



ILLINOIS MOTOR VEHICLE THEFT PREVENTION COUNCIL

APPLICATION INSTRUCTIONS

(Revised – July 2007)

Illinois Motor Vehicle Theft Prevention Council

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GUIDELINES FOR THE PREPARATION OF MOTOR VEHICLE THEFT PREVENTION GRANT APPLICATION

SUBMISSION:

Eligible applicants must submit a completed grant application. All required elements are addressed within these instructions.

Funded applications will be incorporated into an *Award Agreement*, which will be executed between the Council and the Implementing Entity.

APPLICATION DEADLINE:

Applications must be received by noon (12:00 P.M.) on Friday, September 14, 2007. Facsimile transmissions are not acceptable. **Late applications will not be accepted.**

BUDGET GUIDELINES:

A critical part of the Statewide Motor Vehicle Theft Prevention Strategy 2008 - 2011 revolves around the fact that as program costs continue to increase, the amount of Trust Funds available for funding remains constant. The Council suggests applicants prepare budgets that include only essential costs.

Applicants should provide a long-term budget for the entire four-year term of the strategy with budgets broken down annually.

COST GUIDELINES:

The Council has established the following guidelines to be considered when preparing grant applications. If funding requests deviate from these guidelines, written justification must be included in the *Budget Narrative* section of the grant application. **Please note: Applications will be evaluated for compliance with these guidelines.**

1. If an applicant is requesting Trust Fund payments for salary costs of individuals assigned full-time to the program, no more than five percent of the total personnel costs may be requested for overtime reimbursement.
2. Trust Funds may not be used for the rental, lease, or purchase of vehicles without prior approval of the Council.
3. Trust Funds may not be used for the rental, lease, or renovation of office space without first exploring and exhausting other alternatives, such as utilizing donated space.
4. Trust Funds may not be used for out-of-jurisdiction travel except for expenses directly related to: criminal investigations, events sponsored by the Council, or training seminars which are not available locally.

5. Trust funds used for personnel costs are to be limited to the minimum amount necessary to support the assigned personnel. The Council assumes the agency assigning personnel to the program will hire (or has hired) additional personnel to fill the vacancy. The funding of training, weapons, protective vests, and other similar one-time costs associated with outfitting an officer are allowable for first year programs. In subsequent years, such charges are not allowable without Council approval. Trust funds will only pay personnel at the rate of an entry-level employee with 12 months of service. Any additional funds needed to reach the actual salary of the employee in the program will have to be provided from the employee's parent agency in the form of a match. Salary reimbursement may include annual increases consistent with the amount allowed by the participating agency only if the agency hired a person to fill the vacancy created by assigning a person to the program. When determining the cost effectiveness of a proposal Council may consider match and the amount contributed.
6. Trust funds requested for office supplies and/or commodities may not exceed \$500 per funded person per twelve-month period.
7. Personal computer equipment requested must be the least costly available and acquired in the least costly fashion consistent with applicable procurement requirements.
8. Trust fund amounts are fixed for the four-year period, any raises, adjustments, and increased match amounts should take this into consideration and reflect it in the projected budgets.

Please Note: If the applicant requests funds for cost items, which deviate from these guidelines, detailed written justification must be included in the grant application.

INSTRUCTIONS FOR SUBMITTING COMPLETED APPLICATIONS

Use the attached *Application for Program Funding* and attach additional sheets if necessary. **Do not permanently bind the completed application.** The completed grant application should be sent to: Greg Stevens, Program Director, Illinois Motor Vehicle Theft Prevention Council, 120 South Riverside Plaza, Suite 1016, Chicago, Illinois 60606-3997. Questions should be directed to Greg Stevens or Terry Dugan at (312) 793-8550 or via e-mail at Gregory.Stevens@Illinois.gov.

INSTRUCTIONS FOR COMPLETING APPLICATION

COVER PAGE

1. **PROGRAM NAME** - The name of the program to be funded.
2. **PROGRAM SUMMARY** (100-200 words) - Briefly describe the proposed motor vehicle theft prevention program. Describe what services the program will be providing and how they will be provided. Explain how the program will enhance or expand the services other programs that may be offering similar services in the area.
3. **IMPLEMENTING ENTITY** - The Implementing Entity is the unit of federal, state or local government, corporation, business, community, or neighborhood organization applying for funds. This entity is legally responsible for the administration of the proposed program. A business or neighborhood community organization applying for funding must be incorporated.
4. **PROGRAM DIRECTOR** - The name, title, phone number, telefax number, and e-mail address of the individual who can answer routine questions about the content of the grant application.
5. **FUNDING** - Indicate the total amount of Council trust funds requested, amount of matching contributions (if any), and total program cost.

I. QUALIFICATIONS OF APPLICANT

Description of applicant organization and previous experience administering grants of similar size and scope. Current Council grantees should use this section to indicate how they have impacted auto theft in their area, in a cost-efficient manner.

II. STATEMENT OF PROBLEM

Please provide a specific, detailed problem statement which documents a particular motor vehicle theft problem that exists, in the area, that has not been addressed or fully addressed. Data should be included to substantiate the problem along with the source(s) of such data. This data can be supplemented with anecdotal information based on current program's experiences. This section should clearly identify the problem(s) and the specific need(s) in your area. The Statewide Motor Vehicle Theft Prevention Strategy Reference 2008 – 2011 should be referenced. Data can be presented in the form of tables, charts, or other graphic means. The use of motor vehicle theft projections are strongly encouraged. Attach separate sheets if necessary.

III. GEOGRAPHIC AREA COVERED BY PROGRAM

Please describe the geographic area served by the program. Be specific and attach a map of the area if available. Provide a description in terms of population and other relevant demographic characteristics. List the communities to be served by the program. Note that the Council has statistically identified the following as areas with the highest incidence of motor vehicle theft:

1. The greater Chicago Metropolitan Area including Cook, DuPage, Kane, McHenry, and Lake counties.
2. The greater Joliet Metropolitan Area including Will, Grundy, and Kankakee counties.
3. The greater East St. Louis Metropolitan Area including St. Clair and Madison counties.
4. The greater Rockford Metropolitan Area including Winnebago and Boone counties.
5. The greater Peoria Metropolitan Area including Peoria, Tazewell, and Woodford counties.
6. The greater DuPage and Kane County areas.
7. The greater Sangamon County area.

IV. GOALS AND OBJECTIVES

This section should describe the goals and objectives of the program and how they will remedy the problem(s) previously documented. Goals should address the needs described in the *Statement of Problem* and are general statements of what the proposed project will accomplish. Objectives must be specific, measurable, realistic and outcome-oriented as well as process-oriented. Please provide answers to the following questions. Attach a separate sheet for each goal. On that same sheet, the objectives for that goal, and the performance indicators for those objectives should be listed. There should be no more than three goals for the program. There should be two objectives for each goal. The number of performance indicators depends on the number needed to evaluate each objective.

A. Goals

What will the program achieved? For example, does the program propose to recover more stolen vehicles, arrest more vehicle theft offenders, prosecute more vehicle theft offenders, increase public awareness of the motor vehicle theft problem, provide specialized training for law enforcement officers? Please provide the goals of the program.

B. Process-Oriented Objectives

What are the process-oriented objectives of the proposed program? How will the program achieve the goals? For example, will it open five investigations into chop shops, conduct ten public education seminars, prosecute twelve career auto thieves, prosecute ten insurance fraud cases, supply a specified number of hours of training for law enforcement officers, etc? Please provide the process-oriented objectives of the program.

C. Outcome-Oriented Objectives

What are the outcome-oriented objectives of the proposed program? What specific ends are to be accomplished through the proposed program? For example, does the program propose to increase the number of stolen motor vehicle recoveries by 15%, increase motor vehicle theft convictions by 10%, reduce the number of juveniles who steal automobiles by 10%, etc.? Please provide specific measurable outcome-oriented objectives for the program.

D. Performance Indicators

Performance indicators will be used to evaluate each objective. What indicators should be examined to determine the success of the objective (e.g. the number of motor vehicles stolen, the number of criminal investigations initiated, the number of stolen vehicles recovered, the number of informants cultivated, the number of persons arrested for motor vehicle theft offenses, the change in public attitudes or behavior, the quality of criminal investigations prosecuted, the number of persons prosecuted for motor vehicle theft offenses, the number of chop shop operations closed, the number of tips received regarding motor vehicle theft or insurance fraud, the number of law enforcement officers trained)?

The following is an example of goals, objectives and performance indicators and the format that should be followed.

Goal: I. Reduce the incidents of auto theft in the county.

Objective: A. Investigate and prosecute two auto theft conspiracy cases.

Performance indicators: 1. Number of conspiracy cases investigated.
2. Number of conspiracy cases filed for prosecution.

V. STRATEGY

The *Problem Statement* has described the problem(s) to be addressed. *Goals and objectives* have defined the ends to be achieved. The *Strategy* should describe specifically how the goals and objectives are going to be accomplished. The strategy should describe what activities are going to be carried out with reference to budgeted items, needs identified in the problem statement, the relationship to current motor vehicle theft reduction efforts (if any), and the proposed program's goals and objectives.

When describing the consider the following questions:

- A. What activities will personnel assigned to the project be engaged in? Describe duties and responsibilities.
- B. How will requested equipment items be used in the program?
- C. How will contractual, commodities, and other items or expenses achieve the goals and objectives stated in the program?
- D. What subcontracting will be necessary to carry out the program?
- E. What match contributions will be contributed to the program?
- F. How will the program partner with other entities to achieve the objectives stated in the Council's strategy?

BUDGET NARRATIVE

The *Budget Narrative* accompanies the *Budget Detail* to provide the justification and information necessary to determine how budget items were computed and their need. The *Budget Narrative* should distinguish between one-time expenditures and continuing costs. Trust Funds are intended to increase, not replace, resources available to eligible recipients for specific programs, so that their direct impact on the vehicle theft problem is maximized.

The *Budget Narrative* and *Budget Detail* should cover the entire four-year term of the strategy, with the budget broken down annually.

The *Budget Narrative* should also identify all program costs paid for by the implementing entity or by the participating agencies. These costs should be listed under *Matching Funds* in both the *Budget Narrative* and *Budget Detail* sections of the application.

NOTE: TRUST FUNDS MUST SUPPLEMENT AND MAY NOT BE USED TO SUPPLANT OTHER FUNDS BUDGETED FOR EXISTING PROGRAMS.

PERSONNEL

Please use the space provided to answer the following questions regarding personnel costs for which trust funds are requested. Attach additional sheets if necessary.

- A. How many personnel will be paid with trust funds? What specific position titles are to be used? What is the actual salary level for each person assigned to or persons hired who will be paid with trust funds?
- B. What fringe benefits will be paid for with trust funds? Itemize all fringe benefits *for each funded position* and indicate how they were calculated.
- C. What overtime reimbursement will be allowed (not to exceed 5% of the total personnel costs)? What work will be performed on overtime? Address all strategies that will be employed to minimize overtime expenses.
- D. Do personnel paid with trust funds perform other duties not related to the proposed program? If so, list the duties and the funding sources supporting that work. *Note the percentage of time each person will spend in the program position.*

EQUIPMENT

Please describe any equipment to be paid for by Trust Funds. List all equipment, explain its proposed use and why it is necessary for the program.

For existing programs, if vehicles loaned by the insurance industry have been used for the program, indicate the number of vehicles in use and the personnel they are assigned to in this section of the application.

CONTRACTUAL EXPENSES

Please describe all contractual expenses for which Trust Funds are requested. List (itemize) all necessary expenses, explain and justify their connection to the program. Attach separate sheets if necessary. Consider the following questions:

- A. What utilities (electric, gas, etc.) will be paid for with Trust Funds? List all such utilities and the total cost for the grant period.
- B. Will any equipment be rented or leased? If so, list the equipment, the total cost for the grant period, and the rental/lease rate per month. If equipment is leased, a lease vs. purchase analysis is required. This analysis should reflect a comparison of forecasted costs for both an outright purchase and a leasing arrangement.
- C. List the cost of telephone services for the grant period as well as the rate per month.
- D. List the amount requested for vehicle operating costs including gas, oil, maintenance, insurance, etc.
- E. For each person to be employed contractually by the program on an hourly basis, the following should be specified:
 - a) Rate of pay.
 - b) Number of hours to be worked each week or month and the percentage of time devoted to project.
 - c) Number of months to be employed by the program.
 - d) Detail of job duties.
 - e) Minimum educational requirements, training and/or prior experience required.
- F. Will the program have a need for the services of consultants? If so, describe the services to be provided, the total costs for the grant period, the rate of pay, and the process that will be utilized to select the consultant. Also, explain the need for the services.

Please note: Copies of contracts for personnel, leases and other contractual costs **must** be submitted to the Council for approval **prior** to their execution with contractors.

TRAVEL EXPENSES

Please describe any travel expenses for which Trust Funds are requested. List (itemize) all expenses including transportation, lodging, per diem, and related expenses. Identify the staff that will travel. Explain why travel is necessary to the program.

Note: In some cases, the Council may ask a traveler to make a presentation at a meeting or submit a written report summarizing information gained for travel involving seminars, conferences or training.

COMMODITIES

Please describe the commodities for which trust funds are requested. List any necessary commodities, the cost per unit, and the total cost for the grant period. Explain any unusual types or quantities of consumable items.

OTHER COSTS

Please describe any *other costs* for which trust funds are requested. Itemize all costs and explain their necessity and connection to the program. *Other costs* are costs associated with the proposed program, but do not fit into one of the categories previously listed. Do not use a "miscellaneous" line item.

PROJECT INCOME

Project Income consists of all gross income (including the acquisition of forfeited property and assets) earned by the implementing entity during the grant period as a direct result of the award of trust funds, regardless of when the income is realized. Project income does not include funds provided by the Council. Interest earned on trust fund deposits is considered project income. "Direct result" shall be determined by the Executive Director of the Illinois Criminal Justice Information Authority and means a specific act or set of activities that are directly attributable to Trust Funds and which are directly related to the goals and objectives of the funded project. Please consider the following questions:

- A. Will project income funds be "rolled" into the proposed program from a current program? If so, what amount?
- B. Will the proposed program be receiving project income in the coming year? If so, in what amount?
- C. Please describe the foreseeable source(s) of such income, and the expected amounts.

Please note: The prior approval from the Council is required for any expenditures of project income funds.

BUDGET DETAIL

This section of the application details the proposed budget in whole dollar amounts in a table format. The attached table is the suggested format for this purpose. If space on the forms is insufficient, use additional pages. Fractions of dollars should be omitted, round to the nearest whole dollar. Indicate *Not Applicable* if no costs are anticipated in a budget category. **Each budget category must be totaled correctly.**

PERSONNEL

Job Title/Agency - Identify the personnel to be used in this project by job title (e.g. officer, assistant state's attorney, secretary, administrative assistant, probation officer, etc.) and the agency they will be assigned from (if applicable). If the person will be hired for the program by the implementing entity, indicate "new hire".

Actual Monthly Salary - List the actual monthly (or pay-period) salary and fringe benefit costs of each individual listed under the *Job Title*. If the individual is a "new hire," please indicate "N/A."

Months on Program - List the number of months or pay periods the person will be assigned to the project.

Percent of Time on Program - List the percentage of time the person will be assigned to the program.

Total Trust Funds Requested- **Trust funds will only pay personnel at the rate of an entry-level employee with 12 months of service. Any additional funds needed to reach the actual salary of the employee in the program will have to be provided from the employee's parent agency in the form of a match.** List the amount of Trust Funds requested to cover the position based on the monthly salary and the number of months assigned to the program. This calculation will depend on whether the position is full-time, part-time, or different percentage of time. The fringe benefits must also be listed if funds are requested.

Total Matching Funds - List the amount of matching funds that are being provided by the parent agency supplying the personnel. This amount should be the difference between the person's actual salary (including fringe benefits) and the entry-level salary and fringe benefits paid with Trust Funds.

Total Cost - List the total cost of the personnel. - The total is calculation of trust funds plus matching funds.

Subtotal - List the sum of the Total Trust Funds, Matching Funds and Total Cost lines.

Overtime - List the amount of overtime reimbursement (not to exceed 5% of the Subtotal). Non-investigative staff may not be paid overtime with Trust Funds.

Total Personnel - Sum of Subtotal and Overtime.

EQUIPMENT

Enter any equipment that is to be purchased at a unit cost of more than \$50. Detail each item of equipment, including the number of units and the estimated cost per unit. The cost for each item should include taxes, delivery, installation and all related costs. Lease or rental equipment belongs in the *Contractual* category. Equipment items less than \$50 should be listed in *Commodities*.

CONTRACTUAL

List all costs that are to be incurred as a result of an agreement, letter of intent, contract or lease. This section includes postage, rent, utilities, telephone, equipment rentals, hourly personnel, consultants, vehicle operating costs, and official advance funds ("buy money").

TRAVEL

Travel applies to project personnel only. These expenses include mileage, per diem, lodging and transportation expenses for employees who are on official business related to the goals and objectives of the project. Reimbursement may not exceed the rates and conditions established for state employees by the Governor's Travel Control Board.

COMMODITIES

Commodities apply to consumable supplies and equipment items with an initial price of less than \$50. Itemize all commodities to be used for the project. **Do not use a "miscellaneous" line item.**

OTHER COSTS

Other Costs apply to program costs not included in the above categories. **Do not use a "miscellaneous" line item.**

PROJECT INCOME

Project Income consists of any and all gross income (including the acquisition of forfeited property and assets) earned by the Implementing Entity during the award agreement period as a direct result of the award of Trust Funds, regardless of when the income is realized. Project Income is not funds provided by the Council. Interest earned on the deposit of Trust Funds is Project Income. "Direct result" shall be determined by the Executive Director and means a specific act or set of activities that are directly attributable to Trust Funds and which are directly related to the goals and objectives of the funded project.

Project Income earned during the previous award agreement period which is being requested to be carried forward into the next period should be listed as "Balance To Be Carried Forward."

Also, list all other project income to be earned by the implementing entity during the next award agreement period by source as a result of Trust Funds.

The Council requires that implementing entities seek the approval of the Council prior to any expenditure of Project Income funds.

BUDGET SUMMARY

Provide totals requested for personnel, equipment, contractual, travel, commodities, and other costs.
Please make sure that all budget figures are accurate.