



# **FY 2000 Motor Vehicle Theft Prevention Program**

## **Program Guide and Application Kit**

**U.S. Department of Justice**  
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For grant and funding information contact  
**U.S. Department of Justice Response Center**  
1-800-421-6770

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The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime.

## Director's Letter

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Dear Colleague:

I am pleased to present the *FY 2000 Motor Vehicle Theft Prevention Program: Program Guide and Application Kit*. More commonly known as the Watch Your Car Program, this collaborative effort involving the states and the U.S. Department of Justice, Bureau of Justice Assistance (BJA), provides a national approach to preventing motor vehicle theft.

Authorized under Title XXII of the Violent Crime Control and Law Enforcement Act of 1994, the Motor Vehicle Theft Prevention Act authorizes the Attorney General to develop, in cooperation with the states, a national voluntary motor vehicle theft prevention program. It allows owners of motor vehicles to voluntarily display a decal on their vehicles to alert police that their vehicles normally are not driven between the hours of 1 a.m. and 5 a.m. Motorists also may choose to display another decal to signify that their vehicles are not normally driven across or in the proximity of international land borders or ports.

This is the fourth year funds have been available under this program to enable a competitive grant solicitation to states. To date, BJA has awarded grants to Arizona, Connecticut, Delaware, Maryland, Massachusetts, Minnesota, New York, North Carolina, Tennessee, the U.S. Virgin Islands, and the state of Washington. BJA is offering a limited number of implementation grants to states that have no statewide motor vehicle theft prevention decal program in place. Additionally, BJA will make supplemental awards to existing states that have displayed exemplary initiative in implementing the program.

BJA encourages innovative approaches to implementing comprehensive, unique motor vehicle theft initiatives and will evaluate applications based on the size and scope of the proposed project and the capacity to work in concert with other vehicular theft prevention measures. As part of the application process, applicants are required to prepare a grant project narrative detailing the nature of the motor vehicle theft problem in their state and the proposed plan to combat it.

I encourage you to join in this national effort to prevent motor vehicle theft.

Sincerely yours,



Nancy E. Gist

Director

Bureau of Justice Assistance

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# **Program Description**

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## **Legislative History**

Section 220001 of the Violent Crime Control and Law Enforcement Act of 1994, Public Law 103–322, 108 Stat. 2074, codified at 42 U.S.C. 14171, contains the Motor Vehicle Theft Prevention Act (MVTPA). MVTPA authorizes the U.S. Attorney General to establish a national voluntary motor vehicle theft prevention program. A proposed rule was published in the *Federal Register* on October 24, 1995; the final rule was published on August 6, 1996. This program guide was developed to advise states of the availability of grant funds appropriated under the authority of Public Law 106–113, the Consolidated Appropriations Act for Fiscal Year 2000.

## **Purpose of the Watch Your Car Program**

The purpose of the Watch Your Car Program is to identify vehicles that are not routinely operated during early morning hours or near international land borders or ports of entry so that law enforcement officers can check a vehicle before a stolen vehicle report has been filed. The program encourages owners of motor vehicles to voluntarily display decals on their vehicles' windshields and rear windows to alert police that their vehicles normally are not driven between the hours of 1 a.m. and 5 a.m. Motorists may also choose to display another decal to signify that their vehicles normally are not driven across international land borders or in the proximity of ports of entry.

## **Award Amounts**

The Bureau of Justice Assistance (BJA) is offering implementation grants for states that have no statewide motor vehicle theft prevention decal program in place and for states with existing statewide programs that wish to make the transition to the Watch Your Car Program. Implementation grants up to \$200,000 will be awarded on a competitive basis. Supplemental awards for FYs 1996, 1997, and 1998 recipients will be made on a case-by-case basis. FY 1999 recipients will be eligible to apply for supplements in FY 2001. BJA encourages innovative approaches to implementing comprehensive, unique vehicle theft prevention initiatives and will evaluate applications based on the size and scope of the proposed project and how it can work in concert with other theft prevention measures. Other factors for consideration include the amount of public and private resources leveraged in the proposal.

## **Eligibility for Watch Your Car Funding**

A state may apply on behalf of itself and/or its respective counties and municipalities. The application shall be submitted by the chief executive of the applicant state agency and in accordance with established BJA application guidelines. The term “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, or the Commonwealth of the Northern Mariana Islands. Any state that received funding under the MVTPA program during FY 1999 is ineligible for funding in FY 2000. Those recipients of awards during FYs 1996, 1997, and 1998, who have been timely in the administration of their program and displayed exemplary initiative in implementing the program will be invited to apply for supplemental funding. Municipalities and counties are ineligible to apply directly for funding.

## **Use of Grant Funds**

Grant funds are intended to be used as “seed money” and to meet the customary expenses associated with creating a new statewide program. Funds may be used for major expenses such as hiring a director for the program. Other allowable expenses include printing, purchasing, or distributing up to 25,000 each of the windshield, rear window, and international borders/ports of entry decals; registration and consent forms; public information materials and awareness campaigns; training programs for law enforcement personnel; registration drives; equipment such as audiovisual aids, exhibits, and glass etching tools and kits; administrative costs; upgrading computer databases; additional personnel; and travel expenses and overtime for Watch Your Car activities.

Note: The decals have a limited shelf life. It is suggested that you consult with the manufacturer before placing an order.

## **Program and Budget Periods**

Awards will be for periods of 12 months at a minimum and up to 20 months at a maximum.

## **No Matching Requirement**

Although applicants are encouraged to leverage other resources—state, local, or private—in support of this project, there is no hard-cash-match requirement. Applicants should note, however, that failure to leverage other resources will hinder their prospects of winning an award.

## **Distribution of Funds**

This is a competitive grant offering. There is no state-by-state allocation of funding nor are there base awards for each state. BJA will attempt to achieve an equitable geographical distribution of awards as appropriate.

## **Application Requirements**

In addition to the enclosed application forms, applicants are required to prepare and return a grant project narrative detailing the nature of the motor vehicle theft problem in their state and the proposed plan to combat the problem. The narrative should include a problem statement, goals and objectives, project strategy or design, implementation plan, technical assistance required, additional resource commitments, point of contact, project management structure, organizational capability, and program evaluation. Applicants should return the narrative as a separate submission both in hard copy and on a computer diskette. Any confidential information should be clearly identified. See the Project Narrative section for details. Submit the original and two copies of the application to the address noted on page 5.

## **Standard Form 424 Information**

Applicants must also submit a Standard Form 424. These competitive project grants are offered by the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. The *Catalog of Federal Domestic Assistance* (CFDA) program title is “**Motor Vehicle Theft Prevention Act,**” and the **CFDA program number is 16.597**. Applicants should use the popular name of the program, Watch Your Car, in their descriptive title of the project. The project period will be a minimum of 12 months and a maximum of 20 months. While grants may be made for amounts up to 100 percent of the costs of the program or projects described in the application, applicants who leverage other resources to offset program costs will have a better chance of receiving an award.

## **Application and Award Process**

Notice of the availability of funds under MVTPA will also be published in the *Federal Register* and will be posted on the National Auto Theft Prevention Program home page at [www.ojp.usdoj.gov/BJA/html/wyc.htm](http://www.ojp.usdoj.gov/BJA/html/wyc.htm).

This program is eligible for coverage under Executive Order 12372, “Intergovernmental Review of Federal Programs.” Additional application kits and guidelines are available by contacting the BJA Clearinghouse at 1-800-688-4252. Awards are made by BJA, Office of Justice Programs, and must be accepted by the applicant agency according to the special conditions of the grant.

Applicants will be notified of approval or disapproval for grant funds within 90 days after the application is received.

## **Reporting Requirements**

Grantees are required to submit financial reports of quarterly budget expenditures on Standard Form 269A. Financial reports are due on the 45th day following the end of the calendar quarter.

Semiannual progress reports for the periods of January 1 through June 30, and July 1 through December 31 should be submitted on OJP Form 4587/1. Progress reports are due within 30 days of the end of the reporting period.

## **Government Performance and Results Act**

In July 1993, Congress unanimously passed the Government Performance and Results Act (GPRA) and the President signed it into law in August of that year. GPRA requires federal agencies to prepare 5-year strategic plans and annual program performance plans and reports. From BJA's perspective, GPRA is a tool to stimulate communication between grantees and BJA about program goals, progress, obstacles, and results and share that information with Congress and the public.

To comply with GPRA, BJA will require grantees to include statistical information in their semiannual progress reports to better evaluate the effectiveness of the program. Grantees will need to keep track of (1) the number of vehicles that have been enrolled in the program, (2) the number of decals that have been distributed, (3) the number of vehicles that have been stopped as a result of the program, and (4) other residual outcomes that can be attributed to the program (such as an increase in narcotics arrests as a result of transporting narcotics in stolen vehicles and driving under the influence).

Grantees must indicate the number of brochures mailed out and the number of agencies that were contacted rather than simply report that a brochure was produced and mailed for a statewide training session. When training sessions are held, grantees must also account for the number of people in attendance and the number of training sessions held.

This program is a public awareness effort, and it is helpful to have statistics on the type and amount of public awareness materials that have been distributed. Grantees should note the number of radio and television spots that are produced, how often the spots are aired, and the stations that are broadcasting them. Provide the number of media interviews given and the outcomes. Indicate if any interviews were included in a newspaper story or segment on the evening news. The impact the public awareness program is having in each state is of interest.

## **Deadline for Submission of Applications**

All applications must be received or postmarked no later than **June 15, 2000**. The original and two copies of the application must be submitted by the chief executive of the applicant state agency and must be mailed to: Bureau of Justice Assistance, Attention: Watch Your Car Program, 810 Seventh Street NW., Room 4118, Washington, DC 20531.

## **Grantee Meeting**

This year, BJA plans to host a 2-day meeting on Friday, July 28–Saturday, July 29, 2000, to enable new grantees to meet and share ideas with grantees that are already administering the program. BJA's motor vehicle theft prevention meeting will precede the 48th annual training seminar of the International Association of Automobile Theft Investigators (IAATI), held July 31–August 4 at the Best Western Richmond Inn, Vancouver, British Columbia. Although many current grantees routinely attend the IAATI seminar, many newcomers stay for the week and have found the event to be very useful and informative. Details on the IAATI seminar can be located on the Web at: [www.icbc.com/IAATI/Index.htm](http://www.icbc.com/IAATI/Index.htm). Mark your calendars now.

## **Sources for Further Information**

Questions about the program should be directed to the Watch Your Car Program Office at 202–616–3458. Copies of a fact sheet describing the program are available by calling the BJA Clearinghouse at 1–800–688–4252. Interested parties with Internet browsers and installed Adobe Acrobat Reader software may download and print a copy of the fact sheet and the request for proposals printed in the *Federal Register* by accessing BJA's National Auto Theft Prevention Program home page at [www.ojp.usdoj.gov/BJA/html/wyc.htm](http://www.ojp.usdoj.gov/BJA/html/wyc.htm).

Copies of the application forms, the financial status report (Standard Form 269A), and the Categorical Assistance Progress Report may also be printed by visiting the Web site [www.ojp.usdoj.gov/oc/sforms.htm](http://www.ojp.usdoj.gov/oc/sforms.htm).

# **Frequently Asked Questions**

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## **1. What is the Watch Your Car Program?**

The Motor Vehicle Theft Prevention Act of 1994 (MVTPA) authorizes the U.S. Attorney General to develop, in cooperation with the states, a national voluntary motor vehicle theft prevention program. The Watch Your Car Program is designed as a cooperative initiative between the states and BJA. The program encourages owners of motor vehicles to voluntarily display a decal or device, such as a state-issued, customized license plate, on their vehicles to alert police that their vehicles normally are not driven between the hours of 1 a.m. and 5 a.m. Motorists also may choose to display another decal or device to signify that their vehicles normally are not driven across international land borders or in the proximity of ports of entry.

## **2. How does it work?**

Motor vehicle owners may sign a consent form and obtain program decals authorizing law enforcement officers to stop their motor vehicles if they are being driven under certain specified conditions. Officers may then take reasonable steps to determine whether the vehicles are being operated with the owners' consent.

There are two program conditions. Under the first condition, the owner may consent to have the car stopped if it is operated between the hours of 1 a.m. and 5 a.m. Most of the existing programs that are similar to Watch Your Car use this timeframe, and BJA has established this as the national standard.

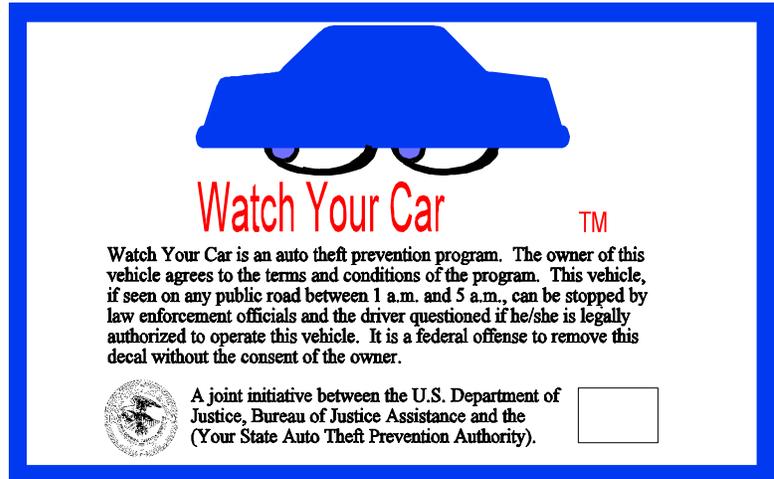
BJA has also determined that many motorists living in Southwest border states and coastal states are troubled by the possibility of their vehicles being stolen and taken to Mexico or shipped illegally overseas from a U.S. port of entry. Under the second program condition, the owner may consent to have the car stopped if it crosses, is about to cross, or is about to be transported across a U.S. land border or if it enters the proximity of a U.S. port of entry.

States and localities may choose to participate in the program solely at their option. MVTPA grants the Attorney General authority to establish additional conditions provided consent from program participants is obtained.

Two different types of decals are used—one for vehicles operated during the early morning hours and one for vehicles operated near international borders and ports of entry. The decals feature the universally recognizable emblem of the program while allowing the sponsoring jurisdiction to add identifying characteristics to the decals. The decal for the international borders/ports program has an outline of the continental United States superimposed against the U.S. flag. Examples of the night program decals and the borders/ports decal follow:

## Night Program Decals

*Front windshield decal affixed on exterior face of glass directly above the inside rearview mirror.*



Your state's emblem or icon can appear in the empty graphics box above.

In this example, the rear window decal has no explanatory text to identify it as part of an auto theft prevention initiative. A thief may overlook it and not remove it, but law enforcement officers will recognize it and will stop the driver of the vehicle between the hours of 1 a.m. and 5 a.m.



*Rear window decal affixed on exterior face of glass along the lower left side.*



### **International Borders/Ports Decal**

*Front windshield decal affixed on the exterior face of glass next to the night program decal. The decal is clearly visible to border inspectors and law enforcement personnel who monitor oncoming traffic at border crossings and ports of entry.*

BJA specifies the use of retro-reflective sheeting in the manufacture of its decals. This sheeting makes the decals reflective and easily discernible at night when either direct or indirect light is cast upon them.

A tamper-resistant, unobtrusive front windshield decal is applied to the outside of the glass directly above the inside rearview mirror where its retro-reflective feature will not be compromised by the windshield's sun shield strip. If state or local regulations preclude placing a decal there, it may be placed on the lower right side of the windshield.

For the rear window, a tamper-resistant decal should be placed on the exterior side of the glass at the lower left side. For convertibles or vehicles with removable tops, the rear window decal should be applied on the left side of the rear bumper. Placement of the rear window decal on the outside face of the glass is due to the widespread use of tinted glass, which would significantly compromise the decal's retro-reflective feature. Placement in this area also minimizes the adverse effects of rear window defogger units.

### **3. What is its purpose?**

A significant number of auto thefts are committed during the early morning hours when the owners are asleep and unaware that their vehicles have been stolen. In many instances, a stolen car may be driven to a "chop shop" or across state lines before the owner awakens to discover the theft. If a vehicle is not stolen for resale or disassembly for the procurement of its parts, it may be used in the commission of another crime. In any event, a thief wants to avoid being noticed and

will forgo stealing vehicles that may draw the attention of law enforcement officials. The purpose of the Watch Your Car Program is to identify vehicles that are not routinely operated during the early morning hours or near international land borders or ports of entry so that law enforcement officers can investigate auto theft before a stolen vehicle report has been filed.

States should maintain a database of vehicles enrolled in vehicle theft prevention programs. Information regarding program registrants and their vehicles is instantly accessible to law enforcement officers at all times. For example, if a thief has removed the vehicle's decals and, while driving, arouses the suspicion of a police officer on patrol, that officer can access a database, not only to check whether a stolen vehicle report has been filed but also to search for a potential stolen vehicle by determining if the vehicle is enrolled in the Watch Your Car Program. If the database indicates the vehicle is enrolled in the program the officer will look for reflective Watch Your Car decals that should be affixed to the vehicle's windshield and rear window. The absence of such decals would heighten the officer's suspicion.

BJA requires the use of reflective decal sheeting and ink for manufacturing its Watch Your Car Program decals. The light cast from a patrol car's headlights illuminates the rear window decal while the patrol car is traveling at a safe distance behind. For those states that become grant recipients, BJA will make available specific performance standards to better facilitate the competitive bid process.

#### **4. Are similar auto theft prevention programs already in existence?**

Yes. Combat Auto Theft (CAT) is used both on a statewide basis and by individual local jurisdictions in California, Louisiana, Minnesota, and Pennsylvania. Illinois has a Beat Auto Theft (BAT) Program, and Texas has a Help End Auto Theft (HEAT) Program that also enables participants to affix an additional sticker to their windows so that their vehicles will be checked if an attempt is made to cross the border between Texas and Mexico.

#### **5. How does the Watch Your Car Program build on the states' experiences?**

Recently there has been a proliferation of similar types of anti-car-theft programs by numerous state and local law enforcement agencies nationwide. While programs such as BAT, CAT, and HEAT function on a statewide basis to ensure a level of uniformity among participating municipalities and counties, a number of other programs have been implemented in other states at the local level that use different emblems, icons, and symbols.

Generally, these local programs have worked successfully in the jurisdictions of origin because police officers can easily recognize their own jurisdiction's decal. However, if a thief drives a stolen vehicle into another jurisdiction, the officer in that jurisdiction may not recognize the decal or may not have the authority to stop the vehicle and check the identity of the driver. The main advantage of the Watch Your Car Program is that it uses a decal that eventually will become an instantly recognizable icon by police nationwide. The Watch Your Car Program facilitates intra- and interstate enforcement by allowing police officers to check vehicles from different counties and with out-of-state license plates. Thus, if a thief drives a stolen vehicle to another city or state and attempts to operate it between 1 a.m. and 5 a.m., police in any jurisdiction are authorized to stop the vehicle and check the identity of the driver.

## **6. Who is eligible to apply?**

To attain national uniformity within the program, eligibility is restricted to state governments that apply on their own behalf and on behalf of their counties and municipalities. The term "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, or the Commonwealth of the Northern Mariana Islands. The application must be submitted by the chief executive officer of the applicant state agency in writing and in accordance with BJA application guidelines.

Once BJA has made its first round of awards, it will then consider requests to enter into licensee agreements with states that would like to join the program. Municipalities and counties interested in establishing Watch Your Car Programs should contact their state automobile theft prevention authority, their state main criminal justice planning agency, or the superintendent of the state police.

## **7. Can an automobile owner consent to a voluntary stop of his or her automobile through voluntary participation in the MVTPA program?**

Law enforcement officers must have a reasonable suspicion that an automobile is not registered to the driver or that either the vehicle or an occupant is otherwise subject to seizure for violation of law to legally stop an automobile and detain the driver to check his or her driver's license and the registration of the automobile.

Following a legal stop, a law enforcement officer generally needs a warrant, probable cause, or consent to search and seize the automobile and occupant. Generally, the fourth amendment prohibits a warrantless search. The prohibition does not apply, however, to situations in which voluntary consent has been obtained either from the individual whose property is searched or from a third party who possesses common authority over the premises.

**8. Does an MVTPA program participant's consent to an automobile stop for the purpose of ascertaining the identity of the vehicle operator result in a waiver of fourth amendment protection against selective prosecution for traffic violations?**

If the MVTPA program decal is displayed on an automobile, the owner has consented to a legal stop of the automobile by law enforcement officers during specified program hours. Once an officer has legally stopped an automobile, the officer may perform his or her duty and enforce the law accordingly. An officer, however, already possesses the authority to stop persons that he or she reasonably suspects has violated a traffic law. The MVTPA decal need not be displayed on a vehicle for the officer to enforce traffic violations. Therefore, it does not appear that participating in the program would act as a waiver of fourth amendment protection against selective prosecution for traffic violations. If a person whose car displays a program decal violates a traffic law, he or she is subject to being stopped and fined in the same manner as are persons who do not display program decals on their automobiles.

**9. Pursuant to an MVTPA stop, can an officer initiate a sobriety test if the officer develops a reasonable belief the operator is driving under the influence of alcohol?**

The MVTPA decal provides the officer the authority to stop an automobile displaying the decal during the program hours. If an officer stops an automobile displaying the MVTPA decal, the officer would have the same authority he or she would have when stopping an automobile for any other reason. Therefore, the administration of a Breathalyzer test pursuant to a MVTPA stop would be permitted, provided there was probable cause to administer such test.

**10. How much does the Watch Your Car Program cost?**

Registration and decal costs are determined by the sponsoring jurisdiction. For those states that obtain a Watch Your Car grant, BJA will make informational materials available on the program performance, specifications, software mechanicals for the manufacture of the decals, and other required program materials.

**11. Can multiple vehicles be registered by filling out one form?**

Each vehicle requires a separate registration form, decals, and/or devices.

**12. How would a car owner withdraw from the Watch Your Car Program?**

The owner must notify the sponsoring jurisdiction in writing of his or her intent to withdraw from the program and completely remove the decals and/or stickers from the car. The owner must also complete these activities when selling the car or transferring ownership.

**13. Will states that already have statutorily authorized MVTPA-type programs have to amend their statutes in order for the states or their counties and municipalities to participate in the national program?**

State participation in the national MVTPA program is voluntary. Currently, some states have MVTPA-type programs. The national program can act concurrently with the state programs, or it can replace them. Each state has the choice of whether it implements the program as well as whether it makes the national program the only motor vehicle theft prevention program operating in the state.

States that already have statutorily authorized MVTPA-type programs do not have to amend their statutes for the states or their counties to participate in the program, because the national and state programs can be run concurrently. Additionally, because the MVTPA program is voluntary, the Federal Government does not have the power to mandate that states change their laws and programs and participate in the national program.

**14. What new tasks and duties must states be willing to perform to participate in the Watch Your Car Program?**

BJA's goal is to attain national uniformity within the program so that law enforcement officers anywhere within the United States can instantly recognize the program decals. A major reason for having a national Watch Your Car Program is to provide both intrastate and interstate interception of stolen vehicles driven across county or state lines. In short, BJA encourages states to devise innovative new approaches while adhering to the national parameters delineated in the instructions and guidelines in this document.

The most successful programs using a Watch Your Car format have been administered at the state level. A specified component within a state Department of Motor Vehicles or a state automobile theft prevention authority is usually given administrative responsibility for the program. Fees, if charged, are kept low to encourage program participation. Many states have charged a fee simply to cover the costs of producing the decals and general administration costs. In some instances, major automobile insurance companies have contributed funds to defray the expense of purchasing stickers. Some insurance companies have taken the additional step of providing discounts on vehicle policies to encourage people to register their vehicles in these state programs.

Law enforcement agencies must be committed to the program. Police receive training about the program, and there must be a willingness on the part of departments to issue guidelines instructing their officers to conduct such checks. Some jurisdictions pay overtime to officers to conduct weekend registration campaigns in the parking lots of shopping malls and other areas where people congregate. Other jurisdictions have attempted to minimize expenses by enlisting volunteers to work in their campaigns.

BJA requires the establishment of a centralized, computerized registry of program participants. A computerized registry enables police officers in the field to initiate checks on potential stolen vehicles by determining whether the vehicles are enrolled in the Watch Your Car Program.

**15. If a state or its local units of government already have a decal auto theft prevention program in operation, could grant funds from this program be used to meet current operational expenses?**

No. The prohibition against supplantation in the Administrative Provisions section prohibits the use of grant funds awarded under this title for existing management and administration expenses, training, advertising, equipment rental, travel, or any other expenses that the jurisdiction previously incurred.

**16. Is this the first time funding has been made available for the program?**

FY 2000 is the fifth year funds have been appropriated for the program and the fourth time that a competitive request for proposals has been offered. The protracted budget negotiations that occurred during FY 1996 resulted in the enactment of an appropriation so late in the fiscal year that it precluded the opportunity for a request for proposals. BJA identified the Southwest border states as a region in the country with the most compelling auto theft problem and established the program in Arizona. The program has subsequently expanded into Colorado, Connecticut, Delaware, Maryland, Massachusetts, Minnesota, New York, North Carolina, Tennessee, the U.S. Virgin Islands, and the state of Washington.

## **17. What is the deadline for submission of applications?**

All applications must be received or postmarked no later than **June 15, 2000**. The original and two copies must be submitted by the chief executive of the applicant state agency and must be mailed to:

Bureau of Justice Assistance  
Attention: Watch Your Car Program  
U.S. Department of Justice  
810 Seventh Street NW.  
Room 4118  
Washington, DC 20531

## **18. How can I obtain additional copies of this document and more information and updates about this program?**

One copy of this document has been sent to the state automobile theft prevention authority or, for those states without an authority, to the criminal justice planning agency that administers the Byrne Formula Grant Program for the state. Additional copies have been mailed to the superintendent of the state police and to Department of Motor Vehicle administrators. We suggest that state government agencies coordinate their response through either the automobile theft prevention authority or the criminal justice planning agency.

Copies of a fact sheet describing the program are available by calling the BJA Clearinghouse at 1-800-688-4252. Interested parties with Internet browsers and installed Adobe Acrobat Reader software may download and print a copy of the fact sheet and the request for proposal, after it is printed in the *Federal Register*, by accessing BJA's National Auto Theft Prevention Program home page at [www.ojp.usdoj.gov/BJA/html/wyc.htm](http://www.ojp.usdoj.gov/BJA/html/wyc.htm). Adobe Acrobat Reader software, samples of the decals, other graphical images, and statistics pertaining to auto theft are also available at this site.

If you have installed Adobe Acrobat Reader software, you may print copies of the application forms by visiting [www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm). The best printing results may be obtained by printing each page separately rather than multiple pages.

## Definitions

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(a) **Act.** Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. 3771 et seq.).

(b) **MVTPA.** The Motor Vehicle Theft Prevention Act authorized under title XXII of Public Law 103–322, the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14171).

(c) **State.** Any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, or the Commonwealth of the Northern Mariana Islands.

## **Administrative Provisions**

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For the Watch Your Car Program, the program limitations cited in this section and all other administrative provisions authorized under sections 801–809 of the Act shall apply.

- (1) **Land acquisition.** No funds shall be used for land acquisition.
- (2) **Civil justice.** No funds or other assistance shall be used with respect to civil justice matters except to the extent that such civil justice matters bear directly and substantially upon criminal justice matters or are inextricably intertwined with criminal justice matters.
- (3) **Federal law enforcement personnel.** Nothing in the enabling legislation authorizes the use of federal law enforcement personnel to investigate violations of criminal law other than violations with respect to which investigation is authorized by other provisions of the law.
- (4) **Direction, supervision, and control.** Nothing in the enabling legislation shall be construed to authorize the Attorney General or the federal law enforcement community to exercise any direction, supervision, or control over any police force or other criminal justice agency of an applicant for federal law enforcement assistance.

# **Administrative Requirements**

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## **Grant Funds Must Supplement and Not Supplant Existing Funds**

The application package must include a cover letter addressed to the Director of BJA certifying that federal funds will be used to supplement existing funds for program activities and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as the preaward review, postaward monitoring, and audit. Applicants or grantees will be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

## **Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists and if this program has been selected for review by the state (appendix C). Applicants must contact their state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, Standard Form 424.

The applicant should provide the SPOC with a copy of the application, if required, and send the original application and two unbound copies to BJA.

## **Audit Requirement**

State governments must comply with the organizational audit requirements of OMB circular A-128, which states that a recipient who receives more than \$25,000 in federal funds during its fiscal year is required to submit an audit report to its cognizant federal agency. Recipients who receive less than \$25,000 in federal funds are exempt from the audit requirements.

The Attorney General and the Comptroller General of the United States shall have access, for audit and examination, to any books, documents, and records of recipients of Watch Your Car assistance provided under this subdivision that, in the opinion of the Attorney General or the Comptroller General, are related to the receipt or use of such assistance. The grantee will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

## **Civil Rights**

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. All applicants should consult the assurances to understand the applicable legal and administrative requirements. Section 809(c)(1) of the Act provides that “no person in any state shall on the grounds of race, color, religion, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any programs or activity” in which federal law enforcement assistance is provided under this chapter. Recipients of assistance under MVTPA also are subject to the provisions of section 809(c) of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; Title VI of the Civil Rights Act of 1964; section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the Department of Justice Non-Discrimination Regulations, 28 CFR part 42, subparts C, D, E, and G.

If any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Justice Programs’ Office of Civil Rights.

If the applicant is applying for a grant of \$500,000 or more, U.S. Department of Justice regulations (28 CFR 42.301) require an Equal Employment Opportunity Plan. The plan should be included with the application submission if it is not already on file.

## **Confidentiality of Information**

Section 812 of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (as amended and implemented by 28 CFR part 20) shall apply with respect to information submitted in program applications, progress reports, or any other requested data, including criminal history information and criminal intelligence systems operating with the support of Federal law enforcement assistance.

# **Reporting Requirements**

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## **Progress Reports**

Progress reports are due on a semiannual basis. The progress reports should describe activities for the reporting period and the status or accomplishment of objectives set forth in the approved grant application. The reporting periods are January 1 through June 30, and July 1 through December 31. The initial report will cover the period of time from the grant award date to the end of the period of June or December. Progress reports must be submitted within 30 days after the end of the reporting periods. Thus, the two deadlines for submitting reports are July 30 and January 30.

See the Government Performance and Results Act section on page 4 for details on what should be included.

## **Financial Status Reports**

Financial Status Reports (Standard Form 269A) are due on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active. The final financial report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package.

The grantee is responsible for submitting financial status reports. Future awards and fund drawdowns may be withheld if the progress and financial reports are delinquent.

## **How To Obtain Report Forms**

Both the progress and financial status report forms can be downloaded and printed from the following Web site: [www.ojp.usdoj.gov/oc/sforms.htm](http://www.ojp.usdoj.gov/oc/sforms.htm).

## **Suspension/Termination of Funding**

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The grant may be suspended in whole or in part, funding may be terminated, or other sanctions may be imposed for any of the following reasons:

- ! Failing to comply substantially with the requirements or statutory objectives of the program guidelines issued thereunder, or other provisions of Federal law.
- ! Failing to make satisfactory progress toward the goals or strategies set forth in this application.
- ! Failing to follow grant agreement requirements, standards, or special conditions.
- ! Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- ! Failing to submit reports.
- ! Filing a false certification in this application or other report or document.
- ! Other good cause shown.

Before imposing sanctions, BJA will provide the grantee with reasonable notice of intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures must comport with U.S. Department of Justice regulations in 28 CFR part 18.

# Project Narrative and Criteria for Judging Applications With Examples of Previous Submissions

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*Applicants shall submit a grant project narrative, both a hard copy and an electronic copy on computer diskette, that addresses the issues identified in subsections A through J. Following the instructions to each subsection are examples of grant project narrative submissions from various state applications previously received by BJA.*

## **A. Problem Statement**

States wishing to apply shall provide an assessment of the auto theft problem in their jurisdiction and of the efforts that have been undertaken to address it. Applicants should contrast the severity of their auto theft problem with that of other states and discern the patterns and trends of auto theft. Applicants may wish to highlight extenuating circumstances, such as inordinately high automobile insurance premiums directly attributable to auto theft and disproportionately high claims paid annually for theft/vandalism by insurance companies conducting business in their jurisdictions. Additional consideration will be given to applicants who document the number of nighttime thefts occurring when the vehicle is parked at the owner's residence or place of work. For coastal states or states located along an international border, additional consideration will be given to those applicants who document the number of stolen vehicles taken from their state that were either shipped out of the country or driven/transported across an international border.

States also should identify what steps have been undertaken to decrease auto theft. For instance, does the state have an automobile theft prevention authority and what types of initiatives does it support to combat auto theft? To what degree and extent are criminal justice resources dedicated to combating auto theft? Applicants should describe how the Watch Your Car Program can work in concert with other theft prevention initiatives, such as vehicle identification number etching programs, to maximize its impact on reducing auto theft.

! Discuss the severity of the auto theft problem in your state.

### ***Examples:***

*State A's application reviewed the FBI's theft statistics within the state, citing the most recent information provided by the Uniform Crime Report (UCR) statistics. State A also reported its nationwide ranking in auto thefts, citing specific numbers of vehicles at risk of being stolen in certain cities.*

*State B's problem statement further quantified its situation by including statistical tables indicating a rising statewide trend of automobile thefts over a 6-year period, as well as a detailed chart comparing, by county, the percentage changes in general crimes to the percentage changes in motor vehicle thefts.*

*State C's application reflected the severe financial cost of automobile theft upon residents' insurance rates, citing comparative increases in insurance premiums throughout the state.*

**!** Discuss any unique geographic and socioeconomic characteristics of your state that exacerbate the automobile theft situation.

***Examples:***

*As an area with a substantial coastline, state D discussed the role of multiple major water ports of entry as a primary factor contributing to the high rate of vehicles stolen and exported to other countries.*

*State E discussed the impact of tourism on automobile theft. Because of the transitory nature of private vehicles used by many visitors, the state identified the connection between unsuspecting tourists and professional car thieves.*

*State F, a border state to Canada, discussed the challenges its state faces with the limited resources available for border checkpoints. While stressing the importance of these checkpoints, state F's application indicated a growing trend of auto theft across unmonitored border crossing points.*

**B. Goals and Objectives**

The applicant must provide goals, objectives, and methods of implementation for the project that are consistent with the program announcement. Objectives should be clear, measurable, attainable, and focused on the methods used to conduct the project. To achieve parity between large and small states, applicants should identify the total number of residents to whom the program would be available. Thus, a large state that would like to implement the program in its major metropolitan areas will be on an equal footing with a smaller state that proposes a statewide initiative for a similar number of residents. Favorable consideration will be given to applicants who integrate their auto theft enforcement efforts and their prevention initiatives into a coherent strategy and establish goals and objectives based upon the anticipated collective outcome of both approaches. Possible outcomes include the following:

- ! Reducing auto theft by a measurable percentage.
- ! Increasing criminal justice resources dedicated to auto theft.
- ! Identifying auto theft rings and developing a strategy to disrupt chop shop operations and the trafficking of stolen parts.
- ! Establishing fixed goals and timetables for registering vehicles in the program.
- ! For coastal and border states, enhancing enforcement efforts in ports of entry and along international borders.

### C. Project Strategy or Design

The project strategy or design should describe the Watch Your Car (WYC) Program the state would like to implement, including its size and scope; outreach efforts to educate the public; training programs to inform law enforcement agencies throughout the jurisdiction about the program; a description of the centralized computer registry the state will use; and efforts to enlist support from both public and private organizations such as the American Automobile Association, auto insurance companies, and major retail businesses. One of the best incentives to encourage people to enroll is discounts on automobile insurance policies.

Those applicants who would like to apply for a startup grant and who currently have an existing statewide program that is available to fewer than 50 percent of the state’s residents should document the municipalities and counties where the program is currently available and demonstrate that the remaining municipalities and counties serve as the domicile for 50 percent or more of the state’s total residents.

- ! **Statewide Database.** Discuss how your state will create a computer database of vehicles enrolled in the WYC Program, and how the database will be implemented. An additional data file would augment the decals by creating a new information field for law enforcement officers to access during a routine stop to assist them in initiating an inquiry on a suspicious vehicle or identifying abandoned automobiles. The program also would enable a check of WYC participants with out-of-state license plates. Applicants have indicated that a centralized database would enhance the evaluation of the WYC Program.
- ! **Public Awareness.** Discuss what measures will be taken to publicize the WYC Program.

**Example:**

*State G plans to use grant funds to market the WYC Program to agencies not yet serviced by an existing theft prevention program. State G’s WYC Program will be conducted in conjunction with the state’s American Automobile Association chapter and will provide decals, consent forms, and prevention brochures in packets to interested state law enforcement agencies.*

**!** **Beneficiaries.** Who will benefit from this program? Discuss how the beneficiary group from the applicant state was chosen.

**Example:**

*State H has had success with its preexistent decal program in two jurisdictions. However, the program serves less than 30 percent of the total state population and about 20 percent of the state's total registered vehicles. State H's proposal is aimed at phasing out its current program and expanding Watch Your Car to serve the entire state population and include its approximately 4 million registered vehicles.*

**!** **Partnerships.** Discuss the types of relationships with other state and local agencies, public and private citizens, corporations, businesses, and so on that will be created through this program. In what capacity will other individuals, agencies, and businesses be involved with impacting automobile theft.

**Example:**

*State I outlined what roles the different participating agencies and organizations will serve. The state's sheriffs' association and State Association of Chiefs of Police will provide statewide support and recognition of the WYC program to law enforcement agency heads; the Department of Motor Vehicles and State Highway Patrol will assist with local vehicle identification number (VIN) etching projects; the State Auto Theft Intelligence Unit will provide training and information at quarterly meetings to a statewide audience; the State Crime Prevention Association will provide WYC Program information at an annual conference; and a nonprofit volunteer agency will publish information on the WYC Program in a quarterly crime prevention newsletter.*

## **D. Implementation Plan**

The applicant should provide an implementation plan for the program. The plan should include a schedule of milestones for significant tasks. Applicants should identify the steps they will undertake to implement the program along with a schedule to establish deadlines for the completion of each step. For example, preliminary steps would include such activities as the production of decals and public awareness information, training programs for state and local law enforcement officers, outreach efforts to interested groups, selection of key municipalities to initiate the program, and the development of a computerized database system. Subsequent steps would include activities such as expansion of the program to smaller communities, an assessment of the program's usefulness in stemming auto thefts, and the addition of other antitheft initiatives such as auto glass etching and parts stenciling.

To assess the amount of financial resources required for an applicant's program, a timeline of

anticipated milestones will be of great assistance in evaluating proposals.

**Examples:**

*State J listed the various project goals and objectives it expects of the program manager upon hire. These include the following:*

- ! *Conducting research and development of WYC Program curriculum, with supporting materials and decals from the program specifications from BJA.*
- ! *Soliciting partnerships among the business community in support of the program.*
- ! *Preparing informational packets for use in responding to public and law enforcement inquiries concerning the program.*
- ! *Coordinating the WYC Program with local law enforcement officials and agencies and establishing a schedule for training participating agencies.*
- ! *Conducting orientation or training sessions for law enforcement officials to familiarize them with the components of the program and its operation.*
- ! *Developing an intensive advertising and promotional campaign in partnership with local law enforcement agencies and media outlets within the targeted areas.*

*In addition to these tasks, state J also indicated that the crime prevention division (CPD) will work in conjunction with the public safety office to promote the WYC decal program on a statewide basis. These tasks include the following:*

- ! *Planning a formal kickoff reception including key governmental and law enforcement officials at state and local levels.*
- ! *Using the CPD's Web site, quarterly newsletter, and other publications to provide registration materials to residents interested in participating in the WYC Program.*
- ! *Providing each WYC registrant with an informational packet and vehicle decals.*
- ! *Conducting reviews of the program, based on followup interviews and data gathering.*
- ! *Developing and implementing program adjustments as needed.*

**E. Assistance Required**

The applicant should provide a specific statement of the proposed use of grant funds, such as the printing, purchase, or distribution of up to 25,000 each of the windshield, rear window, and international borders/ports of entry decals, registration and consent forms, and public information materials; awareness campaigns; training programs for law enforcement personnel; registration campaigns; purchasing equipment such as audiovisual aids and exhibits; administrative costs; upgrading computer databases; additional personnel; and travel expenses and overtime for Watch Your Car activities.

You may wish to set aside funds for up to three people to attend the grantee meeting noted on page 5 and for a cluster conference to be held during spring 2001. The cluster conference will be held in one of the states participating in the program. Details will be provided when available.

***Example:***

*State K will use grant funds to hire necessary support personnel for program implementation; to purchase computer equipment including hardware and software; to support the centralized database; to print decals, promotional materials for statewide public information, and consent and application forms; to develop radio and television public service announcements (PSAs) for distribution; to assist in training programs for law enforcement personnel; and to pay for travel expenses to develop statewide partnerships and miscellaneous costs associated with office operations for program management.*

**F. Additional Resource Commitments**

Applicants are encouraged to leverage other resources—state, local, or private—in support of this project. The application should describe the sources and amounts of nongrant funding or resources that will be available and describe how these resources will be used. The applicant should explain if no other resources are available.

***Example:***

*State L's application provided a lengthy list of parties enlisted to assist in the success of the WYC Program. As a state with a notable history of public/private partnerships, state L described the involvement that certain agencies, associations, corporations, and so on, would have. For example, the State Convenience Store Association, American Association of Retired Persons, and Community College districts pledged to spread the message of crime prevention to larger audiences in the most cost-effective manner possible. Promotional advertising and a limited amount of promotional material will be made available in cooperation with private entities and media outlets. The Public Affairs Office of the state's Department of Crime Control and Public Safety also has committed to the program by developing promotional materials, establishing and maintaining media contacts, and planning events.*

**G. Point of Contact**

A specific person within the state government must be designated as the primary point of contact for administration of the program. It will be that person's chief responsibility to devise a program plan that coordinates efforts among the Department of Motor Vehicles, law enforcement agencies,

public and private organizations involved in car theft prevention programs, the media, and, most important, the private sector.

## **H. Project Management Structure**

The applicant should describe how the project will be structured, organized, and managed. The application should include descriptions of the qualifications and experience of the project director and project staff, how they will be selected, and their roles and responsibilities. The applicant should provide an organizational chart of the applicant agency and describe how this project fits into the total organizational structure.

## **I. Organizational Capability**

The applicant should describe the organizational experience, both programmatic and financial, and prior grant experience that qualifies the organization to manage the project.

### ***Example:***

*State M indicated that its Office of Criminal Justice Programs currently manages five grants, including the Edward Byrne Memorial State and Local Law Enforcement Assistance Program, STOP Violence Against Women, National Criminal History Records Improvement Program, and Residential Substance Abuse Treatment for State Prisoners. For 10 years, state M demonstrated its ability to establish successful partnerships with the U.S. Department of Justice, Bureau of Justice Assistance.*

## **J. Program Evaluation**

The program evaluation should indicate how the applicant will assess the success of project implementation and the extent to which the strategy achieved the project's goals and objectives. It should describe what will be measured, the types of data that will be collected, how often data will be collected, and who will collect the data. The applicant also should describe the type of analysis that will be done and how it will be used to evaluate the program. The centralized, computer databases of program participants should be a major tool in conducting the evaluation.

For example, states may wish to consider VIN-etching programs as a means of deterring car theft. VIN-etching programs are predicated on the hypothesis that etched vehicles are traceable vehicles. When thieves associate the presence of Watch Your Car decals with etched glass, they will move on to easier targets. States may wish to test that hypothesis by offering glass etching as part of the vehicle registration process and then contrasting the auto theft statistics of that sample group with the overall theft rate.

***Example:***

*State N's program will be assessed for effectiveness through an evaluation of statistical data that compares motor vehicles stolen from the general public with motor vehicles stolen from automobiles registered in the program. Each participating law enforcement agency will collect the required statistical data for submission to the project administrator on a quarterly basis. The information will be summarized and calculated on a statewide basis to measure overall program effectiveness. The overall evaluation will commence within 180 days of the program startup and will be ongoing. All data will be forwarded to the Bureau of Justice Assistance in a project report.*

# **Forms To Be Completed and Submitted Along With the Project Narrative and Standard Form 424**

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## **Budget Detail Worksheet**

Using the forms provided in the appendix, submit a complete line-item budget and accompanying detailed budget narrative that explains all costs for which Watch Your Car funding is requested. Also include a written certification in the cover letter that Federal funds will not be used to supplant existing funds budgeted for the same purpose. You may wish to note the comments on travel listed under the heading Assistance Required on pages 25–26.

## **Assurances**

Submit a signed and dated assurances statement certifying compliance with all federal statutes, regulations, policies, guidelines, and requirements.

## **Certifications**

Submit two certification statements. The first statement deals with lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements. The second deals with debarment, suspension, ineligibility, and voluntary exclusion.

## **Disclosure of Lobbying Activities**

Any applicant requesting a grant of more than \$100,000 should review and sign the lobbying certification form, if applicable, after carefully reading the instructions provided with the form. The signing of this form commits the applicant to compliance with the certification requirements under 28 CFR part 69, “New Restrictions on Lobbying,” and 28 CFR part 67, “Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug Free Workplace (Grants).” The certification will be treated as a material representation of fact and relied upon by BJA in awarding grants.

## **Submission of Forms**

All required forms should be signed by the chief executive officer of the applicant agency and in accordance with BJA application guidelines. The original and two copies of the application should be forwarded directly to the Bureau of Justice Assistance, Attention: Watch Your Car Program, U.S. Department of Justice, 810 Seventh Street NW., Room 4118, Washington, DC 20531. (NOTE: Required forms are provided in appendix B.)

# **Sample Motor Vehicle Registration and Consent Form**



# Model Vehicle Registration and Consent Form



# SAMPLE

Owner(s) Name \_\_\_\_\_  
 Home Phone Number ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Driver's License Number \_\_\_\_\_ State Issuing License \_\_\_\_\_  
 Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_  
 Vehicle License Number \_\_\_\_\_ VIN \_\_\_\_\_ Style \_\_\_\_\_  
 Decal Serial Number \_\_\_\_\_ Date Decal Issued \_\_\_\_\_ Location \_\_\_\_\_  
 Names of Other People Authorized To Drive the Vehicle \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Registrant is participating in:

Night Program Only (T) \_\_\_\_\_ Night and International Border/Ports Programs (T) \_\_\_\_\_

Agency Issuing Decal \_\_\_\_\_ Location \_\_\_\_\_ Phone Number \_\_\_\_\_

By signing this statement below and voluntary consent form, I affirm that I am the registered owner of the above-named vehicle and that this vehicle is not normally operated between the hours of 1 a.m. and 5 a.m. I hereby agree to have affixed to the front windshield and rear window Watch Your Car Program decals. I understand that whenever my vehicle is being operated on a public street or highway in the United States between the hours of 1 a.m. and 5 a.m., any duly sworn law enforcement officer from any local, county, State, or Federal law enforcement agency may stop my vehicle and check the identity of the driver. I further understand that it is my responsibility to have in my possession a valid driver's license and the motor vehicle registration card and that failure to produce such items when requested will prompt the officer to investigate further to determine that I am the registered owner or that the driver has my permission to operate my vehicle. I agree to inform anyone whom I permit to use my vehicle of the terms of this agreement. I further understand that if I wish to withdraw from the program, or change registration, sell or transfer my vehicle, I must submit written notification of my decision to \_\_\_?\_\_\_ and that I will completely remove the Watch Your Car decals from my vehicle. I agree to notify \_\_\_\_\_?\_\_\_\_\_ if I change my address or home or work telephone number while I am enrolled in the program.

I further consent and agree to indemnify and hold harmless any local, county, State, or Federal duly sworn law enforcement officer or agency against any and all claims arising from my participation in this program. I confirm that I have fully read and understand the above conditions and all information has been completed prior to signing.

\_\_\_\_\_  
Signature of Vehicle Owner

\_\_\_\_\_  
Date

I have also made a voluntary decision and give my consent to participate in the Watch Your Car International Border/Ports Program. I acknowledge that my vehicle is not normally operated within one mile of an international land border (defined as the United States borders with Canada and Mexico) nor is my vehicle normally operated within one mile of a port where shipping to foreign countries normally occurs. I agree to affix to my front windshield an additional Watch Your Car International Border/Ports decal to alert law enforcement that my vehicle is not normally operated in or within one mile of these areas. I understand that any duly sworn law enforcement officer may stop my vehicle at any time, night or day, if it is seen being operated in the aforementioned areas and that an officer will check the identity of the driver to ascertain that the vehicle is being driven lawfully. I fully understand that the purpose of this check is to ensure that my vehicle has not been stolen, that a thief is not attempting to drive or transport my vehicle to a foreign country, or that my vehicle is not being driven to a port so that it may be illegally shipped to a foreign county.

\_\_\_\_\_  
Signature of Vehicle Owner

\_\_\_\_\_  
Date

# **Application Forms**

If you have Internet service and have Adobe Acrobat Reader software on your computer, you may print copies of the application forms by visiting [www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm).

# APPLICATION FOR FEDERAL ASSISTANCE

<b>1. TYPE OF SUBMISSION:</b> <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED Applicant Identifier
		3. DATE RECEIVED BY STATE State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY Federal Identifier

**5. APPLICANT INFORMATION**

Legal Name:	Organizational Unit:
Address (give city, county, state, and zip code):	Name and telephone number of the person to be contacted on matters involving this application (give area code)

6. EMPLOYER IDENTIFICATION NUMBER (EIN): <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>														7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____

8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision  If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other (specify): _____	9. NAME OF FEDERAL AGENCY:
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10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> TITLE:									11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):									

13. PROPOSED PROJECT: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 50%;">Start Date</td> <td style="border: 1px solid black; width: 50%;">Ending Date</td> </tr> </table>	Start Date	Ending Date	14. CONGRESSIONAL DISTRICTS OF: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 50%;">a. Applicant</td> <td style="border: 1px solid black; width: 50%;">b. Project</td> </tr> </table>	a. Applicant	b. Project
Start Date	Ending Date				
a. Applicant	b. Project				

15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?																					
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20%;">a. Federal</td> <td style="border: 1px solid black; width: 10%;">\$</td> <td style="border: 1px solid black; width: 10%; text-align: right;">.00</td> </tr> <tr> <td style="border: 1px solid black;">b. Applicant</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: right;">.00</td> </tr> <tr> <td style="border: 1px solid black;">c. State</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: right;">.00</td> </tr> <tr> <td style="border: 1px solid black;">d. Local</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: right;">.00</td> </tr> <tr> <td style="border: 1px solid black;">e. Other</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: right;">.00</td> </tr> <tr> <td style="border: 1px solid black;">f. Program Income</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: right;">.00</td> </tr> <tr> <td style="border: 1px solid black;">g. TOTAL</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black; text-align: right;">.00</td> </tr> </table>	a. Federal	\$	.00	b. Applicant	\$	.00	c. State	\$	.00	d. Local	\$	.00	e. Other	\$	.00	f. Program Income	\$	.00	g. TOTAL	\$	.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:  DATE _____  b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
a. Federal	\$	.00																				
b. Applicant	\$	.00																				
c. State	\$	.00																				
d. Local	\$	.00																				
e. Other	\$	.00																				
f. Program Income	\$	.00																				
g. TOTAL	\$	.00																				
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No																						

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative	b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed

## Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most Federal agencies. This form contains 18 different items, which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	<b>Type of Submission:</b> If this proposal is not for construction or building purposes, check “Non-Construction”.
2	<b>Date Submitted:</b> Indicate the date you sent the application to OJP. The “Application Identifier” is the number assigned by your jurisdiction, if any. If your jurisdiction does not assign an identifier number, leave this space blank.
3	<b>Date Received by State:</b> Leave blank. This block is completed by the State single point of contact, if applicable.
4	<b>Date Received by Federal Agency:</b> This item will be completed by OJP.
5	<b>Applicant Information:</b> The “Legal Name” is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact, and include their telephone number.
6	<b>Employer Identification Number:</b> Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.
7	<b>Type of Applicant:</b> Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium”.
8	<b>Type of Application:</b> Check either “new” or “continuation”. Check new if this will be your first award for this purpose described in the application, even if the applicant has received prior awards for other purposes. Check “continuation”, if the project will continue activities of a project, that was begun under a prior award.
9	<b>Name of Federal Agency:</b> Type in the name of the awarding agency, such as “Bureau of Justice Assistance”.
10	<b>Catalog of Federal Domestic Assistance Number:</b> This would be contained in the program announcement. An example would be 16,____.
11	<b>Descriptive Title of Applicants Project:</b> Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U. S. Department of Education; and (3) applicant’s fiscal year, i.e. twelve month audit period, ex: 10/1/95 - 9/30/96.
12	<b>Areas Affected by Project:</b> Identify the geographic area(s) of the project. Indicate “Statewide” or “National”, if applicable.
13	<b>Proposed Project Dates:</b> Fill in the proposed begin and end dates of the project.
14	<b>Congressional Districts:</b> Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate “Statewide” or “National”, if applicable.
15	<b>Estimated Funding:</b> In line “a,” enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will available to the project and the source of those funds on lines “b-f,” as appropriate.
16	<b>State Executive Order 12372:</b> Some states require you to submit your application to a State “Single Point of Contact” (SPOC) to coordinate applications for Federal funds. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the “Administrative Requirements” section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application.
17	<b>Delinquent Federal Debt:</b> This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	<b>Authorized Representative:</b> Type the name of the person legally authorized to enter into agreements on behalf of your agency. This signature on the original application must be signed in blue ink and/or stamped as “original” to help identify the original.

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
		<b>TOTAL</b> _____

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
		<b>TOTAL</b> _____
		<b>Total Personnel &amp; Fringe Benefits</b> _____

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
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**TOTAL** \_\_\_\_\_

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
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**TOTAL** \_\_\_\_\_

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		<b>TOTAL</b> _____

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		<b>TOTAL</b> _____

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
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*Subtotal* \_\_\_\_\_

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
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*Subtotal* \_\_\_\_\_

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
------	------

*Subtotal* \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
		<b>TOTAL</b> _____

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
		<b>TOTAL</b> _____

**Budget Summary**- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	_____
<b>B. Fringe Benefits</b>	_____
<b>C. Travel</b>	_____
<b>D. Equipment</b>	_____
<b>E. Supplies</b>	_____
<b>F. Construction</b>	_____
<b>G. Consultants/Contracts</b>	_____
<b>H. Other</b>	_____
<b>Total Direct Costs</b>	_____
<b>I. Indirect Costs</b>	
<b>TOTAL PROJECT COSTS</b>	_____
<b>Federal Request</b>	_____
<b>Non-Federal Amount</b>	_____

*Sample Budget Detail  
Worksheet*

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
<i>John Smith, Investigator</i>	<i>(\$50,000 x 100%)</i>	<i>\$50,000</i>
<i>2 Investigators</i>	<i>(\$50,000 x 100% x 2)</i>	<i>\$100,000</i>
<i>Secretary</i>	<i>(\$30,000 x 50%)</i>	<i>\$15,000</i>
<i>Cost of living increase</i>	<i>(\$165,000 x 2% x .5 yr.)</i>	<i>\$1,650</i>
<i>Overtime per investigator</i>	<i>(\$37.50/hr. x 100 hrs. x 3)</i>	<i>\$11,250</i>

*The three investigators will be assigned exclusively to homicide investigations. A 2% cost of living adjustment is scheduled for all full-time personnel 6 months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.*

**TOTAL \$177,900**

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
<i>Employer's FICA</i>	<i>(\$177,900 x 7.65%)</i>	<i>\$13,609</i>
<i>Retirement</i>	<i>*(\$166,650 x 6%)</i>	<i>\$9,999</i>
<i>Uniform Allowance</i>	<i>(\$50/mo. x 12 mo. x 3)</i>	<i>\$1,800</i>
<i>Health Insurance</i>	<i>*(\$166,650 x 12%)</i>	<i>\$19,998</i>
<i>Workman's Compensation</i>	<i>(\$177,900 x 1%)</i>	<i>\$1,779</i>
<i>Unemployment Compensation</i>	<i>(\$177,900 x 1%)</i>	<i>\$1,779</i>
<i>*(\$177,900 less \$11,250)</i>		

**TOTAL \$48,964**

**Total Personnel & Fringe Benefits \$226,864**

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Training	Boston	Airfare	(\$150 x 2 people x 2 trips)	\$600
		Hotel	(\$75/night x 2 x 2 people x 2 trips)	\$600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	\$420
Investigations	New York City	Airfare	(\$600 average x 7)	\$4,200
		Hotel and Meals	(\$100/day average x 7 x 3 days)	\$2,100

*Two of the investigators will attend training on forensic evidence gathering in Boston in October and January. The investigators may take up to seven trips to New York City to follow up investigative leads. Travel estimates are based on applicant's formal written travel policy.*

**TOTAL \$7,920**

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
3 - 486 Computer w/CD ROM	(\$2,000 x 3)	\$6,000
Video Camera	\$1,000	\$1,000

*The computers will be used by the investigators to analyze case and intelligence information. The camera will be used for investigative and crime scene work.*

**TOTAL \$7,000**

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

<b>Supply Items</b>	<b>Computation</b>	<b>Cost</b>
<i>Office Supplies</i>	<i>(\$50/mo. x 12 mo.)</i>	<i>\$600</i>
<i>Postage</i>	<i>(\$20/mo. x 12 mo.)</i>	<i>\$240</i>
<i>Training Materials</i>	<i>(\$2/set x 500 sets)</i>	<i>\$1,000</i>
<i>Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.</i>		
		<b>TOTAL <u>\$1,840</u></b>

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

<b>Purpose</b>	<b>Description of Work</b>	<b>Cost</b>
<i>Renovation</i>	<i>Add walls</i>	<i>\$5,000</i>
	<i>Build work tables</i>	<i>\$3,000</i>
	<i>Build evidence storage units</i>	<i>\$2,000</i>
<i>The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.</i>		
		<b>TOTAL <u>\$10,000</u></b>

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<b>Name of Consultant</b>	<b>Service Provided</b>	<b>Computation</b>	<b>Cost</b>
<i>John Doe</i>	<i>Forensic Specialist</i>	<i>(\$150/day x 30 days)</i>	<i>\$4,500</i>
<i>John Doe, Forensic Specialist, will be hired, as needed, to assist with the analysis of evidence in homicide cases.</i>			
			<i>Subtotal <u>\$4,500</u></i>

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

<b>Item</b>	<b>Location</b>	<b>Computation</b>	<b>Cost</b>
<i>Airfare</i>	<i>Miami</i>	<i>(\$400 x 6 trips)</i>	<i>\$2,400</i>
<i>Hotel and Meals</i>		<i>(\$100/day x 30 days)</i>	<i>\$3,000</i>
<i>John Doe is expected to make up to 6 trips to Miami to consult on homicide cases.</i>			
			<i>Subtotal <u>\$5,400</u></i>

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<b>Item</b>	<b>Cost</b>
<i>Intelligence System Development</i>	<i>\$102,000</i>
<i>The State University will design an intelligence system to be used in homicide investigations. A sole source justification is attached. Procurement Policy is based on the Federal Acquisition Regulation.</i>	
<i>Subtotal <u>\$102,000</u></i>	
<b>TOTAL <u>\$111,900</u></b>	

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
<i>Rent</i>	<i>(700 sq. ft. x \$15/sq. ft.) (\$875/mo. x 12 mo.)</i>	<i>\$10,500</i>
<i>This rent will pay for space for the new homicide unit. No space is currently available in city-owned buildings.</i>		
<i>Telephone</i>	<i>(\$100/mo. x 12 mo.)</i>	<i>\$1,200</i>
<i>Printing/Reproduction</i>	<i>(\$150/mo. x 12 mo.)</i>	<i>\$1,800</i>
		<b>TOTAL <u>\$13,500</u></b>

SAMPLE

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
<i>10% of personnel and fringe benefits</i>	<i>(\$226,864 x 10%)</i>	<i>\$22,686</i>
<i>The indirect cost rate was approved by the Department of Transportation, the applicant's cognizant Federal agency, on January 1, 1994. (A copy of the fully executed, negotiated agreement is attached.)</i>		
		<b>TOTAL <u>\$22,686</u></b>

**Budget Summary**- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	<i>\$177,900</i>
<b>B. Fringe Benefits</b>	<i>\$48,964</i>
<b>C. Travel</b>	<i>\$7,920</i>
<b>D. Equipment</b>	<i>\$7,000</i>
<b>E. Supplies</b>	<i>\$1,840</i>
<b>F. Construction</b>	<i>\$10,000</i>
<b>G. Consultants/Contracts</b>	<i>\$111,900</i>
<b>H. Other</b>	<i>\$13,500</i>
<b>Total Direct Costs</b>	<i>\$379,024</i>
<b>I. Indirect Costs</b>	<i>\$22,686</i>
<b>TOTAL PROJECT COSTS</b>	<i>\$401,710</i>
<b>Federal Request</b>	<i>\$301,283</i>
<b>Non-Federal Amount</b>	<i>\$100,427</i>

## ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date

# Disclosure of Lobbying Activities

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse side for Instructions.)

**Public Reporting Burden** for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
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<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee    Tier _____, if known:  Congressional District, if known: _____	<b>5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime:</b>   Congressional District, if known: _____
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<b>6. Federal Department/Agency:</b>  _____	<b>7. Federal Program Name/Description:</b>  _____  CFDA Number, if applicable: _____
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<b>8. Federal Action Number, if known:</b> _____	<b>9. Award Amount, if known:</b> \$ _____
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<b>10a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):  _____	<b>b. Individuals Performing Services</b> (including address if different from No. 10a.) (last name, first name, MI):  _____
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<b>11. Information requested through this form is authorized by Sec.319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	<b>Signature:</b> _____  <b>Print Name:</b> _____  <b>Title:</b> _____  <b>Telephone No.:</b> _____ <b>Date:</b> _____
---	--

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## Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient, include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.



## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check  if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

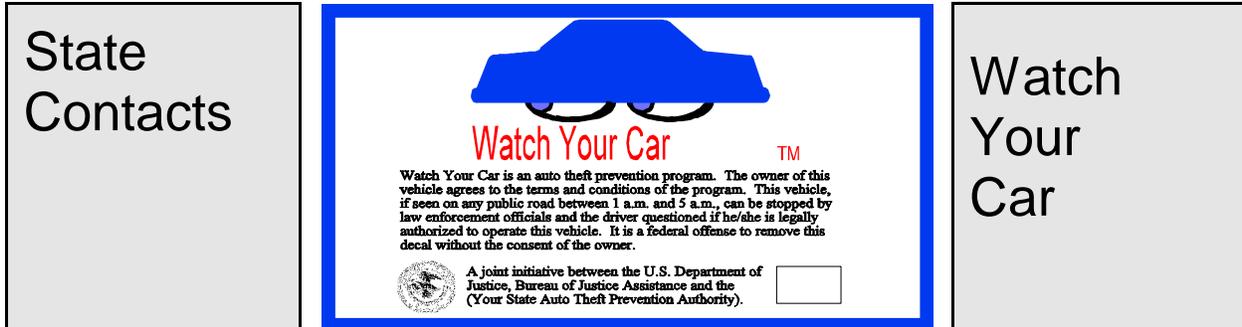
5. Signature

6. Date

---

# **State Contacts**

**State Motor Vehicle Theft Prevention Authorities or  
State Office That Administers the Edward Byrne Memorial State  
and Local Law Enforcement Assistance Formula Grant Programs**



**State  
Contacts**

**Watch  
Your  
Car**

**ALABAMA**

DeWayne Freeman  
Director  
Department of Economic and  
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401 Adams Avenue, P.O. Box 5690  
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**ALASKA**

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**ARKANSAS**

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## **DISTRICT OF COLUMBIA**

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## **FLORIDA**

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## **GEORGIA**

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## **HAWAII**

The Honorable Margery S. Bronster  
Attorney General  
State of Hawaii  
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## **IDAHO**

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## **INDIANA**

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## **IOWA**

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**KANSAS**

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 Coordinating Council  
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**LOUISIANA**

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**MAINE**

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 Department of Public Safety  
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 ME Justice Assistance  
 Council  
 State House Station 164  
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**MARYLAND**

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**MASSACHUSETTS**

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## **MICHIGAN**

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## **MONTANA**

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**NEVADA**

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**NEW HAMPSHIRE**

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**NEW JERSEY**

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**NEW MEXICO**

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## **NORTH DAKOTA**

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## **VERMONT**

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## **VIRGINIA**

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## **WASHINGTON**

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## **WEST VIRGINIA**

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## **WISCONSIN**

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## **WYOMING**

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## **AMERICAN SAMOA**

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**COMMONWEALTH OF THE  
NORTHERN MARIANA ISLANDS**

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# **Application Checklist**

## Application Checklist

- \_\_\_ An application cover letter containing a certification against supplantation of funding.
- \_\_\_ Standard Form 424, *Application for Federal Assistance*, including the supporting budget and program narratives.
- \_\_\_ A project narrative both in hard copy and on a computer diskette that addresses subsections A through J in the Project Narrative and Criteria for Judging Applications section.
- \_\_\_ Budget Detail Worksheet, OMB Approval No.1121–0188.
- \_\_\_ OJP Form 4000/3, *Assurances*.
- \_\_\_ OJP Form 4061/6, *Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*.
- \_\_\_ Standard Form LLL, *Disclosure of Lobbying Activities*.
- \_\_\_ Original and two copies of the complete application.

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The Watch Your Car Program is authorized under section 220001, Motor Vehicle Theft Prevention Act Program, Title XXII of the Violent Crime Control and Law Enforcement Act of 1994. The program is codified at 42 U.S.C. 14171. Applicants may also contact the Program Management Office, Watch Your Car Program, Bureau of Justice Assistance, 810 Seventh Street NW., Room 4118, Washington, DC 20531. (202) 616–3458.

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