado Department of Local Affairs (<https://www.colorado.gov/dola>),
 - Colorado Department of Revenue (<https://www.colorado.gov/revenue>),
 - Colorado Division of Criminal Justice (<https://www.colorado.gov/dcj>),
 - Auto Theft Prevention Authorities Committee (<https://www.combatautotheft.org/>),
 - International Association of Auto Theft Investigators (<https://www.iaati.org/>),
 - International Association of Chiefs of Police (<https://www.theiacp.org/>), or
 - Other national, regional or state resources.
- 3. Review [CATPA Definitions](#) to ensure proper use of terminologies used by the CATPA Board.**

4. **Determine the direction, scope and relevance of the proposal.** This should address the initiative, an applicable strategic plan, timelines, and any analysis of value-based or cost-benefit regarding the expenditure of funds related to auto theft in Colorado.
 5. **Identify the specific concern of auto theft in the project area.** A critical step of strategy development is to identify specific area(s) of concern. Using statistics, surveys, polls, documented cases and/or analysis, narrow your attention of the grant proposal to a specific problem statement that is of relevant concern in the proposed project area.
 6. **Identify how the proposed project would address the concern(s) of auto theft in your project area.** Once you've identified the specific area of concern, or problem statement, identify how your proposed project would address or countermeasure the problem. This may require you developing or drafting a strategic plan to identify goals, objectives, measurements, resources, and identify resisting and supporting factors, partnerships, timelines, etc.
 7. **Draft/Formulate a brief or executive summary/statement.** This summary should keep you focused on what is expected of the program's impact to public safety, the service community and the organization as it relates to auto theft reduction. This summary should articulate and evidence the overall value of the anticipated project in either qualitative or quantitative outcomes. For quantitative outcomes, attempt to identify a funding efficiency value (i.e., for every \$1 of CATPA funding, there is a return by reduction, recovery, identification of stolen vehicles). Other forms of quantitative outcomes can be used, such as effectiveness, efficiency, efficacy, investment venture return, cost-benefit analysis, etc.
 8. **Identify the existence of committed partnerships.** This may include gathering or initiating letters of commitment, memorandums of understanding, intergovernmental agreements, etc. that will be used to support the application. If agreements are not in place, prepare to describes the strategy for establishing the agreements.
 9. **Identify how much funding is needed.** Make sure you identify the total amount of funding needed for the project, the percentage of funding requested for the CATPA grant, and identify the financial and/or indirect non-CATPA contributions (i.e., percentage of agency funding per person, equipment, office, overtime, etc.).
 10. **Identify funding request priorities.** Prepare to identify what items will be requested in the grant proposal, whether each of the item(s) would be considered as non-contingent (one-time only) or contingent (reoccurring) costs for future grant funding, and how each item would be prioritized. CATPA uses three (3) levels of prioritization of funding requests: [Critical](#), [Essential](#) and/or [Supplemental](#).
 11. **Consider what would be the impact to your program if the requested funds were reduced or otherwise not awarded.** As CATPA has funding limitations and priorities, your request may not be funded, in part or in whole. Recognizing this, it is important to identify what factors, issues, or implications would be given the impact of funding reduction or denial.
 12. **Prepare supporting documents.** The following items are optional to include in the CATPA Application; however, they are strongly encouraged and may otherwise be required if your project is funded.
 - a. Multiagency Cooperative Agreements (such as Letters of Commitment, Memorandums of Understanding, Intergovernmental Agreements, etc.)
 - b. Organizational Chart for Program Management
 - c. Policies and Procedures
 - d. Project Timeline
 - e. Strategic Plan
- C. Open Application and Complete Required Fields.** All fields are highlighted in red and are required.
- D. Follow Instructions.** This document contains the instructions, principles and the guidelines for the CATPA grant application. 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.
- E. 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.

- F. Check Budget Calculations.** Double-check the budget descriptions to make sure that all figures add correctly. The CATPA Grant Application does NOT provide calculation for entries made in the budget. Make sure you double-check the budget for proper calculations.
- G. 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.).
- H. Eliminate Jargon.** Your application will be reviewed by Board members, who may not be acclimated to terms and verbiage used particularly within professional environments.
- I. Explain Changes.** For continuation applicants/projects explain what has changed from the previous year.
- J. Save the Application File.** It encouraged to “Save” the application frequently while completing it.
- K. Submitting the Application.** The following format must be used to submit the application to the CATPA Office:

Initial Application Request

{Acronym of Program Name} FY21 CATPA APPLICATION {Date Submitted}

Example: CAAT FY21 CATPA APPLICATION 01312020

Revised Application Request

{Acronym of Program Name} FY21 CATPA APPLICATION REV {Date Submitted}

Example: CAAT FY21 CATPA APPLICATION REV 03272020

Chapter 4. CATPA Application Instructions

The following instructions replace any prior instructional materials, as the CATPA Grant Application is a revised document version and provided in Word®. In attempting to meet customer service, CATPA has provided this new format where previous applications limited the applicant's ability to provide justification for the project and associated budgetary requests. CATPA believes this new version will streamline the application process while maintaining the integrity, statutory and regulatory requirements for the process. In the event an applicant has concerns or difficulty with the application, please contact the [CATPA Office for assistance](#).

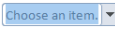
A. General Instructions

1. **Word® Version.** The CATPA Application replaces previous versions. Once the file is opened, the following is suggested for ease of navigation.
2. **Required Fields.** The CATPA Application has several areas that require completion before submitting the application. These are easily identified as they are clearly marked in red type (i.e., **REQUIRED**).
3. **Proofread and Ensure Completion.** The CATPA Office has provided a "Checklist" to assist applicants in reviewing and ensuring completion of all required areas. In addition, encouragement is given to proofread the narrative portions for proper spelling, use of grammar and language context.
4. **Submission.** Once the application is completed, submit it electronically to kenya.lyons@state.co.us using the following file naming procedure:
 - a. Initial Application Request
 {Acronym of Program Name} FY21 CATPA APPLICATION {Date Submitted}
Example: CAAT FY21 CATPA APPLICATION 01312020
 - b. Revised Application Request
 {Acronym of Program Name} FY21 CATPA APPLICATION REV {Date Submitted}
Example: CAAT FY21 CATPA APPLICATION REV 03272020

B. Title Page **REQUIRED**

1. **Submission Date.** Enter the date (format: mm/dd/yyyy) this application was submitted to the CATPA Office.
2. **Project Title.** Type the complete name of the project title, not the acronym. For returning applicants, CATPA requests the application project title be consistent from previous year funding periods, for example:
 - Attorney General's Auto Theft Initiative
 - Auto Theft Intelligence Coordination Center
 - Beat Auto Theft Through Law Enforcement
 - Coloradans Against Auto Theft
 - Colorado Auto Theft Investigators
 - Coloradans Data Repository Initiative
 - CATPA Metropolitan Auto Theft Team

C. Section 1 - Applicant Information **REQUIRED**

1. **Project Title.** Type the complete name of the project title.
2. **Project Number.** Leave blank. The CATPA office will assign a number.
3. **Start Date.** Enter the project start date using the format of MM/DD/YYYY, for example: 07/01/2020. The project start date must be a date between July 1, 2020 and June 30, 2021. The CATPA Grant period operates on the State's fiscal year period.
4. **End Date.** Enter the project end date using the format of MM/DD/YYYY, for example: 06/30/2021. The project end date must be a date between July 1, 2020 and June 30, 2021. The CATPA Grant period operates on the State's fiscal year period.
5. **Type of Grant.** Select the type of grant using the dropdown menu (i.e., ).
6. **Continuation of Last Year's Project.** This choice is for existing grant projects in the previous fiscal year desiring to apply for continuation of funding in the next fiscal year.

7. **New Project.** This choice is for all other projects requesting funding which were not funded in the previous fiscal year.
8. **Total Grant Request.** **Important: Once you have completed Section 9 – Budget Calculation Worksheets and Section 8 – Budget Summary, enter the TOTAL amount of request for CATPA funding.*

Section 1.A - Applicant Agency **REQUIRED**

1. **Applicant Agency Name.** In most cases, this is the implementing agency for the project as well as the agency that is fiscally responsible for the funds received from CATPA. It cannot be a subcontracting agency.
2. **Entity Type.** Using the dropdown menu (i.e.,) , identify if your agency is For Profit, Not for Profit, or Public/Government Entity.
3. **Applicant Legal Name.** The legal name of the applicant agency. For example: Steamboat Springs Police Department or Colorado Department of Law.
4. **Applicant Type.** Select either “Single Agency Applicant” or “Multi-Agency Applicant.”
5. **Tax Identification Number.** Enter the Federal Taxpayer Identification Number as assigned by the Internal Revenue Service OR the Dun & Bradstreet Number (D-U-N-S) as assigned by the US Federal government for contacts or grants.
6. **Agency Address.** Enter the street address, city, state and zip code of the applicant agency.

Section 1.B - Project Leadership **REQUIRED**

Enter the title, first name, last name, mailing address, telephone number, office phone, mobile phone and email address of each contact.

1. **Signatory Authority.** This is the individual authorized to enter into binding commitments on behalf of the applicant agency. For local units of government, this will normally be a city manager, mayor, district attorney, and/or the chair of the county commission. At the state level, this individual will be a department or division head. For private entities, this is normally the Board Chairperson, President, etc. This must be an individual other than the project director or financial officer.
2. **Financial Officer.** The financial officer is the person who will be responsible for fiscal matters relating to the project and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports. This must be an individual other than the project director or authorized official and must be from the applicant agency.
3. **Project Director.** The project director is the individual who will be in direct charge of the project and must be within the organizational structure of the applicant agency. This should be a person who combines knowledge and experience in the project area with ability in administration and supervision of personnel and will be expected to devote a major portion of his/her time to the project. This person will be required to sign all quarterly reports, cash requests, and other grant forms. This must be an individual other than the authorized official or financial officer and must be from the applicant agency.
4. **Media Contact.** This must be an individual who acts as the information officer or public relations representative for the applicant agency. For police organizations this may be the Public Information Officer. This must be an individual other than the project director or authorized official and must be from the applicant agency.
5. **Primary Contact.** This is an individual that will be contacted if the Project Director is not available. Some agencies list the day-to-day manager as the primary contact.

D. Section 2 - Project Service Area Description **REQUIRED**

1. **Program Synopsis.** Briefly describe how this project may be new or innovative, and/or contains collaboration efforts towards statutory requirements under §42-5-112 CRS.
2. **Project Area.** Using the CATPA Area Map, select the area(s) in which this project will be directed. For projects encompassing a statewide effort, select all areas.
3. **Project Initiatives.** Select the intended project initiatives with the choices provided. ***Each selected initiative must have supporting documentation of corresponding goals, objectives and measurements as provided in Section 6 of the Application.***

- 4. Write a Problem Statement.** The applicant must provide a statement of the Colorado auto theft problem that the proposed project will address. This statement may include state, regional or local statistics and analysis that validate the problem. In cases where statistics are used, please identify the source of the data (e.g., National Insurance Crime Bureau, FBI Uniform Crime Report, FBI National Incident Based Reporting System, Auto Theft Intelligence Coordination Center, etc.).

The Problem Statement should be a brief synopsis or statement of the existing issues, concerns, problems, and/or challenges within the Project Service Area regarding the incidence of auto theft and related crimes. The Problem Statement should NOT address what needs to be done to combat the problem, but merely what problem(s) has been identified.

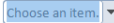
Sample: “According to the 2016 NICB Forecast Report, existing CATPA partnerships in the Denver Metro Area were ranked #9 nationally for vehicle thefts where the keys were left in the vehicle at the time of the theft. NICB identified 2,810 vehicle thefts with keys from 2013-2015. However, reviewing all 2013-2015 ATICC records, there were 38,745 stolen vehicle records where 4,413 (11%) were noted with the terms “puffer” or where “keys” or “fob” were left in the vehicle at the time of the theft report. This number is significantly higher than NICB discovered. Regardless, realizing that puffer thefts are not required for identification purposes by law enforcement at the time of reporting a vehicle theft, obviously there is a higher percentage of vehicle thefts resulting from driver’s/owners irresponsibility of puffing or leaving keys in the vehicle to provide ease for opportunistic auto thieves. The 2016 Colorado Statewide Omni Poll found 64% of Coloradan respondents were not at all concerned about having their vehicle stolen. Additionally, the Omni Poll found 34% of Coloradan respondents admitted to puffing either most of the time or some of the time. Lastly, 39% of the respondents did not state they knew puffing was against the law. Based on information from NICB, ATICC and the Omni Poll, it is apparent there is a need to address the enforcement, education, prevention and prosecution of vehicle thefts involving puffers.”

E. Section 3 – Partnership REQUIRED

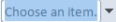
- 1. Project Advisory Group.** Answer the question by selecting either “Yes” or “No” to whether the funded project will be overseen or otherwise given direction by an advisory board, board of directors or subject matter expert group. If the answer is “Yes”, type the name of the advisory group in the space provided.
- 2. Number of Partnerships.** Identify the number of partnerships the project will have or is anticipated in acquiring during the course of the project year.
- 3. Type of Multi-Agency Partnership Agreements.** If the application is a “Multi-Agency Partnership” then select all choices that apply. If the applicant has both active and pending written commitments from partnerships, select both “active” and “pending” boxes.
- 4. Identity of Partnership Representatives.** Identify all leaders of partnering agencies, including the type of relationship, name, agency, telephone and email address.
Type of relationship definitions:
 - a. Advisory Partners.** Advisory partners are individuals or agencies providing guidance and counsel to the project agency or project director. The Advisory Partner provides information that is not necessarily binding or mandated for the Project Director or Applicant Agency.
 - b. Expertise Partners.** Expertise partners are individuals or agencies providing subject matter expertise to the project agency or project director. Expertise Partners provide the Applicant Agency or Project Director with information that is not binding or mandated.
 - c. Directing Partners.** Directing Partners includes individuals, boards, or groups, whether private or public, which possesses the ability to bind, regulate or otherwise guide the Applicant Agency and/or Project Director for decisions regarding the project.
 - d. Multi-Agency Partners.** Multi-Agency Partners includes participating law enforcement agencies engaged in a formal relationship with the Applicant Agency. The Multi-Agency Partner may have a

pending or active relationship based on an inter-governmental agreement, memorandum of understanding, letter or commitment or similar written instrument.

F. Section 4 – Financial Accountability Assurance Statements REQUIRED

The Financial Accountability Assurances are required for all State grant projects. These Assurance Statements are designed and developed for risk assessment evaluation purposes. It is the applicant's responsibility to verify the agency's ability to administer funds and comply with federal and state accountability requirements. Be sure to thoroughly read through each question. Grantees must establish and maintain an accounting system and financial records, if one is not already established, to accurately account for awarded funds. **It is required to answer all 16 Statements. All twenty-three (23) statements must be answered by selecting either "Agree" or "Not Applicable" in the dropdown selection box (i.e., .**

G. Section 5 – Programmatic Performance Assurance Statements REQUIRED

The Programmatic Performance Assurances are designed to evaluate the ability and willingness of the Applicant to established requirements for reporting, performance and monitoring of CATPA projects. The first four statements are required for all grant projects. The proceeding assurance statements are dependent upon the funding initiative requested by the grant applicant. **It is required to answer all 9 Statements. All nine (9) statements must be answered by selecting either "Agree" or "Not Applicable" in the dropdown selection box (i.e., .** **Note: If the Applicant is not selecting a particular initiative for funding purposes, then select "Not Applicable."**

H. Section 6 – Initiative Goals, Objectives and Measurements REQUIRED

CATPA has developed five (5) specific initiatives identified for funding to prevent auto theft. These funding initiatives are: 1) Enforcement, 2) Intelligence, 3) Training, 4) Prevention & Public Education, and 5) Prosecution. **Applicants are not limited to one initiative and are encouraged to select all initiatives that meet the applicant's abilities, skills and knowledge. If the applicant is not selecting a particular initiative, leave the page blank.** For each selected initiative, the following must be identified and completed:

1. **Select Applicable Goal(s).** A minimum of one (1) of the listed goals must be checked for each initiative selected for the project. Choose the best goal that aligns with your CATPA project.
2. **Establish Objective(s).** A minimum of one (1) objective must be established that compliments each goal selected in Step 1. Compose an objective statement that meets the S.M.A.R.T. +C Model. Objectives must be related to the selected goal(s) and may be either qualitative or quantitative performance objectives. **Remember: Stated objectives must be addressed and reported during the Semi-Annual and Annual Reporting.**
3. **Establish Performance Measurement(s).** A minimum of one (1) performance measurements must be established for each stated objective in Step 2. Compose a performance measurement statement that identifies quantitative and/or quantitative performance to evaluate progress towards the stated objective. The performance measure must quantify the applicant's efficiency or effectiveness in conducting business operations with the use of CATPA funds.

I. Section 7 - Project Narrative Section REQUIRED

The Project Narrative is a crucial part of your application, as it will be heavily reviewed by the CATPA Board. Prior to completing the Project Narrative and the Project Budget, it is highly recommended applicants review the [Preparing Facts and Information](#). The Project Narrative should include the following outline of elements:

1. **Project Overview.** A general description of the nature and focus of the project it relates to the Problem Statement to prevent auto theft and related crimes in Colorado.
2. **Project Detail Description.** The grant proposal should include information that explains (1) **why** the funds are needed, (2) **what** the funds will be used for, (3) **who** (not by name but by agency or positions) will be involved with performance of the project, and (4) **when** the project will begin and end, and (5) **how** the project will be planned and managed. The Project Narrative should provide the CATPA Board with a general understanding of what your plans are to perform the project and a persuasion that your project is worthy of funding. Generally, the Project Narrative should provide the following key points:

Technical Capacity. The proposal should include technical elements which clearly identify the project plan. This section should provide who, what, when, where, how and why of the project plan. The Technical Capacity is the “body” of the Project Narrative and should be well written, narrowly addressing the project and inclusive of important information. Significant aspects of the technical capacity should address:

- a. **Value.** Provide a brief statement as to **how** the funding will provide the ability to address issues and concerns previously identified the Problem Statement.
- b. **Multi-Agency Effort.** Identify **why** it is important for a multiagency cooperative effort to address the concerns, including the existing abilities and limitations, and level of participation or commitment to the project.
- c. **Reasonableness of Success.** Identify **what** anticipated outcomes would lead to the project success, such as particular elements of the project plan to meet existing needs, enable heightened attention, enhance awareness, arrest offenders, reduce vehicle thefts, etc.
- d. **Project Plan.** Provide a brief narrative to describe the project plan, including:
 - 1) **The aim** of the project, which may include the focal attention of what the project will do,
 - 2) **The quality** of the project, which may include a description of what unique characteristics, professional standards, or specialized services the project would offer,
 - 3) **The resources** of the project, which may include staff time, particular or specialized knowledge, skill and/or abilities, or necessary equipment, supplies, or professional services to perform the project,
 - 4) **The expected dependencies**, which may include internal controls (those under the project leader’s control) and external controls (those not under the project leader’s control) which may influence the overall project plan, and
 - 5) **The planned tolerances**, which may include a percentage of error in meeting the stated goals, objectives and/or measurements which would be considered an acceptable success.
- e. **Timeline.** Provide a general timeline of when the project will begin (no earlier than July 1, 2020) and when it will end (no later than June 30, 2021), which may include significant elements of the plan, such as when key personnel will be assigned, professional services engaged, begin and end periods of tasks or project objectives/measurements, etc.
- f. **Continuation of Existing Project.** If this is a continuation of prior CATPA grant funding, provide a justification on **why** the project needs to be continued.
- g. **Expansion of Existing Project.** If the project plan includes expansion of a prior CATPA grant funded project, provide a justification for the need of expansion. Expansion may include increasing the overall number of activities, adding additional personnel to a task force or project, etc.
- h. **Impact of Funding Reduction or Denial.** CATPA is limited with funding revenue abilities and, as such, must prioritize the financial requests. Provide a clear understanding of what the implications, affects and consequences would be in the event key elements of the project were: 1) not funded and 2) reduced in funding (e.g., personnel, equipment, professional services, etc.).

Management Capacity – A description of the management practices, policies, roles, responsibilities, fiscal management and communication to comply with the CATPA financial and reporting requirements and successfully manage the funds, personnel, and complete the proposed project on schedule.

J. Section 8. The Program Budget **REQUIRED**

1. **Regarding CATPA Funds.** Applicants should be aware of the following conditions regarding CATPA grant funds:
 - a. Funding will support direct costs only, other than grant administrative costs (maximum of 5% of the sub-total of the grant request).
 - b. Funding provided by a CATPA Grant must be used directly for the purpose of prevention, education, training, prosecution or enforcement of vehicle crimes. If personnel are funded full-time, then 100% of the personnel time must be allocated to funded auto theft project. Part-time or overtime personnel must be used for assigned auto theft projects during the period of time compensated by CATPA. Supplies, travel, equipment, consulting services and grant administration funded by a CATPA project must be dedicated to the funded project.

- c. Per statute, grant applicants **are not** required to provide match funding in order to obtain a CATPA grant. Because CATPA funds originate from the State, these grant monies can be used to meet match requirements for federal grants and other state grants.
- d. Due to the limited funding source of CATPA funds, applicants may leverage participative funding from other sources and/or partnering agencies.

2. Budget Categories. There are six (6) Budget Categories that must be completed:

- a. [Personnel](#) – Salaries (Sections [8.A](#), [8.B](#)) and Overtime ([8.C](#) and [8.D](#))
- b. [Supplies and Operating](#) (Sections [8.E](#) and [8.F](#))
- c. [Travel](#) (Sections [8.G](#) and [8.H](#))
- d. [Equipment](#) (Sections [8.I](#) and [8.J](#))
- e. [Consultant/Professional Services](#) (Sections [8.K](#) and [8.L](#))
- f. [Grant Administration](#) (Sections [8.M](#) and [8.N](#))

Please be attentive that many of the budget categories contain subcategories.

If any budget category is not applicable for your proposal:

1. *On the budget category Worksheet, enter “N/A” on the first line,*
2. *On the budget category Justification, enter \$0.00 in the Total Request and “N/A” in the budget justification narrative.*

Each category that is applicable to the project(s) must be completed and each item listed should be accompanied by a description, which must justify the budget line item and provide a detail and basis for determining the cost of each item.

3. Things to remember. In preparing the Budget, please keep in mind the following:

- a. **The budget request must cover the entire project duration.** It is unwise for a project to rely or otherwise plan for “additional” funding to be available after the initial grant award, (i.e., during the course of the project year). Available funding due to reserve or reversion of CATPA funds is entirely discretionary by the CATPA Board.
- b. **Use WHOLE DOLLAR AMOUNTS ONLY.** When necessary, round to the next highest whole dollar amount.
- c. **All budget figures should be justified and explained.** The budget narrative should show the relationship between budget figures and proposed project operations. **If a budget item or an increase in not explained and justified, it will be subject to non-funding.**

Example #1: Line Item #1 - Personnel Salaries Request for \$83,000.00

Justification: Salary rate estimate received from the Whosville PD for one full-time investigator assigned to the task force. Costs include anticipated 3% COLA and 2% Merit.

Example #2: Line Item #1 – Personnel Overtime Request for \$13,000.000

Justification: Overtime estimate received from the Whosville PD to employ one investigator to the task force. Overtime authorized by the task force will be managed by the task force supervisor, using authorized tactical operational plans to ensure accountability of time and fund expenditures. It is anticipated that the investigator will be assigned to 158 hours of work during the course of this project.

Example #3: Line Item #1 - Equipment Request for \$52,000.00

Justification: Calculations based on proposal for \$52,000 to purchase one (1) fixed Vigilant ALPR system, inclusive of hardware, software, licensing, maintenance, training and communication connectivity. Purchase intends to replenish a 2009 CATPA funded ALPR, as it is beyond its CATPA inventory life. The ALPR System purchase will comply with the CATPA funded central ALPR database infrastructure design. Estimates obtained from Vigilant and Brite Computer vendors. The fixed ALPR system is planned for installment on Interstate 25 contingent upon with Colorado Department of Transportation approval.

Example #4: Line Item #1 – Training Request for \$25,000.00

Justification: Costs based on proposal from Lexus-Nexus to provide 25 crime analysts with specialized training on the use of Lumen Analytics software. Proposal estimates an average of \$200 per day x 25 students x 5 days of training = \$25,000. Included in the costs are training materials, instructor fees and venue fees. If approved, the training will be facilitated in partnership with members of the Colorado Crime Analysts Association and the Rocky Mountain Chapter of International Association of Law Enforcement Intelligence Analysts.

- d. **Special Note on Professional Services.** The use and cost of requesting a consulting service budget should include an explanation for the need of consultants to provide a particular service, along with the hourly cost of the anticipated professional services.
- e. **Limited Funding Ability.** CATPA recognizes that Grantees are constantly faced with the challenges of limited resources. However, CATPA is also faced with limited funding ability and challenges. CATPA grants should not be viewed to be “the financial solution” for continuation of or enhancement to auto theft prevention projects. Additionally, due to the ever-changing environment of auto theft prevention initiatives, grantees should not view that existing or previously funded programs will be automatically funded.
- f. **Maximizing Resources.** It is important that you describe how maximizing resources will be accomplished and that this project is not duplicating services. For continuation of grants, make sure you identify and justify all new budget items and increases in previously funded items in each budget category.

Section 8 - Budget Summary

Once you have completed the Budget Calculation Worksheets for each line item, add each of the line items and insert them in the appropriate area. Enter the **Total** requested funding in Section 1 of the Application.

1. Review the Budget and Project Narrative to make sure all financial requests are included and are consistent with the project narrative description.
2. Review and Check Calculations. **The CATPA Application has not been configured to automatically calculate the budget entries. Applicants will need to calculate the total itemized requests from each line item and place the total in the Budget Summary. Please review the budget calculations to ensure the amount of request is correct.**
3. Enter each Line Item total from the appropriate calculation sheet in Section 9.
4. Add all Line Items and enter the Total amount requested.
5. Enter the Total amount in Section 1 – Applicant Information: Total Grant Request.

Section 8.A - Personnel Salaries Budget Calculation Worksheet

This budget category should be used when requesting salary, benefit (e.g., FICA, PERA, Medicare, etc.), and/or overtime costs for individuals in performance of auto theft projects/assignments. As a note, personnel salary costs can include personal leave (e.g., sick leave, vacation leave, bereavement leave, etc.). Personnel salary costs attributed to “Administrative Leave” must have a direct relationship with performance of an auto theft project/assignment. If this project includes contractual services or grant administration, these costs should be included in Consultant/Professional Services or Grant Administration sections of the budget. The subcategories for personnel are:

1. Management/Supervision – e.g., commander staff that oversee an auto theft task force.
2. Crime Analyst – e.g., salaries for analytical staff members.
3. Investigative – e.g., salaries for members of an auto theft team and/or task force.
4. Prosecution – e.g., salaries for prosecutorial staff.
5. General Support Services – e.g., salaries for a financial manager (not otherwise included in the grant administration line item, evidence technicians, staff to perform administrative or other support functions, etc.

Instructions:

1. Select from the **Category** drop down to select the funded position(s).
2. Select the **Status** from the drop down window (e.g., Full-time or Part-time)
3. Select or enter the **Position Title**.
4. Enter the **Agency** name, e.g., Aurora PD.
5. Select the **Priority** from the drop down window (e.g., [Critical Funding](#), [Essential Funding](#), or [Supplemental Funding](#)).
6. Enter the **Hourly Rate**. This is the average hourly rate of the position including benefits and wages, (e.g., \$28.00 per hour wage + 15% benefit = \$32.20). If this is a salary position, then divide the salary rate by 2,080 hours per year (e.g., \$70,000/2,080 = \$33.65)
7. Enter the **Hours per year**. For full-time personnel, normally the average working hours per year are 2,080.

8. Enter the **Salary**. Calculate the number of hours per year multiplied by the hourly rate (e.g., 2,080 x \$32.20 = \$66,976).
9. Enter the **Percent CATPA Funded**. Specify what percentage of this position(s) is requested to be paid with CATPA grant funds. Enter a requested percentage of funding (i.e., 80%).
10. Enter the **Line Item Request** with the amount to be funded by CATPA for the position. This number must equate to the salary multiplied by the percent CATPA funded, (e.g., \$66,976 x 80% = \$53,581).
11. Remember to use whole dollars.

Section 8.B - Personnel Salaries Request Justification

1. Calculate the total amount of requested line items and enter them in the **Total**.
2. Provide a brief description of each position using the Number corresponding to the line item request.
3. Briefly describe the duties that this position will perform as relates to prevention, education, training, prosecution or enforcement of vehicle crimes and to the project.

Section 8.C - Overtime Budget Calculation Worksheet

This budget category should be used when requesting salary, benefits (e.g., FICA, PERA, Medicare, etc.), and/or overtime costs for individuals in performance of auto theft projects/assignments. As a note, personnel overtime costs **can not** include personal leave (e.g., sick leave, vacation leave, bereavement leave, etc.) or “Administrative Leave.” If this project includes contractual services or grant administration, these costs should be included in Consultant/Professional Services or Grant Administration sections of the budget. The subcategories for personnel are:

1. Management/Supervision – e.g., commander staff that oversee an auto theft task force.
2. Crime Analyst – e.g., salaries for analytical staff members.
3. Investigative – e.g., salaries for members of an auto theft team and/or task force.
4. Prosecution – e.g., salaries for prosecutorial staff.
5. General Support Services – e.g., salaries for a financial manager (not otherwise included in the grant administration line item, evidence technicians, staff to perform administrative or other support functions, etc.

Instructions:

1. Enter the **Agency** name, e.g., Aurora PD.
2. Select the **Priority** from the drop down window (e.g., [Critical Funding](#), [Essential Funding](#), or [Supplemental Funding](#)).
3. Enter the **Average Overtime Rate** calculating the hourly overtime rate with applicable benefit cost.
4. Enter the planned number of **Hours/Year**.
5. Enter the **Number of Personnel** planned to work overtime from the specified agency.
6. Enter the **Line Item Request** per agency requesting overtime funding.
7. Remember to use whole dollars.

Section 8.D - Personnel Overtime Request Justification

1. Calculate the total amount of requested line items and enter them in the **Total**.
2. Provide a brief description of each position using the Number corresponding to the line item request.
3. Briefly describe the duties that this position will perform as it relates to prevention, education, training, prosecution or enforcement of vehicle crimes and to the project.

Section 8.E - Supplies and Operating Budget Calculations Worksheet

This budget category should be used when requesting funding to cover general operational costs, such as supplies, telecommunication, etc.

1. Select the budget category using the dropdown menu. There are twelve (12) categories for selection:
 - a. **Building Expenses** – This subcategory is for building or office rent or lease expenses.
 - b. **Telecommunications** – This subcategory is for cell phones, office phones, conference calling, etc.
 - c. **Office Expenses** – This subcategory is for expenses related to postage, copying, etc.
 - d. **Computer and Software** – This subcategory is for expenses related to the purchase of computers, computer peripherals, software packages and software licenses.

- e. **Enforcement Supplies/Equipment** – Equipment for the project/program may include any fixed, movable or expendable items including furniture, furnishings, specialized equipment, etc. **Please note: If a single item equipment cost is over \$5,000 each, it is considered *Equipment* and must be budgeted under the *Equipment* category, not the *Supplies and Operating* budget.**
 - f. **Uniform Expenses** – This subcategory is for expenses related to uniform procurement as necessary to perform auto theft law enforcement duties.
 - g. **Vehicle Supply and Maintenance** – This subcategory is for expenses related to supplies and maintenance for law enforcement vehicles used for auto theft task forces.
 - h. **Registration Fees** – This subcategory is to cover the expense of fees related to conferences and trainings.
 - i. **Membership Fees** – This subcategory is to cover the expense of fees related to the position such as, memberships, dues, etc.
 - j. **Community Education** – This subcategory is for supplies, materials, venue, and food expenses related to educating the community on auto theft awareness.
 - k. **Investigative Funds** – This subcategory is for costs associated with performing auto theft investigations. For example, informant pay, informant meal costs, etc.
 - l. **Training/Meeting Expenses** – This subcategory is for costs associated with providing trainings and/or holding meetings. Example: of use venue, supplies and materials, meals, etc.
2. Select the **Priority** from the drop down window (e.g., [Critical Funding](#), [Essential Funding](#), or [Supplemental Funding](#)).
 3. Enter the **Item Name**.
 4. Enter the **Average Unit Cost**.
 5. Enter the **Number of Units**.
 6. Calculate the **Line Item Request**.
 7. Remember to use whole dollars.

Section 8.F – Supplies & Operating Budget Request Justification

1. Calculate the total amount of requested line items and enter them in the **Total**.
2. Provide a brief description of each requested item using the Number corresponding to the line item request.
3. Briefly describe the how the requested item(s) relate to prevention, education, training, prosecution or enforcement of vehicle crimes and to the project and a general understanding of how the costs were budgeted.

Section 8.G – Travel Budget Calculation Worksheet

Add travel expenses for project personnel by subcategory, either **Conference Travel** or **Training & Other Travel**, and show basis for computation. Indicate if the travel is in In-State or Out-of-State. Out-of-State travel must be justifiable and necessary. Where a jurisdiction has an established travel policy, those rates may be used. Otherwise, state travel rates are the maximum allowed. Allowable State travel rates can be found at:

CONUS (per diem rates)

http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts

Mileage Rates (use the State of Colorado 2WD or 4WD)

<https://www.colorado.gov/pacific/osc/mileage-reimbursement-rate>

1. Select from the **Travel Category** drop down to select which subcategory you are requesting to be funded.
2. Select the **Priority** from the drop down window (e.g., [Critical Funding](#), [Essential Funding](#), or [Supplemental Funding](#)).
3. Enter the **Travel Name** such as the name of the conference, training program, etc.
4. Enter the **Average Travel Cost** including airfare, rooms, etc.
5. Enter the **Number of Persons** intended to travel.
6. Calculate the **Line Item Request**.
7. Remember to use whole dollars.

Section 8.H – Travel Budget Request Justification

1. Calculate the total amount of requested line items and enter them in the **Total**.

2. Provide a brief description of each travel line item using the Number corresponding to the line item request. Briefly describe how the training relates to prevention, education, training, prosecution or enforcement of vehicle crimes and to the project and a general understanding of how the budget was calculated.

Section 8.I - Equipment Budget Calculation Worksheet

All items with a unit cost of more than \$5,000 must be listed as in this section, and therefore subject to inventory. Capital equipment may be purchased with grant funds and in accordance with the approved CATPA budget. Capital equipment becomes the property of the recipient agency and remains in possession of the original agency so long as it continues to be used for auto theft prevention activities for the entire team as approved by the CATPA.

**Note: If the application requests funding of Automated License Plate Reader (ALPR) system(s), the applicant must complete the CATPA Template Guide for Funding an ALPR – ALPR Standards and Requirements [Evaluation and Assessment](#) and a [Letter of Commitment](#). The [Evaluation and Assessment](#) and [Letter of Commitment](#) must be submitted with the application for funding consideration of ALPR systems, whether the request is to purchase new systems, replenish old systems or fund any portion of an ALPR system (including databases, hardware or telecommunication systems). Failure to submit the [Evaluation and Assessment](#) and a [Letter of Commitment](#) may be grounds for denial of any requested ALPR system or related component. When applicable, a [Memorandum of Understanding](#) must be submitted to the CATPA Office within 30 days of execution.*

1. Select from the **Equipment Category** drop down window to select which subcategory you are funding.
 - a. **Office Equipment** – This subcategory is for items that are necessary to furnish or assist in the functionality of an office. Examples may be office furniture, copy machines, etc.
 - b. **Enforcement Equipment** – This subcategory consists of equipment purchases required for law enforcement purposes. Examples include radio units, automatic license plate readers, tracking devices, etc.
 - c. **Computer Equipment** – This subcategory consists of equipment computer technology equipment. Examples include may include mobile data computers for law enforcement vehicles.
 - d. **Other Equipment** – This subcategory consists of other equipment not categorized by office, enforcement or computer. Examples may include equipment for buildings or technology.
2. Select the **Priority** from the drop down window (e.g., [Critical Funding](#), [Essential Funding](#), or [Supplemental Funding](#)).
3. Enter the **Item Name**.
4. Enter the **Average Unit Cost**.
5. Enter the **Number of Units**.
6. Calculate the **Line Item Request**.
7. Remember to use whole dollars.

Section 8.J – Equipment Budget Request Justification

1. Calculate the total amount of requested line items and enter them in the **Total**.
2. Provide a brief description of each requested item using the Number corresponding to the line item request.
3. Briefly describe how each of the requested equipment items relate to prevention, education, training, prosecution or enforcement of vehicle crimes and to the project.

Section 8.K - Consulting Services Budget Calculation Worksheet

Consultant and professional services are allowable under the CATPA grant. You must be able to summarize the cost- benefit for the utilization of consultative services. Identify the impacts that may likely occur if this is not funded.

1. Enter the **Category** from the selection of:
 - a. **Consulting Services** – Vendors in this category provide advisory services such as consultation on activities and professional guidance.
 - b. **Professional Services** – Vendors in this category provide technical services such as vehicle and equipment maintenance.

NOTE: Contractual services and cooperative agreements require the grantee to submit a copy of the contract/agreement to the CATPA Office.

2. Select the **Priority** from the drop down window (e.g., [Critical Funding](#), [Essential Funding](#), or [Supplemental Funding](#)).
3. Select the **Purpose** of the requested service which corresponds to the program (enforcement, information technology, training, prosecution or prevention).
4. Enter the **Average Unit Cost**.
5. Enter the **Number of Units**.
6. Calculate the **Line Item Request**.
7. Remember to use whole dollars.

Section 8.L – Consulting Services Budget Request Justification

1. Calculate the total amount of requested line items and enter them in the **Total**.
2. Provide a brief description of each position using the Number corresponding to the line item request.
3. Briefly describe the duties the Consulting Services will perform related to prevention, education, training, prosecution or enforcement of vehicle crimes and to the project.
4. Enter total amount of either **Consulting** and/or **Professional Services**.
5. In **Comment/Explanation** list each vendor and provide a brief description and justification of need for the item being purchased and how it relates the project(s). Be sure to include **breakdown (i.e. # of classes, trainings, etc.)**.
6. Remember to use whole dollars.
7. Enter the **Amount**.

Section 8.M - Grant Administration Budget

CATPA grant funds can be requested for grant administration to provide salary for grant tracking, budgeting and billing.

1. A maximum of **5% of the subtotal of the grant request** is allowable for grant administration.

Section 8.N – Grant Administration Budget Request Justification

1. Calculate the total amount of requested line items and enter them in the **Total**.
2. In **Comment/Explanation** provide an explanation of how the grant administration funds will be used, (e.g., contract employee, full-time grant manger, part-time grant manager, etc.) and a justification of how the requested funds were calculated. Remember to use whole dollars.

K. Section 9 - Submission Certification **REQUIRED**

You must certify that information contained in this application is accurate and complete to the best of your knowledge.

1. Print name of Submitting Official,
2. Complete signature of submitting official by inserting an electronic signature or providing a hard-copy signature of the Submitting Official's signature.
3. Authorized Officials Signature Page. Complete all information to identify the Signature Authority, Financial Officer and Project Director authorized to execute and perform the conditions of the grant project.

L. Section 10 - Submitting the Application **REQUIRED**

1. Review the entire application to make sure all mandatory fields are complete.
2. Proofread the Application.
3. Save the Application to prepare it for sending to the CATPA Office with the following format:
 - a. Initial Application Request:
{Acronym of Program Name} FY21 CATPA APPLICATION {Date Submitted}
Example: CAAT FY21 CATPA APPLICATION 01312020
 - b. Revised Application Request:
{Acronym of Program Name} FY21 CATPA APPLICATION REV {Date Submitted}
Example: CAAT FY21 CATPA APPLICATION REV 04032020
4. Email the Application
 - a. Subject Line: "{Acronym of Program Name} FY21 CATPA Application"
Example: CAAT FY21 CATPA Application
 - b. Send To: kenya.lyons@state.co.us

- c. If you have concerns or problems with sending the application, please contact:
- | | |
|--|--------------------------------------|
| Kenya Lyons, Grant Manager | CATPA Office |
| Kenya.lyons@state.co.us | 710 Kipling Street, Suite 106 |
| 303-239-5881 | Lakewood, Colorado 80215 |

Chapter 5. Grant Management Files and Record

A. Grant Master File

Once an agency has received CATPA funds, grantee must create and keep a master file for each CATPA grant for each year. File must contain copy of contract, all backup documentation, important email correspondence, copies of contract(s) with vendor(s), inventory form(s), copies of financial/cash requests, programmatic reports, presentations, grant modifications and/or monitoring reports.

B. Financial Requests and Reimbursements

All grantees must **MINIMALLY** submit financial requests on a quarterly basis, within 40 days from the end of the quarter and within 30 days from the end of the project year. All financial requests must be submitted using the approved CATPA Financial Payment Request Form. This form may be obtained from the CATPA Office. Quarterly financial reporting shall be in compliance with the below deadlines. If a grantee wishes to submit monthly financial requests, these must be submitted within 40 days at the end of the month except June, which is 30 days from the end of the project year. **However, whichever process the grantee chooses (monthly reporting or quarterly reporting), this must be consistent through the grant period.**

Quarter	Reporting Period	Due Date
1	July, August, September	40 days after the end of quarter
2	October, November, December	40 days after the end of quarter
3	January, February, March	40 days after the end of quarter
4	April, May, June *	30 days after the end of quarter

All financial backup documentation must be submitted to the CAPTA office until such time as the CATPA Office determines the backup is no longer required for submission. Regardless of whether or not the backup documentation is submitted to the CATPA Office, the grantee must keep all backup documentation on all submitted financial requests.

For Non-State Agency Awards: Consistent with the applicable CATPA Grant Agreement, all quarterly financial requests must be submitted to the CATPA Office no later than 40 days at the end of each quarter and no later than 30 days at the end of the grant.

**For Colorado (State) Agency Awards: Consistent with the applicable CATPA Grant Agreement, all quarterly financial requests must be submitted to the CATPA Office no later than 40 days at the end of each quarter. Final reimbursement requests must be consistent with the State Fiscal Rule and established Department deadlines.*

C. Narrative Reports

All grantees must submit semi-annual and annual narrative reports. This report must include the following topics:

- Goals and Objectives.** The Narrative Report must include how the project is meeting the stated goals and objectives included in the approved award.
- Narration.** The Narrative Report must include a summation of how the program has performed during the reporting period. In other words, this report should be one that is used to justify or otherwise discuss the lessons learned, successes and challenges of the funded program. The CATPA Office intends to use these narrative reports to update, advocate and brief the CATPA Board, legislative inquires of CATPA programs, and advise the general public pertaining to the use of CATPA funds. See below for deadlines.
- Financial Status.** The Narrative Report must include an overview of how the program has performed regarding the financial funding and capabilities in expending the awarded funds.

Name of Report	Reporting Period	Due Date
Semi annual	July - December	January 29, 2021
Annual	January - June	August 16, 2021

D. Contracts, Interagency Agreements & Memorandums of Understanding

Contractual services and cooperative agreements require the grantee to submit a copy of the contract/agreement to the CATPA Office in which the grantee engages. This copy will be placed in the CATPA master grant file. The backup documentation (i.e., invoices) must be submitted to CATPA before any payments will be approved.

E. Grant Modification Requests

Any requested changes to the grant, (i.e., budget revisions, changing officials, scope of work, etc.) must be performed using an approved CATPA Modification Request Form. Dependent upon the scope and magnitude of the modification request, the grantee may be required to route generated modification documents (i.e., Option Letter, Change in Funding Letter, Contact Amendment, Authorized Official Signatures, etc.).

In order to facilitate the approval process of a request for modification, please contact the CATPA Office for the appropriate forms and procedures.

Any modification request must be submitted to the CATPA Office within two (2) weeks prior to a regularly scheduled CATPA Board meeting. Due to financial and contractual processing requirements, generally no modification request will be processed within 60 days prior to the grant ending date.

F. Grant Inventory**1. What does CATPA require to be inventoried?**

CATPA requires all capital equipment purchased with CATPA funds be placed into an inventory. A capital equipment item is defined as a single item purchase with a value of \$5,000 or more.

2. CATPA Grant Inventory Form. Grantee's possessing capitalized equipment must complete a CATPA Grant Inventory Form on or before August 1st, thirty days after the beginning of the grant period. Any new capital equipment purchased under the conditions of this grant project shall be added to the CATPA Grant Inventory Certification Form and submitted to the CATPA Office within thirty (30) days of the equipment being received.

For example, two laptops that cost \$2,500 each does not require a form as each is consider a unit purchase below \$5,000. However, an ALPR unit and a bait vehicle unit would include all operational and technological components (e.g., cameras, computer, processing unit and/or server) that may be above \$5,000. Grantee must submit an inventory for all equipment until the 5 Year Retention Period ends or the value of equipment has depreciated to a fair market value of less than \$5,000.

3. What are the conditions of the CATPA Equipment Inventory?

Capital equipment must be retained in inventory for a five (5) year period or when the value of the equipment has depreciated to less than \$5,000, whichever comes first. Conditions that warrant removal from inventory require the grantee to complete a **CATPA Grant Equipment Inventory Removal Certification Form** when any of the following conditions may be met:

- a. Equipment is in operational condition but not in use,
- b. Equipment has depreciated to a value less than \$5,000,
- c. Equipment is retained by the agency in auto theft prevention activities,
- d. Equipment was transferred to another CATPA grantee,
- e. Equipment was traded in or sold to offset the cost of replacement equipment,
- f. Equipment was returned to CATPA,
- g. Equipment has been lost,
- h. Equipment has been stolen, or
- i. Equipment has been damaged.

4. Who owns the CATPA Equipment?

Capital equipment becomes the property of the recipient agency and remains in possession of the original agency so long as it continues to be used for auto theft prevention activities as approved by the CATPA.

5. How is CATPA Equipment Removed from Inventory?

Capital equipment must be retained in inventory for a five (5) year period unless the grantee is approved to remove the item(s) using a CATPA Grant Inventory Removal Certification Form. The conditions for removal prior to the five (5) year retention period are:

- a. The purchase of equipment was over \$5,000 and the purchase date was five (5) or more years past,
- b. The value of the equipment is over \$5,000 and the retention period has not expired, but the equipment is no longer needed or being used for the CATPA funded project. In such cases, the Grantee may request approval to use the equipment for trade, sell for replacement of equipment, sell at fair market value, or otherwise transfer the equipment to the State or another CATPA grant project. If the equipment is approved for sell, any funds acquired during a sell must be returned to CATPA and reflected on a CATPA Financial Payment Reimbursement Form.
- c. The value of the equipment is over \$5,000 and the retention period has not expired, but the equipment was reported as lost, stolen or otherwise damaged beyond serviceable use. In such cases, the Project Director must submit a written report, narrating the circumstances surrounding the equipment's loss, theft or damage.
- d. The value of the equipment is over \$5,000 and the retention period has not expired, but the equipment has been returned to CATPA or has been transferred to another CATPA grantee.
- e. The value of the equipment is less than \$5,000 or the retention period has expired, but the grant agency is requesting to retain the equipment for the purposes of auto theft prevention activities

6. How is CATPA Equipment Depreciated?

- a. When equipment has depreciated to a value less than \$5,000 a grantee shall provide documentation on the justification for the depreciation. CATPA recognizes generally accepted accounting principles (GAAP) and encourages grantees to use the straight-line (SL) depreciation method. An example of the straight-line method is:

Grantee purchased an ALPR using CATPA fund and the Project Director is considering whether or not the equipment must be maintained in the CATPA Inventory for five (5) years. The Project Director uses the straight-line depreciation method for consideration and justification of the inventory retention period.

- **Acquisition Cost for an ALPR: \$12,000.00** (This amount includes the costs of the equipment and to acquire, transport and prepare the equipment for its intended use, such as sales tax, commissions, title fees, transportation, and installation.)
- **Residual Value of the ALPR: \$3,000.00** (The residual value is an estimate made by the Grantee of the dollar amount that can be recovered for the asset at the end of the five (5) year retention period. This estimate may be based on the fair market value, salvage value, etc. This amount cannot be depreciated.)
- **Depreciable Base of the ALPR: \$12,000.00 - \$3,000.00 = \$9,000.00** (The residual value is subtracted from the acquisition cost; the remainder is the full amount that can be depreciated.)
{Acquisition Cost – Residual Value = Depreciable Base}
- **CATPA Useful Life Years of the ALPR: 5 Years** (The CATPA Useful Life Years, or retention period, is established at five (5) years. CATPA expects the equipment will be useful and maintained for the entire five (5) year period, however, the actual useful life may be either more or less, depending upon the depreciation of the equipment.)
- **Annual Depreciation Expense of the ALPR: \$9,000.00 ÷ 5 = \$1,800 per year** (The Annual Depreciation Expense is the depreciation base divided by the useful life years.)
{Depreciable Base ÷ CATPA Useful Life Years = Annual Depreciation Expense}
- **Depreciation Schedule of the ALPR**
{Acquisition Cost – (Annual Depreciation Expense x Service Years) = Depreciation Value}
Year 1 = \$10,200.00 (\$12,000.00 purchase – (\$1,800.00/year x 1 year))
 Year 2: \$8,400.00 (\$12,000.00 purchase – (\$1,800.00/year x 2 years))
 *Year 3: \$6,600.00 (\$12,000.00 purchase – (\$1,800/year x 3 years))
 Year 4: \$4,800.00 (\$12,000.00 purchase – (\$1,800/year x 4 years))
 Year 5: \$3,000.00 (\$12,000.00 purchase – (\$1,800/year x 5 years))

****End of Year 3: The Project Director may submit a removal of inventory request to the CATPA Office and attach the above straight-line depreciation method calculations***

G. Activity Based Reporting Requirements

In addition to the financial, narrative and inventory reporting, grantees may be required to submit activity reports to the CATPA Office on a quarterly basis, unless otherwise stated in the Grant Agreement. These reports are intended to provide uniformity, consistency and standardization amongst all the CATPA initiatives. The Activity Based Reporting Requirements have been developed to assist in the validation of, demonstrate efficiency, record effectiveness and value-based return in using the CATPA funds. CATPA will utilize these reports for monitoring the effect of programs upon the prevention, reduction or overall effect to the CATPA funds related to the incidence of auto theft in the State.

Activities identified in Exhibit A – Special Conditions of the CATPA Grant Agreement must be documented and records must be kept within the grant file to evidence compliance. Exhibit A is an important document for awarded projects, as it contains specific activities and requirements for performance. Please review [Chapter 6 – Reporting Requirements](#), for a general discussion on specific required activities for funded projects.

H. Monitoring

The purpose of monitoring is to assist grantees meet all applicable rules and requirements for both the State and CATPA. In addition, it is a tool to help projects be successful on all levels. There are different types of monitoring that CATPA may perform with any grant project, including managerial project evaluations, desk audits, financial audits, program performance audits, inventory audits, etc. CATPA will provide notice and information to grant projects when performing monitoring activities.

Chapter 6. Reporting Requirements

A. Multiagency Law Enforcement Reporting Requirements

1. **Multiagency Reporting Requirements Form.** Multiagency grant awards must complete a Multiagency Reporting Requirements Form (Revised 11/01/2018) within 30 days of the grant start date, and upon any modification or change to the elements in the checklist. This form is used to identify the status of multiagency agreements and required policies and procedures of the multiagency program which are in place for funding. As a note, CATPA will not require submission of multiagency law enforcement agreements or specific policies and procedures unless otherwise required by the CATPA Office (e.g., special request, site visit or other program monitoring, etc.).
 - a. **Multiagency Agreements.** Each applicant applying for a multiagency grant application must have a copy of any existing Inter- and/or Intra-Multiagency Agreement(s) with partnership agencies in the master file. Key elements of the Agreement(s) will be:
 - 1) Type of Agreement (Intra- or Inter-)
 - 2) Signatures of Partnership Representatives
 - 3) Acknowledgement in the participation of the initiative(s) selected within the grant application.
 - 4) Authorizations, permissions, notifications, limitations or conditions expressed within the Agreement pertaining to the grant application.
 - b. **Policy, Procedure or Protocols.** Each applicant is required to have a copy of approved, prospective or otherwise established policy, procedure, or protocol in which the multiagency task force operates upon in the master file. These policies, procedures or protocols will be reviewed as a portion of weighting to the Technical Capacity Evaluation. Key elements of interest may include:
 - 1) Mission Statement
 - 2) Authority
 - 3) Operational Policies
 - a) Records Retention
 - b) Assignment of Personnel
 - c) Case Management System
 - d) Case Deconfliction (Use of RISSNET)
 - e) Case Referrals (To/From other agencies or task forces)
 - f) Use of Informants
 - g) Use and Control of Payment for Information and Evidence (P.E.P.I.) Funds
 - h) Use of GPS Trackers
 - i) Use of Automated License Plate Readers
 - 4) Media Relations
 - 5) Use of Analytics for Enforcement and/or Investigation
2. **Special Reporting Requirements.** Special Reporting Requirements. Additionally, all activities identified in Exhibit A – Special Conditions of the CATPA Grant Agreement must be documented and records must be kept within the grant file to evidence compliance. In most cases, these special reporting requirements may occur once every quarter and at the end of the grant period. The CATPA Office may provide a specialized Quarterly Reporting Requirements Form capturing statistical information within the special reporting requirements. In addition to the measurement reporting outlined in the grant application, grantees awarded multiagency enforcement funding will be required to have a copy in their master file of the following reports and/or documents.
 - a. **Case Assignments.** The task force will include a breakdown of total cases reviewed, pending investigation, assigned active status, pending further leads and closed.
 - b. **Puffer Auto Thefts.** The task force may use a sampling base from the task force area or actual numbers from assigned task force cases.
 - c. **Complete Stolen Vehicles Recovered.** The task force will include the number of complete stolen vehicles recovered, not including partial or license plate recoveries. In addition, the task force will

report the number of stolen vehicles recovered within the task force area and those recovered outside the task force area.

- d. **Arrests of Auto Theft Offenders.** The task force will include the number of auto theft arrests, classified by misdemeanor and/or felony, resulting from an assigned task force investigation. In addition, the task force will report the number of arrests inside the task force area and those outside the task force area.
- e. **First Time Violators.** The task force will report the number of first time offenders arrested and charged with the crime of auto theft as a result of an assigned task force investigation.
- f. **Major Case Investigations.** The task force will report the number of major case investigations currently assigned within the task force.
- g. **Business Inspections.** The task force will report the number of business inspections conducted within the task force area. These business inspections will identify the type of businesses (e.g., salvage yards, tow-only yards, car dealerships, etc.).
- h. **Cases Filed.** The grantee will report the number of auto theft cases filed involving CATPA task forces or programs and those to non-CATPA funded agencies, task forces or programs.
- i. **Grand Jury Sessions.** The grantee will report the number of auto theft cases filed to a grand jury session. These sessions will identify those cases that were CATPA task force cases and those that were non-CATPA task force cases.
- j. **COCCA Auto Theft Cases.** The grantee will report the number of COCCA auto theft cases. This report will identify those cases that were CATPA task force cases and those that were non-CATPA task force cases. In addition, the report will identify the number of COCCA cases that are pending prosecution, charges filed, dismissed or not filed, and those where a conviction was obtained.
- k. **Auto Theft Defendants.** The grantee will report the number of auto theft defendants in the process of adjudication. This report will include the number of defendants charged with auto theft, those charges, those where charges were dismissed or not filed, and those who were convicted.
- l. **Bait Car Operations.** Grantees utilizing Bait Cars procured under CATPA funding shall report the number of operations, time of deployment and number of arrests affected.
- m. **Automated License Plate Readers.** Grantee's utilizing automated license plate readers shall report the number of hours the devices were deployed, number of vehicles read, number of stolen vehicles identified and number of complete stolen vehicle recoveries.
- n. **Major Auto Theft Violators.** Enforcement grantees shall report the key identifiers of major auto theft violators, who have been charged by the task force with the crime of auto theft more than five (5) times within the past three (3) years. The key identifiers shall include the task force case number, date of charging, and the crime(s) charged (using the NIBRS crime classification).
- o. **CCIC ATICC Supplemental Report.** Each multiagency task force is required to work towards completing the CCIC ATICC Supplemental form on every stolen vehicle identified in the investigation of an assigned Task Force case. The completion of the CCIC ATICC Supplemental form may be accomplished through the use of Open Fox®, other electronic transmission interface to CCIC, or direct electronic submission to the Stolen Vehicle Database Repository.
- p. **CATI Meeting Attendance.** The designated Project Director or assigned staff representative(s) will attend monthly statewide auto theft investigator meetings as scheduled by the Colorado Auto Theft Investigators.

B. Prevention – Public Education & Information Reporting Requirements

Activities identified in Exhibit A – Special Conditions of the CATPA Grant Agreement must be documented and records must be kept within the grant file to evidence compliance. In addition to the measurement reporting outlined in the grant application, grantees awarded prevention education funding will be required to submit the following:

1. **Pre-Campaign or Program Report.** The Grantee will provide a report to the CATPA Office on the development of an educational campaign or program not less than 30 days prior to the campaign or program deployment. This report will include the following elements related to the prevention educational campaign or program:
 - a. Campaign or Program Title (e.g., Puffer Campaign, Lockdown/Lowdown, etc.),
 - b. Problem Statement,
 - c. Target Audience,
 - d. Project Overview, including:
 - 1) Brief description of the campaign or program,
 - 2) Use and identity of subject matter experts (viz., committee or advisory group),
 - 3) Level and/or scope of commitment(s) from other CATPA Grantees,
 - 4) Partnerships anticipated or needed (i.e., non-CATPA grantees, news stations, public information personnel, community action groups, etc.),
 - 5) Level and/or scope of commitment requested from the CATPA office,
 - 6) Timeline (e.g., Gantt Chart), and
 - 7) The anticipated impact or outcome(s) with the target audience.
2. **Interim Campaign or Program Updates.** The Grantee will provide updates on the educational campaign or program to the CATPA Office. These updates may be submitted electronically (via email) and include news releases, articles, observations, opinions, summations or narrations.
3. **Post-Campaign or Program Report.** The Grantee will provide a report to the CATPA Office on the outcome of the educational campaign or program. This report will include the following elements related to the prevention educational campaign or program.
 - a. Title,
 - b. Problem Statement,
 - c. Target Audience,
 - d. Campaign or Program Summary, including:
 - 1) Brief description of the campaign or program,
 - 2) Post-Campaign/Program comments, concerns, and/or recommendations from the subject matter experts (viz., committee or advisory group),
 - 3) Level of participation from other CATPA Grantees,
 - 4) Level of participation with non-CATPA grantees (i.e., news stations, public information personnel, community action groups, etc.),
 - 5) Level of participation from the CATPA office, and
 - e. Campaign or Program Outcome, including:
 - 1) Opinions, observations and summations of the campaign or program's influence upon observable risk behaviors involving auto theft (e.g., puffing, keys left in vehicle, vehicle left unlocked, etc.), and
 - 2) Any variances or effects the campaign or program had upon the observable risk behaviors of auto theft. This may be compiled from statistical or criminal analysis methods using summation records directly related to auto theft (viz., stolen/recovered vehicles, arrests, prosecutions, adjudications, probation, target audience surveys, etc.).
4. **CATI Meeting Attendance.** The designated Project Director or assigned staff representative(s) will attend monthly statewide auto theft investigator meetings as scheduled by the Colorado Auto Theft Investigators.

C. Training Reporting Requirements

Activities identified in Exhibit A – Special Conditions of the CATPA Grant Agreement must be documented and records must be kept within the grant file to evidence compliance. In addition to the measurement reporting outlined in the grant application, grantees awarded training funds will be required to submit additional reporting requirements to ensure the training funds are used for auto theft training pursuant to the funding initiative.

1. **Individual Training Course Funds.** Individual Training Course Funds may be awarded to a Grantee for allowing the Grantee's personnel to attend specialized training in auto theft through CATPA funding, viz. not otherwise defined by Group Training Program Funds. When a Grantee has been awarded Individual Training Funds, the Grantee shall report the use of these funds in accordance with the reporting procedures.
2. **Group Program Funds.** Group Training Program Funds may be awarded to a Grantee for allowing auto theft training to be sponsored, facilitated, or otherwise hosted through the partial or complete use of CATPA funds. Group Training Program Funds may include conferences, statewide/localized training, or specialized training sponsored by the Grantee using CATPA funding. The Grantee will provide a report to the CATPA Office on the planning and evaluation of the Group Training Program. These reports will include the following elements related to the Group Training Program:
 - a. **Planning Report**, submitted to the CATPA Office no less than 30 days prior to the planned group training program, including:
 - 1) Title of the Conference or Training Program,
 - 2) Planned Presenter(s),
 - 3) Target Training Date(s),
 - 4) Nexus to Auto Theft (e.g., how the training relates to auto theft prevention, identification, detection, arrest, adjudication, etc.)
 - 5) Training Validation (e.g., Needs Assessment, survey, or narrative justification that validates the need for the training),
 - 6) Training Conference/Program Certification (e.g., P.O.S.T., I.A.A.T.I., I.A.L.E.I.A., I.A.C.A., etc.)
 - 7) Target Audience, and
 - 8) Proposed Training Evaluation Instrument(s).
 - b. **Evaluation Report**, submitted to the CATPA Office no more than 30 days after the completion of the group training program, including:
 - 1) Title of the Conference or Training Program,
 - 2) Actual Presenter(s),
 - 3) Training Date(s),
 - 4) Attendance Record (identify CATPA Grantee Personnel),
 - 5) Training Evaluation Analysis (namely, Presenter(s) Rating, Curriculum Rating, Classroom/Environment Rating), and
 - 6) Training Coordination Brief (a short summation of the Grantee's perspective as to the effectiveness of this training/conference and any lessons learned).
3. **CATI Meeting Attendance.** CATI Meeting Attendance. The designated Project Director or assigned staff representative(s) will attend monthly statewide auto theft investigator meetings as scheduled by the Colorado Auto Theft Investigators.

D. Intelligence Analysis Reporting Requirements

Activities identified in Exhibit A – Special Conditions of the CATPA Grant Agreement must be documented and records must be kept within the grant file to evidence compliance. In most cases, these special reporting requirements may occur once every quarter and at the end of the grant period. The CATPA Office may provide a specialized quarterly reporting form capturing statistical information within the special reporting requirements.

Generally, the following reporting requirements will be required to submit to the CATPA Office:

1. **Multiagency Reporting Requirements Summary.** Provide a quarterly report no more than 30 days after each quarter on a summary report of the number of entries performed by CATPA funded task forces or enforcement programs recording the Agency Reporting Stats within the CATPA Stats Page.
2. **CCIC ATICC Supplemental Reporting Summary.** Provide a quarterly report on the number of CCIC ATICC Supplemental forms being submitted into CCIC through the use of Open Fox®, other electronic transmission interface to CCIC, or direct electronic submission to the Stolen Vehicle Database Repository.
3. **Colorado Auto Theft Quarterly and Annual Report.** Provide a quarterly and annual analysis report on the incidence of auto theft experience. These reports will contain analysis of data from the Stolen Vehicle Database Repository and will identify trends, patterns, hotspots, and analytical modeling. Each report shall compile year-to-date information beginning in 2010.
4. **Special Analytical Reporting.** Provide strategic analysis to the CATPA Office to support the goals, objectives and measures of the CATPA initiatives. Respond to a CATPA Office request for strategic analysis within one (1) week from the date of the request.
5. **Analytical Product(s).** The grantee will provide a quarterly report of analytical products generated no more than 30 days after each quarter. The report shall include the number, type (strategic or tactical), and category (BOLO, timeline, association chart, etc.) of analytical product.
6. **CATI Meeting Attendance.** The designated Project Director or assigned staff representative(s) will attend monthly statewide auto theft investigator meetings as scheduled by the Colorado Auto Theft Investigators.

E. Prosecution Reporting Requirements

Activities identified in Exhibit A – Special Conditions of the CATPA Grant Agreement must be documented and records must be kept within the grant file to evidence compliance. In most cases, these special reporting requirements may occur once every quarter and at the end of the grant period. The CATPA Office may provide a specialized quarterly reporting form capturing statistical information within the special reporting requirements. In addition to the measurement reporting outlined in the grant application, applicable grantees awarded prosecution funding will be required to submit the following to the CATPA Office:

1. **Quarterly Activities Report.** Grantee will submit a quarterly activities report to the CATPA Office no later than 30 days after each quarter reporting general activities, challenges and successes of the project.
2. **Statistical Reporting.** Grantee will include the following activities in the Narrative Report.
 - a. Number of Auto Theft Related Enforcement Activities
 - b. Number of requests were received
 - c. Number of auto theft case investigations performed
 - d. Number of Auto Theft Training Activities
 - e. Number of Auto Theft Related Prosecutions
 - f. Number of assists to Law Enforcement
 - g. Number of Auto Theft Meetings
3. **Assistance to CATPA funded enforcement programs** (e.g., task forces, programs, etc.)
 - a. Report the frequency and type of meetings with CMATT and BATTLE task force personnel.
 - b. Develop a procedure with CMATT and BATTLE which documents the processes, expectations and frequency of assisting task force investigators for prosecution efforts.
 - c. Identify and report on the number of case screenings, assistance, investigations and prosecutions originating from CMATT and BATTLE task forces.

Chapter 7. CATPA Marketing Requirements

Activities identified in Exhibit A – Special Conditions of the CATPA Grant Agreement must be documented and records must be kept within the grant file to evidence compliance.

In addition to the measurement reporting outlined in the grant application, grantees awarded funding will be required to acknowledge CATPA as the funding source for funded projects. These requirements are applied to all training, public education/information materials and news media releases. The following examples of acknowledging CATPA as the funding source include:

- I. **Media and New Releases.** Grantees providing news media release, in verbal and/or written format, must include a statement similar to: “The (Grantee), with funding from the Colorado Automobile Theft Prevention Authority, ...”
- II. **Public Educational/Information Materials.** Public education and/or information materials purchased with CATPA funds must contain the CATPA logo and a statement such as: “This program is funded by the Colorado Automobile Theft Prevention Authority.” The CATPA logo placed on the document.

Example:



- III. **Training Materials.** Training materials purchased through CATPA funding must contain the CATPA logo and a statement such as: “This training is funded by the Colorado Automobile Theft Prevention Authority.”

Example:



Chapter 8. Definitions

Activity Areas. The application should address activities (thefts, recoveries, arrests, etc.) which occur within and outside the multijurisdictional partnership area. CATPA recognizes auto theft events and thieves oftentimes transcend jurisdictional boundaries.

1. **Partnership Area.** This is the geographical area of jurisdictional authority for all partnerships identified in the multiagency endeavor. In essence, the Partnership Area is the primary location for the applicant's activities and efforts to reduce auto theft.
2. **Non-Partnership Area.** This area is outside the geographical area of jurisdictional authority for all partnerships identified in the multiagency endeavor.

Agreements. CATPA requires multiagency law enforcement task force programs using proactive investigative methods to reduce the incidents of motor vehicle theft to increase the apprehension of motor vehicle thieves and persons who attempt to defraud insurance companies. Grantees must engage in written agreements with multiagency partnerships prior to application of funding from CATPA. Written agreements may be in the form of a Memorandum of Understanding (MOU), Inter-Governmental Agreement (IGA), or other written form as approved by the participating multi-jurisdictional partnerships. These agreements should include:

1. **Intra-multiagency Agreements** which identify each of the partnering agencies approving representative to engage in the grant application initiative.
2. **Inter-multiagency Agreements** which identify the adjoining and corresponding multiagency task force(s) which the grant applicant anticipates operational and administrative working relationships will determine or influence effectiveness of the proposed grant initiative.

Analytical Products. Analytical products include a wide variety of aids to assist in prevention, enforcement, prosecution and education related to auto theft where product formats should be tailored to the consumer's need. Products may include strategic, tactical, and operational assessments derived from a variety of analytic techniques, such as: communication analysis, crime pattern analysis, criminal business profiles, demographic/social trend analysis, financial analysis, flow analysis, geographic analysis, geospatial analysis, indicator analysis, market profiles, network analysis, problem and target analysis, results analysis, risk analysis, threat analysis, and vulnerability analysis and criminal information sharing documents. Additional information on analytical products and the role of criminal and intelligence analysts can be found at the International Association of Crime Analysts (<http://www.iaca.net/>) and the International Association of Law Enforcement Intelligence Analysts (<http://www.ialeia.org/>).

Arrest. An arrest is defined as an exercise, under legal authority, to take a person into custody by the reporting task force in response to a criminal charge involving auto theft. Arrests may include misdemeanor or felony offenses.

Arrest Location. CATPA recognizes auto theft events oftentimes transcend jurisdictional boundaries.

Arrest Type. There are two types of arrests that should be addressed in the CATPA application when articulating the activities of a multiagency law enforcement proposal:

1. **Physical Arrest** is an arrest of an auto theft offender, with or without a warrant, regardless of misdemeanor or felony charging.
2. **Non-physical Arrest** is an arrest of an auto theft offender via filing a court summon for a charge of auto theft, regardless of misdemeanor or felony charging.

ATICC Search. For purposes of the grant application, CATPA uses the Auto Theft Intelligence Coordination Center Stolen Vehicle Database Repository as a primary source for statistical information regarding the incidence of auto theft. Applicants are encouraged to use the ATICC Search, whereby directions for performing searches in the database are illustrated in the User Guide. Applicants may contact the ATICC for authentication access to the ATICC website (<https://aticc.state.co.us/>) by calling 303-239-4368. Records in the ATICC site are cataloged

as they are created allowing users access to both active and inactive case records. The ATICC Search site was created to provide better, more efficient access to lost or stolen vehicle records.

ATICC Supplemental. The ATICC Supplemental is a graphical user interface form used within the Colorado Crime Information Center (CCIC) to capture standardized information on the report of a vehicle theft and/or recovery event. The Auto Theft Intelligence Coordination Center (ATICC) is tasked to develop, support and otherwise ensure integrity of the ATICC Supplemental database. Authorized CCIC users are encouraged to utilize this form by accessing Open Fox® Desktop.

CALEA. The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA®) is a credentialing authority (accreditation), based in the United States, whose primary mission is to accredit public safety agencies, namely law enforcement agencies, training academies, communications centers, and campus public safety agencies.

CATPA. CATPA is the Colorado Auto Theft Prevention Authority, created under Automobile Theft Prevention Authority Act §42-5-112 C.R.S., and is tasked with an eleven-member Board to solicit, review and approve grants to qualified applicants for reduction of auto theft within the state.

CATPA Sunset. Since 2008, CATPA has been entrusted with stewardship of a cash fund (created in §42-5-112 C.R.S.) for fees collected from each insurer that issues a policy pursuant to §10-4-617 C.R.S. As such, CATPA is held accountable to the General Assembly and the State Treasurer for ensuring cost-effectiveness, efficiency, functionality and financial responsibility. In accordance with §42-5-112(6) C.R.S., prior to September 01, 2018, CATPA is required to submit to a Sunset Review. The Sunset Review process (§24-34-104 C.R.S.) involves CATPA's ability to provide reliable and verified evidence and information to the Department of Regulatory Agencies, Office of Legislative Legal Services, and the General Assembly's committee(s) of reference on the financial stewardship, cost-efficiency and effectiveness of CATPA funds. The Sunset Review process will result in specific legislation for CATPA's termination, continuation, or reestablishment. Furthermore, CATPA is required to submit to financial audits by the State Auditor consistent with §42-5-113 C.R.S. Lastly, the CATPA Board and the CATPA Office is tasked to safeguard qualitative and quantitative allocation of CATPA funds in accordance with the spirit and letter of statutory authority in §42-5-112 C.R.S.

CATPA Case Management System. In FY16, CATPA funded an electronic case management system development for use by all CATPA task force personnel. This case management system assists in classifying, organizing and recording assigned cases, personnel and activities pertaining to the investigation of auto theft. The purpose of the case management system is to aid investigators, supervisors and command personnel with information regarding the activities of the task force. Additionally, a primary CATPA goal of the case management system is to alleviate extraneous time and effort through automation of information technology in providing monthly statistical reporting on task force activities and outcomes, as required by CATPA (see Monthly Reporting Requirements).

Case Management System Policy. It is the CATPA policy that task force commanders responsible for criminal investigations will establish and follow case management procedures consistent with professional standards (e.g., CALEA) to make the most effective use of limited resources. The task force commanders will describe minimum investigative case management procedures.

Colorado Crime Information Center. Colorado Crime Information Center (CCIC) is the statewide criminal justice computer system which delivers criminal justice information to law enforcement and criminal justice agencies in the effort to protect the citizens within our communities. CCIC allows Colorado law enforcement agencies to obtain information such as, but not limited to, statewide and national warrants, criminal history records, driver's license information, missing persons, protected parties, stolen property, sex offenders, and intelligence information. CCIC is available twenty-four hours a day, 365 days a year. Each criminal justice agency accessing

all of these databases is required to be audited by the Colorado Bureau of Investigations on a triennial cycle to ensure the highest quality of information is available to our criminal justice partners.

Criminal Justice Information Sharing System. The Criminal Justice Information Services Division (CJIS) is a division of the United States Federal Bureau of Investigation (FBI). The CJIS was established in February 1992 and it is the largest division in the FBI. A computerized criminal justice information system that is a counterpart of FBI's National Crime Information Center (NCIC) is centralized in Washington D.C., and is maintained by Department of Justice (DOJ) in each state. It is available to authorized local, state, and federal law enforcement and criminal justice agencies via any of the three law enforcement communication systems – National Law Enforcement Telecommunications System (NLETS), a more localized state criminal information system (name varies by state), and the International Law Enforcement Telecommunications System (INLETS). Usually CJIS offers a much wider range of information nationwide and more precise inquiry search parameters than NCIC. CJIS consists of several databases and one subsystem, and its retrieval and update capabilities are online.

CLEAR. The Colorado Crime Information Center (CCIC) provides event and case deconfliction for officer safety and enhanced intelligence through an application called CLEAR. CLEAR allows CCIC users to deconflict locations, vehicles and persons.

Criminal Enterprising. Organized crime and often criminal organizations are a group of terms which categorize transnational, national, or local groupings of highly centralized enterprises run by criminals, who intend to engage in illegal activity involving auto theft, most commonly for monetary profit.

Crime Analysis. For the purposes of the CATPA Grant Projects, the following definitions are applied for types of crime analysis. These definitions are consistent with terms used by the International Association of Crime Analysts (<http://www.iaca.net/>) and the International Association of Law Enforcement Intelligence Analysts (<http://www.ialeia.org/>)¹.

1. **Tactical Crime Analysis.** This is the analysis of police data directed towards the short-term development of patrol and investigative priorities and deployment of resources. Its subject areas include the analysis of space, time, offender, victim, and modus operandi for individual high-profile crimes, repeat incidents, and crime patterns, with a specific focus on crime series (see International Association of Crime Analysts, 2011, for definitions of crime pattern types). Most of the data used in tactical crime analysis comes from police databases, particularly police report of crimes. Processes and techniques of tactical crime analysis include: repeat incident analysis, crime pattern analysis, and/or linking known offenders to past crimes. To the extent that criminal “profiling” or criminal investigative analysis occurs within local police agencies, we regard it as inherent in the tactical analysis process, as its focus is almost always on a series of crimes.
2. **Crime Intelligence Analysis.** Crime intelligence analysis is the analysis of data about people involved in crimes, particularly repeat offenders, repeat victims, and criminal organizations and networks. It seeks to understand more about the context of the lives, jobs, activities, motives, and plans of these individuals and networks, using this information to find ways to deter or disrupt harmful activity, often through priority enforcement, prosecution, and military or paramilitary action, but also strategies that do not depend on enforcement, such as focused deterrence. To this extent, crime intelligence analysis may use police record data as a starting point, but the crux of the process involves the confidential collection of information—“intelligence”—about individuals and networks, with associated concerns related to data security, access, and privacy, and the subsequent transformation of that information from data into intelligence through analysis. Processes and techniques of crime intelligence analysis include: repeat offender and victim

¹ *Standards, Methods, & Technology (SMT) Committee White Paper 2014-02*, International Association of Crime Analysts, October 2014

analysis, criminal history analysis, link analysis, commodity flow analysis, communication analysis and/or social media analysis.

3. **Strategic Crime Analysis.** This is the analysis of data directed towards development and evaluation of long-term strategies, policies, and prevention techniques. Its subjects include long-term statistical trends, hot spots, and problems. Although it often starts with data from police records systems, strategic analysis usually includes the collection of primary data from a variety of other sources through both quantitative and qualitative methods. Processes and techniques of strategic crime analysis include: trend analysis, hot spot analysis, and/or problem analysis. The major contribution this paper makes to the understanding of strategic crime analysis is that we consider “problem analysis” as a part of it. In other publications, “problem analysis” often exists as a separate type of analysis, or even external to the crime analysis field.
4. **Administrative Crime Analysis.** This is analysis directed towards the administrative needs of the police agency, its government, and its community. As a broad category, it includes a variety of techniques and products, performed both regularly and on request, including statistics, data printouts, maps, and charts. Examples include workload calculations by area and shift, officer activity reports, responses to media requests, statistics provided for grant applications, reports to community groups, and cost-benefit analysis of police programs. In this category, we subsume the category described as “operations analysis” or “police operations analysis” by some texts. Despite its reputation and some historical views, administrative analysis is a valid and valuable category of crime analysis, supporting a police agency’s efforts in planning, community relations, and funding, among many other areas. It does not include administrative tasks that are not truly “analysis,” such as preparing leaflets for police events or performing basic technology support. That crime analysts often do many things unrelated to analysis is a reality of the profession, but not one that we need codify into a typology of the field. Processes and techniques of administrative crime analysis include: districting and re-districting analysis, patrol staffing analysis, cost-benefit analysis, and/or resource deployment for special events.

Enforcement Models. The interactions of various enforcement models illustrate inherent differences in the operation, supervision, and attention to the problem of auto theft. The model, or a combination of models, is chosen by the project director, and their partnership stakeholders, to accommodate business practices or otherwise countermeasure auto theft within the realm of the community and service organizations’ capacities. For the purpose of CATPA grant applications, the following terms are used: Informal Deployment Program Model, Problem Oriented Directed Model, Analytically Oriented Directed Model, Saturation Patrol Model, Investigative/Intelligence-Led Policing Model.

1. **Informal Deployment Program Model.** This model is centered on deployment of equipment or personnel based on a programmatic style of deployment. In this model, some projects have acquired funding to purchase auto theft equipment, e.g., automated license plate readers, etc., and deployed them based on a program that identifies a direct relationship to deal with the crime of auto theft. In some of these equipment programs, decisions are made to deploy the equipment to hot-spot areas, patrol and/or non-patrol personnel and/or leveraging technology to advance the identification, apprehension, arrest and location of stolen vehicles. An example is the procurement of automated license plate reader systems which were used by patrol and non-patrol personnel. Other projects have used the informal deployment program model to staff uniform and/or non-uniform personnel funded specifically to locate stolen vehicles, expend minimal effort in follow-up investigations, and seek auto theft offenders. This model has been used for high visibility patrol activities, engage suspect-oriented patrols, deploy auto theft apprehension tools (e.g., automated license plate reader systems, GPS trackers, etc.) and/or surveillance operations. Typically, officers working in this model are provided with overtime opportunities for guidance and/or equipment with a general instruction on pursuing resource-intensive tactics, such as public education, decoys or bait vehicles, saturation patrols, and responses.
2. **Problem Oriented Directed Model.** This model employs the use of a team or group of officers primarily tasked to intervene in patterns, problems or major auto theft crimes. These officers are typically detached

from regular patrol services, so as not to be distracted from their mission. Some of these teams or groups have traditionally been referred to as “impact” or “proact” teams, as they traditionally utilize tactical actions. This model reacts to the incidence of auto theft activities and is valued at immediate results-orientation to the identification, detection and arrest of a stolen vehicle operated by an auto thief and/or the ability to recover stolen vehicles. In many of these projects, personnel are deployed for the primary intention to detect auto thieves and recover stolen vehicles. Tactically, personnel use traditional or intelligence-led policing efforts to patrol hot-spot crime/recovery areas and/or utilize active investigative methods. Directed patrol models rely heavily upon the individual or small group (2-4) deployment of personnel to affect activities, unless circumstances warrant a large scale operation. Many operations of directed patrol will engage the use of operational planning to document the purpose, expectations, procedures and assignment of personnel.

3. **Analytically Oriented Directed Model.** This model centralizes the activities of patrol and/or investigative personnel for attention on crime analytical products illustrating crime trends, patterns and series of auto theft events, including predictive analysis, offender/suspect relationships, target vehicles, locations and environmental conditions of a vehicle theft/recovery or suspect/association location(s). This model employs the use of a crime analyst to explicitly recommend assignments and tactics of enforcement efforts, which assigned personnel are expected to follow, unless a supervisor countermands. This model is used in combination with other models, however, the singular use of the model requires a large amount of time and effort for completing the analytical processes, which may create lag periods of personnel attention when activities are not on-going and consistent. Use of this model was formally introduced in 1994 in New Orleans and later in 1995 by the New York Police Department and is known in world-wide policing today as “ComStat.”
4. **Saturation Patrol Model.** This model primarily reacts, and at times is proactive, to the incidence of auto theft and is valued for high visibility, team orientation, and immediate results to auto thieves’ apprehension and recovery of stolen vehicles. In many of these projects, personnel are deployed for the primary intention to patrol or stakeout high crime locations, identify and follow up on cases, apprehended offenders and locate stolen vehicles. Tactically, personnel are deployed in a group or team and use traditional and/or intelligence-led policing efforts to saturate a high crime area, coordinate with other specialized enforcement personnel and/or units (e.g., special weapons and tactics, burglary, drugs, gangs, robbery, etc.) to target high profile or habitual offenders, use informants to identify offenders or auto theft crime trends/events, and deploy moderate levels of latent investigative methods.
5. **Investigative/Intelligence-Led Model.** This model is based on an applied science embracing the study of available facts or circumstantial information to prevent and otherwise reduce the incidence of auto theft. Investigative techniques typically absorb a high degree of personnel time and effort to identify, locate, develop associations, determine the methods of operations, and motive(s) of offenders. The scientific model uses investigative processes complying with applicable criminal laws and administrative procedures which normally result with intensive or substantial fact accumulation to resolve findings. This model is normally required to build “large scale” investigative findings to adjudicate prolific/habitual offenders, criminal enterprises and organized criminals. The timing and pace of investigative of this model is longer than that of other models as it normally requires more time, increased personnel efforts, and use of methodical processes which results in a slow pace of a “case” to be completed. Unlike other models, this model can open a “case” that may eventually identify a large number of stolen vehicles, suspects, interested persons, witnesses, interviews/interrogations, and locations. This model uses criminal investigative techniques to provide searches, interviews, interrogations, evidence collection, preservation methodologies, forensic science and other methods of investigation. This model can be viewed as



proactively based as it uses offender profiles, collates method of operations (modus operandi), factors of intelligence based crime analysis driven. In summary, this model is considered a low risk (slow and methodical) and with a high frequency of production (multiple offenders, vehicles locations, etc. as a result).

First Time Violator. A person charged with the crime of auto theft with no prior charges of auto theft.

Joyriding Event. Joyriding is the unlawful driving a motor vehicle with no particular criminal intent to commit other crimes; the vehicle is taken solely for pleasure.

Major Case Investigations. A major criminal investigation involves criminal activities of auto theft requiring substantial commitment of resources due to the nature, complexity and involvement of multiple suspects.

CATPA Statistical Report Form. CATPA grantees are required to submit standardized statistics for evaluation, progress and efficiency of grant funds.

National Insurance Crime Bureau. The National Insurance Crime Bureau (NICB) is a not-for-profit organization that receives support from nearly 1,100 property and casualty insurance companies and self-insured organizations. The NICB partners with insurers and law enforcement agencies to facilitate the identification, detection and prosecution of insurance criminals. NICB theft and fraud awareness facts and information can be accessed via [https://www.nicb.org/theft and fraud awareness](https://www.nicb.org/theft-and-fraud-awareness).

National Incident Based Reporting System. The National Incident Based Reporting System (NIBRS) is an incident-based reporting system for crimes known to the police. NIBRS reports may be accessed via <http://www.fbi.gov/stats-services/crimestats>. For each crime incident coming to the attention of law enforcement, a variety of data are collected about the incident. These data include the nature and types of specific offenses in the incident, characteristics of the victim(s) and offender(s), types and value of property stolen and recovered, and characteristics of persons arrested in connection with a crime incident. The annual Crime in Colorado report is a compilation of crime statistics submitted to the Colorado Bureau of Investigation (CBI) by Colorado law enforcement agencies through the national Uniform Crime Reporting (UCR) Program. The Crime in Colorado reports may be accessed via <https://www.colorado.gov/pacific/cbi/crime-colorado1>. Per Colorado Revised Statute 24-33.5-412.(5), each Colorado law enforcement agency is required to submit their crime and arrest data to the CBI. The data published on the statewide and individual agency statistics pages are published according to the national UCR Summary Hierarchy rules. The data published on the Incident Based pages is published according to the national UCR NIBRS reporting and counting guidelines. NIBRS uses two groups for reporting offense categories:

Group A Offenses		
1. Arson	9. Extortion & Blackmail	17. Prostitution Offenses
2. Assault	10. Fraud	18. Robbery
3. Bribery	11. Gambling	19. Sex Offenses - Forcible
4. Burglary/Breaking & Entering	12. Homicide	20. Sex Offenses - Non-forcible
5. Counterfeiting & Forgery	13. Kidnapping & Abduction	21. Stolen Property Offenses
6. Vandalism of Property	14. Larceny	22. Weapon Law Violations
7. Drug/Narcotic Offenses	15. Motor Vehicle Theft	
8. Embezzlement	16. Pornography & Obscene Material	

Group B Offenses	
1. Bad Checks	6. Family Offenses, Nonviolent
2. Curfew, Loitering & Vagrancy Violations	7. Liquor Law Violations
3. Disorderly Conduct	8. Peeping Tom
4. Driving Under the Influence	9. Trespass of Real Property
5. Drunkenness	10. All Other Offenses

Operation Plan. An Operation Plan is a recorded document addressing a specific purpose(s), actions, expectations, use of resources and contingencies over a given period of time in addressing enforcement measures against auto theft. An operation plan serves as a documentation record for planned activities, use of resources, justification for expenditure of financial resources and a set of orders for all levels of involved task force personnel. Combine the operation plan with an after action report and the two provide an excellent ability to evaluate, improve and justify the use of financial resources, personnel allocation and evidence-based outcomes. CATPA is not concerned with the “format” of a specific operation plan; however, the following principles are expected to be addressed.

1. **Type of Plan – Strategic or Tactical.** The distinction between the two is relatively simple:
 - a. **Strategic Operation Plan.** These are typically long-term operations necessitating the commitment of time, personnel, and/or equipment using financial resources. Examples of strategic operation plans may include large scale investigatory efforts involving sophisticated equipment, monitoring and surveillance operations used for long-term investigations. As of this date, strategic operations are not the norm for CATPA task forces, however, some task force personnel have been used in strategic operations engaging in federal, state and local partnerships responding to large scale investigations (e.g., CDOC Tom Clements Assassination, etc.)
 - b. **Tactical Operation Plan.** These are typically short-term operations necessitating the commitment of time, personnel, and/or equipment. Examples of tactical operation plans may include small scale investigatory efforts involving specific action that occurs over a relatively short amount of time. It is a plan detailing operational considerations for tasks and objectives involving personnel, equipment, time, auto theft suspects, or stolen vehicle(s). Since FY16, CATPA requires the use of tactical operation plans to be used for justification and deployment of enforcement activities, including those involving the use of overtime activities not involving full-time task forces. It is imperative to remember, that no plan can foresee every possible situation.
2. **Situation.** This is a statement of what the problem is, and should outline the environmental and logistical concerns, and what each member of the plan should anticipate regarding participation, assistance and resistance.
3. **Mission.** Every operation plan should address the general mission in identifying what the operation is expected to accomplish. The mission should include the who, what, where, when and why of the plan.
4. **Execution.** This is “how” the mission or plan will be carried out. The plan should address expectations, including operation orders, briefing(s), specialized skill requirements, specialized equipment, and reference to applicable policy and procedure. In general, the execution should describe how the operation will be carried out. In addition, the execution should describe generally the roles and responsibilities of involved personnel, and applicable time periods. It should also describe potential hazards, problems and contingencies.
5. **Service Support.** The plan should identify an outline of services (internal and external agency personnel and/or equipment) to assist or otherwise be relied upon to achieve the mission. The service support should identify expectations, roles and responsibilities of the supporting services.
6. **Command and Signal.** The plan should identify the chain-of-command for the operation and the lines of communication (notification, approval, public information, etc.).
7. **Deconfliction.** Every incident will be deconflicted through available law enforcement intelligence sources, such as the Regional Information Sharing Systems (RISSafe) and Rocky Mountain Information Network (RMIN). Other resources or agencies that are known to be involved, should be notified of the operation prior to execution. Each operation plan will document with whom the operation was deconflicted with.
8. **After-Action Report.** An After-Action Report is a consolidation of information gathered during and after the implementation of an Operation Plan. The After-Action Report provides feedback to the CATPA task force, participating entities and governing agencies in the achievement of the operation’s mission and overall capabilities of the task force. Information gleaned from this process identifies and guides future improvement

actions and further provides outcomes, results and documentation of the Operation Plan. An After-Action Report should address the following:

- a. **Summation.** The After-Action Report should include a summation addressing circumstances related to the implementation and closure of the Operation Plan. Elements of the summation may include:
 - 1) Synopsis of what happened,
 - 2) Equipment utilized and personnel utilized (including, but separated, within agency resources and outside resources),
 - 3) Specifically, what the stated objectives were and if they were attained or not and how/why-why not,
 - 4) Lessons learned, and
 - 5) Overall assessment.
- b. **Recording.** The After-Action Report should include a general accounting of outcomes, (e.g., number of arrests, recoveries, personnel, time expenditure, etc.).
- c. **Best Practices Lessons Learned.** The After-Action Report should include discoveries or findings that address the use of best practices, any lessons learned, changes in existing policies or procedures or the need for formal guidance.

Opportunistic Auto Thief. An auto theft crime(s) of opportunity committed without planning when the perpetrator sees the chance to commit the act with little or no premeditation.

Participating Agency. A Participating Agency is an agency in the multiagency auto theft program which supports the program's initiatives and activities. A Participating Agency may receive CATPA funds to support or facilitate the goals, objectives and activities of the multiagency auto theft program.

Partnership Agency. A Partnership Agency is a partnership agency in the multiagency auto theft program which has part-time or full-time personnel assigned to program. The assignment of personnel to the task force may or may not be dependent upon CATPA funds (i.e., funded by the participating agency, or partial/full-funding by the CATPA grant). However, partnership agencies receiving overtime funds as their primary involvement in the multiagency auto theft program are not considered a Participating Agency.

Previous Violator. A person arrested and charged with the crime of auto theft where the same person has a minimum of one prior charge of auto theft. (Note: This definition is not consistent with the Habitual Offender Statute under Section 18-1.3-406 C.R.S., as the intention of CATPA is to begin identifying previous violators of auto theft.)

Public Education. To modify changes of observable human behavior by use of education to the viable threat and prevention and impact of auto theft crime(s).

Public Information. To provide awareness to the general public of the consequences, costs, prevention techniques and impact of auto theft crime(s).

Puffer. This is a slang term originating from the interrogation of arrested auto theft suspects who have described how they identify vehicles that are left running and unattended that they can steal. The term originates from the visible exhaust rising from the vehicle to identify it at a distance. In accordance with C.R.S. §42-4-1206, Unattended Motor Vehicle, "No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the ignition, and effectively setting the brake thereon, and, when standing upon any grade, said person shall turn the front wheels to the curb or side of the highway in such a manner as to prevent the vehicle from rolling onto the traveled way. Any person who violates any provision of this section commits a class B traffic infraction."

Puffer Auto Theft. Puffer auto theft is when a motor vehicle theft occurs by the means of the stolen vehicle being left unattended with the engine running (puffer).

Recovered Stolen Vehicle. CATPA is interested in the recovery of stolen vehicles, however, the following types of recovery are necessary to identify the level of recovery.

1. **Complete Vehicle Recovery** occurs when all assigned derivative vehicle identification numbers assigned by the manufacturer to the stolen vehicle have been found regardless of the dismantling or damage to the vehicle or its parts.
2. **Partial Vehicle Recovery** occurs when one or more sections, portions or parts of a vehicle, identified by an assigned derivative vehicle identification number as assigned by the manufacturer to the stolen vehicle, have been found.
3. **License Plate Recovery** occurs when a stolen license plate has been recovered, regardless of its condition or location of recovery.

Qualified Applicant

1. **Multiagency Investigative/Enforcement/Prosecution Projects.** Qualified applicant agencies include state and local law enforcement or prosecution agencies, multijurisdictional task forces, and any non-profit National Insurance Crime Bureau task forces that operate in Colorado. Projects may include investigative, enforcement and prosecution activities, including overtime costs. Objectives for projects could include reducing the number of thefts; increasing arrests of persons suspected of motor vehicle thefts, including defrauding insurance companies; identifying and apprehending organized auto theft rings; increasing recoveries and prosecution of auto thieves, and improving analytic data analysis to enhance auto theft arrests. This grant program encompasses farm and construction equipment thefts as well as motor vehicles used over-the-road.
2. **Crime Prevention and Public Awareness Programs.** Qualified applicants include any Colorado law enforcement agency, any state, county or municipal agency, prosecution offices, registration and title clerks, school districts, non-profit and for-profit organizations that have an effect on motor vehicle theft prevention. This grant category is intended to encourage projects that promote crime prevention efforts, activities, and public awareness campaigns that are intended to reduce the number of victims of motor vehicle theft. One of the objectives of prevention and awareness programs should be to reduce the public's victimization by motor vehicle theft and fraud crimes. Members of the CATPA Board encourage agencies in Colorado to continue the promotion of the Lockdown campaign. Grants for projects designed to use the Lockdown Your Car program are encouraged in this category. Please visit their website for more information at www.lockdownyourcar.org.
3. **Professional Training.** Qualified applicant agencies include any law enforcement, motor vehicle regulatory or prosecutorial agency; county title and motor vehicle registration clerks; port-of-entry offices. Grants will be considered for the purpose of providing professional training and development to law and regulation enforcement officers, employees, or prosecutors. Tuition and travel expenses will be considered. Training grant requests should indicate whether the training benefits a multijurisdictional theft prevention strategy. Training must be specific to motor vehicle theft.
4. **Prosecution Support.** Qualified applicant agencies are prosecution offices. Funds can be used to increase auto theft case prosecution capacity and efficiency.
5. **First-Time Offender Programs.** Qualified applicant agencies include prosecution offices, non-profit organizations, law enforcement agencies, and community corrections programs. Grants for projects designed to prevent future criminal behavior by first-time offenders will be considered. The term, "first-time offenders" encompasses those who have been convicted one time of any vehicle theft or theft-related insurance fraud charge.

RISS and RISSNET. The Regional Information Sharing Systems (RISS) Program is a federal-grant project administered by the Bureau of Justice Assistance (BJA), Department of Justice. RISS provides services and resources that directly impact law enforcement's ability to successfully resolve criminal investigations and prosecute offenders while providing the critical officer safety event deconfliction necessary to keep the men and women of our law enforcement community safe. RISS serves thousands of local, state, federal, and tribal criminal justice agencies in their effort to identify, detect, deter, prevent, and solve criminal and terrorist-related investigations. Through its RISS Secure Law Enforcement Cloud (RISSNET™), information and intelligence sharing resources, investigative support and analytical services, and

deconfliction, RISS has enabled agencies and officers to increase their success exponentially. RISS supports efforts against organized and violent crime, gang activity, drug activity, terrorism, human trafficking, identity theft, and other regional priorities, while promoting officer safety. RISS offers full-service delivery from the beginning of an investigation to the ultimate prosecution and conviction of criminals.

RMIN. Rocky Mountain Information Network (RMIN) is a federal-grant project administered by the Bureau of Justice Assistance (BJA), Department of Justice. The Arizona Department of Public Safety serves as the grantee for the RMIN program, which is one of six federally-funded regional projects comprising the Regional Information Sharing System (RISS). RMIN serves more than 15,000 law enforcement officers from more than 1,046 agencies in the Rocky Mountain region to include Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, Wyoming, and the Canadian provinces of Alberta, British Columbia, and Saskatchewan. It provides vital support to law enforcement agencies in the detection, enforcement, and prosecution of multijurisdictional criminal activities that traverse local, state, and national boundaries within the RMIN region. It also provides members an on-line state-of-the-art network of criminal intelligence databases that can be queried 24 hours a day using a secure link via the Internet. Furthermore, RMIN assists officers with analytical resources for case preparation, charts for courtroom display, computer forensics, financial analysis and other analytical products. RMIN also publishes a monthly law enforcement bulletin that provides pertinent, timely information to member agencies. Member agencies are also assisted by RMIN in obtaining intelligence and investigative-related training as RMIN provides individual and co-sponsored training support for conferences and workshops. RMIN also provides assistance to member agencies by loaning technical surveillance, investigative and communications equipment to RMIN members.

Stolen Vehicle. A vehicle for which a law enforcement theft report has been filed in the Colorado Crime Information Center (CCIC) in the stolen vehicle file and the whereabouts are unknown. The vehicle was not returned after it had been loaned, rented, or leased and was reported as a theft, or a filed complaint results in the issuance of a warrant charging embezzlement or theft. Generally, the theft of a license plate is not considered a stolen vehicle for the purpose of CATPA's definition, as it is an article assigned to a motor vehicle. There are two types of stolen vehicles categories defined by CATPA:

- 1. Complete Vehicle Theft.** The complete vehicle theft occurs when all assigned derivative vehicle identification numbers assigned by the manufacturer to the stolen vehicle have been stolen regardless of the dismantling or damage to the vehicle or its parts.
- 2. Partial Vehicle Theft.** The partial vehicle theft occurs when one or more sections, portions or parts of a vehicle, identified by an assigned derivative vehicle identification number as assigned by the manufacturer, have been stolen.

Chapter 9. CATPA Board Guiding Principles

CATPA funds are intended to assist in improving and supporting auto theft programs for prevention, enforcement and prosecution (C.R.S. §42-5-112). The following guiding principles will be used by the CATPA Board to determine the best value of CATPA grant awards.

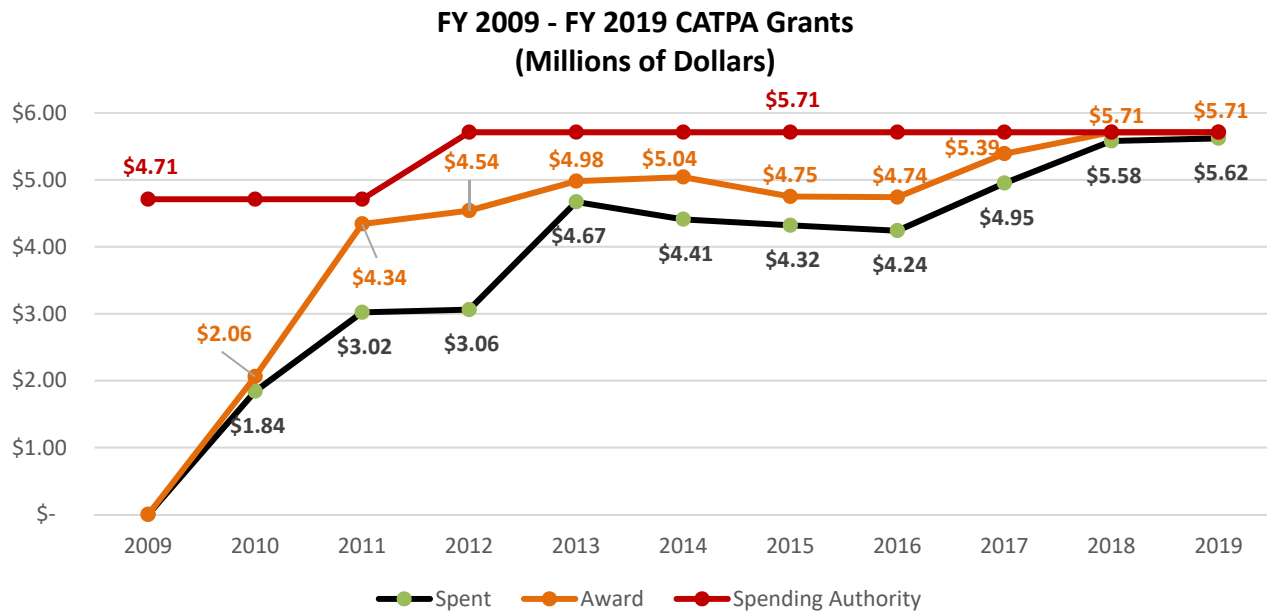
Step 1. Application Review for Statutory and Regulation Predicates

A preliminary step of the evaluation process is the Board's determination that statutory and regulation predicates have been fulfilled and identified within the application. The following predicates are used, which are directly referenced to §42-5-112 C.R.S. and/or 8 CCR 1507-50:

1. The applicant is a qualified applicant,
2. The application project term is either 1, 2 or 3 years,
3. The application supports a multijurisdictional effort,
4. The application initiative falls within the type specified by statute,
5. The application has a geographical representation within the State of Colorado,
6. The application has a defined problem,
7. The application addresses how the project is measureable,
8. The application and project is supported by relevant statistics,
9. The application and project minimizes duplication of effort with other projects,
10. The application and project lists realistic activities and goals,
11. The application and project is an innovative concept, and
12. The application and project contains an ability for qualitative evaluation.

Step 2. Identification and Anticipation of Available Funding

In FY21, the CATPA Board will seek apportionment for approximately \$4.5 million for all qualified grant projects. As prior history of the CATPA Grants has depleted the ending fund balance of the CATPA Cash Fund, FY21 projects will be funded on anticipated revenue collections of \$4.5 million during FY21. This apportionment will be target funding of all initiatives including prosecution, enforcement, training, education and intelligence. Although CATPA has a maximized Legislative Spending Authority (S.A.) of \$6.2 million, the actual revenue allocation is budgeted for \$4.5 million for grant projects, considering all FY20 CATPA grants have spent their FY20 Awards and there is no reverted funds remaining in the CATPA Cash Fund.

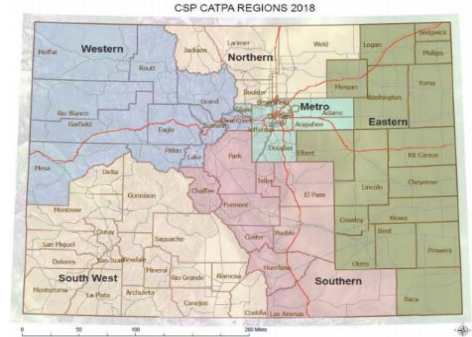


Step 3. The Board's Use of Guiding Principles

As a preamble, the Board will consider guiding principles to review the applications. These guiding principles are to countermeasure, through prevention efforts, the incidence of auto theft based on geographical, crime origination and density rates represented within the State. As such, the Board will employ the use of weighting factors to guide decisions and increase objectivity of the application review process.

Principle 1: Geographical Distribution

CATPA funds should have geographical distribution and representation for a statewide impact to reduce auto theft crime. As such, the Board has adopted the use of the illustrated map in determining geographical project areas. These areas are inclusive of boundaries based upon counties and judicial districts. The following chart demonstrates how each county and judicial district is assigned to the various CATPA Areas.



County	Jud. Dist.	CATPA Area
Adams	17th	Denver Metro
Alamosa	12th	Southwest
Arapahoe	18th	Denver Metro
Archuleta	6th	Southwest
Baca	15th	Eastern
Bent	16th	Eastern
Boulder	20th	Northern
Broomfield	17th	Denver Metro
Chaffee	11th	Southern
Cheyenne	15th	Eastern
Clear Creek	5th	Western
Conejos	12th	Southwest
Costilla	12th	Southwest
Crowley	16th	Eastern
Custer	11th	Southern
Delta	7th	Southwest
Denver	2nd	Denver Metro
Dolores	22nd	Southwest
Douglas	18th	Denver Metro
Eagle	5th	Western
El Paso	4th	Southern
Elbert	18th	Denver Metro
Fremont	11th	Southern
Garfield	9th	Western
Gilpin	1st	Denver Metro
Grand	14th	Western
Gunnison	7th	Southwest
Hinsdale	7th	Southwest
Huerfano	3rd	Southern
Jackson	8th	Northern
Jefferson	1st	Denver Metro
Kiowa	15th	Eastern
Kit Carson	13th	Eastern
La Plata	6th	Southwest
Lake	5th	Western
Larimer	8th	Northern
Las Animas	3rd	Southern
Lincoln	18th	Denver Metro
Logan	13th	Eastern
Mesa	21st	Western

County	Jud. Dist.	CATPA Area
Mineral	12th	Southwest
Moffat	14th	Western
Montezuma	22nd	Southwest
Montrose	7th	Southwest
Morgan	13th	Eastern
Otero	16th	Eastern
Ouray	7th	Southwest
Park	11th	Southern
Phillips	13th	Eastern
Pitkin	9th	Western
Prowers	15th	Eastern
Pueblo	10th	Southern
Rio Blanco	9th	Western
Rio Grande	12th	Southwest
Routt	14th	Western
Saguache	12th	Southwest
San Juan	6th	Southwest
San Miguel	7th	Southwest
Sedgwick	13th	Eastern
Summit	5th	Western
Teller	4th	Southern
Washington	13th	Eastern
Weld	19th	Northern
Yuma	13th	Eastern

Principle 2: Initiative Apportionment

CATPA funds should have justifiable apportionment to the initiatives of prevention, education, enforcement, prosecution, first time offender rehabilitation and training. The Board will consider allocating the funds towards each of these initiatives. The Board recognizes the total revenues for awarding in are in the vicinity of \$4.1 million; however, the maximum Spending Authority is \$5.7 million. Regardless of the apportionment of funding, the entire amount should be apportioned for each of the auto theft reduction initiatives, including prevention, enforcement, prosecution, and first-time offender probation programs. Using the past practices, the Board has funded initiatives as displayed in the adjacent chart. However, these past practices may not represent future apportionments.

Initiative	Percent	Total
Enforcement	64%	\$2,624,000
Intelligence	12%	\$492,000
Prosecution	5%	\$205,000
Education	13%	\$533,000
Training	6%	\$246,000
First Time Offenders	0%	\$0
Total	100%	\$4,100,000

Principle 3: Successful Programs

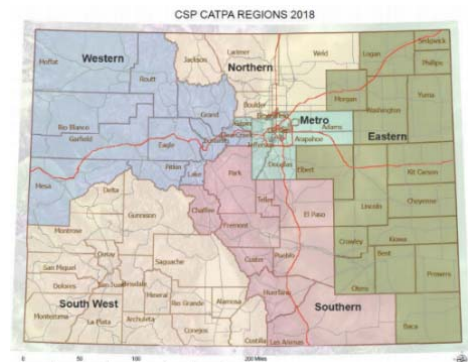
CATPA funds should have relevance to successful programs that have demonstrated the ability to reduce auto theft based on previous experience of CATPA funding. The Board will consider past performance of previous grant projects to determine levels of success in addressing, reducing or otherwise demonstrating an investment value return. Using the past history of the CATPA Board's consideration of funding, the percentiles of funding the initiatives and the CATPA areas are illustrated below for guidance to the Board.

Initiative	Fiscal Year 2017		Fiscal Year 2018		Fiscal Year 2019		Fiscal Year 2020	
	Award	%	Award	%	Award	%	Award	%
Enforcement	\$ 3,622,313	67.1%	\$ 3,426,000	59.8%	\$3,700,000	64.80%	\$ 3,648,145	63.82%
<i>Denver Metro</i>	\$ 2,527,858	46.8%	\$ 2,026,000	35.4%	\$ 2,100,000	36.78%	\$ 2,439,922	42.68%
<i>Statewide</i>	\$ 1,094,455	20.3%	\$ 1,400,000	24.4%	\$ 1,600,000	28.02%	\$ 1,208,223	21.14%
Intelligence	\$ 584,072	10.8%	\$ 992,783	17.3%	\$ 694,546	12.16%	\$ 714,831	12.51%
Prosecution	\$ 282,041	5.2%	\$ 285,629	4.9%	\$ 295,544	5.18%	\$ 284,195	4.97%
Education	\$ 683,700	12.7%	\$ 755,000	13.2%	\$ 760,000	13.31%	\$ 750,000	13.12%
Training	\$ 222,508	4.1%	\$ 268,000	4.7%	\$ 260,000	4.55%	\$ 319,172	5.58%
Total	\$ 5,394,634	100%	\$5,727,412	100%	\$ 5,710,090	100%	\$ 5,716,343	100%

Principle 4: Crime Relevance

CATPA funds should be relevant to where auto theft crime is prevalent.

Area	2016 Thefts	2017 Thefts	2018 Thefts
Southwest Colorado	301	391	370
Denver Metro Area	12,006	13,378	13,851
Western Colorado	410	464	490
Eastern Colorado	162	184	236
Northern Colorado	1,551	1,521	1,752
Southern Colorado	3,661	3,718	4,288
Statewide	37	32	57
Grand Total	18,128	19,688	21,043



Principle 5: Auto Theft Per Capita Rate

CATPA funds should have significance to per capita auto theft crime to protect the general public from harm. Using the geographical map, the CATPA Areas were identified with population bases, using census records from the Colorado Department of Local Affairs, corresponding to the reported number of vehicle thefts. These theft rates will provide guidance to the Board in understanding the thefts per 100,000 residents.

Area	2016			2017			2018		
	Population	Thefts	Theft Rate	Population	Thefts	Theft Rate	Population	Thefts	Theft Rate
Southwest Colorado	246,598	301	122.0	250,685	391	156.0	253,152	370	146.2
Denver Metro Area	2,835,984	12,006	423.0	2,882,986	13,378	464.0	2,911,356	13,851	475.8
Western Colorado	389,048	410	105.0	395,496	464	117.3	399,388	490	122.7
Eastern Colorado	130,392	162	124.0	132,553	184	138.8	133,857	236	176.3
Northern Colorado	952,196	1,551	163.0	967,977	1,521	157.1	977,503	1,752	179.2
Southern Colorado	982,827	3,661	372.0	999,116	3,718	372.1	1,008,948	4,288	425.0
Statewide		37	-		32	-		57	-
Grand Total	5,537,045	18,128	327.0	5,628,813	19,688	349.8	5,684,203	21,043	370.2

Principle 6: Auto Theft and Vehicle Registration Rate

CATPA funds should have a proportional distribution relationship to the origination of funding (insured policy fee) as compared with the Department of Motor Vehicles registrations for the previous year. CATPA collects a \$1 fee from insurance companies on passenger vehicles and pickup trucks insured. Using the Department of Motor Vehicles registrations for 2016, there were a total of 4,718,188 CATPA eligible vehicles registered in Colorado (exempting trailers, fleet, special vehicles and commercial vehicles). Using the weighting factors of land acreage, population base, and theft incidence in combination with funding the various initiatives, the following values were determined.

Area	CATPA Fee Registrations		Portion	Enforcement (64%)	Intelligence (12%)	Prosecution (5%)	Education (13%)	Training (6%)
Southwest CO	380,744	6.55%	\$268,550	\$171,872	\$32,226	\$13,428	\$34,912	\$16,113
Denver Metro	2,645,894	45.50%	\$1,865,500	\$1,193,920	\$223,860	\$93,275	\$242,515	\$111,930
Western CO	572,874	9.85%	\$403,850	\$258,464	\$48,462	\$20,193	\$52,501	\$24,231
Eastern CO	245,361	4.22%	\$173,020	\$110,733	\$20,762	\$8,651	\$22,493	\$10,381
Northern CO	917,781	15.78%	\$646,980	\$414,067	\$77,638	\$32,349	\$84,107	\$38,819
Southern CO	1,052,340	18.10%	\$742,100	\$474,944	\$89,052	\$37,105	\$96,473	\$44,526
Total	5,814,994	100.00%	\$4,100,000	\$2,624,000	\$492,000	\$205,000	\$533,000	\$246,000

Principle 7: Consideration of Land, Population and Theft Rates

Each of the CATPA Areas were assigned with a net weighting factor resulting from the percentiles of land acreage, population density and volume of auto theft. Each of the weighting elements was assigned a percentage of influence, where the land acreage is 5%, population density is 25% and auto theft experience is 70%.

CATPA Area	Land	Population	Theft	Total CO	Apportionment
Southwest Colorado	1.20%	1.11%	1.30%	3.61%	\$ 148,010
Denver Metro	0.40%	12.80%	46.10%	59.30%	\$ 2,431,300
Western Colorado	1.10%	1.76%	1.60%	4.46%	\$ 182,860
Eastern Colorado	1.10%	0.59%	0.80%	2.49%	\$ 102,090
Northern Colorado	0.40%	4.30%	5.90%	10.60%	\$ 434,600
Southern Colorado	0.80%	4.44%	14.30%	19.54%	\$ 801,140
Total	5.00%	25.00%	70.00%	100.00%	\$ 4,100,000

Principle 8: Land, Population, Theft Rates Weighting Factors

Using the weighting factors of land acreage, population base, and theft incidence in combination with funding the various initiatives, the following values were determined. Summarily, the chart illustrates the weighted apportionment of each CATPA area per initiative.

CATPA Area	CO Portion	Enforcement	Intelligence	Prosecution	Education	Training	Offender
Southwest Colorado	\$ 148,010	\$ 94,460	\$ 18,516	\$ 7,356	\$ 19,419	\$ 8,259	\$ -
Denver Metro	\$ 2,431,300	\$ 1,551,656	\$ 304,156	\$ 120,836	\$ 318,987	\$ 135,667	\$ -
Western Colorado	\$ 182,860	\$ 116,701	\$ 22,876	\$ 9,088	\$ 23,991	\$ 10,204	\$ -
Eastern Colorado	\$ 102,090	\$ 65,154	\$ 12,771	\$ 5,074	\$ 13,394	\$ 5,697	\$ -
Northern Colorado	\$ 434,600	\$ 277,362	\$ 54,368	\$ 21,600	\$ 57,020	\$ 24,251	\$ -
Southern Colorado	\$ 801,140	\$ 511,288	\$ 100,223	\$ 39,817	\$ 105,110	\$ 44,704	\$ -
Total	\$ 4,100,000	\$ 2,616,620	\$ 512,910	\$ 203,770	\$ 537,920	\$ 228,780	\$ -

Principle 9: Consideration of Multiagency Applications

Priority will be given to multiagency applications. Accordingly, in 2016 the CATPA Board resolved with intention to solicit, award and distribute funding in giving priority to two primary multiagency enforcement task force grant applications:

- 1) Task force applicant in the Denver Metro Area, and
- 2) Task force applicant statewide outside the Denver Metro Area.

Conditionally, the two multiagency law enforcement task force applicants must ensure a centralized and unified command within and amongst both task forces. This priority shall not exclude the Board's ability to award grants to other applicants, consistent with §42-5-112 C.R.S.

Principle 10: Criteria Based Evaluation

Once the grant applications are received, the Board will evaluate the applications for best overall value based on an integrated assessment composed of evaluation factors and sub-factors. The next stage of the Board's consideration is to evaluate the strength of the written application, using the following factors:

- Technical Capacity is the most important factor accounting for 70% of the total score.
- Management Capacity accounts for 15% of the total score.
- Past Performance accounts for 15% of the total score.
- Cost/Price, which will not be scored.

All evaluation factors other than cost or price, when combined, are significantly more important than cost or price; however, cost/price will contribute substantially to the selection decision. The evaluated price will not be rated or scored, but will be a consideration for realism and reasonableness in the final source selection decision. Technical Capacity is the most important factor in determining the best value, where Management Capacity and Past Performance are secondary but have equal value. All non-price evaluation factors, when combined are significantly more important than cost or price; however, cost/price will contribute substantially to the selection decision. There are 100 total points possible.

Once an applicant has completed and submitted the CATPA Application, the CATPA staff will review the application. The CATPA Board will then convene and evaluate all applications. This evaluation will result in a weighting of each of the evaluation factors, and a review of the cost/price. This evaluation process will be used to assist the Board in making funding decisions.

1. Technical Capacity Key Elements

Each application will be evaluated based on technical capacities and strength. The technical capacity involves all parts of the CATPA Application, but are centrally focused on the Project Narrative, Goals, Objectives, Measurements and Budget Justifications. The narrative and budget line-item portions will evaluate the preamble elements for consideration: the project area description, capacity of multiagency initiative, key personnel, type of grant request, impact of reduction/denial of proposal, and timeline. The second portion of the technical capacity will be an evaluation of the applicant's selected goal statements, and development of relative performance objectives. As

CATPA is tasked to support multiagency cooperative initiatives, a portion of the technical factor evaluation will be given to the type(s) of agreements that are valid and existing at the time of the application. The applicant must identify the type of cooperative agreement(s) which are currently or tentatively engaged in the application (i.e., letters of commitments, memorandums of understanding, intergovernmental agreements, etc.). It is important to identify the specific partnerships engaged in a multiagency cooperative initiative and reference to engaged multiagency cooperative agreements, and/or control boards. The Board will consider what the applicant selected as the initiative(s) for the proposed project (e.g., enforcement, public education, public information, training, prosecution, or intelligence). Each of these initiatives may be weighted for funding, in combination with the description of the project area. An applicant is not limited to selection of one initiative, but encouraged to select all initiatives that meet the applicant's abilities, skills and knowledge. These initiatives are selected using the application process and are not to be reiterated in the narrative form of the application. The Board will consider the proposed budget and goal initiatives, attempting to identify the percentage of total funding request allotted to each of the initiatives. Applicants should include a statement identifying the apportionment of requested funding, for example: *This proposal estimates the entire funding request to be apportioned as follows: 60% to enforcement, 15% to prosecution, 10% to prevention - public information, 10% to intelligence and 5% to training.* The CATPA Board has established goals for each of the initiatives, whereby applicants must select a minimum of one goal per selected initiative. However, consideration will be given to applicants that have a larger impact on the initiative by selection of more than one goal per initiative. These goal statements are selected using the application. Each of these goal statements should be supported with objectives towards the overall initiative to prevent auto theft. The Board will consider key personnel involved in the application and project. The grant request should identify key personnel (by title and position only) to be used during the project period when completing the budget section. The proposal should identify the level of knowledge, skills and abilities related to the tasks to meet the performance based objectives. The proposal should not include specific names, resumes, or training certifications. The proposal should provide justification as to the personnel services request related to the number, expertise, specialized assignment, and use of key personnel to complete tasks meeting the performance objectives. Applications should provide a high-level synopsis of key personnel to be used during the project period, the level of commitment to the project (Example: full-time, part-time, overtime, etc.) including contributions from partnerships engaged in the project. The Board will consider funding summaries, describing any significant points regarding the budget and its relation to the goals and objectives. Significant points include, but are not limited to the type of program model(s) to be funded, contributions from partnering agencies, non-contingent costs (non-reoccurring costs to the next fiscal year), the impact to public safety, the service community, and the organization, and a brief statement addressing the effect of the program if CATPA funds were unable to meet the level of financial request as submitted. *As a note, under §42-5-112.3(b) C.R.S. "The board shall not require as a condition of receipt of a grant that an agency, political subdivision, or other qualified applicant provide any additional money to operate an automobile theft prevention program or a program for the enforcement or prosecution of automobile theft crimes."* The Board will rely upon the Applicant's classification of budgetary priority requests as either Critical Funding Request, Essential Funding Request or Supplemental Funding Request. The following terms provide a short statement with the amount of funding that is critical, essential and supplemental.

Critical Funding Request

Critical funding (austerity) is a situation in which there is not much money and it is spent only on things that are necessary. These are funds that support the essential components of the project and, without the funding; the project would fail to meet the goal(s) identified in the application.

Essential Funding Request

In order to maintain the status quo, these funds allow an ability to continue the project without hindrance, or reduction efforts. These funds typically include items that provide sustenance and support to critical funding resources.

Supplemental Funding Request

Supplemental funds provide the ability to enhance, elevate, enrich, expand or otherwise augment the project's effectiveness and/or efficiency.

Example: This project requests a total of \$937,000, where: 1) \$473,000 is **critical** to the continuation of assigned personnel in the task force, 2) \$204,000 is **essential** to the continuation of housing, equipment, support, maintenance and supplies of current staff/program, 3) \$130,000 is **supplemental** to enhance new and innovative investigative abilities by purchasing a computer program for case management, and 4) \$130,000 is supplemental as a new, one-time only, purchase for an innovative retro-detection wiz-bang neutralizer tool.

2.

The Board will consider how the applicant has addressed the impact or implication(s) to a reduction or denial of funding of the application. It is important that Applicants describe the impact to public safety, the service community, and organization(s) in the event CATPA funds are not able to meet the level of financial request outlined in the submitted budget. Applicants should identify the funding line items with the percentage of essential versus non-essential financing to continue the grant program without compromising the overall goals and objectives. The Board will consider how the Applicant presented a timeline for the project. Applicants should provide a narrative description of any timelines that may be useful during the technical evaluation. Timelines may include a simple outline. The Board will consider the strength and relevance of the stated objectives, using the S.M.A.R.T.+C. Applicants should establish objectives that are associated with the goal statements. During the technical review, these objectives will be evaluated for determination of their strengths in being specific, measurable, achievable, relevant, timely, and challenging. [Appendix A](#) is provided to assist in the development of objectives.

Technical Capacity Rating

The Board will provide an overall rating for each qualified application using the following criteria:

- a. **Excellent (60-70)** - Based on the proposal's technical responses, a very high likelihood of success exists that the proposal will successfully perform the required effort to reduce auto theft within the state. The proposal has demonstrated in-depth knowledge and expertise in the achieving the goals identified to reduce auto theft within the state, as well as a detailed understanding of how to develop and use performance based objectives. The proposal has also demonstrated their ability to use innovative approaches and provide project team leadership.
- b. **Good (40-59)** - Based on the proposal's technical responses, a reasonable likelihood of success exists that the proposal will successfully perform the required effort to reduce auto theft within the state. Most of the evaluation criteria in the solicitation were satisfactorily addressed, though some detail was lacking. No indication of innovative approaches.
- c. **Marginal (20-39)** - Based on the proposal's technical responses, a low likelihood of success exists that the proposal will successfully perform the required effort to reduce auto theft within the state. The proposal did not address all of the evaluation criteria in the solicitation and demonstrated some obvious weaknesses.
- d. **Poor (0-19)** - Based on the proposal's technical responses, an unacceptable likelihood of success exists that the proposal will successfully perform the required effort to reduce auto theft within the state. Most of the evaluation criteria in the solicitation were not addressed in the proposal's response.

3. Management Capacity Key Elements

Proposals will be evaluated on their ability to undertake and effectively manage the technical, personnel, and financial aspects of the grant contract, including the magnitude and complexity of the work requirements. This capacity includes the ability to ensure effective, efficient, timely, and responsive support to the proposed project, communication with the CATPA Office and responsiveness to ensuring performance objectives are being met by the project supervisors/leaders. Proposals should include a narrative of the project's management practices, roles, responsibilities, workload, grant reporting capabilities, fiscal management abilities and use of staffing by technical disciplines (e.g., managerial, supervisory, fiscal, analytical, and specialists). The proposal should provide sufficient administrative capacity to manage and control costs, effective approaches to maintain a high degree of responsiveness and communication with other CATPA grantees, methodology to resolve potential problems arising during the grant period, and ability to deliver and comply with the CATPA financial and reporting requirements.

Example: This project is managed by an executive level official who is exclusively assigned to oversee all activities and personnel involved with this grant delivery. The executive official ensures policies, procedures, protocols and reporting procedures of the task force activities and personnel are reported to the CATPA Office. The executive official is responsible for program and financial reporting and ensures liaison, communication and working enablement with other CATPA task forces. The executive official will ensure all reporting requirements outlined in the CATPA grant application will be completed.

Management Capacity Rating

The Board will provide an overall rating for each qualified application using the following criteria:

- a. **Excellent (23-30)** - Based on the proposed management plan, a very high likelihood of success exists that the proposal will successfully perform the required effort. The plan demonstrates that the proposal can undertake and effectively manage the technical, personnel, financial, and reporting aspects and will be responsive to CATPA's needs in a timely manner.
- b. **Good (15-22)** - Based on the proposed management plan, a reasonable likelihood of success exists that the proposal will successfully perform the required effort. Most of the evaluation criteria in the solicitation were satisfactorily addressed, though some detail was lacking.
- c. **Marginal (7-14)** - Based on the proposed management plan, a low likelihood of success exists that the proposal will successfully perform the required effort. The proposal did not address all of the evaluation criteria in the solicitation.
- d. **Poor (0-6)** - Based on the proposed management plan, an unacceptable likelihood of success exists that the proposal will successfully perform the required effort. Most of the evaluation criteria in the solicitation were not addressed in the proposal's response.

4. Past Performance Key Elements

An evaluation of applicant's past performance will be conducted subsequent to the technical evaluation. The proposal must have demonstrated successful operations and maintenance of similar systems, to include scale and complexity. *The evaluation will be based on information obtained from the CATPA Office and other relevant past performance information obtained from other sources known to the CATPA, and any information supplied in the proposal, to include problems encountered on the identified past awards and corrective action taken.* CATPA will assess the relative risks associated with each proposal. Performance risks are those associated with the likelihood of success in performing the acquisition requirements as indicated in a record of past performance.

Past Performance Rating

The Board will provide an overall rating for each qualified application using the following criteria:

- a. **Excellent (23-30)** - Based on the performance record, a very high likelihood of success exists that the proposal will successfully perform the required effort. Sources of information are consistently firm in stating that the proposal's performance was superior.
- b. **Good (16-22)** - Based on the performance record, a reasonable likelihood of success exists that the proposal will successfully perform the required effort. Sources of information state that the proposal's performance was good, better than average, etc.
- c. **Neutral (15)** - No past performance history was identified.
- d. **Marginal (7-14)** - Based on the performance record, a low likelihood of success exists that the proposal will successfully perform the required effort. Sources of information make unfavorable reports about the proposal's performance.
- e. **Poor (0-6)** - Based on the performance record, an unacceptable likelihood of success exists that the proposal will successfully perform the required effort. Sources of information consistently stated that the proposal's performance was entirely unsatisfactory.

5. Cost/Price Evaluation

The Board will consider the cost and price involved with funding the application. The Cost/Price will not receive an evaluation score, but will have significant consideration as the CATPA Cash Fund has spending authority and funding availability limits which impact the ability to award grant funding.

The aforementioned concepts and principles will be used to assist the Board in decision-making, however, please keep in mind they are only guidelines and are not "engraved in stone."

Appendix A. The CATPA Statute

42-5-112. Automobile theft prevention authority - board - creation - duties - rules - fund - repeal.

- (1) There is hereby created in the department of public safety the automobile theft prevention authority, referred to in this section as the "authority". Under the authority, a law enforcement agency or other qualified applicant may apply for grants to assist in improving and supporting automobile theft prevention programs or programs for the enforcement or prosecution of automobile theft crimes through statewide planning and coordination.
- (2) (a) There is hereby created the automobile theft prevention board, referred to in this section as the "board", which shall consist of eleven members as follows:
 - (I) The executive director of the department of public safety, or the executive director's designee;
 - (II) The executive director of the department of revenue, or the executive director's designee; and
 - (III) Nine members appointed by the governor as follows:
 - (A) Five representatives of insurance companies who are authorized to issue motor vehicle insurance policies pursuant to part 6 of article 4 of title 10, C.R.S.;
 - (B) Two representatives of law enforcement;
 - (C) A representative of a statewide association of district attorneys; and
 - (D) A representative of the public who may also be a representative of a consumer group.
- (b) The governor shall appoint members of the board within thirty days after the governor receives notification pursuant to subsection (5) of this section that moneys in the fund exceed the sum of three hundred thousand dollars. The appointed members of the board shall serve terms of six years; except that, of the members first appointed pursuant to subsubparagraph (A) of subparagraph (III) of paragraph (a) of this subsection (2), the governor shall select one member who shall serve an initial term of four years and one member who shall serve an initial term of two years. Of the members first appointed pursuant to sub-subparagraph (B) of subparagraph (III) of paragraph (a) of this subsection (2), the governor shall select one member who shall serve an initial term of two years. The member first appointed pursuant to subsubparagraph (C) of subparagraph (III) of paragraph (a) of this subsection (2) shall serve an initial term of four years. No appointed member shall serve more than two consecutive six-year terms.
- (b.5) Notwithstanding the provisions of paragraph (b) of this subsection (2), of the two additional members appointed to the board pursuant to Senate Bill 08-060, enacted at the second regular session of the sixty-sixth general assembly, one member shall serve an initial term of four years and one member shall serve an initial term of two years.
- (c) The members of the board shall serve without compensation; except that the members of the board shall be reimbursed from moneys in the fund created in subsection (4) of this section for their actual and necessary expenses incurred in the performance of their duties pursuant to this section.
- (3) (a) The board shall solicit and review applications for grants pursuant to this section. The board may award grants for one to three years. The board shall give priority to applications representing multijurisdictional programs. Each application, at a minimum, shall describe the type of theft prevention, enforcement, prosecution, or offender rehabilitation program to be implemented. Such programs may include, but need not be limited to:
 - (I) Multi-agency law enforcement and national insurance crime bureau task force programs using proactive investigative methods to reduce the incidents of motor vehicle theft and related crimes and to increase the apprehension of motor vehicle thieves and persons who attempt to defraud insurance companies in order to:
 - (A) Direct proactive investigative and enforcement efforts toward the reduction of motor vehicle thefts;
 - (B) Increase recoveries of stolen motor vehicles, including farm and construction equipment; and
 - (C) Increase the arrests of perpetrators;
 - (II) Programs that engage in crime prevention efforts, activities, and public awareness campaigns that are intended to reduce the public's victimization by motor vehicle theft, fraud, and related crimes;
 - (III) Programs that provide or develop specialized training for motor vehicle theft investigations personnel, including but not limited to law enforcement personnel, county title and registration clerks, division of revenue title clerks, and port-of-entry officials, in order to enhance knowledge, skills, procedures, and systems to detect, prevent, and combat motor vehicle theft and fraud and related crimes;

- (IV) Programs to provide for the support and maintenance of one or more dedicated prosecutors who have the specific mission and expertise to provide legal guidance and prosecutorial continuity to complex criminal cases arising from the activities of a multi-agency law enforcement program; and
- (V) Programs to prevent future criminal behavior by first time offenders who have been charged, convicted, or adjudicated for motor vehicle theft.
- (b) Subject to available moneys, the board shall approve grants pursuant to this section. In selecting grant recipients, the board, to the extent possible, shall ensure that grants are awarded to law enforcement agencies or other qualified applicants in a variety of geographic areas of the state. The board shall not require as a condition of receipt of a grant that an agency, political subdivision, or other qualified applicant provide any additional moneys to operate an automobile theft prevention program or a program for the enforcement or prosecution of automobile theft crimes.
- (c) Subject to available moneys, the board may appoint a director for the authority who may employ such staff as may be necessary to operate and administer the authority.
- (d) No more than eight percent of the moneys in the fund created pursuant to subsection (4) of this section may be used for operational or administrative expenses of the authority.
- (e) The FTE authorization for any staff necessary to support the authority shall be eliminated should sufficient moneys from gifts, grants, or donations no longer be available for the authority.
- (f) The executive director of the department of public safety shall promulgate rules for the administration of this section, including but not limited to:
 - (I) Requirements for an entity other than a law enforcement agency to be a qualified applicant;
 - (II) Application procedures by which law enforcement agencies or other qualified applicants may apply for grants pursuant to this section;
 - (III) The criteria for selecting those agencies or other qualified applicants that shall receive grants and the criteria for determining the amount to be granted to the selected agencies or applicants and the duration of the grants; and
 - (IV) Procedures for reviewing the success of the programs that receive grants pursuant to this section.
- (g) On or before December 1, 2006, any law enforcement agency or other qualified applicant that receives a grant pursuant to this section shall submit a report to the board concerning the implementation of the program funded through the grant.
- (h) On or before February 1, 2007, the board shall report to the judiciary committees of the senate and the house of representatives on the implementation of the programs receiving grants pursuant to this section and the authority. The report shall include but need not be limited to:
 - (I) The number and geographic jurisdiction of law enforcement agencies or other qualified applicants that received grants under the authority and the amount and duration of the grants;
 - (II) The effect that the programs that received grants had on the number of automobile thefts in areas of the state; and
 - (III) Recommendations for legislative changes to assist in the prevention, enforcement, and prosecution of automobile-theft-related criminal activities.
- (4) (a) The department of public safety is authorized to accept gifts, grants, or donations from private or public sources for the purposes of this section. All private and public funds received through gifts, grants, or donations shall be transmitted to the state treasurer, who shall credit the same to the Colorado auto theft prevention cash fund, which fund is hereby created and referred to in this section as the "fund". The fund shall also include the moneys deposited in the fund pursuant to section 10-4-617, C.R.S. The moneys in the fund shall be subject to annual appropriation by the general assembly for the direct and indirect costs associated with the implementation of this section. Any moneys in the fund not expended for the purpose of this section may be invested by the state treasurer as provided in section 24-36-113, C.R.S. All interest and income derived from the investment and deposit of moneys in the fund shall be credited to the fund. Any unexpended and unencumbered moneys remaining in the fund at the end of any fiscal year shall remain in the fund and shall not be credited or transferred to the general fund or any other fund.
- (b) It is the intent of the general assembly that the department of public safety not be required to solicit gifts, grants, or donations from any source for the purposes of this section and that no general fund moneys be used to pay for grants awarded pursuant to this section or for any expenses of the authority.

- (5) (a) The state treasurer shall notify the governor and the executive directors of the departments of public safety and revenue the first time that the moneys in the fund reach or exceed the sum of three hundred thousand dollars.
- (b) If by June 1, 2008, moneys in the fund have never reached or exceeded three hundred thousand dollars, the state treasurer shall return from the fund to the grantee or donee the amount of all gifts, grants, or donations. If gifts, grants, and donations are returned pursuant to this paragraph (b), on July 1, 2008, the treasurer shall transfer to the general fund any interest or income earned on moneys in the fund.
- (6) (a) This section is repealed, effective September 1, 2029.
- (b) Prior to said repeal, the authority created pursuant to subsection (1) of this section and the board created pursuant to subsection (2) of this section shall be reviewed as provided for in section 24-34-104, C.R.S.

Source: **L. 2003:** Entire section added, p. 1326, § 1, effective April 22. **L. 2004:** (2)(a)(III)(A) amended, p. 906, § 35, effective May 21. **L. 2008:** IP(2)(a), IP(2)(a)(III), (2)(a)(III)(A), (4)(a), and (6) amended and (2)(b.5) added, p. 2097, § 2, effective July 1. **L. 2018:** (6)(a) amended, (HB 18-1240), ch. 209, p. 1341, § 2, effective August 8.

Cross references: For the legislative declaration contained in the 2008 act amending the introductory portions to subsections (2)(a) and (2)(a)(III) and subsections (2)(a)(III)(A), (4)(a), and (6) and enacting subsection (2)(b.5), see section 1 of chapter 415, Session Laws of Colorado 2008.

42-5-113. Colorado auto theft prevention cash fund - audit. Beginning in the 2008-09 fiscal year, and every five years thereafter, the state auditor shall cause an audit to be made of the Colorado auto theft prevention cash fund created in section 42-5-112 (4) to include procedures to test distributions from the fund for compliance with program requirements and guidelines. The state auditor shall review a sample of distributions and expenditures from the Colorado auto theft prevention cash fund for the purposes described in section 42-5-112. The state auditor shall prepare a report of each audit conducted and file the report with the audit committee of the general assembly. Following the release of the audit report, the state auditor shall file the audit report with the judiciary committees of the house of representatives and the senate, or any successor committees.

Source: **L. 2008:** Entire section added, p. 2098, § 3, effective July 1. **L. 2013:** Entire section amended, (SB 13-129), ch. 284, p. 1493, § 5, effective May 24. **L. 2017:** (1)(b)(IV) amended, (SB 17-240), ch. 395, p. 2067, § 56, effective July 1. **L. 2017:** Entire section amended, (SB 17-294), ch. 264, p. 1416, § 113, effective May 25.

Cross references: For the legislative declaration contained in the 2008 act enacting this section, see section 1 of chapter 415, Session Laws of Colorado 2008

Appendix B. Developing Objectives

A. Why should you create objectives?

There are many good reasons to develop specific objectives for your organization. Developing objectives helps your organization create specific and feasible ways in which to carry out your mission. Completed objectives can serve as a marker to show members of your organization, CATPA, and the greater community what your initiative has accomplished. Creating objectives helps your organization set priorities for its goals. Objectives help individuals and work groups set guidelines and develop the task list of things that need to be done. Objectives also reemphasize your mission throughout the process of change, which helps keep members of the organization working toward the same long-term goals. Lastly, developing the list of objectives can serve as a completeness check, to make sure your organization is attacking the issue on all appropriate fronts.

B. What Is an Objective?

A goal is only as good as the objectives that go with it. The objective represents a step toward accomplishing a goal. In contrast to the goal, an objective is narrow, precise, tangible, concrete, and can be measured. The best objectives have several characteristics in common, referred to as S.M.A.R.T. +C.

1. **Specific:** They tell how much (e.g., 40%) of what is to be achieved (e.g., what behavior of whom or what outcome) by when (e.g., by 2010)?
2. **Measurable.** Information concerning the objective can be collected, detected, or obtained from records (at least potentially).
3. **Achievable.** Not only are the objectives themselves possible, it is likely the applicant will be able to pull them off during the grant period.
4. **Relevant.** The objective is relevant to the goal statement and the applicant has a clear understanding of how these objectives fit in with the overall vision and mission of CATPA.
5. **Timed.** The applicant has developed a timeline (a portion of which is made clear in the objectives) by which they will be achieved.
6. **Challenging.** The objective stretches the task force or applicant's group to set its aims on significant improvements that are important to the reduction of auto theft.

C. Types of Objectives

There are three basic types of objectives. They are:

1. **Behavioral Objectives.** These objectives look at changing the behaviors of people and the products (or results) of their behaviors.
2. **Community-level outcome objectives.** These are often the product or result of behavior change in many people. They are more focused on a community level instead of an individual level.
3. **Process objectives.** These are the objectives that provide the groundwork or implementation necessary to achieve your other objectives. For example, to create a new program that establishes a prevention effort at probation for first time offenders of auto theft may require developing and adopting a comprehensive plan. In this case, adoption of the plan itself is the objective.

D. Elements of a Performance Based Objective

According to Robert Mager (1997), there are three main components of an effective behavioral objective:

1. **Performance.** The Performance component is a description of the behavior or outcome that is expected to be performed. It should be measurable and observable. It describes what task force or applicant will be doing when demonstrating mastery of an objective. The use of active verbs, e.g., to arrest, charge, interview, etc. give clarity on what is to be done. Contrasting the use of the active verbs are those that are invisible, and are of poor use in an objective, e.g., to understand, appreciate, or conceptualize.
2. **Condition.** The Condition component of an objective is a description of the circumstances under which the performance will be carried out. It also includes a description of what or how the performance will be achieved. As an example, it is not reasonable that three detectives in a given task force can investigate an average of 40 auto thefts per week in a given multijurisdictional area, so a condition in the objective may be "...using a CALEA approved case management system for major criminal investigations..." Specifying the conditions further helps to prevent misunderstanding of your intent. For example, if you are given the objective "Travel from New York to Washington DC in 2 hours", you could probably do that if you were on a plane. However, what if the objective

were stated like this: “Given an automobile, travel from New York to Washington DC in 2 hours” or “Using your own two feet, travel from New York to Washington DC in two hours.” Those two might be a little more difficult, or impossible. In both cases the conditions of the objective make it clear what the intent is. In order to avoid any confusion regarding your objective you should state the main condition under which the performance will occur.

3. **Criterion.** The final component of an effective objective is the Criterion. The criterion is a description of the criteria for acceptance of a performance as sufficient, indicating completion of the objective. In other words, how well must it be done? Stating the criterion provides an achievement level or standard of success to the objective. The criterion you specify should be what you consider to be the desired or appropriate level of performance, not necessarily minimum level. Here's an example of an objective with criteria: Given a computer with word-processing software, be able to write a simple letter with no spelling, grammar, or punctuation errors. (The criteria are that there should be no errors in the final letter).

Appendix C. Net Weighting Factor for CATPA Areas

The Net Weighting Factor was derived using the 2012 Peppanres from the US Census Bureau. This data included the 2012 land acreage, and population estimates from the 2010 Census. In addition, projections from the Colorado Stolen Motor Vehicle Database Repository and Colorado Department of Local Affairs data was used for the 2018 experience.

Land Acreage Weighting Factor

Area	Land (sq.mi.)	% Land	Weight
Southwest CO	24,371	23.4%	1.2
Denver Metro	8,376	8.0%	0.4
Western CO	22,587	21.7%	1.1
Eastern CO	22,812	21.9%	1.1
Northern CO	9,006	8.7%	0.4
Southern CO	16,945	16.3%	0.8
Land Weight	104,096	100.0%	5.0

Population Weighting Factor

Area	2012 Population	% Population	Weight
Southwest CO	239,111	4.6%	1.2
Denver Metro	2,625,607	50.6%	12.7
Western CO	375,932	7.2%	1.8
Eastern CO	130,126	2.5%	0.6
Northern CO	880,844	17.0%	4.2
Southern CO	935,962	18.0%	4.5
Population Weight	5,187,582	100.0%	25.0

Theft Weighting Factor

Area	2015 Thefts		2016 Thefts		2017 Thefts		Aver. Weight
Southwest CO	263	1.75%	301	1.66%	391	1.97%	1.26%
Denver Metro	10,151	67.36%	12,006	66.23%	13,378	67.95%	47.03%
Western CO	415	2.75%	410	2.26%	464	2.36%	1.72%
Eastern CO	146	0.97%	162	0.89%	184	.93%	0.65%
Northern CO	1,205	8.00%	1,551	8.56%	1,521	7.73%	5.67%
Southern CO	2,877	19.09%	3,661	20.20%	3,718	18.88%	13.57%
Unknown	13	0.09%	37	0.20%	32	.16%	0.11%
Total	15,070	100.00%	18,128	100.00%	19,688	100.00%	70.00%

Net Weighting Factor

Area	Land Weight	Population Weight	Theft Weight	Total Weight
Southwest CO	1.2	1.2	1.26	3.66
Denver Metro	0.4	12.7	47.03	60.13
Western CO	1.1	1.8	1.72	4.62
Eastern CO	1.1	0.6	.65	2.35
Northern CO	0.4	4.2	5.67	10.27
Southern CO	0.8	4.5	13.58	18.88
Total	5.0	25.0	70.0	100.0

Appendix D. CATPA Template Guide for Funding an ALPR

ALPR Standards and Requirements

This document is provided to law enforcement partnerships requesting funding of automated license plate readers using CATPA cash funds. This is a subsequent document to the ALPR Standards and Requirements, approved by the CATPA Board of Directors on July 21, 2016. This document is intended for use by the CATPA Board of Directors, CATPA Office and Grant Projects requesting or being funded through the CATPA Cash Fund.

1. Purpose

This Template Guide for Funding ALPR is intended to be used by Project Directors considering the use of CATPA funds to procure, enhance or otherwise replenish automated license plate reader system. CATPA has published this guide to aid in the management, administration, procurement and planning for law enforcement Project Directors. This Guide should be used in concert with appropriate legal counsel, administrative fiscal agency direction and considerations to harness and strengthen partnerships to prevent, enforce and prosecute auto theft and related crimes.

This Template Guide originates from the CATPA ALPR Standards and Requirements, passed by the CATPA Board on July 21, 2016. The Standards and Requirements were established in response to continuation of funding for law enforcement grant applicants in procuring ALPR. Historically, CATPA has provided funding of ALPR projects to law enforcement agencies, where these projects have demonstrated high levels of efficiency and effectiveness in identifying, interdicting and apprehending stolen vehicles and criminal offenders. CATPA has experienced that appropriate funding of law enforcement ALPR systems can evidence efficient investment value return when simply considering the amount of funds expended to support the ALPR system contrasted with the estimated fair market value of recovered stolen vehicles identified by the ALPR. The ALPR funding requirements will be considered when contemplating continuation or initiation of an ALPR project. This Template Guide summarizes the Standards and Requirements and should be used to assist in the continuation, initiation or enhancement of a CATPA funded ALPR project.

2. General Guidance

This Template Guide primarily contains three sections for the Project Director to consider. The first, Evaluation and Assessment, should be used to document the requesting agency's environmental conditions and preparedness for deploying a funded ALPR. This checklist is not all inclusive, as other observations or notations may need to be performed by the Project Director, such as the strength of certain conditions (e.g., policies and procedures, organizational readiness, implications of deploying an ALPR to increase service time, etc.). Please note the Evaluation and Assessment does not provide the justification for why an agency needs an ALPR. This justification is outside the scope of this document.

The second section is a Sample Letter of Commitment. The exact content of the sample is not required. Abbreviations and modifications can be made to the template to accommodate unique conditions of the request. Because non-fiscal grant agencies do not have a written agreement with CATPA, the purpose of the Letter of Commitment is to document and establish an understanding that the requesting agency is willing to comply with the CATPA Standards and Requirements.

The third section is a Sample Memorandum of Understanding. Again, this sample is offered to guide the Project Director in facilitating an agreement between law enforcement agencies to share ALPR data. As a note, CATPA does not intend to be a party in the MOU between two or more law enforcement agencies agreeing to share ALPR information. In the event a funded ALPR is purchased without the capability of data sharing, CATPA does not believe the MOU is necessary. In the event the funded ALPR will connect to a statewide database, the MOU will be applicable between the State and the non-state entity.

3. Evaluation and Assessment

Name of Grant Applicant: _____

FY'19 CATPA Application

SECTION 1. LAW ENFORCEMENT ALPR ARCHITECTURE			
1.	Is the ALPR architectural design compliant with federal, state and local laws, regulations and policies?	☐ Yes	☐ No
2.	Does the ALPR architecture consider database systems and information sharing to be treated as FOUO and managed by a law enforcement agency?	☐ Yes	☐ No
3.	Is the ALPR architecture and software applications configured to comply with provisions of §24-72-113 C.R.S.?	☐ Yes	☐ No
4.	Is the ALPR architecture and software applications managed or controlled by the Grant Project Agency or an assigned Colorado law enforcement agency?	☐ Yes	☐ No
5.	Are there existing Memorandums of Understanding or Inter Governmental Agreements in place for the authentication, use and access of CATPA funded ALPR devices and database?	☐ Yes	☐ No
SECTION 2. AUTHORIZED USES OF CATPA FUNDED ALPR			
6.	Does the grant project intend to use the ALPR devices and database for tactical purposes?	☐ Yes	☐ No
7.	Does the grant project intend to use the ALPR devices and database for investigative purposes?	☐ Yes	☐ No
8.	Does the grant project intend to use the ALPR devices and database for crime analysis purposes?	☐ Yes	☐ No
9.	Does the grant project intend to use the ALPR devices and database for administrative reporting purposes?	☐ Yes	☐ No
10.	Does the Grant Project Agency have written policies and procedures that address the use of the ALPR devices and database?	☐ Yes	☐ No
SECTION 3. AUTHORIZED USERS			
11.	Does the Grant Project Agency manage, control and update authentication for personnel authorized to use, access and retrieve CATPA funded ALPR equipment, devices and related databases?	☐ Yes	☐ No
12.	Does the Grant Project Agency have written policies and procedures on authorized users for CATPA funded ALPRs?	☐ Yes	☐ No
SECTION 4. RETENTION OF ALPR DATA			
13.	Does the Grant Project Agency limit database retention of CATPA funded ALPRs to no more than 1 year?	☐ Yes	☐ No
14.	Does the Grant Project Agency have written policies and procedures on database retention of CATPA funded ALPRs?	☐ Yes	☐ No
SECTION 5. ALPR DEVICES			
15.	Has the Grant Project Agency completed and submitted the CATPA Inventory Certification Form for purchased CATPA funded ALPR devices?	☐ Yes	☐ No
16.	Does the Grant Project Agency have a written policy or procedure to download the CCIC Hotlist prior to daily use of a CATPA funded ALPR device?	☐ Yes	☐ No
17.	Does the Grant Project Agency have a written policy or procedure which specifies the primary use of CATPA funded ALPR is for the investigation and recovery of reported stolen vehicles?	☐ Yes	☐ No
18.	Does the Grant Project Agency have a written policy or procedure which addresses operational confirmation of stolen vehicles, the necessity for recovery, w h e n deploying the CATPA funded ALPR?	☐ Yes	☐ No

19.	Does the Grant Project Agency understand ALPR reporting requirements as established through the approval of the grant award and/or Grant Managers Guidance Manual?	☐ Yes	☐ No
SECTION 6. ALPR INFORMATION SHARING			
20.	Has the Grant Project Agency designed or implemented information sharing capabilities of CATPA funded ALPR systems?	☐ Yes	☐ No
21.	Has the Grant Project Agency designed or implemented information sharing capabilities of CATPA funded ALPR systems using Nlets?	☐ Yes	☐ No
	Is the Grant Project Agency willing to seek implementation of information sharing with Nlets?	☐ Yes	☐ No
22.	Does the Grant Project Agency have written policies and procedures pertaining to information sharing of CATPA funded ALPR data?	☐ Yes	☐ No
SECTION 7. CATPA ALPR WEB SERVICE			
23.	Is the Grant Project Agency willing to seek enhancing information sharing capabilities of CATPA funded ALPR data among CATPA funded law enforcement partnerships and task force personnel utilizing a CATPA ALPR Web Service?	☐ Yes	☐ No
24.	Is the Grant Project Agency willing to seek enhancing information sharing capabilities of CATPA funded ALPR data among applicable Colorado CCIC users?	☐ Yes	☐ No
25.	Is the Grant Project Agency willing to seek enhancing information sharing capabilities of CATPA funded ALPR data among applicable NCIC users?	☐ Yes	☐ No
Section 8. NON-GOVERNMENTAL DATABASES			
26.	Does the Grant Project Agency send data from CATPA funded ALPRs to any non-governmental entity?	☐ Yes	☐ No
27.	Does the Grant Project Agency have written policies and procedures on information sharing with specific non-governmental entities to ensure data retention and information sharing is compliant with federal, state and local laws and regulations?	☐ Yes	☐ No
Section 9. Audit and Compliance			
28.	Is the Grant Project Agency willing to submit ALPR data results, consistent with the CATPA Reporting Requirements, such as the number of ALPR reads, hours deployed, number of hits and number of stolen vehicle recoveries?	☐ Yes	☐ No
29.	Is the Grant Project Agency willing to maintain, service, and inventory the ALPR for a minimum of 5 years from the date of the CATPA funding?		

Name of Person Completing Evaluation and Assessment:

Printed Name

Date

4. Sample Letter of Commitment

[Date of Letter]

From: [Chief Executive Officer Title and Name]
[Agency Name]
[Agency Address]
[City, State and Zip Code]

To: Colorado Automobile Theft Prevention Authority
710 Kipling Street, Suite 106
Lakewood, Colorado 80215

Subject: Letter of Commitment for CATPA Funded ALPR

Consistent with the CATPA Project Grant Agreement [CATPA Grant Agreement Number] between the Colorado Automobile Theft Prevention Authority and [Grant Project Fiscal Agency Name], this agency would request funding to support the purchase of [Number] Automated License Plate Reader system(s). The [Grant Project Title] Grant Project Director, [Project Director Name], has completed the attached evaluation and assessment for consideration of funding. Should the Colorado Automobile Theft Prevention Authority provide reimbursable funding for the purchase of the automated license plate reader system(s), this agency will commit to the following:

- ☐ Maintain an inventory of the funded ALPR device(s) for a period of 5 years from the date of purchase,
- ☐ Report measureable activities of the funded ALPR devices as required by CATPA,
- ☐ Deploy the funded ALPR for the primary purpose of locating stolen vehicles,
- ☐ Comply with applicable federal and state laws related to ALPR data sharing, retention and retrieval,
- ☐ Ensure appropriate policies and procedures are in place for the use of the funded ALPR,
- ☐ Cooperate with CATPA to perform on-site inspection of the funded ALPR device(s) and, if applicable, funded database, and
- ☐ Seek enhanced information sharing of the funded ALPR device(s) based on the development, integrity and compatibility of a CATPA funded statewide ALPR information sharing system.

Understanding any of the above provisions do not have a good faith effort for completion, the CATPA Board retains the right to relocate the funded ALPR to another law enforcement agency.

Submitted by:

Supported by:

[Chief Executive Officer Title and Name]

[Grant Project Director Name]

CATPA Board Acceptance

[Date of CATPA Board Acceptance]

[CATPA Director Title and Name]

5. Sample Memorandum of Understanding

The following is a sample Memorandum of Understanding as recommended by LPRD Handbook, License Plate Recognition Data, SPAWAR Systems Center, Atlantic, 2010.

[HOST AGENCY]

AND

[PROPOSED AGENCY]

[Name of Host Agency Project] is an initiative of the [Host Agency] to create an information sharing system designed to replicate, maintain, and share law enforcement license plate reader systems from all participating state and local public safety agencies within the [State of Name or region of Name].

CONCEPT

The goal of this project is to share license plate recognition data among all contributing agencies that have established this Memorandum of Understanding with [Host Agency System]. Participating agencies will share license plate reader (LPR) information for replication to the data warehouse or as part of a central querying system hosted by [Hosting Agency System] and will have the capability to query all LPR based information from around the [State or Region] which is stored within the warehouse.

PURPOSE

This Memorandum of Understanding (MOU) sets forth an agreement between and defines the roles and responsibilities of [Host Agency] and the [Proposed Agency], in implementing connectivity to [Host Agency System].

RESPONSIBILITIES

[Host Agency]

The roles and responsibilities of [Host Agency] in this MOU are as follows:

- [Host Agency] will establish the [Name of the Host Agency System] as a shared information system to the benefit of all public safety agencies in the [State or Region].
- The [Host Agency] will appoint a project manager to oversee [Name of Host Agency Project] and implement the terms and conditions of this MOU.
- [Hosting Agency] will direct the management of all obligations, responsibilities, and assets of [Name of Host Agency System], including but not limited to:
 - Any and all contractual obligations for development, implementation, expansion, maintenance, and management of [Name of Host Agency System],
 - Ownership of any and all equipment in the inventory of [Name of Host Agency System], including but not limited to servers, workstations, communications devices, routers, firewalls or other hardware, and all software in use or under development in compliance with the requirements of [Name of Host Agency System].
 - Security and control of any data resident in [Name of Host Agency System] data warehouse, to exclusive Law Enforcement use as defined by [Name of Host Agency System] Security Policies and Procedures.
- [Host Agency] will design and implement a governance structure appropriate to the proper operational maintenance of [Host Agency], and providing appropriate levels of input to all participating agencies.
- [Host Agency] will adopt Security Policies and Procedures as may be consistent with appropriate security and maintenance of the system for all participating agencies. This document shall become the governing MOU for participation in [Host Agency System] upon ratification of the participating agencies.

- [Host Agency] will ensure that appropriate personnel are made available as reasonably necessary to assist with development, implementation, and testing of any hardware/software solutions, as well as for any training required, for the purposes of this project.
- [Host Agency] will assist in obtaining the cooperation of any third party contractor or vendor approved by them to provide license plate reader systems in [Name of State or Region] and/or internal or external technology providers (e.g. [State/Region] CIO / Other [State/County/City] Agencies / [Host Agency] information technology staff) as may be reasonably necessary for the purposes of this project.
- [Host Agency] will assist in creation of the lessons learned and final reporting and documentation of the project. The input provided by [Host Agency] will be utilized for future distributions and use of the system at other hosting agencies.

[Proposed Agency]

The roles and responsibilities of the [Proposed Agency] in this MOU are as follows:

- The [Proposed Agency] maintains sole authority and responsibility for determining the actions, if any, that are appropriate for the department's information technology environment, and for implementing any changes deemed to be appropriate to the purposes of this project.
- The [Chief Executive Officer Title] of the [Proposed Agency], or an appropriate designee, will be available, as reasonably required, to give guidance and approval to technical and non-technical requirements of this assistance project.
- The [Chief Executive Officer Title] of the [Proposed Agency] will adopt [Name of Host Agency System] Security Policies and Procedures document, which is the governing MOU for participation in [Name of Host Agency System], and agrees to remain in compliance with the requirements, policies, and practices as outlined therein for the duration of the [Proposed Agency]'s participation in [Name of Host Agency System].
- The [Chief Executive Officer Title] of the [Proposed Agency] will appoint a representative as the agency's (Name of Host Agency System) Project Manager who will be responsible for the overall coordination of the project on behalf of the department.
- The [Proposed Agency] will make reasonable accommodations for access by [Host Agency] staff to their facilities and license plate reader system as may be required in furtherance of this project.
- The [Proposed Agency] will ensure that appropriate personnel are made available as reasonably necessary to assist with development, implementation, and testing of any hardware / software solutions, as well as for any training required, for the purposes of this project.
- The [Proposed Agency] will assist in obtaining the assistance of any third party contractor or vendor associated with their license plate reader system and / or internal or external technology providers (e.g. / municipal information technology staff) as may be reasonably necessary for the purposes of this project.
- [Proposed Agency] will assist in creation of the lessons learned and final report of the project.

[All Agencies]

The roles and responsibilities of all agencies in this MOU are as follows:

- All contributing agencies shall develop and maintain an LPR data usage policy that addresses privacy concerns. Such usage policy may be derived from the International Association of Chiefs of Police publications pertaining to license plate readers.
- The ownership of the data that is contributed in this system shall remain with the contributing agency. Therefore, all ownership rights are to the sole authority and responsibility of the contributing agency. The data in this system is shared by the contributing agency, for the communal use by other law enforcement and government agencies that have this signed agreement with [Host Agency], but shall adhere to the contributing agency's usage policy when using the contributing agency's data. All data use and handling shall comply with the current laws and statutes with respect to the data.

- The [Host Agency] shall develop and maintain an LPR data retention policy that can addresses privacy concerns in accordance with current federal and state legislation and statutes, and may be limited by system capability. All contributing agencies shall adhere to the data retention policy until such time that The [Proposed Agency] has developed their own policy. At that time, the [Proposed Agency] may submit a memorandum to this MOU to address the retention of the data owned by The [Proposed Agency]. Such data retention policy may be derived from the International Association of Chiefs of Police publications pertaining to license plate readers.

FUNDING

Any costs associated with maintenance, upgrade, or changes required directly to the contributing agency's LPR system or existing computer network in order to accommodate implementation of [Name of Host Agency System] interfaces and replication, or costs incurred on behalf of [Name of Host Agency System] as a result of changes to the agency system(s) which adversely affect [Name of Host Agency System] replication, may be the responsibility of the [Proposed Agency].

ACKNOWLEDGEMENT

[Host Agency] anticipates the duration of this implementation to be [Period of Agreement Term], but may be extended at the discretion of the [Chief Executive Officer Title] of [Host Agency] if requested by the [Proposed Agency]. Such extension must be documented through appropriate addendum to this MOU agreeable to both parties.

This Memorandum of Understanding will be effective upon signature of all parties.

[Host Agency Name]

[Host Agency Street Address]

[Host Agency City, State, Zip Code]

[Proposed Agency Name]

[Host Agency Street Address]

[Host Agency City, State, Zip Code]

[Chief Executive Officer Title] Signature

[Chief Executive Officer Title] Signature

[Chief Executive Officer Printed Name]

[Chief Executive Officer Printed Name]

Date

Date